

## EXHIBITOR TERMS AND CONDITIONS

*We plan to attend the 2021 Fall Committee on Petroleum Measurement Standards Meeting and would like to participate as an exhibitor. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:*

- 1. Exhibitor Payment:** We understand that, upon receipt of our application, we will be contacted by the API Registrar to confirm our application, method of payment, and the following items:
  - Marketing contact's full name and email address
  - Company logo in JPG or PNG, and EPS
  - Company URL
  - Company description not to exceed 100 words
  - Name(s) of those using the complimentary registration(s), if applicable.
- 2. Registration Fee:** The exhibitor fee of **\$2,000** includes a 50% discount for one (1) registration to meetings during this event. Exhibitors who wish to also attend meeting must register and pay the appropriate event registration fee.
- 3. Signage:** API will create prominent signage or other forms of recognition that feature the company name and/or logo of the exhibitor. The exact wording and type of recognition will be at the discretion of API. An acknowledgement of exhibitors will be included in the app.
- 4. Liability and Security:** Each exhibitor must make provisions for the safeguarding of its goods, materials, equipment throughout the meeting. Neither API, nor the Grand Hyatt Nashville, nor their officers, representatives, and employees will be responsible for any destruction, damage, theft or loss to the exhibitor's property.
- 5. Indemnification:** The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless, API, the Grand Hyatt Nashville, and their employees and agents against all claims, losses and damages to persons or property, governmental charges or fines, and reasonable attorney's fees arising out of or caused by sponsor's participation.
- 6. Insurance:** The exhibitor acknowledges that API and the Grand Hyatt Nashville do not maintain insurance covering exhibitor's property, and that it is the sole responsibility of exhibitors to obtain business interruption and property damage insurance covering such losses by exhibitor.
- 7. Event Cancellation:** If unusual circumstances prevail and the event is cancelled, a full refund of the exhibitor fee will be made within thirty (30) days of the cancellation. Exhibitor waives all claims that may be made against API, its employees, agents and assigns, except the right to a refund of the exhibitor fee.
- 8. Cancellation:** Exhibitors may cancel their obligation up to **September 17, 2021**. However, 50% of the fee is nonrefundable. Notice of cancellation must be submitted in writing to the API Registrar at [registrar@api.org](mailto:registrar@api.org).
- 9. Sales:** No business transactions/solicitations are allowed during API functions at any time.
- 10. Assignment:** Neither API nor the sponsor may assign their rights under this Agreement without the express written consent of all the parties.
- 11. Right of Refusal:** API reserves the right to refuse the setup of the exhibit display space to any company whose display of goods, service or machinery is not, in the opinion of API, compatible with the general character and objectives of the Exhibition

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12. **Subletting of Virtual Space:** The exhibitor agrees not to assign, sublet, or apportion space or any part thereof contracted for, nor to exhibit, advertise or offer for sale merchandise or services other than those manufactured or sold by exhibitor company in the regular course of business. Exhibitors may not permit non-exhibiting company representatives to work in their booths except their own dealers and representatives.
  
  13. **Virtual Exhibit Hours:** Exhibitors are required to keep at least one attendant at their exhibit display table during official Exhibit hours, subject to removal of their exhibit from the show at the company's expense.
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### Terms and Conditions

*We have read and agree to abide by the attached terms and conditions and will brief our representatives accordingly.*

Authorized Company Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_