

SPONSOR TERMS AND CONDITIONS

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

- Sponsor 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 and PNG, and EPS
 - Company URL
 - Company description not to exceed 100 words
 - Name(s) of those using the complimentary registration(s), if applicable.
- Sponsor Imprint:** Sponsor item (if appropriate) will be printed with your company's logo as well as appropriate.
- Signage:** API will create prominent signage or other forms of recognition that feature the company name and/or logo of the sponsor. The exact wording and type of recognition will be at the discretion of API. An acknowledgement of sponsors will be included in the app.
- Brochures:** Informational/educational handouts or materials, to be distributed on a dedicated and shared "Sponsors Table" in the registration area, should not be larger than approximately 9" x 12". API reserves the right to refuse the display of any company literature that is not, in the opinion of API, compatible with the general character and objectives of the sponsor distribution.
- 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 sponsors to obtain business interruption and property damage insurance covering such losses by sponsor.
- 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.
- Sponsor Cancellation:** Sponsors 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.
- Sales:** No business transactions/solicitations are allowed during API functions at any time.
- Assignment:** Neither API nor the sponsor may assign their rights under this Agreement without the express written consent of all the parties.
- Package Handling Fees:** We understand that Grand Hyatt Nashville may charge a fee for package handling. We agree to be responsible for paying these fees when we arrive at the hotel and receive our shipment of materials.
- Shipping Information:** Shipping instructions will be provided to you with further confirmation information once your application has been fully processed.

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: _____