



2017 Sponsor Information

Thank you for your support of the [2017 Pipeline Conference and/or Control Room Forum](#), at the Hyatt Regency Hill Country Hotel. Please read the following information carefully and note the important deadlines below:

As a **Sponsor** your company is entitled to:

- Printed acknowledgement of the sponsorship in the on-site program.
- Company logo displayed on signage in the registration area.
- Customized sign with company name at the sponsored function.
- Company name on slide at General Opening Session
- One (1) complimentary registration. Each additional representative must register at the conference rate.
- A “Sponsor” ribbon affixed to the company representative’s badge for easy identification.
- A one paragraph description of your company in the “Thank you to our Sponsors” document distributed to all attendees.
- A six-foot x 30”, tabletop exhibit space display company products and/or services. Please note that all displays must fit either on the table or behind same. No banners, equipment, or other articles may be placed on the side of the table. Free standing booths are not permitted due to space limitation. All spaces are on a first come first served basis. We do not use floor plans or space assignments.

Important Requirements and Deadlines:

Sponsor Application	March 14, 2017 or until sold out
Logo Items	Artwork in JPG and EPS files due to API by April 4, 2017. Please email files to ferguspons@api.org. We must have your completed application, agreement and payment by April 4 in order to go to production on the sponsored item.
One paragraph description of your company with a marketing contact (no more than 125 words)	Emailed by April 4 to fergusons@api.org.
Company logo	Provide in a 600 dpi resolution or higher JPG and EPS file by April 4 via email to sellouk@api.org.

Set-Up and Exhibit Hours:

Pipeline Conference

Monday, April 24	Set-Up	1:00 pm – 3:00 pm
Monday, April 24	Exhibit Hours (optional. You do not have to be at your table)	3:00 pm – 6:00 pm
Tuesday, April 25	Exhibit Hours	7:00 am – 5:00 pm
Wednesday, April 26	Exhibit Hours	7:30 am – 12:00 pm
Wednesday, April 26	Tear down your exhibit table display	12:00 pm – 3:00 pm

Control Room Forum

Wednesday, April 26	Set-Up	10:00 am
Wednesday, April 26	Exhibit Hours (optional. You do not have to be at your table)	12:00 pm – 5:00 pm
Thursday, April 27	Exhibit Hours	7:00 am – 12:00 pm
Thursday, April 27	Tear down your exhibit table	12:00 pm

Table selection will be on a first-come, first-served basis.

Your **sponsor fee covers table set-up, two chairs, and a standard electrical outlet.** If you have additional electrical or audio/visual needs, please contact the Audio Visual Department at the Hyatt. Further information such as shipping/handling and associated fees may be found at the conference website www.api.org/events. Please note that additional equipment/services will be at your own expense. Please note that pop up banners **MUST BE PLACED BEHIND OR ON TOP OF YOUR TABLE.**

Shipping Information

Come prepared with enough materials about your company to distribute to attendees. You may ship materials ahead of your arrival. **Please do not ship them to arrive at the Hotel before Thursday, April 20.** Please ensure that your boxes are clearly marked with your name and your company's name.

Please address packages as follows:

Company Representative's Name (Hotel Guest)

Hyatt Regency Hill Country
9800 Hyatt Resort Drive, San Antonio, TX 78251
(210) 647-1234

Hold for Arrival: [Representative's arrival date]

Please be aware that you will also be responsible for any package handling fees associated with the delivery of your items once they arrive at the hotel. You will also be responsible for the return shipment of your exhibits. You may make arrangements with Shipping and Receiving at the Hyatt. Be sure to bring your shipping account information if appropriate.

Exhibit Security

You will have access to limited storage in the API Office where you may secure **small** items such as monitors during the night, if you wish, or you may take them to your hotel room. However, the Hyatt Regency Hill Country and API cannot be responsible for your items in case of theft, loss or damage in any way. You are responsible for the security of your materials and products at all times. If you need to leave shipping crates in the hotel's loading dock area, be sure that they can be secured safely until you will need them for return shipment.

Hotel security personnel will insist that you safeguard laptops, computers, other valuable equipment, etc. Please do not leave them unattended at any time.

NOTE: Your signed Sponsor Agreement is required by API before you can set up your exhibit.

Please contact Madeleine Sellouk at 202-682-8332 or sellouk@api.org if you have any questions regarding the above information.

Thank you for your participation. We look forward to seeing you soon!