



2019 Sponsor Information

Thank you for your support of the [2019 Pipeline Conference and/or Control Room Forum](#), at the Pointe Hilton Tapatio Cliffs Hotel and Resort. Please read the following information carefully and note the important deadlines below:

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

- Acknowledgement of the sponsorship in the app.
- Company logo displayed on signage in the registration area.
- Customized sign with company name at the sponsored function (Pipeline Conference Only)
- 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 (no more than 100 words) description of your company in the “Thank you to our Sponsors” part of the app.
- A six-foot x 30”, tabletop exhibit space to display company products and/or services. Please note that all displays must fit either on the table or directly behind table. 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 1, 2019 or until sold out
Logo Items	Artwork in JPG and EPS files due to API by March 1, 2019. Please email files to morrisonl@api.org We must have your completed application, agreement and payment by March 1 in order to go to production on the sponsored item.
One paragraph description of your company with a marketing contact (no more than 100 words)	Emailed by March 1, 2019 to morrisonl@api.org .
Company logo	Provide a 600 dpi resolution or higher JPG and EPS file by March 30, 2019 via email to morrisonl@api.org

Set-Up and Exhibit Hours:

Pipeline Conference

Monday, April 8, 2019	Set-Up	1:00 pm – 3:00 pm
Monday, April 8, 2019	Exhibit Hours (optional. You do not have to be at your table)	3:00 pm – 6:00 pm
Tuesday, April 9, 2019	Exhibit Hours	7:00 am – 5:00 pm
Wednesday, April 10, 2019	Exhibit Hours	7:30 am – 11:00 am
Wednesday, April 11, 2019	Tear down your exhibit table display	10:30 am – 1:00 pm

Control Room Forum

Wednesday, April 11, 2019	Set-Up	1:30 pm
Wednesday, April 11, 2019	Exhibit Hours (optional. You do not have to be at your table)	1:30 pm – 5:00 pm
Thursday, April 12, 2019	Exhibit Hours	7:00 am – 12:00 pm
Thursday, April 12, 2019	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 PSAV (Audio Visual Department) at the Pointe Hilton Tapatio Cliffs Resort at 602-870-8148. 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 4.** Please ensure that your boxes are clearly marked with your name and your company's name. The Hilton staff will bring your materials to the exhibit area for you to claim.

Please address packages as follows:

Company Representative's Name (Hotel Guest)

Pointe Hilton Tapatio Cliffs Resort
11111 N 7th St.
Phoenix, AZ 85020
(602) 866-7500

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 Hilton. 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 Pointe Hilton Tapatio Cliffs Resort 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 insist that you safeguard laptops, computers, other valuable equipment, etc. Please do not leave them unattended at any time.

NOTE: Your signed Sponsor Agreement and full payment 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!