



## 2018 Fall Refining and Equipment Standards Meeting

November 12-15, 2018 | Hyatt Regency Orlando | Orlando, Florida | [www.api.org/meetings](http://www.api.org/meetings)

Return by **October 15, 2018** | Fax your application and agreement to 202-682-8222

### EXHIBITOR REPRESENTATIVE *(Person who will be on-site)*

Company \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_  
(Include Country Code)

Contact Name \_\_\_\_\_  
*(On-site representative)*

Contact E-mail \_\_\_\_\_  
*(On-site representative)*

CC E-mail \_\_\_\_\_

Company URL \_\_\_\_\_

### EXHIBITOR BENEFITS

- A six-foot, tabletop exhibit space near the registration area to display company products and/or services Monday and Tuesday where you will have direct exposure to a targeted audience. All coffee/refreshment breaks will be set up in the same area as exhibitors.
- WiFi access Monday and Tuesday at your display table.
- \$150 discount on the registration fee for one exhibitor/representative to attend meetings.
- Logo and marketing and contact information included in the API Meeting APP.
- Your company listed as an exhibitor on the API website with a link to your company's website.
- An "Exhibitor" badge for easy identification.
- Welcome breakfast and general session, reception, and coffee/refreshment breaks for one company representative.

### ELECTRICAL REQUIREMENTS

A 6-foot draped table, two chairs, and one electrical outlet, if required, will be provided for your display area. Will you require electricity?  Yes  No

### EXHIBITOR OPPORTUNITIES

6-foot Exhibit Table: \$1,800  
*(20 Exhibit Tables Available)*

### ADDITIONAL REPRESENTATIVES

Breakfasts, Reception, and Coffee Breaks: \$75  
*(does not include registration to meetings)*

# 1 – Name: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

# 2 – Name: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

# 3 – Name: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

# 4 – Name: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### METHOD OF PAYMENT

**By Credit Card** (preferred). Please charge the following card:

VISA  MasterCard  American Express

Card Number		
Exp. Date:	Cardholder's Zip Code:	Card Security Code (CSC):
Print Cardholder's Name		
Signature		

**By Check**

Please make your check payable to the American Petroleum Institute and indicate the following reference number on the check to ensure payment is credited to you properly: **SS-2300-DM003-7411**. U.S. currency only, drawn on a U.S. bank.

Please mail the check by October September 28 to be received at API before the due date of **October 15, 2018**. Mail to the:  
American Petroleum Institute | P.O. Box 1425 | Merrifield, VA 22116-1425

**By Wire** – contact Brittany Ellis at [registrar@api.org](mailto:registrar@api.org) for wire transfer information.

**PLEASE RETURN BY October 15, 2018**

Fax your completed application to (+1) 202-682-8222. No cover sheet necessary.



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We plan to attend the event indicated below and would like to participate as a sponsor. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:

1. **Exhibitor Payment:** Full payment is due with the completed Application and Agreement by **October 15, 2018**. Your Application and Agreement received without such payment will not be processed nor will sponsorship assignment be made.
2. **Registration Fee:** The exhibitor fee of **\$1,800** does not include registration to meetings during this event. Exhibitors who wish to also attend meeting must register and pay the appropriate event registration fee.
3. **Printed Program Notation:** Per individual exhibitor benefits as indicated, an acknowledgment of your company's participation as an exhibitor will be made in the final printed program. The exact wording will be at the discretion of API.
4. **Signage:** Per individual exhibitor benefits as indicated, 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.
5. **Liability and Security:** Each exhibitor must make provisions for the safeguarding of its goods, materials, equipment and display at all times, if applicable. Neither API, nor the Hyatt Regency Orlando, nor their officers, representatives nor employees will be responsible for any destruction, damage, theft or loss to the sponsor's property.
6. **Indemnification:** The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, the Hyatt Regency Orlando, 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.
7. **For the APP:** All sponsors agree to provide:  
A URL and short paragraph describing their companies.  
A company logo in a **high-quality JPG** file.
8. Send these items, along with your application, should be sent to Brittany Ellis at [registrar@api.org](mailto:registrar@api.org) by **October 15, 2018**.
9. **Insurance:** The exhibitor acknowledges that API and the Hyatt Regency Orlando do not maintain insurance covering sponsor property and that it is the sole responsibility of exhibitors to obtain business interruption and property damage insurance covering such losses by sponsor.
10. **Event Cancellation:** If unusual circumstances prevail and the event is cancelled, a full refund of the sponsor 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 sponsor fee.
11. **Cancellation:** Exhibitors may cancel their obligation up to **October 22, 2018**. However, 50% of the fee is nonrefundable. Notice of cancellation must be submitted in writing.  
  
**Send cancellation notice to:**  
American Petroleum Institute  
ATTN: Brittany Ellis  
1220 L Street, NW  
Washington, DC 20005-4070  
USA  
  
**Email to:** [registrar@api.org](mailto:registrar@api.org)  
  
**Fax to:** (+1) 202-682-8222
12. **Sales:** No business transactions/solicitations are allowed during API functions at any time.
13. **Assignment:** Neither API nor the sponsor may assign their rights under this Agreement without the express written consent of all the parties.

### ACCEPTANCE OF TERMS

I, the duly authorized representative of the undersigned company, on behalf of said company, subscribe and agree to all terms, conditions, authorizations, and covenants contained in the Application and Agreement for exhibit table space.

\_\_\_\_\_  
Company/Organization (Please print)

\_\_\_\_\_  
Representative's Name (Please print)

\_\_\_\_\_  
Representative's E-mail (Please print)

\_\_\_\_\_  
Representative's Phone Number (Please print)

\_\_\_\_\_  
Representative's Signature (Please print)

\_\_\_\_\_  
Date Signed