



2018 Fall Refining and Equipment Standards Meeting

November 12-15, 2018 | Hyatt Regency Orlando | Orlando, Florida | www.api.org/meetings

Return by October 15, 2018 | **Artwork due October 5, 2018** | Fax your application and agreement to 202-682-8222

Representative *(who will be on-site)*

Company	
Street Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
Representative's E-mail	
CC E-mail	
Company URL	

Complimentary Registrant

* *(Applicable [only to participating sponsoring](#) companies that contribute \$2,000 or more.)*

Company	
Street Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
E-mail	

SPONSORSHIP BENEFITS

- Logo, company description, and marketing contact information included in the API Meeting APP.
- Customized sign with the company name at the sponsored function.
- If the [reception sponsorship](#) is chosen, your company logo will also be displayed electronically during the reception.
- Your company listed as a sponsor on the API website with a link to your website.
- Use of a "Sponsors Only Table" (shared table) in our registration area for distribution of company literature and hospitality invitations.
- * One (1) complimentary registration with a \$2,000 or larger sponsorship. Complete a registration information this person on the left of this form.
- A "Sponsor" badge for easy identification.

METHOD OF PAYMENT

- By Credit Card** (preferred). Please charge the following card:
- VISA MasterCard American Express

Card Number		
Exp. Date:	Cardholder's	Card Security Code (CSC):
	Zip Code:	
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 for wire transfer information.

SPONSORSHIP OPPORTUNITIES - Please select the opportunity.

- | | |
|---|----------|
| <input type="checkbox"/> Monday Breakfast/General Session <i>(5 available)</i> | \$ 3,500 |
| <input type="checkbox"/> Coffee/Refreshment Breaks <i>(5 available)</i> | \$ 3,000 |
| <input type="checkbox"/> Monday Networking Break | \$ 2,500 |
| <input type="checkbox"/> Tuesday Networking Break | \$ 2,500 |
| <input type="checkbox"/> Welcome Reception <i>(5 available)</i> | \$ 5,000 |
| <input type="checkbox"/> Lanyards | \$ 6,500 |
| <input type="checkbox"/> Registration Bags
<i>(Sponsorship may be shared by 2 companies)</i> | \$ 7,500 |
| <input type="checkbox"/> Meeting Wi-Fi | \$ 5,000 |
| <input type="checkbox"/> Mobile Device Power Banks | \$ 8,000 |
| <input type="checkbox"/> API Meeting APP | \$ 6,500 |

PLEASE RETURN BY October 15, 2018

Artwork due **October 5, 2018** for lanyards, registration bags, and on-site programs.

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



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Artwork for items to be printed due October 5, 2018 – email to registrar@api.org or fax your application and agreement to 202-682-8222.

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. **Sponsorship 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:** A sponsorship fee of \$2,000 or more includes one complimentary registration to attend the event. Additional sponsors who wish to attend meetings during this event must register and pay the appropriate event registration fee.
3. **Printed Program Notation:** Per individual sponsorship benefits as indicated, an acknowledgment of the item or event sponsored will be made in the final printed program. The exact wording will be at the discretion of API.
4. **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.
5. **Liability and Security:** Each sponsor 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 sponsor 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. **Artwork*:** Sponsor agrees to submit all artwork electronically to Brittany Ellis at registrar@api.org by no later than **October 5, 2018**. No guarantee of inclusion in onsite materials can be made if artwork is received after this deadline. Artwork format must be in both an EPS file and a high-resolution JPG file.
8. **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.

Send these items, along with your application, should be sent to Brittany Ellis at registrar@api.org by **October 15, 2018**.
9. **Insurance:** The sponsor acknowledges that API and the Hyatt Regency Orlando do not maintain insurance covering sponsor property and that it is the sole responsibility of sponsors 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. Sponsor 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:** Sponsors 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 to: American Petroleum Institute (ATTN: Brittany Ellis)
1220 L Street, NW
Washington, DC 20005-4070, USA

Email to: 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 sponsorship during this event.

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