



2018 Spring Refining and Equipment Standards Meeting

April 16-20, 2018 | Sheraton Seattle Hotel | Seattle, Washington | www.api.org/meetings

Return by **March 16, 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 for use Monday and Tuesday. (Setup 1:00 pm – 5:00 pm)
- WiFi access Monday and Tuesday at your display table.
- All coffee/refreshment breaks during the day; special networking break, 2:30 pm – 3:00 pm, Monday and Tuesday.
- Printed acknowledgement of the exhibit display in the on-site program; featured one-page, color marketing flyer about your company with marketing contact information.
- 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 (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 of Additional Representative

Phone _____ Fax _____

E-mail _____

2 – Name of Additional Representative

Phone _____ Fax _____

E-mail _____

3 – Name of Additional Representative

Phone _____ Fax _____

E-mail _____

4 – Name of Additional Representative

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-DM002-7411**. U.S. currency only, drawn on a U.S. bank. Please mail the check with your form no later than **March 1, 2018** to: American Petroleum Institute | P.O. Box 1425 | Merrifield, VA 2116-1425

By Wire – contact Brittany Morrow at registrar@api.org.

PLEASE RETURN BY March 16, 2018

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



Exhibitor Agreement

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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:

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- Exhibitor Payment:** Full payment is due with the completed Application and Agreement by **March 16, 2018**. Your Application and Agreement received without such payment will not be processed nor will sponsorship assignment be made.
- 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.
- 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.
- 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.
- 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 Sheraton Seattle Hotel, nor their officers, representatives nor employees will be responsible for any destruction, damage, theft or loss to the sponsor's property.
- Indemnification:** The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, the Sheraton Seattle Hotel, 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.
- Program Inserts:** All exhibitors agree to provide one full page, 8 1/2 x 11, color, and one-side marketing flyer about the company and its services. This flyer should be provided in a **high quality PDF file, along with a company logo in a quality resolution JPG file. (See ad specs.)** These items, along with your application, should be sent to the registrar@api.org by **March 16, 2018**.
- Insurance:** The exhibitor acknowledges that API and the Sheraton Seattle Hotel 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.
- 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.
- Cancellation:** Exhibitors may cancel their obligation up to **March 23, 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 Morrow
1220 L Street, NW
Washington, DC 20005-4070
USA

Email to: registrar@api.org
Fax to: (+1) 202-682-8222
- 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.

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

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