



2018 Spring Refining and Equipment Standards Meeting

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

Return by March 16, 2018 | **Artwork due March 9, 2018*** | Fax your application and agreement to 202-682-8222

SPONSOR 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 _____

SPONSORSHIP OPPORTUNITIES - Please select the opportunity.

- Monday Breakfast/General Session *(5 available)* \$ 3,500
- Coffee/Refreshment Breaks *(5 available)* \$ 3,000
- Monday Networking Break \$ 2,500
- Tuesday Networking Break \$ 2,500
- Welcome Reception *(5 available)* \$ 5,000
- Lanyards \$ 6,500
- Registration Bags \$ 8,000
(Sponsorship may be shared by 2 companies)
- Meeting Wi-Fi \$ 5,000
(Sponsorship may be shared by 2 companies. Informational piece with access code will include Company name, logo, marketing and contact information.)
- Mobile Device Power Banks \$ 8,000
- On-Site Program \$ 5,000
(Includes two-page ad spread inside the front cover)

SPONSORSHIP BENEFITS

- Printed acknowledgement of the sponsorship in the on-site program; featured one-page, color marketing flyer about your company with marketing contact information.
- 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.
- Display table during the Monday night Welcome Reception, if desired.
- Your company listed as a sponsor on the API website with a link to your website.
- One (1) complimentary registration with a \$2,000 or larger sponsorship. Complete a registration form for this person and reference this sponsorship benefit.
- A "Sponsor" badge for easy identification.

METHOD OF PAYMENT

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

- VISA MasterCard American Express

<input type="checkbox"/> 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-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 22116-1425

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

PLEASE RETURN BY March 16, 2018

Artwork due March 9, 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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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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1. **Sponsorship 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.
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:** Per individual sponsorship 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 sponsor must make provisions for the safeguarding of its goods, materials, equipment and display at all times, if applicable. Neither API, nor the Sheraton Seattle, 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 Sheraton Seattle, 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*:** Per individual sponsorship benefits as indicated, Sponsor agrees to submit all artwork electronically to registrar@api.org by no later than **March 9, 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. **Program Inserts:** All sponsors agree to provide a full page, 8 1/2 x 11, color and one-side marketing flyer about the company and its services. The 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**.
9. **Insurance:** The sponsor acknowledges that API and the Sheraton Seattle 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 **March 23, 2018**. However, 50% of the fee is nonrefundable. Notice of cancellation must be submitted in writing.

Send 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
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

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