

2019 Spring Refining and Equipment Standards Meeting

May 6-9, 2019 | Grand Hyatt San Antonio | San Antonio, Texas | www.api.org/meetings | **All 3 pages of this application are due now.** Email to registrar@api.org or fax 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 _____
(Person who will present at the table; NOT the marketing contact.)

Contact E-mail _____
(Person who will present at the table; NOT the marketing contact.)

CC E-mail _____

Company URL _____

EXHIBITOR BENEFITS

- A six-foot, tabletop exhibit space near the registration area to for use Monday through Wednesday. (Setup 1:00 pm – 5:00 pm)
- \$150 discount on the registration fee for one exhibitor/representative to attend meetings.
- Wi-Fi access at your display table.
- Welcome breakfast and general session on Monday and all coffee/refreshment breaks each day; special networking break, 2:30 pm – 3:00 pm, Monday and Tuesday; and reception on Monday evening.
- An acknowledgement of exhibitors will be included in the app. The exact wording will be at the discretion of API.
- Your company listed as an exhibitor on the API website with a link to your company's website.
- An "Exhibitor" ribbon affixed to representative's badge.

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
(25 Exhibit Table Spaces 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		

NOTE: Please contact the Registrar (Brittany Ellis – registrar@api.org; 202-682-8195), if you wish to receive an invoice to make payment by check.

NO APPLICATIONS ACCEPTED AFTER APRIL 15, 2019.

Meeting GL Code: SS-2300-DM002-7411



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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. Your Application and Agreement received without such payment will not be processed.

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.

Signage: API will create prominent signage or other forms of recognition that feature the company name and/or logo of the exhibitor. 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 Grand Hyatt San Antonio, nor their officers, representatives nor employees will be responsible for any destruction, damage, theft or loss to the exhibitor's property.

Indemnification: The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, the Grand Hyatt San Antonio, 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.

For the APP: This information is *due at the time you complete the application*.

Use attached check list and form to provide:

- A URL and short paragraph describing your company.
- A company logo in a **high-quality JPG** attached to your email when returning your application and agreement.
- Marketing contact name and email.

An acknowledgement of exhibitors will be included in the app. The exact wording will be at the discretion of API.

Insurance: The exhibitor acknowledges that API and the Grand Hyatt San Antonio do not maintain insurance covering exhibitor's 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 exhibitor 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.

Exhibitor Cancellation: Exhibitors may cancel their obligation up to **April 22, 2019**. However, 50% of the fee is nonrefundable. Notice of cancellation must be submitted in writing.

Email to: registrar@api.org

Fax to: 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.

Package Handling Fees: We understand that the Grand Hyatt San Antonio may charge a fee for package handling. We agree to be responsible for paying these fees when we arrive at the hotel and receive our shipment of materials.

Shipping Information: Shipping instructions will be provided to you once your application has been approved and processed.

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

Date Signed

A SIGNED AGREEMENT AND PAYMENT MUST BE RECEIVED BEFORE YOUR PARTICIPATION MAY BEGIN.

2019 Spring Refining and Equipment Standards Meeting – Exhibitor

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Applications will not be processed unless the following required items are included with the application.

For preparation of the APP: This information is *due at the time you complete the application.*

<u>Required Item</u>	<u>Details</u>	Place your answers below
Logo If your logo is being used to produce sponsor items such as lanyards, bags, mobile power banks, or you are sponsoring the app, please note that production takes 3-4 weeks. <u>The logo must be a high resolution 300 dpi or greater EPS and JPG file. No Bitmap, GIF, or PNG files.</u> <u>If you are sponsoring an item that does not require production (general session breakfast, reception, coffee breaks, etc.), the guidelines are the same.</u> <u>If you are an exhibitor, please include your logos with your application following the same guidelines.</u>		<u>NOTE:</u> Attach your logos (EPS and JPG files) to the email in which you return your application and agreement.
Marketing Contact Name <i>Include a full name.</i>		
Marketing Contact Email		
Company URL		
Company Description <i>Please send a paragraph-long description (not to exceed 100 words) to be included in the meeting app.</i>		