

2019 Spring Refining and Equipment Standards Meeting

May 6-9, 2019 | Grand Hyatt San Antonio | San Antonio, Texas, TX | www.api.org/meetings | **Applications and artwork are due now.** Note: Production time for items that need printing is 4 weeks prior to the meeting. If you are sponsoring an item that requires production, please factor this time into the preparation time for your application. Email to registrar@api.org or fax to 202-682-8222.

Company _____

Street Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Phone _____ Fax _____

Representative *(Person who will be present at the table; not marketing contact.)*

Representative's E-mail _____

CC E-mail _____

Company URL _____

*** Complimentary Registration:** *(Applicable [only to participating sponsoring companies that contribute \\$2,000 or more.](#) May be used by the "Representative")*

Complimentary Registrant

Company _____

Street Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Phone _____ Fax _____

E-mail _____

As a sponsor, you will receive:

- An acknowledgement of exhibitors will be included in the app. The exact wording will be at the discretion of API.
- Customized sign with the company name at the sponsored function.
- Your company listed as a sponsor on the API website with a link to your company 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 sponsorship. **(Cannot combine Exhibitor fees with Sponsor fees to equal \$2,000.)**
- A "Sponsor" ribbon affixed to representative's badge.

Sponsorship Opportunities

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

Method of Payment

By Credit Card - 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.



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We plan to attend the API 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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May 6-9, 2019
Grand Hyatt San Antonio
San Antonio, Texas

Registration Fee: The sponsorship fee does not include registration to meetings during this event. Sponsors must register and pay the appropriate event registration fee.

Sponsor Imprint: Sponsor item (if appropriate) will be printed with your company's logo as well as the API logo, if appropriate.

Registration Signage: API will create a prominent sign or other form of recognition that features the company name of the sponsors. The exact wording and type of recognition will be at the discretion of API.

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 sponsors will be included in the app. The exact wording will be at the discretion of API.

Brochures: Informational/educational handouts or materials, to be distributed on a dedicated and shared "Sponsors Table" in the registration area, should not be larger than approximately 9" x 12".

Insurance: The sponsor acknowledges that API and Grand Hyatt San Antonio do not maintain insurance covering sponsor's property and that it is the sole responsibility of the sponsor to obtain business interruption and property damage insurance covering such losses by sponsor, if appropriate.

Event Cancellation: If unusual circumstances prevail, and API must cancel the event, 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.

Sponsor Cancellation: Sponsors may cancel their obligation up to **April 22, 2019**. However, 50% of the sponsor fee is non-refundable. Notice of cancellation must be submitted in writing.

Email to: registrar@api.org

Fax to: 202-682-8222

Assignment: Neither API nor the sponsor may assign their rights under this Agreement without the express written consent of the other party.

Sales: No business transactions/solicitations are allowed during any API functions.

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 MUST BE RECEIVED BEFORE YOUR PARTICIPATION MAY BEGIN.

2019 Spring Refining and Equipment Standards Meeting - Sponsor

May 6-9, 2019 | Grand Hyatt San Antonio | Dallas, TX | www.api.org/meetings | **Applications and artwork are due now.** Note: Production time for items that need printing is 4 weeks prior to the meeting. If you are sponsoring an item that requires production, please factor this time into the preparation time for your application. Email to registrar@api.org or fax to 202-682-8222.

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 and return your application.

Required Item	Details	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>		NOTE: 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>		