

## 2016 Fall Refining and Equipment Standards Meeting

November 14-17, 2016 | Hyatt Regency New Orleans | New Orleans, Louisiana | [www.api.org/meetings](http://www.api.org/meetings)

Return by **October 21, 2016** | 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 display company products and/or services Monday and Tuesday. (Setup 1:00 pm – 5:00 pm)
- WiFi access Monday and Tuesday at your display table.
- All coffee/refreshment breaks will be set up in the same area as exhibitors. Special networking break, 2:30 pm – 3:00 pm, Monday and Tuesday.
- Printed acknowledgement of the exhibit display in the on-site program, featuring a one-page, color marketing flyer with information about the company and listing a marketing representative and 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. The fee for Additional Representatives is \$75 for food and beverage functions.

### EXHIBITOR OPPORTUNITIES

☐ 6-foot Exhibit Table: \$1,800  
*(20 Exhibit Tables Available)*

☐ Add-On Table at Monday Welcome Reception: \$ 200

### 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

### ELECTRICAL REQUIREMENTS

A 6-foot draped table, two chairs, and one electrical outlet, if required, will be provided for your display area. Please indicate below if you have standard electrical requirements:

Will you require electricity? ☐ Yes ☐ No

### TABLECLOTHS

Will you be providing your own tablecloth with your company logo?

☐ Yes ☐ No



AMERICAN  
PETROLEUM  
INSTITUTE

# Exhibitor Application

## METHOD OF PAYMENT

☐ **By Credit Card** (preferred)

Please charge the following card:

☐ VISA   ☐ MasterCard   ☐ American Express

Card Number

Expiration Date

CCV (Security Code)

Print Cardholder's Name

Cardholder's Zip/Postal Code

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-DM03-7411**. U.S. currency only, drawn on a U.S. bank. Please mail the check with your form no later than April 11, 2016 to:

American Petroleum Institute | P.O. Box 1425 | Merrifield, VA 2116-1425

☐ **By Wire to API**

Please add an **additional \$25.00 (USD)** to cover wire transfer fees.

TD Bank  
1030 15th St NW  
Washington, DC 20005 USA  
ABA Routing # 031101266  
Credit To American Petroleum Institute  
Account # 4251303172  
SWIFT: NRTHUS33

## PRODUCT INFORMATION

Description of products to be exhibited:

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**Note:** This copy is for reference only and is not used for any promotional listings. Use a separate page if necessary

## COMPETITIVE COMPANIES

Please list companies which you do not wish to have your table assigned next to:

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**Note:** API cannot guarantee your request if competitor applies for a table after this application is processed, applies under a different company name, or limited space availability limits space assignment options.

**PLEASE RETURN BY October 21, 2016**

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



AMERICAN  
PETROLEUM  
INSTITUTE

# 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:

**2016 Fall Refining and Equipment Standards Meeting | November 14-17, 2016 | New Orleans, Louisiana**

- 1. Exhibitor Payment:** Full payment is due with the completed Application and Agreement by **October 21, 2016**. Your Application and Agreement received without such payment will not be processed nor will sponsorship assignment be made.
- 2. 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.
- 3. 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.
- 4. 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.
- 5. 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 Hyatt Regency New Orleans, nor their officers, representatives nor employees will be responsible for any destruction, damage, theft or loss to the sponsor's property.
- 6. Indemnification:** The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, the Hyatt Regency New Orleans, 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. Program Inserts:** All exhibitors agree to provide one full page, 8 1/2 x 11, color, and one-sided marketing flyer about the company and its services. This flyer should be provided in **high quality PDF file, along with a company logo in a high resolution JPG file. (See ad specs.)** These items, along with your application, should be sent to the Registrar at [registrar@api.org](mailto:registrar@api.org) **October 21, 2016**.
- 8. Insurance:** The exhibitor acknowledges that API and the Hyatt Regency New Orleans 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.
- 9. 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.
- 10. Cancellation:** Exhibitors may cancel their obligation up to October 31, 2016. However, 50% of the fee is nonrefundable. Notice of cancellation must be submitted in writing.  
  
**Send to:**  
American Petroleum Institute  
ATTN: Arnetta Smith  
1220 L Street, NW  
Washington, DC 20005-4070  
USA  
  
**Email to:** [registrar@api.org](mailto:registrar@api.org)  
  
**Fax to:** (+1) 202-682-8222
- 11. Sales:** No business transactions/solicitations are allowed during API functions at any time.
- 12. 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.

Name (Please print) \_\_\_\_\_

Job Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_  
(Include Country Code)

Signature \_\_\_\_\_

E-Mail \_\_\_\_\_

**PLEASE RETURN BY October 21, 2016**

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# ON-SITE PROGRAM AD SPECIFICATIONS

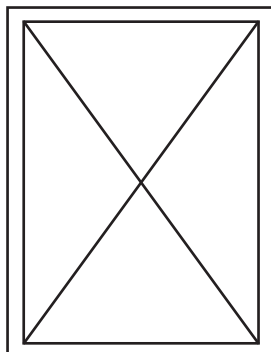
## ACCEPTABLE DIGITAL FILES

The preferred file format is Adobe Acrobat PDF (300 dpi, CMYK, all fonts embedded, no bleed, no printer's marks). You may also send JPG files (300 dpi at actual size, CMYK) or flattened TIFF files (300 dpi at actual size, CMYK). Please do not submit files created in word-processing programs, MS PowerPoint, CorelDraw, MS Publisher, etc.

We cannot guarantee printed quality or acceptability of materials that do not comply with these specifications. **API accepts no liability for poor production quality or any errors created from files sent in a digital format, if any of the stated procedures have not been adhered to.**

## ADVERTISING DIMENSIONS

Full page ad trims to 7.5 inches (190 mm) wide by 10 inches (254 mm) high. No bleeds allowed.



## ARTWORK SUBMISSION

Email PDF, TIFF or JPG files to [registrar@api.org](mailto:registrar@api.org), with "[Insert event name] Ad Submission" in the subject line.

For additional information or to reserve ad space in one of our programs, contact Armetta Smith at (+1) 202-682-8149 or [SmithA@api.org](mailto:SmithA@api.org).

More about API events at **[API.org/Meetings](https://api.org/Meetings)**.