

2016 Fall Refining and Equipment Standards Meeting

November 14-17, 2016 | Hyatt Regency New Orleans | New Orleans, Louisiana | www.api.org/meetings

Return by October 21, 2016 | **Artwork due October 7, 2016*** | 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.

- | | | |
|--------------------------|--|---------------------------|
| <input type="checkbox"/> | Monday Breakfast/General Session <i>(5 available)</i> | \$ 3,000 |
| <input type="checkbox"/> | Coffee/Refreshment Breaks <i>(5 available)</i> | \$ 3,000 |
| <input type="checkbox"/> | Monday Networking Break | \$ 2,500 |
| <input type="checkbox"/> | Tuesday Networking Break | \$ 2,500 |
| <input type="checkbox"/> | Welcome Reception <i>(5 available)</i> | \$ 4,000 |
| <input type="checkbox"/> | Spouse Breakfasts and Activities | \$ 1,500 |
| <input type="checkbox"/> | Lanyards SOLD – Trinity Bridge | \$ 5,500 |
| <input type="checkbox"/> | Registration Bags | \$ 7,000 |
| | SOLD - Furnace Improvements Services Inc. | |
| | <i>(Sponsorship may be shared by 2 companies)</i> | |
| <input type="checkbox"/> | Hotel Room Key Cards | \$ 6,000 |
| <input type="checkbox"/> | Meeting Wi-Fi | \$ 8,000 |
| | <i>(Sponsorship may be shared by 2 companies.</i> | |
| | <i>Informational piece with access code will include</i> | |
| | <i>company artwork, name, logo, marketing and contact information)</i> | |
| <input type="checkbox"/> | Mobile Device Power Banks | \$ 8,000 |
| <input type="checkbox"/> | On-Site Program | \$ 5,000 |
| | <i>(Includes two-page ad spread inside the front cover)</i> | |
| <input type="checkbox"/> | Display table at the Welcome Reception | Complimentary |
| | <i>(If requested)</i> | <i>(with sponsorship)</i> |

SPONSORSHIP BENEFITS

- Printed acknowledgement of the sponsorship in the on-site program featuring a one-page, color marketing flyer.
- Customized sign with the company name at the sponsored function.
- Use of a 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.
- Distribution only, through the meeting website, of invitations to off-site, meeting related, educational activities that are planned and sponsored by your company where RSVP's are needed before the meeting. Use of a "Sponsors Only Table" (shared table) in registration area for distribution of company literature and hospitality invitations.
- One (1) complimentary registration with a \$1,500 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

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-DM003-7411**. U.S. currency only, drawn on a U.S. bank. Please mail the check with your form no later than **October 21, 2016** to:

American Petroleum Institute | P.O. Box 1425 | Merrifield, VA 22116-1425

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

PLEASE RETURN BY OCTOBER 21, 2016

Artwork due October 7, 2016 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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Please complete this Agreement and return with your application form.

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 **October 21, 2016**. 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 \$1,500 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 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 sponsor 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. **Artwork*:** Per individual sponsorship benefits as indicated, Sponsor agrees to submit all artwork electronically to registrar@api.org by no later than **October 7, 2016**. 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 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 should be sent to the Registrar at registrar@api.org **October 21, 2016**.

9. **Insurance:** The sponsor acknowledges that API and the Hyatt Regency New Orleans 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 April 18, 2016. However, 50% of the fee is nonrefundable. Notice of cancellation must be submitted in writing.

Send to:
 American Petroleum Institute
 ATTN: Armetta Smith
 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.

Name (Please print) _____

Job Title _____

Phone _____ Fax _____
(Include Country Code)

Signature _____

E-Mail _____

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ON-SITE PROGRAM AD SPECIFICATIONS

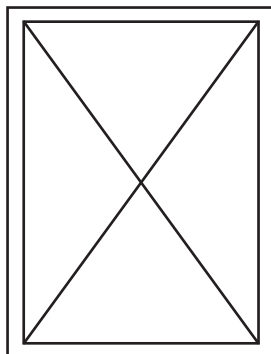
ACCEPTABLE DIGITAL FILES

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, 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.

More about API events at API.org/Meetings.