

2019 E&P Conference on Oilfield Equipment and Materials

June 24-28, 2019 | Hyatt Regency New Orleans | New Orleans, Louisiana | www.api.org/meetings | All required items are due at the time you complete the application. 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
<small>(Include Country Code)</small>	
Contact Name	
<i>(Person who will present at the table; NOT the marketing contact.)</i>	
Contact E-mail	
<i>(Person who will present at the table; NOT the marketing contact.)</i>	
CC E-mail	
Company URL	

EXHIBITOR BENEFITS

- A six-foot, tabletop exhibit space near the registration area to for use Monday and Tuesday. (Setup 1:00 pm – 5:00 pm)
- Wi-Fi access Monday and Tuesday at your display table.
- Welcome breakfast 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" badge for easy identification.
- Welcome breakfast (general session), reception, and coffee/refreshment breaks for one company representative.

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
(15 Exhibit Tables 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 – 202-682-8195), if you wish to receive an invoice to make payment by check.

NO APPLICATIONS ACCEPTED AFTER JUNE 7, 2019.



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:

2019 E&P Standards Conference on Oilfield Equipment and Materials | June 24-28, 2019

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 Hyatt Regency New Orleans, 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 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.

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 Hyatt Regency New Orleans 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.

Cancellation: Exhibitors may cancel their obligation up to **June 14, 2019**. However, 50% of the fee is nonrefundable. Notice of cancellation must be submitted in writing. **Send cancellation notice to:** American Petroleum Institute, ATTN: Brittany Ellis, Registrar
Email to: registrar@api.org or **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.

Hotel Reservations: API secures a hotel room block to accommodate registered meeting attendees. Overbooking exhibitor rooms causes the hotel to sell out of rooms early thus making it difficult for attendees to make reservations. As well, an increase in the number of last-minute exhibitor cancellations may lead to financial penalties to API. Therefore, in good faith, we are asking that if you make reservations and hold more than three (3) rooms, you agree to confirm those reservations by June 3, 2019, three weeks prior to the start of the conference or release them.

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 (Please print)

Date Signed

2019 E&P Conference on Oilfield Equipment and Materials - 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.

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>		<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>		