

## 2018 Exploration & Production Standards Conference on Oilfield Equipment and Materials

June 11-15, 2018 | Sheraton Denver Downtown | Denver, Colorado | [www.api.org/meetings](http://www.api.org/meetings)

**Return by May 11, 2018** | Fax your agreement to 202-682-8222

Company	
Street Address	
City	
State/Province	
Zip/Postal Code	
Country	
Phone	Fax
Representative	
Representative's E-mail	
(Email address must be for the <u>representative above</u> – <u>not</u> the company's marketing person.)	
Company URL	
CC E-mail	
(Marketing or other alternate contact if you wish)	

### EXHIBITOR OPPORTUNITIES

(See Exhibitor Benefits Summary for details)

- ☐ 6-foot Exhibit Table: \$1,800  
(20 Exhibit Tables Available)
- ☐ Additional Representative – Breakfasts, Reception, 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	

### ELECTRICAL REQUEST

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

Will you require electricity? ☐ Yes ☐ No

### EXHIBITOR BENEFITS

- A six-foot, tabletop exhibit space in the registration area to display company products and/or services Monday through Wednesday where you will have direct exposure to a targeted audience. All coffee/refreshment breaks will be set up in the same area as exhibitors.
- \$100 registration discount toward the registration for one exhibitor/representative to attend the meetings.
- Printed acknowledgement of the sponsorship 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 website.
- An "Exhibitor" ribbon affixed to the company representative's badge for easy identification.
- Breakfasts, reception, and coffee/refreshment breaks for one company representative. The fee for *Additional Representatives* is \$75 for food and beverage functions. (See Exhibitor Opportunities Section)

**REGISTRATION TO ATTEND THE MEETINGS IS NOT INCLUDED IN THE FEE FOR THE EXHIBITOR TABLE. PLEASE REGISTER SEPARATELY.**

### 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-UM006-7411**. U.S. currency only, drawn on a U.S. bank. Please mail the check with your form no later than December 18, 2015 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 May 11, 2018**

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 an exhibitor. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:

**2018 Exploration & Production Standards Conference on Oilfield Equipment and Materials**  
June 11-15, 2018

**Fee:** There is a \$1,800 charge that includes one exhibit space. Only items and literature that will fit conveniently on a standard 6-foot hotel table may be displayed.

**Program Inserts:** All exhibitors agree to provide

- An 8 1/2 x 11, one-page, one-sided, color marketing flyer about the company in a high quality PDF file. (Refer to ad specifications.)
- A company logo in a high quality JPG file.

These items should be sent to Marshall Raiskin at [raiskinm@api.org](mailto:raiskinm@api.org) by **May 11, 2018 or sooner**.

**Liability and Security:** Each exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment and display at all times. API will allow small items to be locked in the API office at the Sheraton Denver Downtown during the hours that the meeting is not in session. However, neither API nor Sheraton Denver Downtown, their officers, representatives or 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, Sheraton Denver Downtown, 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 exhibitor's installation, removal, maintenance, occupancy or use of the display premises or part thereof, excluding any such liability caused by the sole negligence of API.

**Insurance:** The exhibitor acknowledges that API and Sheraton Denver Downtown do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor, 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. Exhibitor waives all claims that may be made against API, its employees, agents and assigns, except the right to a refund of the exhibitor fee.

**Exhibitor Cancellation:** Exhibitors may cancel their exhibitor obligation up to **May 21, 2018**, 50% of the exhibitor fee is non-refundable. Notice of cancellation must be submitted in writing. Send to: Arnetta Smith, American Petroleum Institute, 1220 L Street, NW, Washington, DC 20005-4070 (E-mail: [smitha@api.org](mailto:smitha@api.org) or fax to: 202-682-8222).

**Assignment:** Neither API nor the exhibitor 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 Sheraton Denver Downtown may charge a fee for package handling. We agree to be responsible for paying these fees when we arrive at the hotel and take receipt of our shipment of materials.

### Shipping Information:

Marshall Raiskin will contact you directly to confirm that your application has been processed and provide shipping and any other important details.

Contact Marshall Raiskin at [raiskinm@api.org](mailto:raiskinm@api.org) or 202-682-8065 if you have questions.

### 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.

\_\_\_\_\_  
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

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