

Thank you for your participation in the [2018 Exploration & Production Standards Conference on Oilfield Equipment and Materials, June 11-15, 2018](#), at the [Sheraton Denver Downtown](#). Your interest and support of our sponsor and exhibitor program is greatly appreciated.

Please read the following information carefully and note the important deadlines below:

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

As a **Sponsor**, your company is entitled to:

- Printed acknowledgement of your 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) – **Please see attached API Events Ad Specs.**
- 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 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 \$2,500 or larger sponsorship. Complete a registration form for this person and reference this sponsorship benefit.
- Wi-Fi access in the pre-function and meeting room areas.
- A "*Sponsor*" ribbon on your badge for easy identification.

As an **Exhibitor**, your company is entitled to:

- 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) – **Please see attached API Events Ad Specs.**
- A six-foot table near the registration area to display company products and/or services Monday through Wednesday. (Setup 1:00 pm – 4:00 pm, Sunday afternoon during the on-site registration period.)
- Wi-Fi access in the pre-function and meeting room areas.
- 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
- Your company listed as an exhibitor on the API website with a link to your website.
- An "*Exhibitor*" ribbon on your 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.*

Important Requirements and Deadlines for Sponsors and Exhibitors:

Lanyards, registration bags, or portable power packs <i>In order to produce these items in time to be shipped, the application and agreement, along with artwork, marketing flyers and logo are due May 4, 2018.</i>	Application and Agreement, along with the artwork in both JPEG file and EPS file (with vector art) is due to API by May 4, 2018 . Please email files to Marshall Raikin at raiskinm@api.org . You may also fax your completed sponsor application and agreement to 202-682-8222.
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Sponsor and exhibitor applications and agreements <i>Please submit application and agreement along with the three items listed below</i>	Email to registrar@api.org or fax to 202-682-8222 by May 11, 2018 . Please be sure your company information is provided appropriately as it will be listed as indicated on your application.
One-page, one-sided, color marketing flyer	Provide in a high quality PDF file by May 11, 2018 . Email to registrar@api.org . Prepare flyer based on the attached ad specifications.
Company logo	Provide in a high quality JPEG file by May 11, 2018 . Email to registrar@api.org .
Company URL	Email by May 11, 2018 to registrar@api.org .

Exhibitor Set-Up, Exhibitor Hours, and Teardown:

Sunday, June 10	Set-Up (unless otherwise specified)	1:00 pm – 5:00 pm
Monday, June 11	Exhibit Hours	7:00 am – 5:00 pm
Tuesday, June 12	Exhibit Hours	7:00 am – 5:00 pm
Wednesday, June 13	Exhibit Hours	7:00 am – 5:00 pm
Wednesday, June 13	Tear down your exhibit table display	At 5:00 pm
<i>You may take down your exhibit table prior to 5:00 pm if you wish, but not before 1:00 pm. ALL displays must be removed no later 6:00 pm on Wednesday (unless otherwise specified).</i>		

The Sheraton Denver Downtown staff will place your tables in the afternoon, Sunday, June 10th. You may begin setting up your exhibit table Sunday at 1:00 pm, unless otherwise specified. It would be helpful to set up on Sunday, if possible, so that if you need any assistance, the staff can help. Sunday afternoon will be less busy than Monday morning since most people will be arriving on Monday.

Tables will be identified with the company name. If you have questions regarding the location of your table, please talk with Arnetta Smith on-site.

Your exhibit fee includes six-foot table, two chairs, a standard electrical outlet, and internet access in the pre-function and meeting room areas. IT DOES NOT INCLUDE REGISTRATION TO THE MEETINGS.

Exhibitor Raffle

In an effort to encourage attendees to visit with exhibitors, a special break will be held 2:30 pm – 3:00 pm on Monday and Tuesday. We've found this to be a great way for exhibitors to meet many of the attendees.

All exhibitors are encouraged to bring at least 2 prizes (one for each day's drawing) for donation to the Registration Desk no later than 12:00 noon on Monday and Tuesday. Value should be less than \$25.

Cancellation

Sponsors and Exhibitors may cancel their obligation up to **May 21, 2018**. However, 50% of the sponsor and 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 or fax to: 202-682-8222).



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INSTITUTE

Sponsor/Exhibitor Information

Sponsor/Exhibitor Shipping Information

Marshall Raikin will contact you directly to confirm that your application has been processed and provide shipping and any other important details. Contact Marshall Raikin at raiskinm@api.org or 202-682-8065 if you have questions.

Exhibit Security

You will have access to very limited storage in the API Office where you may secure **small** items such as monitors during the night, if you wish, or you may take them to your hotel room. The Sheraton Denver Downtown and API cannot be responsible for your items in case of theft, loss, or damage in any way. You are responsible for the security of your materials and products at all times.

NOTE: Your signed Exhibitor Agreement is required by API before you can set up your display.

Thank you for your participation. We look forward to seeing you soon!

Arnetta C. Smith, CMP
Senior Events Manager, Events and Marketing
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