



AMERICAN
PETROLEUM
INSTITUTE

Sponsor Application

86th Annual Federal Tax Forum

April 27 – 28, 2020 | Westin Houston Memorial | Houston, TX | <https://www.api.org/products-and-services/events/calendar/2020/fedtax>

Return by March 27, 2020 | Fax your agreement to 202-682-8222 | Artwork due March 27, 2020

Company Information

Company	
Street Address	
City	
State/Province	
Zip/Postal Code	
Country	
Phone	Fax
Website:	
Contact for company logo: PHONE:	
Contact for company logo: EMAIL:	
Name of Complimentary Registrant (#1):	
Phone:	
E-mail:	
Emergency Contact:	
Materials Preference: Please check one: <input type="checkbox"/> Book <input type="checkbox"/> Electronic Proceedings	

As a Sponsor you will receive:

- Three complimentary registrations to the Federal Tax Forum. Names must be sent in at time of submitting application. Sponsorships are on a first-come, first-served basis.
- The use of a 6' display table in a prominent location during your sponsored event.
- A sign with your company logo prominently displayed at the sponsored function.
- Sponsor name in conference program with sponsorship.
- Following the conference you will receive a complete list of all attendees with name/company/title/address.

Sponsor/Exhibitor Opportunities:

(Please check Federal Tax Forum website for availability prior to making your selection)

<input type="checkbox"/> Continental Breakfast – SOLD <i>Includes Exhibit Table</i>	SOLD
<input type="checkbox"/> Luncheon – April 28 th <i>Includes Exhibit Table</i>	\$10,000
<input type="checkbox"/> Networking Reception – SOLD <i>Includes Exhibit Table</i>	SOLD
<input type="checkbox"/> Continental Breakfast – SOLD <i>Includes Exhibit Table</i>	SOLD
<input type="checkbox"/> Luncheon – April 28 th <i>Includes Exhibit Table</i>	\$10,000
<input type="checkbox"/> Conference Lanyard SOLD <i>Includes Exhibit Table</i>	SOLD
<input type="checkbox"/> Conference Wi-Fi - SOLD <i>Includes Exhibit Table</i>	SOLD

Method of Payment

☐ Please charge the following card:

- ☐ VISA ☐ MasterCard
☐ American Express

Card Number – Please provide phone number to call for CC number:

Expiration Date	CCV:
Print Cardholder's Name	
Cardholder's Zip Code	
Signature	

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We plan to attend the API 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:

86th Annual Federal Tax Forum
April 27 -28, 2020
Westin Houston Memorial City
945 Gessner Rd.
Houston, Texas, USA

1. **Printed Program Notation:** An acknowledgment of the level of support, item, or event sponsored will be made in the final printed program. The exact wording will be at the discretion of API.
2. **Registration Signage:** API will create a prominent sign or other form of recognition that features the company name of the sponsor. The exact wording and type of recognition will be at the discretion of API.
3. **Display Items:** One 6' display table will be made available to each sponsoring and exhibiting company April 27 - 28, 2020.
4. **Liability and Security:** Each sponsor must make provisions for the safeguarding of his/her goods, materials, equipment and display at all times. Neither API, nor the Westin Houston Memorial City Hotel, or their officers, representatives or employees will be responsible for any destruction, damage, theft or loss to the exhibitor's property.
5. **Indemnification:** The sponsor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, the Westin Houston Memorial City Hotel, and its 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 installation, removal, maintenance, occupancy or use of the display premises or part thereof, excluding any such liability caused by the sole negligence of API.
6. **Insurance:** The sponsor acknowledges that API and the Westin Houston Memorial City Hotel do not maintain insurance covering sponsor's property and that it is the sole responsibility of sponsor to obtain business interruption and property damage insurance covering such losses by sponsor.
7. **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. 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.
8. **Sponsor Cancellation:** Sponsors may cancel their obligation up to March 27, 2020; however, 50% of the sponsor fee is non-refundable. Notice of cancellation must be submitted in writing. Send to: American Petroleum Institute, 200 Massachusetts Ave NW., Washington, DC 20001 (E-mail: parkinsa@api.org) or fax: 202-682-8222.
9. **Assignment:** Neither API nor the sponsor may assign their rights under this Agreement without the express written consent of the other party.
10. **Sales:** No business transactions/solicitations are allowed at the "Sponsors Only Table" or during any API functions.
11. **Package Handling Fees:** Sponsors understand that the hotel may charge a fee for package handling. Sponsors agree to be responsible for paying these fees upon arrival at the hotel and take receipt of their shipment of materials.
12. **Shipping Information:** Any materials shipped by sponsors should be addressed as follows:

Company Representative **[Name]**
Hold for Arrival **[Date]**
API Federal Tax Forum
Westin Houston Memorial City
945 Gessner Rd.
Houston, TX 79056

Company/Organization

Representative's Name (Please print)

Representative's Signature

Date Signed



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Additional Attendee #2

Name

Company (if same as on sponsor application, write “same”)

Street Address

City

State/Province

Zip/Postal Code

Country

Phone

Fax

E-mail

Materials Preference: *Please check one:*

☐ Book ☐ Electronic Proceedings

Physical or Dietary Restrictions:

Emergency Contact:

Additional Attendee #3

Name

Company (if same as on sponsor application, write “same”)

Street Address

City

State/Province

Zip/Postal Code

Country

Phone

Fax

E-mail

Materials Preference: *Please check one:*

☐ Book ☐ Electronic Proceedings

Physical or Dietary Restrictions:

Emergency Contact: