

2017 Spring Refining and Equipment Standards Meeting

May 8-11, 2017 | Caesars Palace Las Vegas | Las Vegas, Nevada | www.api.org/meetings**Return by April 7, 2016** | **Artwork due March 27, 2017*** | 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 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-DM002-7411**. U.S. currency only, drawn on a U.S. bank. Please mail the check with your form no later than **April 7, 2017** 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

SPONSORSHIP OPPORTUNITIES - Please select the opportunity.

- | | |
|---|---------------------------|
| ☐ Monday Breakfast/General Session (5 available) | \$ 3,000 |
| ☐ Coffee/Refreshment Breaks (5 available) | \$ 3,000 |
| ☐ Monday Networking Break | \$ 2,500 |
| ☐ Tuesday Networking Break | \$ 2,500 |
| ☐ Welcome Reception (5 available) | \$ 4,000 |
| ☒ Lanyards SOLD | \$ 5,500 |
| ☐ Registration Bags | \$ 7,000 |
| <i>(Sponsorship may be shared by 2 companies)</i> | |
| ☐ Meeting Wi-Fi | \$ 8,000 |
| <i>(Sponsorship may be shared by 2 companies. Informational piece with access code will include company artwork, name, logo, marketing and contact information)</i> | |
| ☐ Mobile Device Power Banks | \$ 8,000 |
| ☐ On-Site Program | \$ 5,000 |
| <i>(Includes two-page ad spread inside the front cover)</i> | |
| ☐ Display table at the Welcome Reception | Complimentary |
| <i>(If requested)</i> | <i>(with sponsorship)</i> |

PLEASE RETURN BY APRIL 7, 2016**Artwork due March 27, 2017 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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- Sponsorship Payment:** Full payment is due with the completed Application and Agreement by **April 7, 2017**. Your Application and Agreement received without such payment will not be processed nor will sponsorship assignment be made.
- 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.
- 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.
- 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.
- 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 Caesars Palace Las Vegas, nor their officers, representatives nor employees will be responsible for any destruction, damage, theft or loss to the sponsor's property.
- Indemnification:** The sponsor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, the Caesars Palace Las Vegas, 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.
- Artwork*:** Per individual sponsorship benefits as indicated, Sponsor agrees to submit all artwork electronically to registrar@api.org by no later than **March 27, 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.
- 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 **April 7, 2017**.

- Insurance:** The sponsor acknowledges that API and the Caesars Palace Las Vegas 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.
- 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.
- Cancellation:** Sponsors may cancel their obligation up to **April 14, 2017**. 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
- 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.

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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