

## 2018 Fall Committee on Petroleum Measurement Standards Meeting

October 8-12, 2018 | Hyatt Regency San Francisco | San Francisco, CA | [www.api.org/meetings](http://www.api.org/meetings) | **Return by Sept. 12, 2018.**

Artwork for items to be PRINTED is due Sept. 7<sup>th</sup>. Email to [registrar@api.org](mailto:registrar@api.org) or fax your agreement to 202-682-8222.

Company	
Street Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
<b>Representative</b>	
Representative's E-mail	
CC E-mail	
Company URL	
<b>Complimentary Registrant</b>	
* (Applicable <u>only to participating sponsoring</u> companies that contribute \$2,000 or more.)	
Company	
Street Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
E-mail	

### As a sponsor, you will receive:

- Logo, company description, and marketing contact information included in the API Meeting APP.
- 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 company website.
- Use of a "Sponsors Only Table" (shared table) in our registration area for distribution of company literature and hospitality invitations.
- \* One (1) complimentary registration with a \$2,000 sponsorship. (Cannot combine Exhibitor fees with Sponsor fees to equal \$2,000.)
- A "Sponsor" ribbon affixed to the company representative's badge for easy identification.

All sponsors, exhibitors, and contributors  
must register and pay the appropriate registration fee  
 to attend meetings.

### Sponsorship Opportunities

Please check all opportunities you wish to apply for:

- |  |                |
|--|----------------|
| <input type="checkbox"/> <b>Breakfasts</b>                                       | <b>\$3,500</b> |
| Five (5) sponsorships available @ \$3,500 each                                   |                |
| <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday                 |                |
| <input type="checkbox"/> <b>Central Coffee/Refreshment Breaks</b>                | <b>\$2,500</b> |
| Five (5) sponsorships available @ \$2,500 each                                   |                |
| <input type="checkbox"/> <b>Networking Breaks</b>                                | <b>\$2,500</b> |
| Two (2) sponsorships available @ \$2,500 each                                    |                |
| <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday                 |                |
| <input type="checkbox"/> <b>Reception</b>  | <b>\$3,500</b> |
| Five (5) sponsorships available @ \$3,500 each                                   |                |
| <input type="checkbox"/> <b>Registration Bags</b>                                | <b>\$6,000</b> |
| <input checked="" type="checkbox"/> <b>Registration Lanyards</b> <b>SOLD</b>     | <b>\$4,500</b> |
| <input checked="" type="checkbox"/> <b>Meeting App</b> <b>SOLD</b>               | <b>\$6,500</b> |
| <input type="checkbox"/> <b>Wi-Fi Access in COPM Meeting Space</b>               | <b>\$5,000</b> |
| <input checked="" type="checkbox"/> <b>Mobile Device Power Banks</b> <b>SOLD</b> | <b>\$5,500</b> |

### Meeting Contributor

- |   |               |
|---|---------------|
| <input type="checkbox"/> <b>Meeting Contributor</b>                             | <b>\$ 500</b> |
| (Limited benefits plus \$150 discount off the registration fee for one person.) |               |

### Method of Payment

**By Credit Card** - 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		

**By Check** - Please make sure your check is 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-UM008-7411**. Please mail the check with your application form to: **American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425**. If you mail the application, please also fax a copy to 202-682-8222.

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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:*

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October 8-12, 2018  
Hyatt Regency San Francisco  
San Francisco, CA

**Registration Fee:** Sponsors must register and pay the appropriate event registration fee.

**Sponsor Imprint:** Sponsor item (if appropriate) will be printed with your company's logo as well as the API logo, if appropriate.

**Printed Notation:** An acknowledgment of sponsors and contributors will be included with registration packages. The exact wording will be at the discretion of API.

**Registration Signage:** API will create a prominent sign or other form of recognition that features the company name of the sponsors. The exact wording and type of recognition will be at the discretion of API.

**For the APP:** All sponsors agree to provide:

- A URL and short paragraph describing their companies.
- A company logo in a high-quality JPG file.

Send the above items to the Marshall Raiskin at [registrar@api.org](mailto:registrar@api.org) by **September 12, 2018.**

**Artwork for the meeting APP, bags, lanyards, and portable power banks also due by September 12<sup>th</sup>.**

**Brochures:** Informational/educational handouts or materials, to be distributed on a dedicated "Sponsors Table" in the registration area, should not be larger than approximately 9" x 12".

**Insurance:** The sponsor acknowledges that API and Hyatt Regency San Francisco do not maintain insurance covering sponsor's property and that it is the sole responsibility of the sponsor to obtain business interruption and property damage insurance covering such losses by sponsor, 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. 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.

**Sponsor Cancellation:** Sponsors may cancel their obligation up to **September 19, 2018.** However, 50% of the sponsor 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 or e-mail to [morrowb@api.org](mailto:morrowb@api.org). You may also fax to 202-682-8222.

**Assignment:** Neither API nor the sponsor 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 the Hyatt Regency San Francisco may charge a fee for package handling. We agree to be responsible for paying these fees when we arrive at the hotel and receive our shipment of materials.

**Shipping Information:** Your packages should be addressed to you as follows:

Shipping instructions will be provided to you once your application has been approved and processed.

### Company/Contact Information and Signature:

\_\_\_\_\_  
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)

**A SIGNED AGREEMENT MUST BE RECEIVED BEFORE YOUR PARTICIPATION MAY BEGIN.**

**Thank you for your support!**