

2018 Fall Committee on Petroleum Measurement Standards Meeting

October 8-12, 2018 | Hyatt Regency San Francisco | San Francisco, California | www.api.org/meetings

Details about Deadlines, Setup and Display Hours, Shipping Details, etc.

Thank you for your participation in the [2018 Fall Committee on Petroleum Measurement Standards Meeting](#), October 8-12, 2018 at the Hyatt Regency San Francisco, California. Your interest and support of our sponsor and exhibitor program is greatly appreciated.

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

- 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.

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

- 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.
- Internet access Monday through Wednesday at your display table.
- \$150 discount on the registration fee for one exhibitor/representative to attend the meetings.
- Logo and marketing contact information included in the API Meeting APP.
- 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 additional company representative.
The fee for Additional Representatives is \$75 for food and beverage functions. (See Exhibitor Application).

As a **Meeting Contributor**, your company is entitled to:

- \$150 discount on the registration fee.
- Logo and marketing contact information included in the API Meeting APP.
- Use of "Sponsors Only Table" (shared table) in the registration area for distribution of company materials.
- A "Meeting Contributor" ribbon affixed to the company representative's badge for easy identification.

Important Requirements and Deadlines for Sponsors and Exhibitors:

<p>Lanyards, registration bags, or portable power packs</p> <p><i>In order to produce these items in time to be shipped, the application and agreement, along with artwork, company description, and logos are due September 7, 2018.</i></p>	<p>Application and Agreement, along with the artwork in both JPEG and EPS files (with vector art) due to API by September 7, 2018. Please email files to Brittany Ellis at ellisb@api.org. Fax your completed sponsor application and agreement to 202-682-8222 so that work on these promotional items can begin.</p>
<p>Company logo to go into the API Meeting APP.</p>	<p>Provide in a high-quality JPEG and EPS file by September 12, 2018. Please email files to Brittany Ellis at ellisb@api.org. Fax your completed sponsor application and agreement to 202-682-8222 in order for these items to be included in the APP. If you prefer, you may also email the application and agreement to ellisb@api.org.</p>
<p>Company description and marketing contact information to go into the API Meeting APP.</p>	<p>Provide company description (no more than 1 paragraph) by September 12, 2018. Please email to Brittany Ellis at ellisb@api.org. Fax your completed sponsor application and agreement with this information to 202-682-8222 in order for these items to be included in the APP. If you prefer, you may also email the application and agreement to ellisb@api.org.</p>
<p>Company URL (included on application)</p>	<p>Email by September 12, 2018 to Email to Brittany Ellis at ellisb@api.org.</p>

Exhibitor Set-Up and Exhibitor Hours:

Sunday, October 7	Set-Up	3:00 pm – 5:00 pm
Monday, October 8	Exhibit Display Hours	7:00 am – 5:00 pm
Tuesday, October 9	Exhibit Display Hours	7:00 am – 5:00 pm
Wednesday, October 10	Exhibit Display Hours	7:00 am – 5:00 pm
Wednesday, October 10	Tear-Down	By 5:30 pm

Hotel staff will set up your tables in the afternoon, Sunday, October 7th. You may begin setting up your exhibit table Sunday at 3:00 pm. It would be helpful to set up on Sunday, if possible, so that if you need any assistance, the hotel staff can help. Sunday afternoon will be less busy than Monday morning since most people will be arriving on Monday.

The company name for each exhibitor will be placed on tables. If you have questions regarding the location of your table prior to the meeting, contact Arnetta Smith at 202-682-8149 or smitha@api.org.

Your **exhibit display fee covers table set-up, two chairs, and one standard electrical outlet**. If you have additional electrical or audio/visual needs, call the hotel at 415-788-1234 and ask for the audio-visual department and work with them directly to make those arrangements. You will be responsible for any additional costs.

Sponsor/Exhibitor Shipping and Receiving Information

Below are some general guidelines for shipping packages to and from the Hyatt Regency San Francisco.

Labeling on packages should include, as requested by the hotel, the following:

Hyatt Regency San Francisco
5 Embarcadero Center
San Francisco, CA 94111
Hold for: On-Site Guest Name, Company Name
API Fall Committee on Petroleum Measurement Standards Meeting
October 8-12, 2018
Box ____ of ____

The main hotel number is 415-788-1234.

We recommend that you have a packing slip both inside and outside of each package. In addition, please send all packages prepaid, and make sure to record and bring with you the air bill or tracking numbers for all packages shipped to the hotel. **For specific details regarding shipping and receiving, please see the attached Hyatt Regency San Francisco Convention Table Top Order Form/Shipping Instructions.**

Please be aware that you will also be responsible for any package handling fees associated with the delivery and movement of your items once they arrive at the hotel. You will also be responsible for the return shipment of your exhibit display materials. You may make arrangements with Guest Services at the Hyatt Regency San Francisco. Be sure to bring your shipping account information if appropriate.

Exhibit Display Security

You will have access to 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 Hyatt Regency San Francisco 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. If you need to leave shipping crates in the hotel's loading dock area, be sure that they can be secured safely until you need them for return shipment. Hotel security personnel will insist that you safeguard laptops, computers, other valuable equipment, etc. Please **do not** leave them unattended at any time.

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

Networking 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 items (one for each day's drawing) for donation to the Registration Desk no later than 12:00 noon on Monday and Tuesday.

Please contact Brittany Ellis at 202-682-8195 / ellisb@api.org or Arnetta Smith at 202-682-8149 / smitha@api.org, if there are any questions regarding the above information.

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

Arnetta

Arnetta C. Smith, CMP
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Global Industry Services, Events & Marketing
American Petroleum Institute
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Tel: 202-682-8149 📞 Fax: 202-682-8222
smitha@api.org 📧 www.api.org/meetings/calendar/



CONVENTION TABLE TOP ORDER FORM

HYATT REGENCY SAN FRANCISCO, 5 EMBARCADERO CENTER
SAN FRANCISCO, CA 94111 · 415.788.1234 / FAX 415.291.6569

CONVENTION SERVICES MANAGER Alison Tacker alison.tacker@hyatt.com DATE ORDERED _____

EXHIBITOR NAME/COMPANY: _____ TABLE TOP# _____

GROUP/SHOW NAME: American Petroleum Institute 2018 Fall Committee on Petroleum Measurement Standards

CONTACT PERSON & PHONE NUMBER _____

COMPANY ADDRESS _____

E-MAIL ADDRESS _____

INSTALLATION (DATE & TIME): Sunday, October 7, 2018 3pm REMOVAL (DATE & TIME): Wednesday, October 10, 2018 5pm

PACKAGE HANDLING BY HYATT:

A \$15.00 fee per package or \$100 per pallet (each way) will be applied to all packages received into and shipped out of HRSF. This fee does not include prevailing shipping fees. Additional fees will apply to all boxes/freight requiring Hotel packaging. Exhibit boxes should arrive no more than (3) days prior to prior to scheduled set up day.

Address packages to: Hyatt Regency San Francisco
5 Embarcadero Center, San Francisco, CA 94111
Convention Name, Date of Show
Exhibitor Company Name, On-site Contact.

In-Bound Packages # _____ \$15.00 per piece

Out-Bound Packages # (Estimated count; exact number determined on-site) _____ \$15.00 per piece

Total Package Services \$ _____

INTERNET, TELEPHONE AND AUDIO VISUAL EQUIPMENT BY ENCORE:

Encore Event Technologies can be contacted at (415) 291-6611 for your internet, audiovisual, and computer rental needs.

ELECTRICAL SERVICES BY FREEMAN:

	Quantity	Advance	Show Site
Standard 20 amp circuit, 120 volt	_____	\$295.00	\$442.50
Extension Cord / Power Strip	_____	\$21.00	\$31.50
Total Electrical Services		\$	_____

Freeman Electrical Services can be contacted at (650) 878-6040 for questions or additional services. Rates are for the duration of the event.

BILLING INFORMATION:

CREDIT CARD: (Circle One) **VISA** **MASTERCARD** **AMERICAN EXPRESS** **DISCOVER**

Card Number _____ Expiration Date _____ (MM/YY) (CID) _____

I hereby authorize the Hyatt Regency San Francisco _____ and Freeman _____ to utilize my credit card for the detailed billing as noted above.
Initial here Initial here

Signature _____ Date _____

Please return this completed form to the address or fax number listed above.

cc: Encore Event Technologies, Freeman, Engineering