

Sponsor Application

2013 Fall Committee on Petroleum Measurement Standards Meeting

October 14-18, 2013
Hyatt Regency San Francisco
San Francisco, California

Return by: **September 13, 2013**

Fax your application, along with the appropriate agreement, to 202-682-8222
No cover sheet necessary

Artwork for bags and lanyards is due with application by **September 2, 2013**

The registration fee to attend meetings is not included in sponsor or exhibitor fees.

Company	
Street Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
Representative	
Representative's E-mail	
CC E-mail	
Company URL	
Complimentary Registrant	
* (Applicable <u>only to participating sponsoring</u> companies that contribute \$1,500 or more.)	
Company	
Street Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
E-mail	

As a sponsor, you will receive:

- Printed acknowledgement of the 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.
- 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 \$1,500 sponsorship. (Cannot combine Exhibitor fees with Sponsor fees to equal \$1,500.)
- A "Sponsor" ribbon affixed to the company representative's badge for easy identification.

Sponsorship Opportunities

Please check all opportunities you wish to apply for:

- Breakfasts** **\$1,200**
Five (5) sponsorships available each day @ \$1,000
 Monday Tuesday
- Central Coffee/Refreshment Breaks** **\$1,000**
Five (5) sponsorships available @ \$800 each
- Awards Reception** **\$1,500**
Five (5) sponsorships available @ \$1,500 each
- Spouse/Guest Program Activities** **\$ 500**
Five (5) sponsorships available @ \$500 each
- Registration Bags - SOLD** **\$4,000**
OMNI Flow Computers, Inc.
- Registration Lanyards** **\$3,000**

Meeting Contributor

- Meeting Contributor** (Limited benefits) **\$300**

Method of Payment

By Credit Card - Please charge the following card

- VISA MasterCard
- American Express Diners Club

Card Number

Expiration Date

Print Cardholder's Name

Cardholder's Zip Code

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 registration form to: **American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425**.

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

Thank you for your support!

Sponsor or Meeting Contributor Agreement

Please complete this agreement and return with your application form by **September 13, 2013**.

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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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1. **Registration Fee:** Sponsors must register and pay the appropriate event registration fee.
2. **Sponsor Imprint:** Sponsor item (if appropriate) will be printed with your company's logo as well as the API logo. Text will also be imprinted indicating that your company is sponsoring the item only for this API event.
3. **Printed Notation:** An acknowledgment of sponsors and contributors will be included with registration packages. The exact wording will be at the discretion of API.
4. **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.
5. **Program Inserts:** All sponsors agree to provide a full page, 8 1/2 x 11, color flyer about the company and its services in a **high resolution PDF file, along with a company logo in a high resolution JPG file**. These items should be sent to Arnetta Smith at smitha@api.org by **September 13, 2013**.
6. **Brochures:** Information/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".
7. **Insurance:** The sponsor acknowledges that API and the 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.

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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.

9. **Sponsor Cancellation:** Sponsors may cancel their obligation up to **September 20, 2013**. 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 (E-mail: smitha@api.org) or fax: 202-682-8222.
10. **Assignment:** Neither API nor the sponsor may assign their rights under this Agreement without the express written consent of the other party.
11. **Sales:** No business transactions/solicitations are allowed at the "Sponsors Only Table" or during any API functions.
12. **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 take receipt of our shipment of materials.
13. **Shipping Information:** Your packages should be addressed to you as follows:

Company Representative's Name (**Hotel Guest**)
Hold for Arrival [**Representative's arrival date**]
Hyatt Regency San Francisco
5 Embarcadero Center
San Francisco, California 94111
415-788-1234

Company/Organization

Representative's Name (Please print)

Representative's E-mail (Please print)

Representative's Phone Number

Representative's Signature

Date Signed