

Sponsor Application

2009 Fall Refining and Equipment Standards Meeting

November 9-11, 2009
Hyatt Regency Dallas
Dallas, Texas

Return by: October 2, 2009

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

Artwork due September 25, 2009

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

Company _____
 Street Address _____
 City _____
 State/Province _____
 Zip/Postal Code _____
 Country _____
 Phone _____ Fax _____
 Representative _____
 E-mail _____
 (Email address must be for the representative above - not the company's marketing person.)
 CC E-mail _____

 Name of person who will receive the complimentary registration.
 Phone _____ Fax _____
 E-mail _____

Sponsorship Opportunities

Please check all opportunities you wish to apply for:

- Welcome Breakfast** **\$1,200**
Six (6) sponsorships available @ \$1,200 each
- Central Coffee/Refreshment Breaks** **\$1,000**
Six (6) sponsorships available @ \$1,000 each
- Monday Welcome Reception** **\$1,300**
Six (6) sponsorships available @ \$1,300 each
- Spouse Breakfasts and Activities** **\$1,000**
Six (6) sponsorships available @ \$1,000 each
- Registration Bags** **\$5,000**
- Registration Lanyards** **\$3,500**
- Sponsor Banner** **\$1,000**
Three (3) sponsorships available @ \$1,000 each
- Internet Information Station** **\$ 700**
Five (5) sponsorships available @ \$700 each
- Sponsors check here if you would like to put a table up during the reception on Monday evening.**

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.
- Use of a display table during the Monday night Welcome Reception.
- 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.

Meeting Contributor

- Meeting Contributor** (Limited benefits) **\$500**

Method of Payment

By Credit Card - Please charge the following card

- VISA
- American Express
- MasterCard
- 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-DM003-7411**. Please mail the check with your registration form to: **American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425.**

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

Sponsor or Meeting Contributor Agreement

Please complete this agreement and return with your application form by **October 2, 2009**.

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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:

2009 Fall Refining and Equipment Standards Meeting
November 9-11, 2009
Hyatt Regency Dallas
Dallas, Texas 75207

- 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. Text will also be imprinted indicating that your company is sponsoring the item only for this API event.
- 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.
- 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 JPG or PDF file, along with a company logo in a high resolution JPG and EPS file.** These items should be sent to Arnetta Smith at smitha@api.org by **October 2, 2009**.
Any artwork needed for sponsored items is due September 25, 2009.
- 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".
- Insurance:** The sponsor acknowledges that API and the Hyatt Regency Dallas 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 October 9, 2009. 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.
- 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 at the "Sponsors Only Table" or during any API functions.
- Package Handling Fees:** We understand that the Hyatt Regency Dallas 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.
- 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 Dallas
300 Reunion Boulevard
Dallas, Texas 75207
214-651-1234

Company/Organization

Representative's Name (Please print)

Representative's Phone Number

Representative's Signature

Date Signed

Thank you for your support!

Exhibitor Application

2009 Fall Refining and Equipment Standards Meeting

November 9-11, 2009
Hyatt Regency Dallas
Dallas, Texas

Return by: October 2, 2009

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No cover sheet necessary

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

Company _____
Street Address _____
City _____
State/Province _____
Zip/Postal Code _____
Country _____
Phone _____ Fax _____
Representative _____
E-mail _____
(Email address must be for the representative above - not the company's marketing person.)
CC E-mail _____

Exhibitor Opportunities

(See Exhibitor Benefits Summary for details)

- 6-foot Exhibit Table: **\$1,300**
(10) Exhibit Tables Available
- Add-On Table at Monday Welcome Reception: **\$ 200**
- Additional Representative – Breakfasts, Reception, Coffee Breaks: **\$75** *(does not include meetings)*

1 – Name of Additional Representative _____
Phone _____ Fax _____
E-mail _____

2 – Name of Additional Representative _____
Phone _____ Fax _____
E-mail _____

Electrical Request

A 6-foot draped table, two chairs, and one electrical outlet, if required, will be provided for your display area. Please indicate below if you have standard electrical requirements:

Will you require electricity? Yes No

As an exhibitor, you will receive:

- ✓ A six-foot, tabletop exhibit space in the registration area to display company products and/or services Monday and Tuesday where you will have direct exposure to a targeted audience. All coffee/refreshment breaks will be set up in the same area as exhibitors.
- ✓ 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.
- ✓ 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 company representative. *The fee for Additional Representatives is \$75 for food and beverage functions. (See Exhibitor Application).*

Method of Payment

By Credit Card - Please charge the following card

- VISA MasterCard
- American Express Diners Club

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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-DM003-7411**. Please mail the check with your registration form to: **American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425**.

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Exhibitor Agreement

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We plan to attend the API event indicated below, and would like to exhibit company products and services of interest to the petroleum industry. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:

2009 Fall Refining and Equipment
Standards Meeting
November 9-11, 2009
Hyatt Regency Dallas 75207
Dallas, Texas

1. **Fee:** There is a \$1,300 charge that includes one exhibit space. Only items and literature that will fit conveniently on a standard 6-foot hotel table may be displayed.
2. **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 JPG or PDF file, along with a company logo in a high resolution JPG and EPS file**. These items should be sent to Arnetta Smith at smitha@api.org by **October 2, 2009**.
3. **Liability and Security:** Each exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment and display at all times. API will allow items to be locked in the API office at the Hyatt Regency Dallas during the hours that the meeting is not in session. However, neither API nor the Hyatt Regency Dallas, their officers, representatives or employees will be responsible for any destruction, damage, theft or loss to the exhibitor's property.
4. **Indemnification:** The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, the Hyatt Regency Dallas, 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 exhibitor'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.
5. **Insurance:** The exhibitor acknowledges that API and the Hyatt Regency Dallas do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

6. **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 exhibitor fee.
7. **Exhibitor Cancellation:** Exhibitors may cancel their exhibitor obligation up to October 9, 2009. However, 50% of the exhibitor 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.
8. **Assignment:** Neither API nor the exhibitor may assign their rights under this Agreement without the express written consent of the other party.
9. **Sales:** No business transactions/solicitations are allowed at the exhibit tables or during any API functions.
10. **Package Handling Fees:** We understand that the Hyatt Regency Dallas 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.
11. **Shipping Information:** Your packages should be addressed as follows:

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Date Signed