

Sponsor Application

2010 Fall Committee on Petroleum Measurement Standards Meeting

October 4-7, 2010
The Westin Westminster
Westminster, Colorado

Return by: August 31, 2010
Fax your application, along with the appropriate agreement, to 202-682-8222
No cover sheet necessary

Artwork for bags and lanyards is due August 13, 2010

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 _____

Complimentary registrant – applicable to [only to sponsors](#) who contribute \$1,500.

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.
- 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.
- 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. Must meet API guidelines for outside activities.
- 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 sponsorship. (Cannot combine Exhibitor 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** **\$1,000**
Five (5) sponsorships available each day @ \$1,000
 Monday Tuesday
- Central Coffee/Refreshment Breaks** **\$ 800**
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** **\$4,000**
- Registration Lanyards** **\$3,000**
KAM Controls
- Internet Station** **\$ 500**
Three (3) sponsorships available @ \$500 each

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.

Sponsor or Meeting Contributor Agreement

2010 Fall Committee on Petroleum Measurement Standards Meeting

October 4-7, 2010

The Westin Westminster
Westminster, Colorado

Please complete this agreement and return with your application form by **August 31, 2010**.

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:

2010 Fall Committee on Petroleum Measurement Standards Meeting
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Westminster, Colorado

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 **August 13, 2010**.
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 Westin Westminster 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.

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

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 7, 2010. 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 Westin Westminster 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**]
The Westin Westminster
10600 Westminster Boulevard
Westminster, Colorado 80020
303-410-5000

Company/Organization

Representative's Name (Please print)

Representative's E-mail (Please print)

Representative's Phone Number

Representative's Signature

Date Signed

Exhibitor Application

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Westminster, Colorado

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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 _____
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
- Additional Representative – Breakfasts, Reception, Coffee Breaks: **\$75** *(does not include registration to 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

Thank you for your support!

As an exhibitor, you will receive:

- ✓ 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.
- ✓ 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
- American Express
- MasterCard
- Diners Club

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Expiration Date _____
Print Cardholder's Name _____
Cardholder's Zip Code _____
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Exhibitor Agreement

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Westminster, Colorado

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The Westin Westminster
Westminster, Colorado

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 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 **August 31, 2010**.
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 Westin Westminster during the hours that the meeting is not in session. However, neither API nor The Westin Westminster, 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 Westin Westminster, 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 Westin Westminster 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.
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