

# Sponsor Application

## 2009 Spring Committee on Petroleum Measurement Standards Meeting

March 23-26, 2009  
InterContinental Dallas  
Addison, Texas

**Return by: February 27, 2009**

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

Artwork for bags and lanyards is due  
February 6, 2009

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:

- Breakfasts/Lunch** **\$1,000**  
Five (5) sponsorships available each day @ \$1,000  
 Monday  Tuesday  Wednesday (Lunch)
- Central Coffee/Refreshment Breaks** **\$ 800**  
Five (5) sponsorships available @ \$800 each
- Awards Reception** **\$1,500**  
Five (5) sponsorships available @ \$1,500 each
- Spouse Program Activities** **\$ 500**  
Five (5) sponsorships available @ \$500 each
- Registration Bags** **\$4,000**  
**SOLD - Kam Controls**
- Registration Lanyards** **\$3,000**
- Internet Information Station** **\$ 700**  
Three (3) sponsorships available @ \$700 each

### 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 fee with Sponsor fees to equal \$1,500.)
- A "Sponsor" ribbon affixed to the company representative's badge for easy identification.

**Thank you for your support!**

### 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-UM007-7410**. 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

Please complete this agreement and return with your application form by **February 27, 2009**.

## 2009 Spring Committee on Petroleum Measurement Standards Meeting

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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](mailto:smitha@api.org) by **February 27, 2009**.
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 InterContinental 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.

8. **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 March 6, 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](mailto: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 InterContinental 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.
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**]  
InterContinental Dallas  
15201 Dallas Parkway  
Addison, TX 75001  
972-386-6000

\_\_\_\_\_  
Company/Organization

\_\_\_\_\_  
Representative's Name (Please print)

\_\_\_\_\_  
Representative's Phone Number

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date Signed

# Exhibitor Application

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Addison, Texas

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No cover sheet necessary

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 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  MasterCard
- American Express  Diners Club

Card Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_  
 Print Cardholder's Name \_\_\_\_\_  
 Cardholder's Zip Code \_\_\_\_\_  
 Signature \_\_\_\_\_

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## Exhibitor Agreement

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Addison, Texas

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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](mailto:smitha@api.org) by **February 27, 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 InterContinental Dallas during the hours that the meeting is not in session. However, neither API nor the InterContinental 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 InterContinental 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 InterContinental 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.
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Company Representative's Name (**Hotel Guest**)  
Hold for Arrival [**Representative's arrival date**]  
InterContinental Dallas  
15201 Dallas Parkway  
Addison, TX 75001  
972-386-6000

Company/Organization

Representative's Name (Please print)

Representative's Phone Number

Representative's Signature

Date Signed