

Sponsor/Exhibitor Application

2009 API Offshore Safe Lifting Conference & Expo

July 14-15, 2009
 Hilton Houston North
 Houston, Texas USA

Return by: July 3, 2009
 Fax your 2 page application to 202-682-8222
 No cover sheet necessary

Company Information

Company _____

Street Address _____

City _____

State/Province _____

Zip/Postal Code _____ Country _____

Phone _____ Fax _____

E-mail _____

Contact _____

Name of Complimentary Registrant (If different from Contact) _____

Phone _____ Fax _____

E-mail _____

2nd Registrant (\$350) _____

Phone _____ Fax _____

E-mail _____

3rd Registrant (\$350) _____

Phone _____ Fax _____

E-mail _____

As a sponsor you will receive:

- ✓ **One** complimentary registration (after one, each additional registrant pays \$350);
- ✓ The use of a 6' exhibit table during the conference;
- ✓ Reserved seating at table with Planning Committee operator company members during lunch on first or second day;
- ✓ Prominent exposure on a Sponsor Appreciation sign located in the registration area;
- ✓ A sign or poster with your company name at the sponsored function;
- ✓ A "Special Thanks to Sponsors" document inserted into all registration packages (this insert will feature a brief paragraph about your company and the products or services you provide, plus a marketing contact name and telephone number);
- ✓ Inclusion of one promotional piece to be inserted in the registration packet (please see agreement for specifications);
- ✓ Special recognition during the opening session.
- ✓ Contact list of conference attendees

As an exhibitor you will receive:

- ✓ The use of a 6' draped exhibit table during the conference;
- ✓ **One** complimentary registration (after one, each additional registrant pays \$350).
- ✓ Contact list of conference attendees

Sponsorship Opportunities

Please check all opportunities you wish to apply for:

- Conference Bag with Logo** \$3000
- Conference Lanyard with Logo – SOLD - LANTEC** \$3500
- Conference Signs – SOLD - Pride** \$3000
- Conference Program** \$3000

Tuesday, July 14, 2009

- Continental Breakfast – SOLD - Anadarko** \$2500
- Mid-Morning Refreshment Break – SOLD - Seatrax** \$2000
- Luncheon – SOLD – Shell, OOC** \$3500
- Afternoon Refreshment Break – SOLD – Gulf Crane** \$2000
- Networking/ Exhibit-viewing Reception** \$4500

Wednesday, July 15, 2009

- Continental Breakfast – SOLD - Patriot** \$2500
- Mid-Morning Refreshment Break – SOLD - Techcrane** \$2000
- Luncheon – SOLD – ExxonMobil, McMoRan** \$3500
- Afternoon Refreshment Break – SOLD - Cranesmart** \$2000

Other sponsorships can be customized to fit your needs.

Exhibitor Opportunities

- 6-foot Exhibit Table + One Complimentary Registration: **\$1,600**
 Booth Selection:
 First, Second, Third Choice: _____; _____; _____

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-UM019-7410**. 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/Exhibitor Agreement

2009 API Offshore Safe Lifting Conference and Expo

July 14-15, 2009
Hilton Houston North
Houston, Texas USA

Please complete this agreement and return with your application form by July 3, 2009.

We plan to attend the API event indicated below, and would like to participate as a sponsor and/or exhibitor. We agree to abide by the following conditions and procedures and will brief our representatives accordingly:

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Hilton Houston North
Houston, Texas USA

- Printed Program Notation:** An acknowledgment of the level of support, item, or event sponsored will be made in the final printed program. 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 sponsor. The exact wording and type of recognition will be at the discretion of API.
- Registration Package Inserts:** All sponsors agree to send API by **July 3, 2009** a brief description (not more than 5 short sentences) about the company and services it provides. Information should be sent by e-mail to cunningham@api.org or fax: 202-682-8222. Exact wording will be at the discretion of API.
- Display Items:** One 6' exhibit table will be made available to each sponsoring company during the conference. Free-standing displays are prohibited. The Exhibit area is immediately outside the conference hall.
- Promotional Piece:** One marketing piece no larger than 8.5" x 11" may be provided by each sponsoring company for insertion in the registration packet. *(300 copies of your promotional piece must be delivered to Matthew Cunningham at API no later than July 3 to assure inclusion. If you wish to ship directly to the hotel by July 11, please use attached shipping label.)*
- Liability and Security:** Each sponsor/exhibitor must make provisions for the safeguarding of his/her goods, materials, equipment and display at all times. Neither API, nor the Hilton Houston North, nor their officers, representatives or employees will be responsible for any destruction, damage, theft or loss to the exhibitor's property.
- Indemnification:** The sponsor /exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless API, the Hilton Houston North, and its 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 sponsor'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.
- Insurance:** The sponsor/exhibitor acknowledges that API and the Hilton Houston North do not maintain insurance covering sponsor's property and that it is the sole responsibility of sponsor to obtain business interruption and property damage insurance covering such losses by sponsor.
- Event Cancellation:** If unusual circumstances prevail and API must cancel the event, a full refund of the sponsor /exhibitor fee will be made within thirty (30) days of the cancellation. Sponsor/Exhibitor waives all claims that may be made against API, its employees, agents and assigns, except the right to a refund of the sponsor fee.
- Cancellation:** Sponsors/Exhibitors may cancel their obligation up to July 3, 2009. However, 50% of the fee is non-refundable. Notice of cancellation must be submitted in writing. Send to: American Petroleum Institute, 1220 L Street, NW, Washington, DC 20005-4070 (E-mail: cunningham@api.org) or fax: 202-682-8222.
- Assignment:** Neither API nor the sponsor/exhibitor 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.

Company/Organization

Representative's Name (Please print)

Representative's Signature

Date Signed

Thank You for Your Support!



Registration Form for *Additional Sponsors and Exhibitors* 2009 Offshore Safe Lifting Conference & Expo

Register online at
www.api.org/meetings
or fax your completed form to
202-682-8222
by July 3, 2009
(no fax cover sheet necessary)

July 14-15, 2009
Hilton Houston North
Houston, Texas USA

Please use a separate form for each attendee. Photocopies are welcome. Note: This is how your badge will read. Please print or type clearly.

Name	Nickname
Job Title	
Company/Organization	
Mailing Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
E-mail	
<i>(Required information - If you do not have an e-mail address, please write in NONE)</i>	

Emergency Information/Special Needs:

In case of emergency, contact:

Name	Relationship
Day Phone	Evening Phone

If you have special needs (physical or dietary) that need to be addressed for you to fully participate, please indicate them here:

Registration for additional Sponsors and/or Exhibitors

Sponsor/Exhibitor \$350

To be eligible for the above rate, Additional Sponsor/Exhibitor *must be a direct employee* of exhibiting or sponsoring company. API will request proof (i.e. business card) of direct employment at the conference registration desk.

Substitutions, Cancellations and Refunds:

Substitutions may be made at any time by written request. Notice of cancellations and requests for refunds must be made in writing and received by July 3, 2009. A refund of your registration fee, less a \$100 cancellation fee, will be made if notice is received by this date. *No refunds given after July 3, 2009.*

If you have any registration questions, please e-mail registrar@api.org.

Method of Payment

Fax completed form with credit card payment information to 202-682-8222 by July 3, 2009. No cover sheet necessary.

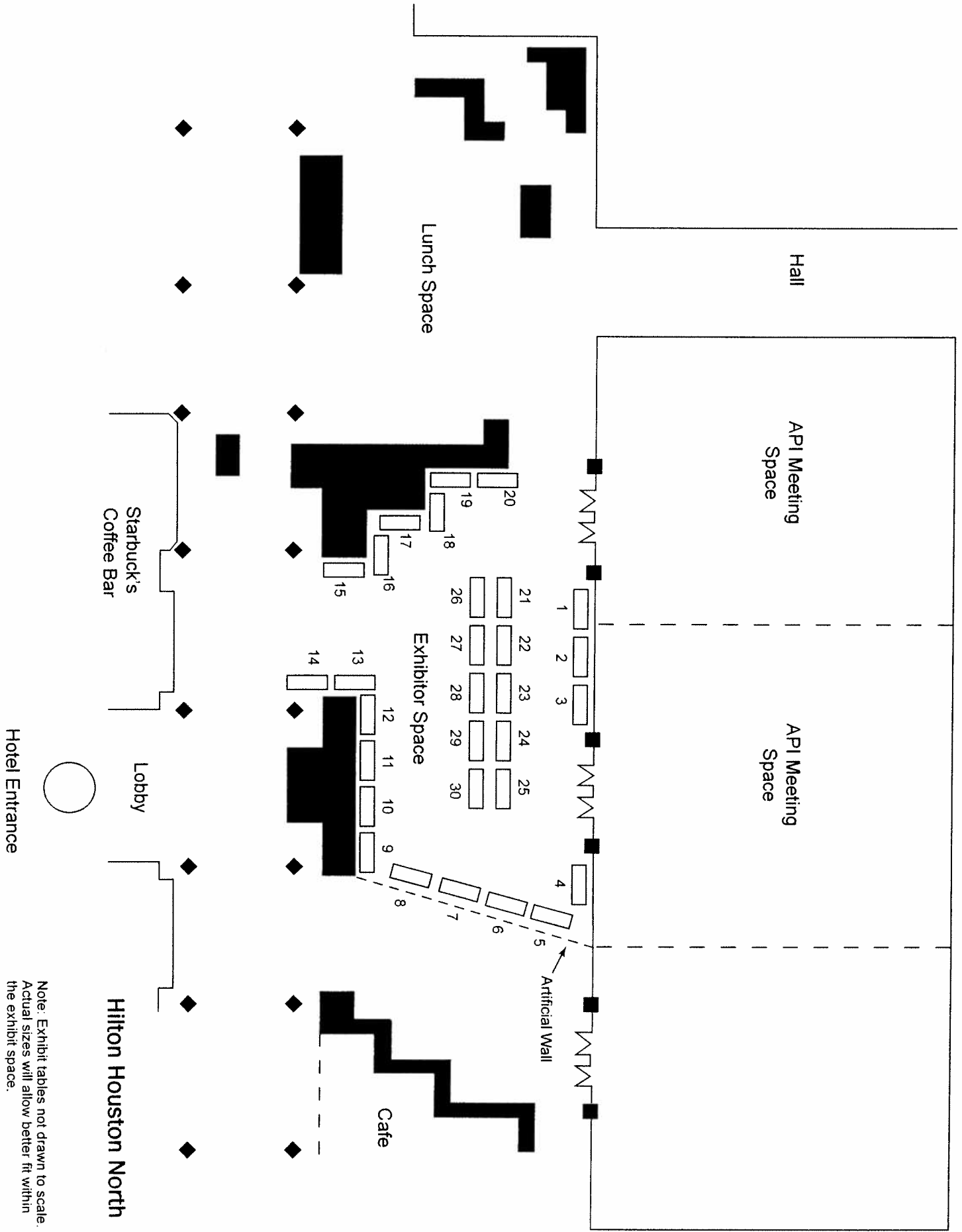
By Credit Card - Please charge the following card:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> VISA | <input type="checkbox"/> MasterCard |
| <input type="checkbox"/> American Express | <input type="checkbox"/> Diners Club |

Card Number	
Exp. Date	Cardholder's Zip Code
Print Cardholder's Name	
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 properly: **SS-2300-UM019-7410**. Mail the check with your registration form to: **American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425**.

Please hand carry checks to on-site registration after June 22, 2009. Checks mailed after then might not be received in time for processing payment.



Note: Exhibit tables not drawn to scale.
 Actual sizes will allow better fit within
 the exhibit space.

Hilton Houston North Shipping / Receiving Information

Small packages for meetings may be delivered to the Hotel no more that five days prior to the function. Larger items maybe delivered no more than 3 days prior to the function. Items should be addressed to the attention of the hotel catering staff member working the program. Packages should be marked "Hold for Arrival" and list the date of the program clearly on all labels with sequentially numbered boxes. Your catering or convention services manager must approve any shipment over ten boxes.

Hilton Houston North
12400 Greenspoint Drive
Houston, TX 77060
Attn: Kim Perry
API Offshore Safe Lifting Conference
July 14-15
Vendor Name
1 of ?

Loading Dock Details

1. Our loading dock ceiling height is 13' 3"
2. We highly recommend bobtail trucks and **only** slightly longer trucks because they fit exactly our dock height (4 ft).
3. We do not recommend 40 foot trucks. They are too long to maneuver into the right position.
4. We also do not recommend regular vans or pick up because they are not dock high. If they are delivering a heavy equipment or in pallets it will be very difficult **if** not impossible to unload on the dock.
5. Our service elevator's outside measurements are 3 ft. 6 in. wide and 6 ft. 8 in. high. Inside measurements are 6 ft wide, 8 ft. in length and 9 ft. in height. Service elevator capacity is 4,000 lbs.
6. HANDLING FEES: \$5.00 per box to be delivered to exhibitors booth.
7. Items requiring special handling will be charged accordingly. All items that are to be shipped out after the convention needs to have proper labeling (FedEx) and will be shipped out through the loading dock. FedEx forms can be picked up from the Executive Offices. UPS will need to have a call tag from the individual.

Please do not hesitate in contacting Kim Perry at 281-875-4578 or kperry@sunstonehotels.com if you have any questions.

