

Thank you for your interest and support of our sponsor and exhibitor program at the **2022 Fall Committee on Petroleum Measurement Standards Meeting, Monday, October 10 – Friday, October 14, 2022**, at the Hyatt Regency Orlando

Important Requirements and Deadlines for Sponsors and Exhibitors:

Application to Sponsor / Exhibit:

Your application is due **Friday, September 16, 2022**. Acknowledgement and agreement to the Sponsor / Exhibitor Terms & Conditions, outlined below, is required to complete the registration process.

Materials Due to API

Upon receipt of your application, you will receive an email confirming your selection, requesting information, which will allow you to submit the information that will be shared on the conference website, app, and/or on signage at the meeting. All materials are due by **Friday, September 16, 2022**.

Payment

Payment is due in full upon registration. You may request an invoice. Full payment must be received by API no later than **Friday, September 16, 2022**.

Deadline for Sponsor/Exhibitor Registration Cancellations and Refunds

Cancellations and substitutions of exhibitor/sponsor badges may be made by written request to registrar@api.org by Friday, September 16, 2022. Registration cancellations shall be effective, final, and binding upon receipt by API. Cancellation requests received by Friday, September 16, 2022, will receive a refund of any paid registration fees less a \$100 cancellation fee. Refunds are not provided for cancellation requests received after Friday, September 16, 2022, and will be processed in the original form of payment. Substitutions are welcome.

Registration

All sponsors and exhibitors must register to attend any portion of the **2022 Fall Committee on Petroleum Measurement Standards Meeting**. The number of complimentary full conference registrations is determined by your sponsorship /exhibit level, as listed on the 2022 COPM Meeting website. Additional full-conference company registrations after the complimentary allotment are available for \$495.

Instructions and additional details will be sent upon completion of the Information Submission Form.

Please contact Lindsay Morrison at morrisonl@api.org or registrar@api.org if there are any questions regarding the above information.

Thank you for your participation. We look forward to seeing you soon!

SPONSOR/EXHIBITOR TERMS & CONDITIONS

We plan to attend the 2022 Fall Committee on Petroleum Measurement Standards Meeting 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.

1. **API:** As used herein, “API 2022” or “Exhibition” shall refer to the 2022 Fall Committee on Petroleum Measurement Standards Meeting. Also as used herein, “exhibitor,” “applicant” and “company” shall refer to the party submitting an application and Agreement to sponsor and/or exhibit at the 2022 Fall Committee on Petroleum Measurement Standards Meeting. API will handle all pre-show and on-site decisions and its decisions will be final.
2. **Payments:** Your fee will be based on the level you select as described on the website and during the registration process. Full payment must be received by API no later than Friday, September 16, 2022.
3. **Checks and Wire Transfers:** A PDF invoice will be sent upon receipt of your application. Full payment must be received by API no later than Friday, September 16, 2022. All checks are to be made payable to: American Petroleum Institute, P.O. Box 1425, Merrifield, VA 22116-1425, USA. Reference your invoice number. The check must be in U.S. currency only, drawn on a U.S. bank. A \$25.00 transaction fee will be due on each Wire Transfer received as payment, if not sent as U.S. currency. Please add this amount to your original payment. Credit cards are also accepted for payment.
 - a. No exhibitor admission credentials will be distributed to any company who has not paid in full by Friday, September 16, 2022; and if any company still has not paid in full by the time of the first date of installation, the first day of move-in, they will not be allowed to set up their booth or receive any orders from contractors until the account is paid in full by Cashiers or Certified Check. No personal checks or credit cards are accepted as payment for exhibit space onsite.
4. **Deadline for Sponsor/Exhibitor Registration Cancellations and Refunds:** Cancellations and substitutions of exhibitor/sponsor badges may be made by written request to registrar@api.org by Friday, September 16, 2022. Registration cancellations shall be effective, final, and binding upon receipt by API. Cancellation requests received by Friday, September 16, 2022, will receive a refund of any paid registration fees less a \$100 cancellation fee. Refunds are not provided for cancellation requests received after Friday, September 16, 2022, and will be processed in the original form of payment. Substitutions are welcome.
5. **Right of Refusal:** API reserves the right to refuse rental of display space to any company whose display of goods, service or machinery is not, in the opinion of API, compatible with the general character and objectives of the Meeting.
6. **Sales:** No business transactions/solicitations are allowed during API functions at any time.
7. **Failure to Hold In-Person Meeting:** Should any contingency prevent the holding of the API 2022 Fall Committee on Petroleum Measurement Standards Meeting. API shall refund all monies paid within 60 days of the notice of intent to cancel. The exhibitor waives all claims for damages. If, for any reason, the Meeting is deferred, monies already paid will be automatically transferred to the new dates, and the exhibitor waives all claims for damages or recovery of payments made.
8. **Exhibit Staff Registration:** All exhibitors and booth personnel are required to register. Badges will be printed and available upon arrival. Registrations are not transferable.
9. **Insurance:** The sponsor/exhibitor acknowledges that API and the **Hyatt Regency Orlando** do not maintain insurance covering sponsor/exhibitor’s property, and that it is the sole responsibility of sponsor/exhibitor to obtain business interruption and property damage insurance covering such losses by sponsor/exhibitor.
10. **Liability and Security:** Each sponsor/exhibitor must make provisions for the safeguarding of its goods, materials, equipment throughout the meeting. Neither API, nor the **Hyatt Regency Orlando**, nor their officers, representatives, and employees will be responsible for any destruction, damage, theft or loss to the exhibitor’s property.
11. **Indemnification:** The sponsor/exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save and hold harmless, API, the **Hyatt Regency Orlando**, 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 sponsor/exhibitor’s participation.
12. **Personal Property:** Sponsor/Exhibitor acknowledges that any/all property of sponsor/exhibitor, including any personal properties of individuals, are the sole responsibility of such sponsor/exhibitor and API will not assume any liability for such properties in the event of fire, theft, mysterious disappearance or any loss of physical damage or any indirect damage as a result thereof.
13. **Assignment:** Neither API nor the sponsor/exhibitor may assign their rights under this Agreement without the express written consent of the other party. API is unable to sign counter-agreements or 3rd party agreements.