

New Orleans Marriott
New Orleans, LA
March 29-31, 2020

Suite/Meeting Space Priority Application Deadline **September 20, 2019**

The information in this packet will help you to reserve or request suites or meeting space during the upcoming IPC.

Included in this file are:

- Affiliate Instructions
- Important Dates
- AFPM Entertainment/Antitrust/Ethics Policies
- Hotel Information and Map

Affiliate Instructions

IMPORTANT: PLEASE READ

Priority Points

Space will be assigned based on a priority point system that we have devised and that we use for suite/space assignments at all of our AFPM meetings that have affiliate functions. The point system is as follows:

1. AFPM member companies automatically start with 2.5 points.
2. One point is added for each year you have participated in the AFPM space assignment process.
3. You receive 1 point for each piece of space held – whether that space was a suite/meeting room/sleeping room turned into a meeting room, or meeting rooms built out in larger pieces of ballroom space.
4. After the meeting, we collect food & beverage (F&B) spend data per group from the hotels in our block. A percentage of this F&B spend for each year is also added into your point total. As you know, the hotels depend on room rental as well as food & beverage revenue in allowing us to contract their space. They also look at their hotel occupancy rates in determining what space they can sell to a group. Due to the longevity and past history of AFPM IPC and its affiliates in San Antonio, the hotels in San Antonio have been very gracious the last several years and allowed us to continue to use all their space even though our group did not occupy all the sleeping rooms in the hotels. That is why we had to institute the rooms to space ratio that we implemented a few years ago. This ratio is explained on the next page. The food & beverage dollars that you spend with the hotel help to keep the hotels able to offer us all their space. That is why we have included that in our point calculations.
5. Companies who have been an IPC sponsor are credited for their financial support as well.

Space Assignments

All space assignments will be finalized once the appropriate meeting registrations and hotel reservations have been completed in the AFPM registration system. Deadline for completion of the registration requirement is **September 20, 2019**.

Important Dates

August 22

Online registration opens to affiliates.

September 20

- PRIORITY DEADLINE to submit space application.
- DEADLINE for affiliates to have individuals registered to secure meeting space.

October 18

Initial space assignments distributed.

November 4

AFPM will submit confirmed meeting space assignments to the hotels. AFPM will notify affiliates when the hotels are ready to begin working with them.

December 20

Last date to cancel a suite/meeting room without penalty

February 21

- Last date registration cancellations may be made to receive a refund without penalty. Registration cancellations must be made in writing to IPC@AFPM.org.
- Last date for early registration fees.
- Housing reservations cut-off.

March 13

Last date registration cancellations may be made to receive a refund, less a \$50 processing fee; no refunds after this date.

March 20

Registration Closes.

AFPM Entertainment Policy

We ask your cooperation in observing the association policy on activities held in conjunction with any AFPM meeting:

- All representatives of companies sponsoring hospitality activities are expected to register for the meeting.
- Meetings or social activities should not be scheduled that take registrants away from AFPM programs and AFPM-sponsored activities.
- Companies are asked to restrict their entertainment outside hospitality suites to activities that do not include expensive or elaborate entertainment.
- Any company sponsoring a function to which 25 or more people are invited should outline its plans for advance approval by AFPM. In general, such functions will be approved if they do not take registrants away from AFPM-sponsored activities.
- Hospitality suites are expected to close by 12:00 a.m.
- Food, beverage and service personnel (bartenders, hostesses, etc.) must be obtained through the hotel catering department.
- Suite promotional activities are to avoid the use of elaborate entertainment, expensive door prizes, suite attendance solicitation by individuals who are not full-time employees of the sponsoring company, or other similar activities.

Rooms-to-Space Ratio:

For each meeting room, whether a meeting room/ballroom space, suite, meeting/ballroom space divided into meeting rooms, or sleeping room changed into a meeting room, a company will be using, it must register and make sleeping room reservations for five separate individuals. The appropriate registration fee must be paid based on whether the individual's company of employment is a member or not a member of AFPM. These registration fees are non-refundable, and the sleeping room reservation must be for at least one night.

We realize that you may not know exactly who will be attending the conference this early in the process. Our registration system gives you the option to register "placeholders." You will then be able to log back into the registrations you have submitted and change the names on the placeholders once you have the firm attendee names. We will need actual names in the system by **March 20**, if you wish them to be included in the pre-conference attendee list in the IPC Meeting App. Registration and payment must be completed **September 20** in order to protect the space.

Hotel reservations are not required to be made in the same hotel. All that is necessary is that the 5 reservations per meeting room be made in one of the AFPM block hotels.

AFPM Registration Policy

Those who are present at the site of an AFPM meeting and/or occupy a hotel room in the AFPM room block to conduct business with industry personnel gathered for that meeting are expected to register for that meeting and pay the registration fee, whether or not they attend a specific function.

All individuals from your company attending and/or holding meetings in your assigned suites/meeting space must be registered for the conference.

Online Registration –Please Review

Registration is now available via the [AFPM website](#). You should be able to register any individual from your company while logged in as yourself.

Group registration is available IF you are making ONE payment for everyone in the group. If separate payments will be made, you must register each individual separately. Click on the "Register Now" button at the top of the page. After logging in, select Add Me, Add Someone Else – if you have the confirmed individual who will attend, or Add Placeholder – if you do not know for sure who will attend.

In the search box enter the individual's name. This will only search individuals who are linked to your company. Click on the plus sign in front of the name to select the individual. At this point you can select whether you want the email confirmation to go to you as the coordinator, the attendee or both of you. If registering individually, click on Save/Continue and follow each page until you get to the payment page. If registering a group – paying all together – click on "Add Someone Else", if you know the name, or "Add Placeholder". Do this as many times as necessary to accommodate your group.

Once a payment is complete you will not be able to add anyone else to the bundle. If additional attendees require registration, simply start a new bundle.

To register another single individual, click on the "...Return to the main page" link at the top of the confirmation page. Then click "Register Additional Attendees".

Individual cancellations must be made in writing via email to IPC@afpm.org. Registration substitutions may be made online.

Signs

Signs advertising or announcing events are restricted as follows:

1. Poster size signs may be placed immediately outside the meeting room functions.
2. Signs may not be placed in hotel lobby or other public area.

AFPM Antitrust Policy

The American Fuel & Petrochemical Manufacturers is a nonprofit, tax-exempt membership association organized to foster cooperation and the exchange of technical information among its members. These worthwhile activities are sanctioned by custom and law. It is important, however, to recognize that these activities are subject to the legal limits of federal and state antitrust laws. AFPM is committed to complying with the antitrust laws in all respects and has adopted the following guidelines in order to facilitate compliance with the antitrust laws at its meetings:

As a general matter, the antitrust laws prohibit competitors from agreeing on the prices they will charge, the products they will offer, the customers they will serve, or the markets in which they will compete. Therefore, there should be no discussion or disclosure of information with respect to (a) expected profits, premiums, prices, surcharges, or discounts; (b) specific customers or classes of customers, or whether you will or will not do business with them; (c) proposed product offerings; (d) allocation of geographic or product markets; (e) any refusal to deal with a customer or supplier; (f) how to deal with the market behavior of a competitor; or (g) any other topic involving a potentially anticompetitive practice.

Some subjects of discussion may lead to agreements that are not unlawful on their face but that may have an unlawful anticompetitive effect or may give rise to the inference of an anticompetitive act, depending upon their scope and how they are implemented. Other subjects may appear to be prohibited by the antitrust laws but in fact may be permitted because of the context or ultimate purpose of the communication. Whether discussing a subject is permissible may vary depending on factors such as the nature of the subject matter, its relationship to competition among AFPM members, the purpose of the communication, and the degree of restraint that AFPM members can be expected to exercise.

We cannot make a statement that will take the place of advice from your own company or that will cover every situation. We do suggest that those attending our meetings may avoid difficulties for themselves and for the Association by observing these principles and calling to AFPM's attention any violations you may observe at any of our meetings

Reserving a Suite and Connector(s)

Online reservations are NOT available for suites and their connecting bedrooms. These will be processed by AFPM using the information you provide once your assignment has been made.

Space Cancellations:

If you must cancel the assigned space for any reason, please notify the AFPM Convention Services Department and your hotel contact (after December 16, 2019) in writing to enable us to reassign the space. If space is cancelled after December 20, 2019, space previously held in San Antonio will not be re-offered to the company in subsequent years.

Public Space/Meeting Rooms:

If you are assigned a meeting room(s), it is your responsibility to contract for services directly with the hotel. Rental charges are determined by the hotel based on the individual company's use of the space and individual requirements. We will notify you once the hotels are ready to begin working with you.

Suite Numbers:

Hotels cannot guarantee actual suite numbers until the guest arrives. If you distribute an announcement/invitation prior to the meeting, in lieu of the actual suite number you can put wording to the effect of, "Refer to the hotel daily activity list on-site for our suite number." Request that your activity be posted through the hotel contact.

Hotel Information



All three properties are conveniently located across Canal Street from each other.

New Orleans Marriott (NOM)

555 Canal Street
New Orleans, LA 70130
Rate: \$259+ Single/Double Occupancy

JW Marriott (JWM)

614 Canal Street
New Orleans, LA 70130
Rate: \$297+ Single/Double Occupancy

Sheraton New Orleans Hotel (SNO)

500 Canal Street
New Orleans, LA 70130
Rate: \$259+ Single/Double Occupancy

ETHICAL RESPONSIBILITY AND PROFESSIONAL AND PERSONAL CONDUCT CODE

The American Fuel & Petrochemical Manufacturers ("AFPM") has adopted the following "Ethical Responsibility and Professional and Personal Conduct Code" (hereinafter, "the Code"). Every member of AFPM, their designated representatives, and non-member attendees at all AFPM meetings and forums agree to abide by the Code as a condition of membership in AFPM and attendance and participation at AFPM meetings and forums.

The Code requires the following of all individuals attending AFPM meetings and forums:

- Adherence to the AFPM bylaws and the AFPM policies and procedures, as adopted by AFPM's Board of Directors
- Strict compliance with federal antitrust laws.
- Adherence to all applicable federal and state laws.
- Maintenance of the highest level of professional and personal ethical behavior while attending AFPM meetings and forums.
- Prevention of certain behaviors, including harassment, violence, intimidation and discrimination of any kind involving race, color, religion, national origin, gender, sexual orientation, age, disability or, where applicable, veteran or marital status.
- Assurance that conduct at all times and in all professional and personal dealings with each other and other attendees is with the highest level of integrity and courtesy.
- Sharing of knowledge and expertise as speakers at AFPM educational events and sessions whenever practicable, without soliciting or explicitly promoting their own organization's products or services.
- Working to instill public and consumer confidence in the petrochemical and refining industries, its member companies, and its professionals, avoiding any action conducive to discrediting members of AFPM.
- Refraining from scheduling general events at programming or social events at AFPM meetings without express written permission of AFPM.

Failure to abide by the Code may result, for the first offense, in informal censure of a company or individual by the AFPM Executive Committee. If violations of the Code continue after such an informal censure, a company may be subject to expulsion from AFPM, or an individual to exclusion from participation in AFPM activities, by the Board of Directors

Available Suites

Hotel	Suite Type	Quantity Available	Sq Ft	Available Dates	Nightly Rate
NOM	Crescent City Suite – 1 BR	20	300 sq.ft. parlor	3/27 – 3/31	\$499.00
NOM	Tower Suite – 1 BR	19	630 sq.ft. parlor	3/27 – 3/31	\$598.00
NOM	Governors Suite – 1 BR	1	485 sq.ft. parlor	3/27 – 3/31	\$975.00
NOM	Mayors Suite – 1 BR	1	485 sq.ft. parlor	3/27 – 3/31	\$1,000.00
NOM	General Managers Suite – 1 BR	1	1025 sq.ft. parlor	3/27 – 3/31	\$1,100.00
JWM	Two-Bedroom Bi-Level Suite	1	668 sq ft. parlor	3/27 – 4/1	\$697.00
SNO	Executive Suite	11	238 sq.ft. parlor	3/28 – 3/31	\$499.00
SNO	Governor's Suite	9	456 sq.ft. parlor	3/28 – 3/31	\$618.00
SNO	Presidential Suite	2	720-760 sq.ft. parlor	3/28 – 4/1	\$1,500.00

***PLEASE NOTE, HOTELS WILL NOT REMOVE BEDROOM FURNITURE FROM THE SUITES OR CONNECTING ROOMS**

Available Meeting Rooms

Hotel	Room Name	Sq Ft	Available Dates	Rental Rate
NOM	Balcony L	966	3/28 – 3/31	\$1,000-1,500/day
NOM	Balcony M	1,092	3/28 – 3/31	\$1,000-1,500/day
NOM	Balcony N	966	3/28 – 3/31	\$1,000-1,500/day
NOM	Beauregard	400	3/28 – 3/31	\$700-800/day
NOM	Galerie 1	1,320	3/28 – 3/31	\$1,000-1,500/day
NOM	Galerie 4	990	3/28 – 3/31	\$1,000-1,500/day
NOM	Galerie 5	1,650	3/28 – 3/31	\$1,500-2,000/day
NOM	Galerie 6	1,815	3/28 – 3/31	\$1500-2000/day
NOM	Galvez	400	3/28 – 3/31	\$700-800/day
NOM	Jackson	400	3/28 – 3/31	\$700-800/day
NOM	Lafayette	460	3/28 – 3/31	\$1,000-1,500/day
NOM	Napoleon	760	3/28 – 3/31	\$1,000-1,500/day
NOM	St. Charles	1,232	3/28 – 3/31	\$2,000-3,000/day
NOM	Studio 1	673	3/28 – 3/31	\$750-1,000/day
NOM	Studio 2	1,516	3/28 – 3/31	\$1,500-2,000/day
NOM	Studio 3	740	3/28 – 3/31	\$750-1,000/day
NOM	Studio 4	1,035	3/28 – 3/31	\$1,000-1,500/day
NOM	Studio 5	524	3/28 – 3/31	\$750-1,000/day
NOM	Studio 6	1,145	3/28 – 3/31	\$1,000-1,500/day
NOM	Studio 7	1,234	3/28 – 3/31	\$1,000-1,500/day
NOM	Studio 8	820	3/28 – 3/31	\$750-1,000/day
NOM	Studio 9	1,616	3/28 – 3/31	\$1,500-2,000/day
NOM	Studio 10	739	3/28 – 3/31	\$750-1,000/day
JWM	Royal	368	3/27 – 4/1	\$200/day
JWM	Ile de France I	2,394	3/28 – 3/31	\$4,000/day
JWM	Ile de France II	2,052	3/28 – 3/31	\$3,000/day
JWM	Ile de France III	1,824	3/28 – 3/31	\$3,000/day
JWM	Ile De France Foyer	2,713	3/28 – 3/31	\$1,000/day
JWM	Orleans	725	3/28 – 3/31	\$300/day
JWM	Rosalie	650	3/28 – 3/31	\$300/day
JWM	St. Claude	600	3/28 – 3/31	\$200/day
JWM	St. Jerome	899	3/28 – 3/31	\$300/day
JWM	Conde	702	3/28 – 3/31	\$300/day
JWM	Maurepas	1,450	3/28 – 3/31	\$600/day
JWM	Babylon	864	3/28 – 3/31	\$200/day
JWM	Bacchus	728	3/28 – 3/31	\$200/day
JWM	Endymion	650	3/28 – 3/31	\$300/day
JWM	Muses	650	3/28 – 3/31	\$300/day
JWM	Orpheus	864	3/28 – 3/31	\$175/day
JWM	Rex	1,400	3/28 – 3/31	\$400/day
JWM	Shangri-La	864	3/28 – 3/31	\$175/day
SNO	Armstrong Ballroom	8,230	3/28 – 3/31	\$10,000/day

SNO	Armstrong Foyer	1,232	3/28 – 3/31	\$TBD/day
SNO	Bacchus	552	3/28 – 3/31	\$750/day
SNO	Bayside A	1,370	3/28 – 3/31	\$1,000/day
SNO	Bayside B	1,093	3/28 – 3/31	\$1,000/day
SNO	Bayside C	1,497	3/28 – 3/31	\$1,000/day
SNO	Bayside Foyer	1,455	3/28 – 3/31	\$TBD/day
SNO	Borgne	2,118	3/28 – 3/31	\$1,500/day
SNO	Crescent Boardroom	317	3/28 – 3/31	\$1,000/day
SNO	Edgewood A	268	3/28 – 3/31	\$TBD/day
SNO	Edgewood B	503	3/28 – 3/31	\$TBD/day
SNO	Ellendale Boardroom	445	3/28 – 3/31	\$1,000/day
SNO	Endymion	565	3/28 – 3/31	\$750/day
SNO	Estherwood	443	3/28 – 3/31	\$1,000/day
SNO	Evergreen	419	3/28 – 3/31	\$1,000/day
SNO	Gallier A	443	3/28 – 3/31	\$TBD/day
SNO	Gallier B	430	3/28 – 3/31	\$TBD/day
SNO	Grand Ballroom A	3,514	3/28 – 3/31	\$3,000/day
SNO	Grand Ballroom B	1,961	3/28 – 3/31	\$3,000/day
SNO	Grand Ballroom C	7,612	3/28 – 3/31	\$8,000/day
SNO	Grand Ballroom D	3,607	3/28 – 3/31	\$3,000/day
SNO	Grand Ballroom E	2,008	3/28 – 3/31	\$3,000/day
SNO	Grand Chenier	1,750	3/28 – 3/31	\$1,500/day
SNO	Grand Couteau	1,591	3/28 – 3/31	\$1,500/day
SNO	Iris	548	3/28 – 3/31	\$750/day
SNO	Maurepas	1,674	3/28 – 3/31	\$1,500/day
SNO	Mid-City	619	3/28 – 3/31	\$750/day
SNO	Muses	404	3/28 – 3/31	\$750/day
SNO	Napoleon A1	691	3/28 – 3/31	\$2,000/day
SNO	Napoleon A2	951	3/28 – 3/31	\$2,000/day
SNO	Napoleon A3	1,078	3/28 – 3/31	\$2,000/day
SNO	Napoleon B1	1,546	3/28 – 3/31	\$2,500/day
SNO	Napoleon B2	1,592	3/28 – 3/31	\$2,500/day
SNO	Napoleon B3	1,806	3/28 – 3/31	\$2,500/day
SNO	Napoleon C1	1,553	3/28 – 3/31	\$2,500/day
SNO	Napoleon C2	1,600	3/28 – 3/31	\$2,500/day
SNO	Napoleon C3	1,814	3/28 – 3/31	\$2,500/day
SNO	Napoleon D1	682	3/28 – 3/31	\$2,000/day
SNO	Napoleon D2	941	3/28 – 3/31	\$2,000/day
SNO	Napoleon D3	1,071	3/28 – 3/31	\$2,000/day
SNO	Nottoway	1,861	3/28 – 3/31	\$1,500/day
SNO	Oak Alley	1,828	3/28 – 3/31	\$1,500/day
SNO	Oakley Room	473	3/28 – 3/31	\$1,000/day
SNO	Poydras	553	3/28 – 3/31	\$1,000/day
SNO	Proteus	582	3/28 – 3/31	\$750/day
SNO	Rampart	580	3/28 – 3/31	\$1,000/day
SNO	Rex	733	3/28 – 3/31	\$750/day
SNO	Rhythms Ballroom I	1,925	3/28 – 3/31	\$2,000/day
SNO	Rhythms Ballroom II	1,549	3/28 – 3/31	\$1,500/day
SNO	Rhythms Ballroom III	1,635	3/28 – 3/31	\$1,500/day
SNO	Rhythms Foyer	1,918	3/28 – 3/31	\$TBD/day
SNO	Rodrigue Gallery	3,100	3/28 – 3/31	\$3,000/day
SNO	Southdown Room	1,086	3/28 – 3/31	\$1,500/day
SNO	Waterbury Ballroom	3,778	3/28 – 3/31	\$4,000/day
SNO	Zulu	623	3/28 – 3/31	\$750/day

*Rentals subject to taxable service charge (meeting rooms only) and/or appropriate taxes