



# Affiliate Application

**International Petrochemical Conference**  
**San Antonio, TX**  
**March 27 – 29, 2022**

**Priority Deadline: November 19**



[www.AFPM.org/Events](http://www.AFPM.org/Events)

## Who is AFPM?

For more than 100 years, the American Fuel & Petrochemical Manufacturers (AFPM) has been the leading trade association representing the makers of the fuels that keep Americans moving and the petrochemicals that are the essential building blocks for modern life. Our industries make life better, safer, healthier and - most of all - possible. AFPM members are there when you need us - providing reliable and proven products. Every hour of every day, millions of Americans benefit from the fuels and petrochemicals made by members of AFPM.

## What is IPC?

The AFPM International Petrochemical Conference is one of the world's largest conferences representing the petrochemical industry, attracting 3000 professionals from 525 companies in 55 countries. An IPC attendee can expect to hear the latest on key political, economic and environmental issues as well as participate in many business-to-business opportunities.

## Why attend IPC?

You will immediately become an important member of the international petrochemical community. IPC is where the world's petrochemical executives gather with their teams to make a year's worth of connections in just two days. Strengthen relationships with your partners and meet new colleagues face-to-face without spending the entire year traveling.

## What is an Affiliate?

An IPC affiliate is a company that books private meeting space through AFPM. The affiliate may use the space for private business meetings, demonstrations, or entertaining over the conference dates. This is the perfect opportunity to gather with petrochemical professionals from all over the globe.

## What is the benefit of being an affiliate?

By booking meeting space through AFPM, you will:

- Have exclusive access to prime location meeting rooms and suites at the IPC host hotels
- Experience "one-stop shopping" for your specific needs through AFPM's staff access to spaces in all host properties
- Have access to knowledgeable hotel staff who have supported IPC many times and understand your needs
- Receive advance registration lists to assist your meeting scheduling
- Be included in our meeting app with direct access to message other registrants
- Have priority access to our sponsorship opportunities to promote your company
- Be listed in the affiliate directory, if desired

# Important Dates

## NOV

November 11  
Online registration opens to affiliates and all attendees.

November 19

- PRIORITY DEADLINE to submit space application.
- DEADLINE for affiliates to have at least 2 individuals registered to secure meeting space.

## DEC

December 1  
AFPM begins sending space assignments to member companies.

December 16

AFPM begins sending space assignments to non-member companies.

December 17

AFPM will submit confirmed meeting space assignments to the hotels. Once hotel contacts have been assigned AFPM will notify affiliates to begin working with them. Confirmed assignments will be sent bi-weekly after this date.

## JAN

January 7  
All affiliates assigned a space.

## FEB

February 18

- Last date to cancel a suite/meeting room without penalty.
- Last date registration cancellations may be made to receive a refund without penalty (excluding non-refundable registration).
- Last date for early registration fee.

## MAR

March 2  
Housing reservation cut-off date

March 4

Last date registration cancellations may be made to receive a refund, less a \$100 processing fee (excluding non-refundable registration); no refunds after this date.

March 18

Online registration closes.

March 27 – 29

Conference Dates

# Affiliate Information

## Priority Points

Space is assigned based on membership status and our priority point system. 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, 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.
5. Companies who have been an IPC sponsor are credited for their financial support as well.

## Space Assignments

Space assignments begin after the application due date (November 19). Members will begin receiving space assignments December 1. We anticipate all members to receive assignments by mid-December. We will start assigning spaces to non-members December 16.

## Rooms-to-Space Ratio

In the past, for each meeting room, whether a meeting room/ballroom space, suite, meeting/ballroom space divided into meeting rooms, a company will be using, it must register and make sleeping room reservations for five separate individuals. These registration fees are non-refundable, and the sleeping room reservation must be for at least one night.

At IPC22, AFPM is temporarily reducing the registration and hotel reservation requirement from five to two individuals per meeting space requested to support the transition back to face-to-face gatherings. We do ask that all registrants in San Antonio support the host hotels by booking your rooms through our reservation system. Please see below for the registration policy.

## Quantity

We urge all participants to request only the amount of space needed. AFPM reserves the right to limit the quantity of space to accommodate as many member requests as possible and will contact you directly if AFPM cannot accommodate your request.

# Affiliate Information Continued

## Online Registration

Registration is now open. You may 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 you require separate payments, 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.

Individual cancellations must be made in writing via email to [IPC@afpm.org](mailto:IPC@afpm.org). Registration substitutions may be made online.

## Sleeping Room Reservations

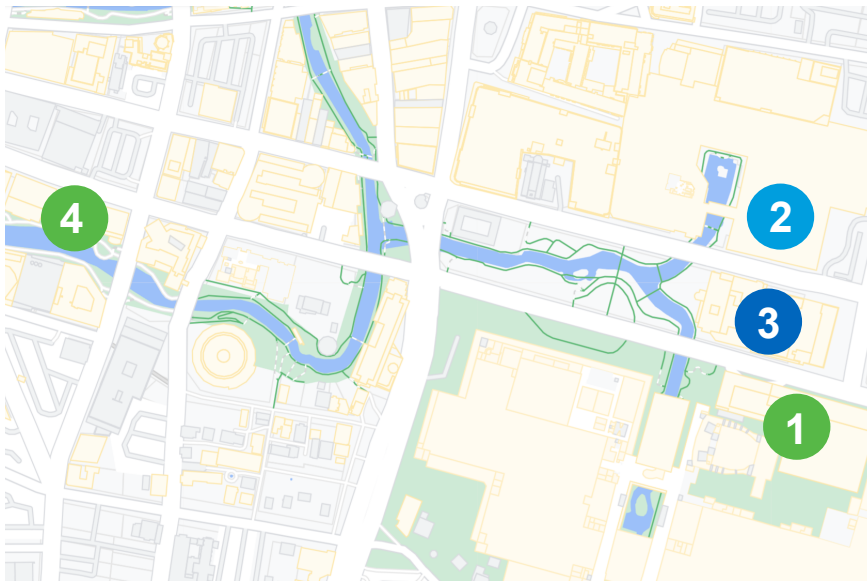
All hotel sleeping room reservations (except for suites and connecting sleeping rooms if applicable) are made on your own and can be done through the hotel’s reservation link, that is provided once you have completed your registration. The link can also be found in your registration confirmation email.

## Space Cancellations

If you must cancel the assigned space for any reason, please notify IPC Suites at [ipcsuites@afpm.org](mailto:ipcsuites@afpm.org) and your hotel contact (if contact has been assigned) in writing to enable us to reassign the space. If space is cancelled after February 18, 2022, non-refundable registrations and a one night hotel fee will be forfeited.



# Hotel Information



1. **Grand Hyatt San Antonio (GHS)** Address: 600 E Market St  
Phone Number: 210-224-1234 Sleeping Room Rate: \$239 Single/Double
2. **Marriott Rivercenter (MRC)** Address: 101 Bowie  
Phone Number: 210-223-1000 Sleeping Room Rate: \$239 Single/Double
3. **Marriott Riverwalk (SAM)** Address: 711 E Riverwalk  
Phone Number: 210-224-4555 Sleeping Room Rate: \$239 Single/Double
4. **The Westin Riverwalk (WES)** Address: 420 W Market St  
Phone Number: 210-224-6500 Sleeping Room Rate: City View - \$239; River View - \$259

Floor Plans/Capacity Charts

Available Spaces & Base Prices

## Suites and Connectors

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.

**Suite Numbers** - AFPM will NOT provide 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.

## 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 you have been assigned a hotel contact.

## Should I Reserve a Suite or Meeting Room?

Suites are great if you want a more intimate setting. All suites have a small sitting area to host a more informal meeting with 4-6 participants present. Some of the larger suites also have a conference/dining table in the suite for up to 8 guests. Please keep in mind, no hotel will remove furniture from the suite. Most will allow you to slightly rearrange the furniture to make space for a larger banquet table to be placed in the suite. Check-in is at 4:00 PM and check-out is 11:00 AM for all suites. Early check-in and late check-out can be requested through your hotel contact, but is not guaranteed. View the suite floor plans [here](#).

Meeting rooms are a blank slate. If you would like a more formal setting with possible A/V needs, a meeting room would be the ideal selection for you. Please keep in mind, no furniture or A/V is pre-set in a meeting room. Once you have been assigned a hotel contact, you will work with them to determine your set up needs (conference table, U-shape facing a screen for presentations, etc.).

**Notes:**

- Complete all sections of this request form. This information will be used to assign space assignments.
- Email this form to IPCSuites@afpm.org. Deadline is November 19, 2021.
- The application will not be processed until all registrations are completed.
- Once your space has been assigned, you will receive the final space offer form based on the timeline provided in the affiliate instructions.
- PLEASE NOTE, THIS IS NOT YOUR FINAL SPACE ASSIGNMENT.

**Contact information:**

Name

Title

Company

Address

Address

City

State

Zip

Country

Phone (Area/Country/City Code)

Email

Member? ☐ Yes  
☐ No  
☐ Unsure

**What type of space are you requesting (check all that apply)?**

- ☐ Suite  
☐ Meeting Room

**This space will be used for (Check all that apply)**

- ☐ Company Meetings  
☐ Hospitality  
☐ Demos

**What is the maximum number of people you anticipate being in the space at one time? (This is to determine the meeting room size needed)** \_\_\_\_\_

**How many meeting spaces/rooms do you require?** \_\_\_\_\_

*If more than one space required, attach room needs for each space (i.e. # of maximum attendees in the room at any given time, arrival/departure dates and times if different for each space).*

**If requesting a suite, do you need a connecting sleeping room? (Furniture will not be removed from any suites or connecting bedrooms. This will be for sleeping purposes ONLY.)**

- ☐ Yes  
☐ No

**Indicate your hotel preferences in ranking order**

\_\_\_\_\_ Grand Hyatt San Antonio

\_\_\_\_\_ Marriott Rivercenter

\_\_\_\_\_ Marriott Riverwalk

\_\_\_\_\_ Westin Riverwalk

**Indicate your top three (3) meeting room/suite type preferences (example: 2-Bay Fiesta Suite, Bonham A, etc. Reference page 6 for the available spaces. Please note this is a wish list and does not guarantee we will be able to offer the exact space indicated below but will do all we can to meet your needs.)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Arrival/Departure Date and Time**

Requested start date: \_\_\_\_\_ Time: \_\_\_\_\_

Requested end date: \_\_\_\_\_ Time: \_\_\_\_\_

**Indicate any special room requirements needed (i.e. near elevator, access to outdoor space, etc.).**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Registrant names used to secure assignment (2 per requested meeting space)**

1. \_\_\_\_\_

2. \_\_\_\_\_

**For AFPM use only**

Date Received: \_\_\_\_\_

PC / INT / REF / AS / NM

Points: \_\_\_\_\_

# AFPM Policies

## AFPM Safety Protocols

AFPM considers the health and safety of all those who join us onsite our top priority. AFPM is committed to implementing safety protocols to help protect you and our employees as we navigate this new normal. AFPM is closely monitoring the COVID-19 pandemic, CDC guidelines, city/state regulations, and venue practices. Due to the changing nature of these restrictions and requirements, AFPM will release official safety protocols two weeks prior to the conference that all staff and attendees must follow while present at the conference.

## 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 AFPM function.

All individuals from your company attending and/or holding meetings in your assigned suites/meeting space must be registered for the conference. Only registered attendees will be able to access the virtual platform.

## Sign Display Policy

Signs advertising or announcing events are restricted as follows:

- Poster size signs may be placed immediately outside the meeting room functions.
- 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

# AFPM Policies Continued

## 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.

## 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



# Apply Today!

International Petrochemical Conference  
San Antonio, TX  
March 27 – 29, 2022

## Questions?

Contact us at [IPCSuites@afpm.org](mailto:IPCSuites@afpm.org).

## Conference Fees

Register by February 18th to receive the early registration fee.  
Registration fees increase by \$100 on February 19th. Online  
registration closes on March 18th.

**Early Member Registration: \$750**  
**Member Registration: \$850**

**Early Non-member Registration: \$1,250**  
**Non-member Registration: \$1,350**

