

San Antonio, TX
 San Antonio Marriott Rivercenter
 October 14-16

Suite/Meeting Space Application Deadline August 9

The information in this packet will help you to request a suite or a meeting room during the AFPM Operations & Process Technology Summit in San Antonio, TX, October 14-16.

Included in this file are:

- Affiliate Instructions
- Important Dates
- AFPM Entertainment and Anti-Trust Policies
- AFPM Ethics and Conduct Code
- Hotel Information
- Space Application
- Available Space

AFFILIATE INSTRUCTIONS

Space Assignments

AFPM holds all suites and meeting space for affiliate use in our room block and will assign space. A limited number of rooms are available for this purpose and affiliates are only able to hold one piece of space per company. When completing the space application, please be sure to indicate all 4 preferences. Prompt application submission is encouraged. All space requests must come through AFPM. Space requests must be received by AFPM by Friday, August 9, 2019 for priority processing.

Suites

Please refer to the Available Space page for descriptions, quantities and types of suites that are being held and the dates that they are available.

Meeting Rooms

Please refer to the Available Space page for the names of the meeting rooms being held and the dates they are available. A link to meeting room level floor plans is provided on page 7. If you are assigned a meeting room, 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 contract/arrangements. Once all of the assignments have been made and sent to the hotel, you will receive an email with the hotel contact name and number so that you can begin working directly with the hotel on these arrangements.

Assignment Fee

The Assignment Fee is a nominal, flat fee of \$100 for members and \$200 for non-members per piece of meeting space a company holds to help to defray the Association's cost of processing the suite and meeting room requests and assignments. A more detailed explanation and a space for payment information is provided on the Assignment form, and payment will be due before any assignments are finalized and forwarded to the hotel.

Cancellation of Space

If you must cancel the assigned space for any reason, you will receive a full refund of the AFPM assignment fee if canceled by August 30. No refunds for cancellations after this date. Please notify both the AFPM Convention Services Department and the hotel in writing so that we can reassign the space. Please do not intentionally over book and cancel at the last minute. Our room and meeting space blocks are difficult to justify in subsequent years when our group fails to occupy.

AFPM Logo Use Guidelines

If you would like to use the AFPM logo on any of your pre-meeting publicity, or on any giveaways that you are planning, please complete the Logo Request section of the application form. Please provide as detailed information as possible to assist AFPM staff in the approval process. After your use has been approved, we will forward the logo use guidelines for the AFPM logo and the AFPM logo files electronically.

In most cases, requests for use of the AFPM logo will be approved pending AFPM's review of the final artwork for the item(s) you will be using it on prior to production. Please submit your ad, post card, brochure layout, giveaway, etc. to

AFPM once it is designed for final approval prior to production.

Sign Size and Placement

Signs advertising or announcing events are restricted as follows:

1. 1 (one) flyer, not to exceed 8 ½" x 11" may be placed on the information wall provided by AFPM in our registration area. Signs may not be placed in any other public area. The flyer must be sent to AFPM for pre-approval. All invitations sent prior to the meeting must also be sent to AFPM for pre-approval.
2. Poster size signs may be placed on an easel immediately outside the meeting room functions pending hotel approval. Signs may not be placed in hotel lobby or other public areas of the hotel.
3. Companies using suite space are not permitted to place signage in the guestroom hallways.

Music/Loud Noise

If you are planning to have live music and/or other loud activities in your hospitality suite, please request to have a meeting room so as not to disturb other guests staying in the hotel. AFPM asks that all activities taking place in hotel suites are mindful of noise and refrain from any loud activities after 10pm.

Hospitality Listing

AFPM will publish a listing of company names, open dates/times and suite/room locations in the final program which will be given to each registrant at the AFPM registration desk and via the meeting app. Please note whether or not you want to be listed in the directory when submitting your space application. If this section is not completed, a company's suite will not be listed in the Hospitality Listing.

IMPORTANT DATES**August 9**

PRIORITY DEADLINE to submit suite/meeting space application.

August 30

Last date to cancel suite or meeting space to receive a refund of assignment fee.

September 13

Last date registration cancellations may be made to receive a refund without penalty. Registration cancellations must be made online or submitted in writing to AFPM via fax (202) 835-0467 or email opt@afpm.org. NO TELEPHONE CANCELLATIONS WILL BE ACCEPTED.

Last date for early registration fees.

September 14

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

October 4

Online 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 unduly 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.

AFPM Anti-Trust Policy

The American Fuel & Petrochemical Manufacturers is a nonprofit, 501(c) 6 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 Ethical Responsibility and Professional and Personal Conduct Code

The American Fuel and 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 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 attendance meetings, receptions or other events at times that conflict with substantive programming or social events at AFPM meetings without express written permission of AFPM.

San Antonio, TX 78205
Rate: \$234 Single/\$234 Double

Secure your hotel reservation once you have completed your conference registration [online](#).

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.

HOTEL INFORMATION

San Antonio Marriott Rivercenter
101 Bowie St.

Complete all sections of the application; this information will be used to request space, confirm listing in the hospitality directory and Meeting App, and request AFPM logo for use in your materials.

1. Sign under "Agreement by Affiliate". The application will not be processed unless it is signed and dated by the authorized company representative.
2. Reminder: All company personnel who will be doing business in the space held by your company are expected to register for the conference and pay the registration fees, regardless of whether they attend the meeting sessions.
3. Print out this form and fax it when completed to 202-835-0467, Attn: Jeanne Boone. Deadline is August 9, 2019.

Submission of this form does not guarantee a space assignment. Assignments are made on a first requested/first accommodated basis with AFPM members receiving priority.

A. Meeting Room/Suite Application

Contact Name _____
 Company Name _____
 Company website _____
 Street Address _____
 (include full street shipping address)
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 Email _____

What type of space are you requesting:

- 2-Bay Hospitality Suite* Hotel Meeting Room Either

**If you need a connecting sleeping room, please indicate that here by listing the guest name of occupant: _____*

Indicate your first four (4) preferences:

1st _____
 2nd _____
 3rd _____
 4th _____

If none of your 4 choices are available, indicate your preference:

- Contact me with alternative space
 Place me on a wait list

This space will be used for:

- Company Meetings
 Hospitality
 Other: _____

Move-in date and time: _____

Move-out date and time: _____

How many people do you anticipate in the room at one time? _____

B. Hospitality Listing:

- Yes, List Us! (If yes, complete the 2 questions below)
 No, do not list us.

1. Please print exactly how you would like your company listed.

2. Open Dates:

	Start Time	End Time
Sun, Oct 13		
Mon, Oct 14		
Tue, Oct 15		

**Companies that do not complete Section B will not be listed in the directory.*

C. AFPM Logo Request Form

For permission to use the AFPM logo on your promotional materials, please complete:

Event(s): _____

Purpose: _____

In most cases, requests for use of the AFPM logo will be approved pending AFPM's review of the final artwork for the item(s) you will be using it on prior to production. Please submit your ad, post card, brochure layout, giveaway, etc. to AFPM once it is designed for final approval.

D. Assignment Fee

An assignment fee will be assessed for each piece of hotel space assigned. This includes hotel meeting rooms and suites that will be used for meetings or hospitality.

Please calculate the Assignment Fee based on the space you are applying for and AFPM membership status, and complete below.

Number of spaces:

Member _____ x \$100 = _____

Nonmember _____ x \$200 = _____

Credit card number: American Express Visa MasterCard
(circle the appropriate card name)

_____ exp. _____

Name on Card _____

Billing Address: _____

City/State/Zip: _____

Signature authorizing charge

E. Agreement

We hereby agree to:

1. Abide by all the AFPM Policies on registration and entertainment. And have read the space cancellation policy on Page 1 of this document.
2. Remit the full registration fee to AFPM for all attendees who will be conducting business in our assigned suite/meeting space.

Authorized Signature

Date _____

(Application cannot be processed without signature)

For AFPM use only:

Date Received _____

Amount Paid _____

Check # _____

Date Logged _____

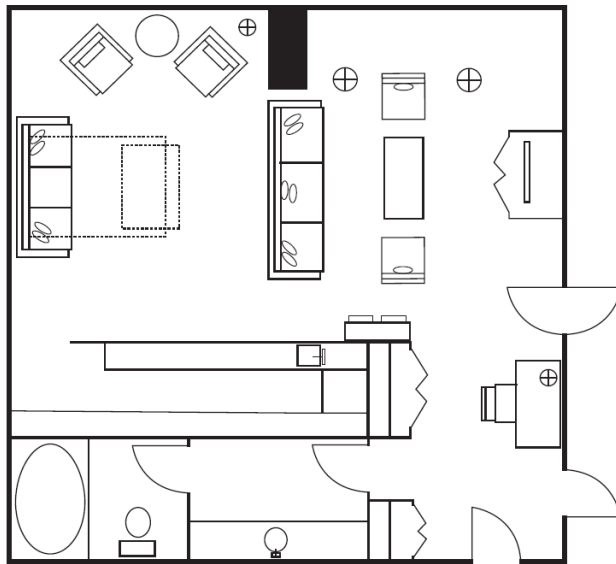
By _____

Available Suites

Suites	Quantity Available	Sq Ft	Availability	Rate/Night
2-Bay Hospitality Suite	14	535	10/13-10/15	\$500

Suite prices do not include a separate connecting bedroom.

Hospitality Room



Living area with conversation groupings

Murphy bed wall unit

Full bath

Wet Bar with small Refrigerator

Reception capacity of 30 (flow)
Approximate 535 square foot living area

(One or two connecting bedrooms available at additional charge)

Available Meeting Rooms

Room Name	Sq Ft.	Level	Reception Capacity	Availability	Daily Rental
Conference Room 5	620	Level 3	90	10/13/19 – 10/15/19	\$500 + 25% service charge
Conference Room 6	620	Level 3	90	10/13/19 – 10/15/19	\$500 + 25% service charge
Conference Room 7	783	Level 3	150	10/13/19 – 10/15/19	\$500 + 25% service charge
Conference Room 8	810	Level 3	125	10/13/19 – 10/15/19	\$500 + 25% service charge
Conference Room 9	608	Level 3	85	10/13/19 – 10/15/19	\$500 + 25% service charge
Conference Room 10	576	Level 3	80	10/13/19 – 10/15/19	\$500 + 25% service charge
Conference Room 11	780	Level 3	125	10/13/19 – 10/15/19	\$500 + 25% service charge
Conference Room 12	992	Level 3	160	10/13/19 – 10/15/19	\$500 + 25% service charge
Conference Room 13	500	Level 3	85	10/13/19 – 10/15/19	\$500 + 25% service charge
Conference Room 14	640	Level 3	85	10/13/19 – 10/15/19	\$500 + 25% service charge
Conference Room 15	630	Level 3	95	10/13/19 – 10/15/19	\$500 + 25% service charge
Conference Room 16	588	Level 3	140	10/13/19 – 10/15/19	\$500 + 25% service charge

All rates are per day.

[Click here](#) to view the San Antonio Marriott Rivercenter Meeting Space Floor Plans and to view the meeting room capacity charts.

Times hospitality locations may be open:

Sunday, October 13 6:30 pm - 12:00 am
 Monday, October 14 6:30 pm - 12:00 am
 Tuesday, October 15 6:30 pm - 12:00 am