



AFPM

American
Fuel & Petrochemical
Manufacturers

The new NPRA.

2012 Q&A and
Technology Forum
Registration Form

Grand America Hotel
Salt Lake City, Utah
October 1-3, 2012



**Q&A AND
TECHNOLOGY
FORUM**

1. Conference Registration

Log on to www.afpm.org and select Q&A and Technology Forum under Meetings, then click "Register Now" or complete the enclosed registration form. Full registration includes admission to the general and breakout sessions, the luncheons on Monday and Tuesday in the exhibit hall and the Monday evening reception in the exhibit hall. You'll save \$100 off full conference registration if you register by August 31!

2. Hotel Reservations

Save \$200 off full conference registration by reserving your room through AFPM. Reserve your hotel on-line when you register at www.afpm.org and receive an immediate acknowledgement of your reservation. Or, fill in the appropriate space on the enclosed registration form. Hotel reservation requests will be processed in the order received by the AFPM. Get immediate acknowledgement on-line but allow 1 week if submitted to AFPM. Any guaranteed reservation not cancelled 24 hours prior to scheduled arrival will be subject to one night room and tax cancellation fee.

3. Spouse Registration

For just \$100, your spouse may join you at the Monday evening reception as well as the included sessions.

4. Payment

Pay by credit card. AFPM accepts American Express, MasterCard and Visa.

5. Table Tops or Meeting Space

Call Katharine Nesslage at 202.457.0480 or email at Exhibits@afpm.org.

6. Confirmation

Your registration will be confirmed via e-mail if you provided us your email address. Otherwise, your confirmation will be sent via U.S. mail.

7. Sponsorships

Show your support for the industry. Contact Merla Zollinger for sponsorship opportunities at 202.457.0480 or merlaz@afpm.org.

8. Attire

Business Casual (No tie; jacket optional)

Cancellation Policy:

Registration cancellations can be made online or submitted in writing, faxed to 202.835.0467 or e-mailed to QA@afpm.org. Substitute conference registrations may be made in advance or on arrival with no penalty. Substitutions must be submitted in writing to QA@afpm.org.

Cancellations may be made by August 31, 2012 with no penalty. Written cancellations postmarked, faxed, or emailed between September 1 and September 14, 2012 will receive a refund of fees, less a \$50 processing fee. No refunds after September 14, 2012. No telephone cancellations.

Fee Policy:

Eligibility for member rates is based on membership information currently on file with AFPM. If your company is not currently a member, the non-member fees will be charged to your credit card.

Fee Structure

In order to encourage AFPM attendees to use the contracted hotel block at the Grand America Hotel, a tiered registration fee structure will be in effect. Registrants occupying a hotel room at the Grand America will pay a registration fee \$200 less than those registrants who choose to stay at an alternate hotel. Local commuter registrants, of course, will not be assessed the surcharge.

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.

Spouse/Guest Policy

A guest is a spouse/significant other, friend or an adult child (18 years old or older) who is not in an industry-related occupation. A co-worker, an associate or spouse who works within the industry may not use the Spouse/Guest Registration category. Guests are not permitted to work the table-top exhibit. Children under 18 are not permitted in the exhibit hall.

No Suit-casing Please

Please note that while all meeting registrants are invited to the exhibition, any non-exhibitor registrant who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the AFPM Exhibition Policy will be asked to leave the show floor. Please report any violations you may observe to show management.

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.
- Maintain 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.

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.

Entertainment Policy

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

- Meetings or social activities should not be scheduled that take registrants away from AFPM programs and AFPM-sponsored activities;
- 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;
- All representatives of companies sponsoring hospitality activities are expected to register for the meeting;
- Hospitality suites are expected to close by 1:00 am;
- 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.

Registration Form: QA12

Register on-line at AFPM.org

Register by August 31st – Save \$100.

Save \$200 by reserving a room in the AFPM room block.

Step 1: Attendee Profile

Please fill out completely. Badges will be printed from this information.

Name

Title

Company

Address

City

State

Zip

Country

Phone (Area/Country/City Code)

Fax (Area/Country/City Code)

E-mail

This is not a permanent address change.

Spouse/Guest Name (if attending)

Check here if you require special needs.
Please attach a description of your needs.

Step 2: Meeting Registration

Full Conference: Hotel reservation in AFPM room block

	By Aug 31	After Aug 31
<input type="checkbox"/> Member	\$ 575 _____	\$ 675 _____
<input type="checkbox"/> Non-Member	\$1145 _____	\$1245 _____
<input type="checkbox"/> Spouse/Guest	\$ 100 _____	\$ 100 _____

Full Conference: Hotel reservation NOT in AFPM room block

	By Aug 31	After Aug 31
<input type="checkbox"/> Member	\$ 775 _____	\$ 875 _____
<input type="checkbox"/> Non-Member	\$1345 _____	\$1445 _____
<input type="checkbox"/> Spouse/Guest	\$ 100 _____	\$ 100 _____

One-day Passes

	By Aug 31	After Aug 31
<input type="checkbox"/> Hotel reservation NOT in AFPM room block	\$ 200 _____	\$ 200 _____
<input type="checkbox"/> Member Monday	\$ 300 _____	\$ 350 _____
<input type="checkbox"/> Member Tuesday	\$ 300 _____	\$ 350 _____
<input type="checkbox"/> Member Wednesday	\$ 150 _____	\$ 175 _____
<input type="checkbox"/> Non-Member Monday	\$ 575 _____	\$ 625 _____
<input type="checkbox"/> Non-Member Tuesday	\$ 575 _____	\$ 625 _____
<input type="checkbox"/> Non-Member Weds.	\$ 290 _____	\$ 315 _____

Total Amount Due _____

Name of Member Company

Not sure if your company is a member? Go to www.afpm.org

Step 3: Payment Information

Payments to AFPM are not deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code.

VISA MasterCard American Express

Credit Card Number

Exp. Date

Name on card (Please print)

Billing Address

City

State

Zip

Country

Signature (Required, authorizing charge & acknowledging cancellation/refund, fee, registration, spouse policies, and ethics code.) Click [here](#) to review AFPM policies.

Step 4: Hotel Reservation

Reservation requests must be accompanied by paid conference registration to be processed. Room Rate is \$199 Single/Double occupancy at the Grand America Hotel, 555 South Main Street, Salt Lake City, UT 84111.

Arrival Date

Departure Date

If no dates are indicated, we will assign arrival Sunday, September 30 and departure Wednesday, October 3.

Room Type: One Bed Two Beds

Number of People in Room: _____

Special Requests: Disability Other

Room Guarantee: AMEX VISA

MasterCard Discover Diners

Credit Card Number

Exp. Date

Signature

Frequent Guest Number

Register on-line to receive immediate acknowledgement of hotel. August 31 is the final cut-off date to reserve a room. Contact the hotel directly with changes or cancellations beginning September 7, 2012.

Register by Fax:

Register by fax with credit card information to 202.835.0467.

Register by Mail:

AFPM
1667 K Street, NW
Suite 700
Washington, DC 20006