

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

If this is not a permanent address change, check here.

Spouse/Guest Name (if attending)

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

STEP 2: Meeting Registration

Save \$200

off conference registration fees by booking a hotel room through AFPM

	By Oct. 3	After Oct. 3	
<input type="checkbox"/> Member	\$900 _____	\$1000 _____	
<input type="checkbox"/> Non-Member	\$1500 _____	\$1600 _____	
<input type="checkbox"/> Spouse/Guest	\$100 _____	\$100 _____	
<input type="checkbox"/> Please check this box if you qualify for the local fee .			
Total	_____	_____	

Name of Member Company
Not sure if your company is a member? [Click here](#).

Discount will be applied if hotel reservation is included with registration. Local commuter registrants, of course, will also receive the discounted registration fee.

Attendees registering after the room block is closed will not receive the discount.

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 No.

Exp. Date

Billing Address – P.O. Box or Street

Billing Address – City, State/Province, Zip, Country

Name of person on card (please print)

Signature (Required, authorizing charge & acknowledging [cancellation/refund](#), [fee registration](#), & [spouse policies](#) and [ethics code](#). See next page.)

STEP 4: Hotel Reservation

Hotel Reservation requests must be accompanied by paid conference registration to be processed.

Arrival Date: _____ Departure Date: _____
If no dates are indicated, we will assign arrival Wednesday, November 9 and departure Friday, November 11.

Hilton Houston Post Oak, 2100 Post Oak Blvd., Houston, Texas \$189 Single/Double Occupancy

Room Type: 1 Bed 2 Beds

Total # of people in room _____

Room Guarantee: AMEX VISA MasterCard
 Discover Diners

Credit Card No.

Exp. Date

Name on Card

Frequent Guest Number(s)

Special Requests: Disability Other

Register on-line to receive immediate acknowledgement of hotel. October 3, is the final cut-off date to reserve a room. Contact the hotel directly with changes or cancellations beginning October 7, 2016.

Register by Fax:
Fax your form with credit card information to 202.835.0467

Register by Mail:
Send your form with credit card information to
AFPM
1667 K Street, NW
Suite 700
Washington, DC 20006

How to Register

1. Conference Registration

Log on to www.AFPM.org then click "Register Now" or complete the enclosed registration form. Registration includes admission to the General Sessions, and the reception on Thursday evening. You'll save \$100 if you register by October 3rd. On-line registration closes November 6.

2. Hotel Reservations

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 2 weeks if submitted to AFPM. A major credit card is required to guarantee your reservation.

Cancellation must be received by hotel at least 48 hours prior to arrival to avoid being charged for the first night's room and tax. October 3, 2016, is the cut-off date for making hotel reservations, cancellations or substitutions through AFPM or on-line. Beginning October 7, reservations, substitutions, or cancellations must be made through the hotel directly.

3. Spouse Registration

For just \$100.00, your spouse can join you at the included business sessions.

4. Payment

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

5. 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.

6. Travel

AVIS is the official rental car agency for L&W. Call 800.331.1600 and refer to AWD#:B761300 to receive discounted rates.

7. Suites and meeting rooms

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

8. Sponsorship opportunities available.

Contact Colleen Van Gieson at 202.457.0480 or email at sponsorships@afpm.org.

9. Attire

Business Casual – No tie; jacket optional.

Cancellation Policy: Registration cancellations may be made on-line or submitted in writing and faxed to 202.835.0467 or e-mailed to LW@afpm.org. Substitute conference registrations may be made in advance or on arrival with no penalty, and must be submitted in writing to LW@afpm.org.

Cancellations may be made by October 3, 2016 with no penalty. Cancellations made on-line or written cancellations postmarked, faxed, or emailed between October 4 and October 25, 2016 will receive a refund of fees, less a \$50 processing fee. No refunds after October 25, 2016. No telephone cancellations.

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.

Fee Policy: Eligibility for rates:
Member Fee - The member rate 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.
Local Fee - Eligibility for the local fee is limited to those who will be commuting from home to the conference each day.

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.

Photo Release: By registering for this conference, I hereby grant AFPM, its licensees and assigns, the right to use my name, biographic material, as well as, photos, or videos taken of me during the conference in news media, websites, publications, programs, articles, and/or marketing materials.

Ethical Responsibility And Professional And Personal Conduct Code

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

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

- Adherence to the AFPMP bylaws and the AFPMP policies and procedures, as adopted by AFPMP'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 AFPMP 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 AFPMP 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 AFPMP.
- Refraining from scheduling general attendance meetings, receptions or other events at times that conflict with substantive programming or social events at AFPMP meetings without express written permission of AFPMP.

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

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

- Meetings or social activities should not be scheduled that take registrants away from AFPMP programs and AFPMP-sponsored activities;
- Any company sponsoring a function to which 25 or more people are invited should outline its plans for advance approval by AFPMP. In general, such functions will be approved if they do not unduly take registrants away from AFPMP-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 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.