

**Attendee Profile**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
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.

**Meeting Registration**

**Save \$200**

off conference registration fees by booking a hotel room through AFPM

<b>Full Conference</b>	By Mar 17	After Mar 17
____ Member	\$900 ____	\$1000 ____
____ Non-Member	\$1500 ____	\$1600 ____
____ Spouse/Guest	\$100 ____	\$100 ____

**Total Amount Due**      \$      \_\_\_\_      \$      \_\_\_\_

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

**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, ethical & entertainment policies. Click here to review [AFPM policies.](#))

**Hotel Reservation**

Hotel reservation requests must be accompanied by paid conference registration to be processed. Room rate is \$159 single/double occupancy at the Marriott Plaza San Antonio, 555 South Alamo Street, San Antonio, TX.

\_\_\_\_\_  
Arrival Date      Departure Date  
 If no dates are indicated, we will assign arrival Monday, April 24 and departure Wednesday, April 26.

Room Type:       1 Bed       2 Beds

Total # of people in room \_\_\_\_\_

Special Requests:       Disability       Other

Room Guarantee:       AMEX       VISA

MasterCard       Discover       Diners

\_\_\_\_\_  
Credit Card Number      Exp. Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name on card (Please print)

\_\_\_\_\_  
Frequent Guest Number

Register on-line to receive immediate acknowledgement of hotel. March 17 is the final cut-off date to reserve a room. Contact the hotel directly with changes or cancellations beginning March 27, 2017.

**Register by Mail:**  
 AFPM,  
 1667 K Street, NW, Suite 700  
 Washington DC 20006

**Register by Fax:**  
 Fax form and credit card information to:  
 202.835.0467.

**1. Conference Registration**

Log on to [AFPM.org](http://AFPM.org) then click "Register Now" or complete the enclosed registration form. Registration includes admission to the General Sessions and Reception. Refer to the registration form for conference fees.

**2. Hotel Reservations:**

Reserve your hotel on-line when you register at [www.afpm.org](http://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. March 17, 2017, is the cut-off date for making hotel reservations, cancellations or substitutions through AFPM or on-line. Beginning March 27, reservations, substitutions, or cancellations must be made through the hotel directly.

**3. Spouse Registration**

For just \$100, your spouse can join you at the Reception as well as the included business sessions.

**4. Payment**

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

**5. Travel**

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

**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.

**Cancellation Policy:**

Registration cancellations may be made on-line or submitted in writing, faxed to 202.835.0467 or e-mailed to [SC@afpm.org](mailto:SC@afpm.org). Substitute conference registrations may be made in advance or on arrival with no penalty. Substitutions must be submitted in writing to [SC@afpm.org](mailto:SC@afpm.org).

Cancellations may be made by March 17, 2017 with no penalty. Written cancellations postmarked, faxed, or emailed between March 18 and April 7, 2017 will receive a refund of fees, less a \$50 processing fee. No refunds after April 7, 2017. No telephone cancellations.

**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.

**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.

**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 & 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 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 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.