

## HOW TO REGISTER

### 1. Conference Registration and Tickets

Log on to [AFPM.org](http://AFPM.org) then click "Register Now" or complete the enclosed registration form. Registration includes admission to the Opening Reception, General Session, and Breakout Sessions. Order tickets for special events. Refer to the registration form for conference and ticket fees.

**NOTE:** Ticketed functions are open to registered attendees and registered spouses/guests only. Tickets must be purchased by **March 2** to attend any of the events. No tickets or same-day seating will be available on-site.

### 2. Hotel Reservations

To encourage AFPM attendees to use the contracted hotel block at the New Orleans Hilton Riverside, a tiered registration fee structure will be in effect. Registrants occupying a hotel room in the AFPM block at one of the New Orleans Hilton will pay a registration fee \$200 less than those registrants who choose to stay outside the block or at an alternate hotel. Local commuter registrants, of course, will receive the discounted registration fee.

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 1 week if submitted to AFPM. A major credit card is required to guarantee your reservation.

#### Hotel Cancellation Policy:

Cancellations must be received by the hotel at least 48 hours prior to arrival to avoid being charged for the first night's room and tax. February 9, 2018, is the cut-off date for making hotel reservations, cancellations or substitutions through AFPM or online. Beginning February 19, reservations, substitutions or cancellations must be made through the hotel directly.

Room Type	Single/Double Rate
1. Standard Room	\$215
2. View Room – City or River View	\$225
3. Executive Level Room	\$245

### 3. Spouse Registration

For just \$100, your spouse can join you at the Welcome Reception as well as the included business sessions. A spouse must be registered to purchase a ticket to any of the special event functions.

### 4. Payment

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

### 5. Travel

**Rental Car:** AVIS is the official rental car agency for the Annual Meeting. Call 800-331-1600 and refer to AWD#:B761300 to receive discounted rates.

**Taxi:** Approximate cost from Louis Armstrong New Orleans International Airport to the hotel is \$36 one way.

**Shuttle:** SuperShuttle serves the Louis Armstrong New Orleans International Airport (MSY) and the surrounding area. Passengers may schedule a pick-up online. Fares are approximately \$24.00 per person one way.

### 6. Suites and meeting rooms

Contact Katharine Nesslage at 202.457.0480 or email at [amsuites@afpm.org](mailto:amsuites@afpm.org).

### 7. 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.

### 8. Cancellation Policy:

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

Cancellations may be made by February 9, 2018 with no penalty. Written cancellations postmarked, faxed, or emailed between February 10 and February 23, 2018 will receive a refund of fees, less a \$50 processing fee. No refunds after February 23, 2018. No telephone cancellations please.

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### 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.

### Ticket Refund Policies:

**Individual:** Refunds will be made on individual tickets purchased, if request is received in writing prior to February 23, 2018. No refunds after February 23.

**Table:** Refunds will be made on tables of tickets for the Annual Luncheon purchased, if request is received in writing prior to February 9, 2018. No refunds on tables after February 9.

Ticketed functions are open to *registered attendees* only. All individuals using tickets must be registered for the conference. No tickets or same-day seating will be available on-site.

### 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.

**REGISTER NOW: [WWW.AFPM.ORG](http://WWW.AFPM.ORG)**

Register by February 9th - Save \$100; Save an additional \$200 on full registration by reserving a room in the AFPM room block.

**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 \_\_\_\_\_

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.

**Hotel Reservation**

Hotel Reservation requests must be accompanied by paid conference registration to be processed. Refer to previous page for room rates and types

Room Type:  Executive  View  Standard

**Arrival Date** \_\_\_\_\_ **Departure Date** \_\_\_\_\_

If no dates are indicated, we will assign arrival Sunday, March 11 and departure Wednesday, March 14.

Room Type:  One Bed  Two Beds

Total Number of People in Room: \_\_\_\_\_

Special Requests:  Disability  Other

Room Guarantee:  AMEX  VISA  
 MasterCard  Discover  Diners

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

Signature \_\_\_\_\_

Name on Card \_\_\_\_\_

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

Register on-line to receive immediate acknowledgement of hotel. February 9 is the final cut-off date to reserve a room. Contact the hotel directly with changes or cancellations beginning February 19, 2018. Send suite requests to Katharine Nesslerage at [AMSuites@afpm.org](mailto:AMSuites@afpm.org).

**REGISTRATION FORM: AM18**

March 11-13, 2018 • New Orleans, Louisiana

**SAVE \$200 OFF THE FEES BELOW  
BY BOOKING A ROOM THROUGH AFPM**

**Registration**

Full Conference	By Feb. 9	After Feb. 9
<input type="checkbox"/> Member	\$1175 ____	\$1275 ____
<input type="checkbox"/> Non-Member	\$2050 ____	\$2150 ____
<input type="checkbox"/> Spouse/Guest	\$100 ____	\$100 ____

Monday Breakfast (select one)

<input type="checkbox"/> Networking	\$50 ____	\$50 ____
<input type="checkbox"/> Government Relations	\$50 ____	\$50 ____
<input type="checkbox"/> Women in Industry Luncheon	\$0 ____	\$0 ____

Tuesday

<input type="checkbox"/> Industry Leadership Breakfast	\$50 ____	\$50 ____
<input type="checkbox"/> Annual Luncheon	\$100 ____	\$100 ____
<input type="checkbox"/> Closing Reception	\$75 ____	\$75 ____

Total \_\_\_\_\_

Name of Member Company \_\_\_\_\_

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

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.

**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.

## AFPM POLICIES

### **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.

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### **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.