

Save \$200 on full registration 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 _____

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

	By Feb. 15	After Feb. 15
Fees: Hotel reservation in AFPM room block*		
Full Conference		
___ Member	\$825 _____	\$925 _____
___ Non-Member	\$1645 _____	\$1745 _____
___ Spouse/Guest	\$100 _____	\$100 _____

Fees: Hotel reservation NOT in NPRA room block*		
Full Conference		
___ Member	\$1025 _____	\$1125 _____
___ Non-Member	\$1845 _____	\$1945 _____
___ Spouse/Guest	\$100 _____	\$100 _____

MONDAY (select one breakfast only)		
___ Networking Breakfast	\$50 _____	\$50 _____
___ Government Relations Breakfast	\$50 _____	\$50 _____

TUESDAY		
___ Industry Leadership Breakfast	\$50 _____	\$50 _____
___ Annual Luncheon	\$75 _____	\$75 _____

TOTAL _____

Name of Member Company _____
 Not sure if your company is a member? Go to www.afpm.org/membership-directory/

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

*See fee structure explanation on next page.

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 _____

Name of person on card (please print) _____

Billing Address _____

City, State, Zip, Country _____

Signature (Required, authorizing charge & acknowledging cancellation/refund, fee, registration, & spouse policies and ethics code.) _____

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 Sunday, March 17 and departure Wednesday, March 20.

Enter the three letter code from the hotel list for your preferred property and room type. (See attached chart for rates and room code.)

1st Choice _____ 2nd Choice _____

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. February 15 is the final cut-off date to reserve a room. Contact the hotel directly with changes or cancellations beginning February 25, 2013.

Fax suite requests to Katharine Nesslage at 202.835.0467.

How to Register

1. Conference Registration and Tickets

Log on to www.afpm.org then "Register Now" or complete the enclosed registration form. Registration includes admission to the Welcome 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 only. Tickets must be purchased by March 8 in order to attend any of the events. No tickets or same-day seating will be available on-site.

Fee Structure:

In order to encourage AFPM attendees to use the contracted hotel block at the Marriott Rivercenter and Marriott Riverwalk Hotels, a tiered registration fee structure will be in effect. Registrants occupying a hotel room in the AFPM block at one of the Marriotts 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 not be assessed the surcharge.

Registrations made after the hotel block cut-off of February 15 will be assessed the \$200 surcharge.

Be sure to register by February 1, 2013 to have your name included in the AM attendee list in the Program Book. March 8 is the cutoff date to be listed in the registration supplement.

Plus, you'll save \$100 if you register by February 15 and an additional \$200 if you reserve a room in the AFPM block!

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. February 15, 2013, is the cut-off date for making hotel reservations, cancellations or substitutions through AFPM or on-line. Beginning February 25, 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 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

AVIS is the official rental car agency for the AM. Call 800-331-1600 and refer to AWD#:B761399 to receive discounted rates.

6. Suites and Meeting Rooms

Contact Katharine Nesslage at 202.457.0480 or email at knesslage@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.

Hotel	Room Type	Hotel Code	Rate
Marriott Rivercenter 101 Bowie Street 210.223.1000	Single	MRC	\$230
	Double	MRC	\$245
Marriott Riverwalk 889 East Market St. 210.224.4555	Single	SAM	\$230
	Double	SAM	\$245

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

Cancellations may be made by February 15, 2013 with no penalty. Written cancellations postmarked, faxed, or emailed between February 16 and March 1, 2013 will receive a refund of fees, less a \$50 processing fee. No refunds after March 1, 2013. No telephone cancellations.

TICKET REFUND POLICY: Refunds will be made on tickets purchased if request is received in writing by March 1, 2013. No Refunds after March 1. 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.

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.

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.

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.