



## Alpha Sigma Alpha Emporium Guidelines

1. Booth fees include:
  - a. Listing in the Alpha Sigma Alpha National Convention and Leadership Conference emporium program, which will include company name, primary representative, address, phone number, email and web site;
  - b. Opportunity to include one piece and/or a coupon in the registration materials – (up to 8 ½' x 11' in size)
  - c. One 6-foot table and two chairs – (due to space constraints we ask that you bring no more than two representatives)
2. In order for your company to be listed in the program, you must return the registration form with applicable payment to Alpha Sigma Alpha by May 1. Registration will be taken until June 1; however, your company is not guaranteed to appear in our printed list of exhibitors if registration and payment are not received by the May 1 deadline.
3. Booths will be assigned on a first-come, first-serve basis with preference given to seniority in attendance. Booth assignments will be determined by June 15, 2010.
4. Booths will NOT be assigned until fees are received.
5. Refund/cancellation policy:
  - a. A full refund will be given with written notification received by June 1.
  - b. After June 1, no refunds will be given.
6. Exhibitors shall not assign, move, sublet or share a booth without the knowledge and consent of Alpha Sigma Alpha.
7. Alpha Sigma Alpha reserves the right to refuse exhibitors whose exhibits are offensive, objectionable or noisy to other exhibitors and our members. Please call (317)871-2920 if you have any questions.
8. We encourage exhibitors to offer a booth prize. Exhibitors who offer a raffle or giveaway at their booth get additional visibility when their raffle winner is posted. Please contact the leadership development & event coordinator at (317) 871-2920 for additional information or if you are interested in donating an item.

### Alpha Sigma Alpha emporium schedule for July 2, 2010:

|                         |                         |
|-------------------------|-------------------------|
| 9:00 a.m. to 11:00 a.m. | Registration and set-up |
| 11:00 a.m. to 5:00 p.m. | Exhibit hours           |
| 5:00 p.m. to 6:00 p.m.  | Exhibit breakdown       |