



SIGMA Executive Leadership Conference Table Top Guidelines

January 22 – 25, 2012

Vail, Colorado

The 2012 Executive Leadership Conference, sponsored by SIGMA, will be held at the Vail Marriott Mountain Resort and Spa, January 22 – 25, 2012. Attendees at this event will include both members and non-members of SIGMA.

This conference represents a unique opportunity for those who supply equipment, products, or services to motor fuel outlets and convenience stores to network with some of the major independent chain gasoline/c-store owners. A number of heating oil retailers also attend.

Table Top Exhibit Dates and Times

Exhibit Hours:

Sunday, January 22, 2012	12:00 N – 5:00 PM 5:30 PM – 7:30 PM	Exhibitor Move-In Welcome Reception/2012 Exposition Open
Monday, January 23, 2012	7:00 AM – 7:45 AM 5:00 PM – 7:30 PM	Buffet Breakfast/2012 Exposition Open Après Ski Party/2012 Exposition Open
Tuesday, January 24, 2012	7:00 AM – 7:45 AM 8:00 AM – 12:00 PM	Buffet Breakfast/2012 Exposition Open Exhibitor Strike

The Opening Reception, the Monday and Tuesday breakfasts and the Après Ski Party will take place in the exhibit area. This guarantees great exposure for your company to the largest group of registrants. You can't beat the networking at a SIGMA meeting!

Table Top Fee

Please refer to the registration form for the rates in effect at this time. **All personnel from your company and their guests/spouses must register to be admitted to the exhibit area.** The registration fee for spouse/guest is substantially less than fees for exhibitors.

Table Top Information

General – This is a table top trade show. Booth spaces measure 8 feet by 8 feet. Booths include a 6 foot long draped table that will not include any backdrops but will include (2) chairs, 3 foot high side dividers, (2) Limerick, (1) wastebasket, and (1) 7 inch by 44 inch identification sign. Additional audio visual equipment and fees for electricity will be outlined in your exhibitor package.

Shipping & Set-up - Shipping and set-up will be coordinated through a decorating company that is to be determined. Set-up will take place on Sunday, January 22 between the hours of 12:00 pm and 5:00 pm. Any cost incurred for display set-up will be at the exhibitor's expense.

Restrictions - Exhibitors must use materials that will pass fire inspection. Volatile liquids, gasses, or combustible substances may not be present. Any questions concerning appropriateness of materials should be directed to SIGMA staff for clarification. Some table top booths may have restrictions on backdrops.

SIGMA Executive Leadership Conference Exhibit Application and Contract

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Vail, Colorado

We hereby apply for a table top exhibit space in the 2012 SIGMA Executive Leadership Conference and Exhibit. We agree to conform to the Table Top Guidelines as set forth. SIGMA will contact us to approve acceptance of this application as a binding agreement.

Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to the exhibitor's displays, equipment, or other property brought upon the premises of the Hotel and agrees to indemnify, defend and hold harmless SIGMA, the Hotel, and its owners, servants, agents, and employees against all attorney's fees, arising out of the use of the Hotel premises excluding any liability caused by the negligence of SIGMA or the Hotel or its owners, servants, agents and employees.

The exhibitor understands that neither SIGMA nor the Hotel maintains insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

Name of Company applying to participate: _____

Authorized contact person (please print): _____

Title: _____

Signature: _____

Address: _____

(Street/P.O. Box/Suite Number)

City	State	Zip
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Phone _____ Fax _____

Email _____

25 -word Description of your company (to be included in the official program book) _____

Electrical hook up required? Yes No

**Complete this form and return via FAX (703.709.7007) to
Attn: Nancy Muskett,
SIGMA, 3930 Pender Drive, Suite 340, Fairfax, VA 22030**