



(843) 681-4545 Fax (843) 689-5959

118B Mathews Drive Hilton Head Island, SC 29926

Dear Exhibitor: (PLEASE READ CAREFULLY)

We are pleased to learn your organization will be participating in the 2009 Charleston Black Expo at the Charleston Area Convention Center March 14, 2009. As the Official Exposition Service Contractor for the meeting, we have prepared various service order forms for your information and use. To access the service order forms you may visit our website at [www.bluechipexpo.net](http://www.bluechipexpo.net) and select Charleston Black Expo from the "Upcoming Events" page. You may also contact Blue Chip Expo via telephone at (843) 681-4545 or via e-mail at [bluechipexpo@aol.com](mailto:bluechipexpo@aol.com) to request the service kit by mail, e-mail or fax.

A standard 10' deep by 10' wide pipe and drape booth will include one 6' skirted table, two chairs one wastebasket and a booth ID sign. Drapes and skirting color will be royal blue and cream white. Please anticipate your additional requirements and complete the order forms, as needed, at your earliest convenience. Return them to us promptly so that we may deliver all requested items to your booth prior to your arrival. All orders must be accompanied with payment in full in order to be processed. **There will be limited quantities of additional equipment available for rent, on-site at the Expo. You must place all orders for additional booth equipment no later than Tuesday, March 10<sup>th</sup> to insure availability. On-site orders will be filled on a first come first served basis.**

NOTE: All rental and service order forms should be returned to Blue Chip Expo with appropriate payment, **Except for the Charleston Area Convention Center order forms which should be returned directly to the facility.** All questions related to Electrical Service, Telephone and Plumbing should be directed to the Charleston Area Convention Center at (843) 529-5026.

**THE CHARLESTON AREA CONVENTION CENTER WILL NOT ACCEPT ANY SHIPMENTS OF EXHIBIT MATERIALS DELIVERED TO THE FACILITY PRIOR TO EXHIBITOR INSTALLATION ON FRIDAY, MARCH 13<sup>TH</sup>. NO EXCEPTIONS.** For advance shipments, please follow the instructions on the Shipping Information Form. You must pay for all drayage charges in advance of delivery to your booth space. Shipments to the advance warehouse must be sent to arrive between Monday, February 23<sup>rd</sup> and Monday March 9<sup>th</sup> to guarantee delivery to the Exhibit Hall. Shipments arriving after March 10<sup>th</sup> will be refused. Exhibitors may unload and bring their display materials into the facility themselves at no charge but must supply their own hand trucks, dollies and carts to do so. We suggest completing and returning the enclosed Credit Card Authorization Form to protect your on site representative from being responsible for any charges due on site. Please note that all orders returned by fax, must be accompanied by a completed Credit Card Authorization Form in order to be processed.

**EXHIBITOR INSTALLATION:** Exhibitors may begin set up of individual booth displays on Friday, March 13<sup>th</sup> from 12:00PM until 6:00PM and on Saturday, March 14<sup>th</sup> from 8:00AM until 10:30AM. Exhibits will open on Saturday, March 14<sup>th</sup> at 11:00AM.

**EXHIBITOR DISMANTLE:** Exhibitors must begin dismantling and removal of individual booth displays on Saturday, March 14<sup>th</sup> at 7:00PM. The exhibit hall must be completely cleared by 10:00PM that evening.

We eagerly look forward to your prompt reply and to your successful participation in the conference.

Sincerely,

Blue Chip Expo, Inc.