



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

118B Mathews Drive Hilton Head Island, SC 29926

Dear Exhibitor:

We are pleased to learn your organization will be participating in Black Expo at the Colonial Center in Columbia, SC on May 16, 2009. As the official Exposition Service Contractor for the conference, we have prepared various Service Order Forms for your information and use. To access the service order forms please visit our website at www.bluechipexpo.net and select "Columbia Black Expo 2009" from the "Upcoming Events" page, then click on the prompt to download exhibitor order forms.

A standard pipe and drape booth will be provided with one 6' skirted table, a booth ID sign and a wastebasket. The facility will provide two chairs per booth. Please anticipate your additional requirements and complete and return the enclosed forms at your earliest convenience. All orders must be accompanied by 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 orders for additional booth equipment no later than Friday, May 9th to insure availability. All on-site orders will be filled on a first come first served basis, while availability lasts.**

NOTE: All orders should be returned to Blue Chip Expo. **EXCEPT**, the Electrical, Telephone, Internet and Plumbing service order forms, which you should have received from Black Expo Show Management. These should be returned, via fax, to Pamela Kooshkalis, Event Manager at the Colonial center at (803) 576-9299 by **April 30, 2009**. Questions concerning these services should be directed to the Colonial Center Building Services department at (803) 576-9055.

THE COLONIAL CENTER WILL NOT ACCEPT ANY SHIPMENTS OF EXHIBIT MATERIALS. IF YOU NEED TO SHIP MATERIALS PLEASE FOLLOW THE INSTRUCTIONS ON THE SHIPPING FORMS INCLUDED. ALL ADVANCE SHIPMENTS MUST BE SENT TO BLUE CHIP EXPO'S WAREHOUSE. SHIPMENTS SENT DIRECTLY TO THE COLONIAL CENTER MUST BE SHIPPED TO ARRIVE ONLY ON THURSDAY, MAY 14TH BETWEEN 12:00PM AND 5:00PM, TO THE ATTENTION OF BLUE CHIP EXPO.

LOADING and UNLOADING of all exhibit material being brought into the facility by exhibitor must be done through the Convention Services Loading Dock at the rear of the facility.

All orders returned by fax must be accompanied by a completed Credit Card Form in order to be processed. We suggest completing and returning the enclosed Credit Card Form to protect your exhibiting representative from being responsible for any balance due on site.

EXHIBITOR INSTALLATION: Exhibitors may begin set up of individual booth displays on Friday, May 15th at 11:00AM. Exhibit set up must be completed by 5:00PM that day. Exhibits will be open on Saturday, May 16th from 10:00AM until 7:00PM.

EXHIBITOR DISMANTLE: Exhibitors must begin dismantling individual booth displays on Saturday, May 16th at 7:00PM. The exhibit hall must be completely cleared by 10:00PM that evening.

We eagerly look forward to your reply, and to your successful participation in the exhibition.

Sincerely,
Blue Chip Expo, Inc.