



(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 Charleston Home + Design Show at the Gaillard Auditorium January 23-25, 2008. As the Official Exposition Service Contractor for the meeting, we have prepared various service order forms for your information and use. To access the order forms you may visit our website at www.bluechipexpo.net and select Charleston Home + Design Show from the "Upcoming Events" page. You may also access the service kit by contacting Blue Chip Expo via telephone at (843) 681-4545 or via e-mail at bluechipexpo@aol.com

Each exhibitor will be provided with a pipe and draped booth space and a booth ID sign. 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.

NOTE: All rental and service order forms should be returned to Blue Chip Expo with appropriate payment. Questions concerning electrical service should be directed to your New Home Charleston Representative or Sherry Crawford, Show Director at 843-452-9166.

For advance shipments of exhibit materials, 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, January 5th and Friday January 16th to guarantee delivery to the Exhibit Hall. Shipments arriving after January 16th 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.

All orders for additional booth furnishings must be received no later than Friday, January 16th to insure delivery to your booth space. There will be a limited amount of equipment available for rent on site, but orders will be accepted on a first come first served basis. **Blue Chip Expo office and warehouse will be closed from Monday, December 22nd until Monday, December 29th.**

EXHIBITOR INSTALLATION: Exhibitors may begin set up of individual booth displays on Wednesday, January 21st at 8:30AM until 5:00PM, Thursday, January 22nd from 8:30AM until 8:00PM and Friday, January 23rd from 8:00AM until 10:00AM for final touches to your display. Exhibits will open to the public on Friday, January 23rd from 11:00AM until 6:00PM and from 7:00PM to 10:00PM for the Private Showing. Exhibits will also be open on Saturday, January 24th from 10:00AM until 6:00PM and Sunday, January 25th from 11:00AM until 5:00PM.

EXHIBITOR DISMANTLE: Exhibitors may begin dismantling and removal of individual booth displays on Sunday, January 25th at 5:00PM until 9:00PM. Breakdown will continue on Monday, January 26th at 8:00AM. The facility must be completely cleared by 5:00PM Monday evening.

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

Sincerely,

Blue Chip Expo, Inc.



RETURN FORM TO:

BLUE CHIP EXPO

118B Mathews Drive
HILTON HEAD ISLAND, SC 29926
TELEPHONE (843) 681-4545
FAX (843) 689-5959

CREDIT CARD FORM

Please complete this form if you are using our services on any of the order forms. This will protect your exhibiting representative from being responsible for personally covering any additional charges that may be incurred at the event. Credit will be issued only if this form is returned prior to the show. None of the services on the order forms can be performed without advance payment in full or completion of this credit card form.

Place an in box for card being used:

MASTERCARD

VISA

AMERICAN EXPRESS

Name on card _____
(Please Print)

Card # _____ 3-4 Digit Security V-Code _____

Card Expiration Date _____ Authorized Signature _____

This credit card form will be used only if payment in full is not received by installation of the event. There will be a 5% Administrative Charge for credit card billing.

FOR OFFICE USE ONLY

Services

Sub-Total \$ _____

7.5% Sales Tax \$ _____

Total \$ _____

5% Administrative Fee \$ _____

TOTAL \$ _____

Name of Event		Booth No	
Phone - Area Code /		FAX - Area Code /	
Firm Name			
Address _____			
<small>Street</small>		<small>City</small>	<small>State</small>
<small>Zip Code</small>			
By (Print or type)	Signature	Title	Date
(Please Mail Promptly)			



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SHIPPING INFORMATION AND SERVICE ORDER FORM

BLUE CHIP EXPO has been selected as the Official Drayage Contractor for your exhibition.

INSTRUCTIONS

1. Mail this form immediately and mail your advance bill of lading when available to the letterhead address above.
2. All shipments must be prepaid. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**
3. All material shipped to advance warehouse should be shipped to arrive not later than three days prior to initial installation date.
4. Van Line shipments sent directly to the Show site must not arrive prior to Exhibitor installation time. You must call BLUE CHIP EXPO to schedule a time for unloading of Van Line shipments.
5. Drayage charges which have outstanding balances will halt the delivery to booth and/or outbound shipment of any freight. We strongly suggest payment in full in advance or return the completed Credit Card Form to avoid any delay.
6. All charges for freight services in accordance with rate schedules on the reverse of this form are due and payable prior to installation.
7. **We do not receive freight on weekends or holidays at our warehouse. Receiving hours are Monday-Friday 8:30A.M. - 4:00 P.M.**
8. Consignment or delivery of a shipment to Blue Chip Expo or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front and reverse of this page.

SHIPPING ADDRESS

TO: BLUE CHIP EXPO WAREHOUSE
 118 B Mathews Drive
 Hilton Head Island, SC 29926

FOR: (NAME OF EVENT)
 (NAME OF EXHIBITOR)
 Booth Number _____

When receiving freight which has not been properly labeled on inbound shipments, we will not be responsible should an incorrect party claim such items. To insure proper delivery mark label according to the heading of SHIPPING ADDRESS above.

INBOUND SHIPMENTS - TO THE SHOW

Shipper (Name) _____ Shipped From (City) _____
 Shipped Via (Truck Line, Air Freight Carrier) _____ Pro. No. _____
 Shipped On (Date) _____ Estimated Arrival Date _____
 Total No. of Shipments _____ Total No. of Pieces _____ Total Weight lbs. _____

Attach separate sheet if necessary. To enable us to assist exhibitors in tracing delayed shipments we must have complete routing information, including connection carriers involved.

OUTBOUND SHIPMENTS - AFTER THE SHOW

Ship To (Consignee Name) _____
 Street Address _____ City _____
 State _____ Zip _____ Attention: _____
 Total No. of Pieces _____ Total Weight of Shipment _____ lbs.
 Description of Material to be Shipped _____ Preferred Carrier _____

Attach separate sheet if necessary. **Exhibitors must label each piece of outbound freight and prepare a complete outbound bill of lading at the Drayage Service Desk prior to departing the show.**

SEE REVERSE FOR RATES AND GENERAL INFORMATION

ADVANCE PAYMENT IN FULL BY CHECK OR CREDIT CARD IS REQUIRED FOR ALL ORDERS

Name of Event _____ Booth No. _____
 Phone -Area Code _____ / _____ FAX -Area Code _____ / _____
 Firm Name _____
 Address _____
 Street City State Zip Code

By signature below, I acknowledge that I have read and understand the Blue Chip Expo, Inc.'s Shipping Terms and Conditions

By (Print or type) _____ Signature _____ Title _____ Date _____

(PLEASE REPLY PROMPTLY)



DRAYAGE RATE SCHEDULE

1. Shipments received at **advance warehouse**, unloaded, stored for 14 days, delivered to the unloading area of the exhibit facility, taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at the close of the convention, moved to the loading area, reloaded on common carrier trucks or other outbound carriers,

OR

2. Shipments received at **exhibit facility**, (this will only be permitted on the installation day of the event) unloaded from exhibitor or common carrier vehicles, delivered to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at the exhibitor's booth at the close of the show, moved to the loading area, reloaded on common carrier trucks or other outbound carriers.

In and Out Per 100 lbs. Cwt.	Minimum Charge Per Shipment Rec'd
\$55.00	\$110.00

GENERAL INFORMATION

ALL SHIPMENTS must be channeled through the Official Drayage Contractor. The Facility will not accept any shipments.

STRAIGHT TIME RATES QUOTED ABOVE are for Monday through Friday 8:00 A.M. - 4:00 P.M. **OVERTIME** will be charged before 8:00 A.M. and after 4:00 P.M. on weekdays and on Saturday, Sunday, or Holidays.

RATES APPLY to each 100 lbs. or fraction thereof and are based on the actual or estimated **INBOUND** weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. **NO** cumulative weights will be allowed on minimums, split shipments, etc.

BLUE CHIP EXPO IS NOT RESPONSIBLE for notifying an exhibitor if freight is not delivered to our warehouse or the exhibit facility.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING received at the convention facility will be subject to 50% surcharge in addition to the rates listed above. Shipments or equipment requiring special handling received at the advance warehouse will be subject to 100% surcharge in addition to the rates listed above. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such manner as to require unloading by hand (i.e. loose display parts, uncrated equipment not delivered on a flat bed truck, etc.). Material will be unloaded from vans, exhibitor's truck, or trucks of others at the convention facility, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent for the exhibitor to provide written and accurate weight information on each shipment. Shipments received without receipts or freight bills such as UPS or U.S. Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

SPECIAL SERVICE AND RATES - Steel banding for the packing of displays and equipment is available at the Drayage Contractors service desk for \$10.00 per pallet, crate, etc. Shrink wrapping of display material is available at \$10 per pallet.

COLLECT SHIPMENTS may be refused or accepted at the option of the Official Drayage Contractor. In cases where the Drayage Contractor elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to the Drayage Contractor within 24 hours. A twenty five percent (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$10.00 **MINIMUM** fee will apply to this service.

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate cwt. charges for services rendered in accordance with the above rate schedule will be applied.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the convention hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a coordinated schedule. It is also recommended that in order to minimize congestion, all shipments be channeled through the Official Drayage Contractor.

EMPTY CONTAINER STORAGE - Blue Chip Expo assumes no responsibility for valuables stored in containers removed to storage area.

BLUE CHIP EXPO PRIMARILY USES THE FOLLOWING CARRIERS FOR OUTBOUND FREIGHT: Conway Freight Systems, Roadway and Old Dominion Freight Line for ground freight along with Nations Express for air freight shipment. Should you choose an alternate carrier (the exhibitor is responsible for making all arrangements for alternate carriers), they must arrive at the facility for loading by the time Blue Chip Expo clears everything off the exhibit floor. Otherwise Blue Chip Expo reserves the right to ship by one of our primary carriers or our selected carriers for the event.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the Official Drayage Contractor at the Convention Center Service area during the Exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the Drayage Contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and has failed to honor them. All shipments should be scheduled for pick-up directly from the show site. Additional handling charges (Minimum \$50) will be applied to all shipments returned to the Blue Chip Expo warehouse.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor **WILL NOT** be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitor's materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$.10 per pound/per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

INSURANCE - Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, theft and all hazards from the time shipment is made prior to the show until shipments are returned after the show.

EXHIBITS TO BE STORED will be charged at a minimum monthly rate of \$100.00 or a rate of \$10.00 cwt. per month or fraction thereof. No charge will be made for inbound shipments when received 14 days prior to the show.



RETURN FORM TO:
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 118B Mathews Drive
 HILTON HEAD ISLAND, SC 29928
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CALCULATION OF DRAYAGE CHARGES

There is a minimum charge of \$110.00 for each shipment of 200 pounds or less. Please use the following formula to calculate charges for shipments over 200 pounds. Shipment weights are rounded up to the next 100 pounds for calculating charges. (Examples: a 342 pound shipment would be charged at a rate of 4 x \$55 or \$220.00; a 528 pound shipment would be charged at a rate of 6 x \$55 or \$330.00)

_____ LBS. rounded up to next 100 _____ Divided by 100 = _____
 x \$55.00 = _____

Weight of shipment = 437 pounds calculated as follows:

_____ 500 _____ LBS Divided by 100 = _____ 5 _____ x \$55.00 = \$275.00

Please note: Each shipment is charged individually so it is most economical to attempt to ship all materials on one shipment. For multiple shipments use a copy of the original for each shipment.

Name of Event _____

Exhibiting Company _____

Mailing Address _____
Street City State Zip Code

Telephone _____ Fax _____

Ordered by (Print or Type) _____ Booth # _____

Total Charges \$ _____



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FURNITURE RENTAL ORDER FORM

DISPLAY TABLES

Standard Height
 4' long x 2' wide x 30" high
 6' long x 2' wide x 30" high
 8' long x 2' wide x 30" high

Tables Only
 _____ @ \$30.00
 _____ @ \$40.00
 _____ @ \$50.00

Tables W/Skirting*
 _____ @ \$65.00
 _____ @ \$75.00
 _____ @ \$85.00

Counter Height
 4' long x 2' wide x 40" high
 6' long x 2' wide x 40" high
 8' long x 2' wide x 40" high

Tables Only
 _____ @ \$50.00
 _____ @ \$60.00
 _____ @ \$70.00

Tables W/Skirting*
 _____ @ \$85.00
 _____ @ \$95.00
 _____ @ \$105.00

*Skirting includes top and fully-pleated skirting of front and both ends.

Please check preferred color of skirting for tables ordered above:

___ Blue ___ Gold ___ Burgundy ___ Red ___ White ___ Teal ___ Black ___ Plum

MICELLANEOUS EQUIPMENT

_____ 30" Round Cocktail Table (30"High)..... \$45.00 _____ Plastic Contour Chair..... \$12.00 _____ Upholstered Arm Chair..... \$25.00 _____ Padded Stool..... \$35.00 _____ Garment Rack..... \$40.00 _____ 8 ft. x 10 ft. Carpet (Includes Installation)..... \$85.00 _____ 8 ft. x 20 ft. Carpet (Includes Installation)..... \$170.00 _____ 8 ft. x 30 ft. Carpet (Includes Installation)..... \$255.00	_____ 30" Round Bistro Table (42" High)... \$55.00 _____ Waste Basket..... \$14.00 _____ Easel..... \$20.00 _____ Table Top Literature Rack..... \$20.00 _____ Floor Literature Rack..... \$50.00
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Please check preferred color of carpet:

___ Blue ___ Green ___ Grey ___ Red ___ Burgundy

Rental Charges listed above include delivery to your booth, use during the exhibition and removal.

Cancellation within one week of event will be charged at 50% of prevailing rate.
 Cancellation after installation will be 100% of prevailing rate.

SUB-TOTAL \$ _____

No credit will be given after close of event on items or services ordered but not received. If you have a problem please see the Blue Chip Expo Service Desk Personnel at the event site prior to opening.

7.5% SALES TAX \$ _____

TOTAL \$ _____

ADVANCE PAYMENT IN FULL BY CHECK OR CREDIT CARD IS REQUIRED FOR ALL ORDERS.

Name of Event		Booth No	
Phone - Area Code /		FAX - Area Code /	
Firm Name			
Address			
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
By (Print or type)	Signature	Title	Date
(Please Mail Promptly)			