



(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.