



(843) 681-4545 Fax (843) 689-5959
118B Mathews Drive Hilton Head Island, SC 29926

Dear Exhibitor:

Blue Chip Expo has been chosen as the official Drayage Service Contractor for the Excell 2009 Conference at the Hilton Head Marriott Resort & Spa March 31st - April 4th 2009. We have prepared Service Order Forms for your information and use. You may access the Exhibitor Service Kit by visiting our website at www.bluechipexpo.net and selecting "Excell 2009" from the "Upcoming Events" page or by contacting us at (843) 681-4545 or via e-mail at bluechipexpo@aol.com to request the service kit by mail, e-mail or fax.

The Marriott will provide each exhibitor with one 6' draped table and four chairs.

NOTE: All order forms should be returned to Blue Chip Expo. Questions concerning electrical and telephone service, ONLY, should be directed to Barbara Long at Excell at 303-779-8500 ext 110 or Barbara@excelldealers.com

THE HILTON HEAD MARRIOTT RESORT & SPA WILL NOT ACCEPT ANY SHIPMENTS OF EXHIBIT RELATED MATERIALS DELIVERED TO THE FACILITY. If you have materials that need to be shipped to the Conference, please follow the instructions on the Shipping Information Form included in the service kit. All drayage charges must be paid in full in advance of delivery to the Marriott. **All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Monday, March 9th and Friday March 27th.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Tuesday, March 31st.

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

Exhibitor Installation: Exhibitors may begin set up of individual booth displays on Tuesday, March 31st from 2:00PM until 11:00PM and on Wednesday, April 1st from 7:00AM until 9:30AM.

Exhibit Hours: The table to table rotation begins on Wednesday, April 1st at 1:00PM

Exhibitor Dismantle: Exhibitors must begin dismantling individual booth displays on Saturday, April 4th at 12:00PM. The exhibit hall must be completely cleared by 4:00PM that afternoon.

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

Sincerely,

Blue Chip Expo, Inc.