



(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 Forest Resources Association Conference at the Marriott Resort & Spa Hilton Head Island, March 15-16, 2009. As the official Exposition Service Contractor for the conference, we have enclosed various Service Order Forms for your information and use.

A standard 8' deep by 10' wide pipe and drape booth will be provided with a booth ID sign. The Marriott will provide each booth with one draped table, one wastebasket and two chairs. The facility is carpeted. Please anticipate your additional requirements and complete the enclosed forms at your earliest convenience. Return them to us promptly so that we may have the requested items delivered to your booth prior to your arrival. All orders must be accompanied with payment in full in order to be processed.

NOTE: All order forms should be returned to Blue Chip Expo. Questions concerning Electrical, Telephone and Audio Visual Service should be directed to the Marriott Convention Services Department at 843-686-8400.

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

THE MARRIOTT RESORT & SPA WILL NOT ACCEPT ANY SHIPMENTS OF EXHIBIT MATERIAL DELIVERED TO THE FACILITY. NO EXCEPTIONS. If you have materials that need to be shipped to the conference, please follow the instructions on the Shipping Information Form included in this packet. All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Monday, February 16th and Thursday March 12th. All exhibit materials will be delivered to individual booth spaces prior to exhibitor set up on Sunday, March 15th. Exhibit break down will begin on Monday, March 16th at 9:00 PM. The exhibit area must be completely cleared by 7:00 AM on Tuesday, March 17th.

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

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

Sincerely,

Blue Chip Expo, Inc.