



(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 the 4th Annual Georgia Environmental Conference at the Hyatt Regency Savannah August 26-28, 2009. As the official Exposition Service Contractor for the Conference, we have prepared various Service Order Forms for your information and use.

Each Exhibitor will be provided with an 8' high pipe and drape back wall, one 6' skirted table, two chairs, one wastebasket and a space ID sign. The facility is carpeted. Please anticipate your additional requirements and complete the enclosed order forms, as needed, at your earliest convenience. Return them to us promptly so that we may provide all requested services to your space prior to your arrival. All orders must be accompanied by payment in full to be processed.

NOTE: All order forms should be returned to Blue Chip Expo, EXCEPT the electrical/telephone/audio visual/internet service order forms which should be returned to the Hyatt, along with payment. Questions concerning electrical and telephone service should be directed to the Hyatt Convention Services Department at 912-238-1234.

LOADING and UNLOADING of all exhibit material brought into the facility by Exhibitors must be done so through the Convention Service Loading Area at the rear of the facility.

THE HYATT REGENCY WILL NOT ACCEPT ANY SHIPMENTS OF EXHIBIT RELATED MATERIALS DELIVERED TO THE FACILITY. NO EXCEPTIONS. Please note: The Hyatt has limited facilities for delivery of large display materials. There is no loading dock and no forklift access. All shipments must be able to be moved by pallet jack or dolly on a lift gate equipped truck to be transported into the hotel. 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, August 3rd and Monday, August 24th.** All exhibit material will be delivered to individual spaces prior to Exhibitor set up on Wednesday, August 26th.

*Security will be available to spaces located on the mezzanine level after Conference hours. The ballrooms will be locked. Blue Chip Expo, Event Management Technologies, the Georgia Chamber of Commerce, and the Annual Georgia Environmental Conference are not responsible for items left in the exhibit area. Please secure all items and/or remove any and all valuables before and after Conference hours.

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 on site representative from being responsible for any balance due on site.

Exhibitor Installation: Exhibitors may begin set up of individual space displays on Wednesday, August 26th at 8:00AM until 12:00PM. The Opening General Session begins at 1:00PM, but Attendees may begin arriving as early as 8:00AM. Ballroom Exhibitors who wish to remain in the ballroom during Keynote Addresses are asked to take a seat with the general audience. Solicitation from a Ballroom Exhibit space will be prohibited during Keynote presentations. The first breakout session is at 4:00PM on Wednesday, August 26th.

Exhibitor Dismantle: Exhibitors may begin dismantling individual space displays on Friday, August 28th at 11:00AM. ***Dismantling of Exhibits should not begin prior to this time.*** The exhibit hall must be completely cleared by 2:00PM.

We eagerly look forward to your reply within a few days, and to your successful participation in the exhibition.

Sincerely,

Blue Chip Expo, Inc.