



(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 Georgia Forestry Association Annual Meeting at the Savannah International Trade & Convention Center, July 18-20, 2009. As the official Exhibition Service Contractor for the meeting, we have enclosed various service order forms for your information and use.

Each standard 8' deep by 10' wide pipe and drape booth will be supplied with one 8' skirted table, two chairs, one wastebasket and a booth ID sign. Drape and skirting color will be plum and black. The exhibit hall 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 equipment delivered to your booth prior to your arrival. All orders must be accompanied with payment in full in order to be processed.

NOTE: All orders should be returned to Blue Chip Expo, EXCEPT the Electrical, Telephone, Internet and Miscellaneous Service order forms, which should be completed as needed and returned to the SITCC along with payment. Questions concerning electrical, telephone and audio visual services should be directed to the SITCC Convention Services Department at 912- 447-4710.

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 SAVANNAH INTERNATIONAL TRADE & CONVENTION CENTER WILL NOT ACCEPT ANY ADVANCE 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 forms included in this packet. All advance shipments should be sent to the Blue Chip Expo warehouse for delivery between Monday, July 6th and Wednesday, July 15th. All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Saturday, July 18th. Direct to show shipments must be sent to the attention of Blue Chip Expo for delivery on Friday, July 17th between 9:00AM and 12:00PM.

Exhibitor Installation – Exhibitors must set up individual booth displays on Saturday, July 18th from 8:00AM until 4:00PM.

Exhibitor Dismantle – Exhibitors may begin dismantling booth displays on Monday, July 20th at 4:30PM. The exhibit hall must be completely cleared by 10:00AM on Tuesday, July 21st.

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

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

Sincerely,
Blue Chip Expo, Inc.