



(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 Pharmacy Association 134th Annual Convention at Sawgrass Marriott Resort in Ponte Vedra Beach, FL June 20-21, 2009. As the official Exposition Service Contractor for the conference, 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 follow the instructions to download the forms. You may also contact Blue Chip Expo via telephone at (843) 681-4545 or via e-mail at bluechipexpo@aol.com to request the service kit by mail, e-mail or fax.

A standard 8' deep by 10' wide pipe and drape booth will be provided with one 6' skirted table, two chairs, one wastebasket and a booth ID sign. The facility is carpeted. Booth and skirting colors will be cream white and gold. 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 booth 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 Sawgrass Marriott Exhibitor Order Form (for internet and telephone) which should be completed and returned to The Sawgrass Marriott and the Electrical Form which should be returned to Waddington & Son Electric Company. Questions concerning electrical and telephone service should be directed to the Sawgrass Marriott Resort Convention Services Department (Phyllis Aldrich) at (904) 280-7036.

THE SAWGRASS MARRIOTT RESORT WILL NOT ACCEPT ANY SHIPMENTS OF EXHIBIT RELATED MATERIALS 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. **All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Tuesday, May 26th and Wednesday, June 17th. Delivery to the show site can only be guaranteed for shipments arriving by Thursday, June 18th.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Saturday, June 20th. Emergency shipments may be sent to the Attention of Blue Chip Expo at The Sawgrass Marriott Resort Tournament Hall for arrival on Saturday, June 20th between 8:00AM and 12:00PM, only.

There is no forklift access on site. All freight must be able to be unloaded by lift gate and moved by pallet jack or dolly to the exhibit hall. All out bound shipments following the close of the conference should be scheduled for pick up directly from The Sawgrass Marriott Tournament Hall between 9:00AM and 11:00AM on Monday, June 22nd. Any shipments not picked up from the hotel will be transported back to Blue Chip Expo's warehouse and will be subject to additional handling charges.

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 booth displays on Saturday, June 20th at 9:00AM. Exhibit set up must be completed by 3:00PM that afternoon. The Opening Session begins at 3:30PM with exhibits open from 4:00 until 7:00PM

Exhibitor Dismantle: Exhibitors must complete dismantling individual booth by 9:30AM on Monday June 22nd. The exhibit hall must be completely cleared by 11:00AM Monday, June 22nd.

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

Sincerely,

Blue Chip Expo, Inc.