



(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 Association of Chiefs of Police Winter Training Conference at the Omni Hotel at CNN Center Atlanta, GA January 26-27, 2009. As the official Exposition Service Contractor for the conference, we have prepared various Service Order Forms for you information and use. To access the service kit please visit our website at www.bluechipexpo.net and select GACP Winter 2009 from the "Upcoming Events" page.

A standard 7' 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. 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 electrical/telephone service order form which should be returned to the Omni, along with payment, by January 9, 2009 to receive the advance rate. Questions concerning electrical and telephone service should be directed to Shaun Goodman of the Omni Convention Services Department at 404-818-4350.

For Internet Service and Audio Visual rentals, orders may be placed directly though the on site provider (Presentation Services – Kyle Means) at 404-818-4387 or kmeans@psav.com.

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

THE OMNI HOTEL 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 included in this packet. **All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Monday, January 5th and Thursday January 22nd. PLEASE NOTE: Blue Chip Expo office and warehouse will be closed from Monday December 21st until Monday, December 29th.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Monday, January 26th.

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 enclose 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 Monday, January 26th at 8:00AM until 10:00AM. Exhibits will open on Monday, January 26th at 10:00AM.

Exhibitor Dismantle: Exhibitors must begin dismantling individual booth displays on Tuesday, January 27th at 1:00PM. The exhibit hall must be completely cleared by 3:00PM that day.

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

Sincerely,

Blue Chip Expo, Inc.