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118B Mathews Drive

Hilton Head Island, SC 29926

Dear Exhibitor:

We are pleased to learn your organization will be participating in the Geomagic Convergence Conference at the Savannah Westin Harbor Resort February 24-26, 2009. As the official Exposition Service Contractor for the conference, we have prepared various Service Order Forms for your information and use. You may access the Exhibitor Service Kit by visiting our website at www.bluechipexpo.net and selecting "Convergence 2009" from the "Upcoming Events" page.

Each exhibitor will be provided with a 10' deep by 10' wide pipe and drape booth. The Westin will provide each booth with a draped table, two chairs and an electrical outlet.

THE SAVANNAH WESTIN HARBOR RESORT WILL NOT ACCEPT ANY SHIPMENTS OF EXHIBIT RELATED MATERIALS DELIVERED TO THE FACILITY. NO EXCEPTIONS.

SHIPMENTS SENT TO THE HOTEL WILL BE REFUSED. If you have materials that need to be shipped to the Conference, please follow the instructions on the Shipping Information Form included in the service kit. All drayage charges must be paid in full in advance of delivery to the Westin. **All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Monday, February 9th and Monday February 23rd.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Tuesday, February 24th. Geomagic will provide Blue Chip Expo with booth numbers.

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 Tuesday, February 24th at 3:00PM. Set up must be completed by 6:00PM.

Exhibitor Dismantle: Exhibitors must begin dismantling individual booth displays on Thursday, February 25th at 5:00PM. The exhibit hall must be completely cleared by 7:00PM that evening.

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

Sincerely,

Blue Chip Expo, Inc.