



(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 Middle School Association Annual Meeting at the Savannah Marriott Riverfront Hotel February 22-24, 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 order forms you may visit our website at www.bluechipexpo.net and select GA Middle School Association 2009 from the "Upcoming Events" page. 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 red and cream white. Please anticipate your additional requirements and complete the 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 Marriott. Questions concerning electrical and telephone service should be directed to the Marriott Convention Services Department at 912-373-2005.

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 SAVANNAH MARRIOTT RIVERFRONT 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. **All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Monday, February 2nd and Friday February 20th.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Sunday, February 22nd.

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 Sunday, February 22nd at 4:00PM until 10:00PM and on Monday, February 23rd from 7:30AM until 9:30AM. Exhibits will open on Monday, February 23rd at 9:30AM.

Exhibitor Dismantle: Exhibitors must begin dismantling individual booth displays on Tuesday, February 24th at 1:00PM. The exhibit hall must be completely cleared by 5:00PM 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.