



(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 116th Annual Georgia State Medical Association Convention at the Hilton Oceanfront Resort Hilton Head Island, SC June 3-6, 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 "GSMA 2009" from the "Upcoming Events" page. You may also access the order forms by contacting Blue Chip Expo via telephone at (843) 681-4545 or (877) 782-3976 or via e-mail at bluechipexpo@aol.com to request the service kit by mail, e-mail or fax.

The Hilton will provide each exhibitor with one 6' skirted table and two chairs.

NOTE: All order forms should be returned to Blue Chip Expo. Questions concerning electrical and telephone service should be directed to the Hilton Convention Services Department at 843-842-8000.

THE HILTON OCEANFRONT 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 this service kit. All drayage charges must be paid in full in advance of delivery to the Hilton. **All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Monday, May 18th and Monday June 1st.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Wednesday, June 3rd.

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 Wednesday, June 3rd from 8:00AM until midnight.

Exhibit Hours: Thursday, June 4th from 7:30AM until 2:00PM; Friday, June 5th from 7:30AM until 1:30PM; Saturday, June 6th from 7:30AM – 12:00PM

Exhibitor Dismantle: Exhibitors must begin dismantling individual booth displays on Saturday, June 6th at 12:00PM. The exhibit hall must be completely cleared by 2:00PM that afternoon.

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

Sincerely,

Blue Chip Expo, Inc.