



(843) 681-4545 Fax (843) 689-5959

118B Mathews Drive Hilton Head Island, SC 29926

Dear Exhibitor: (PLEASE READ CAREFULLY)

We are pleased to learn your organization will be participating in the North American Farmers' Direct Marketing Association Annual Conference & Tradeshow at the Savannah Marriott Riverfront, February 1-2, 2009. As the official Exposition Service Contractor for the conference, we have prepared various Service Order Forms for your information and use which may be accessed by visiting our website at www.bluechipexpo.net and selecting "NAFDMA 2009 Conference" from the "Upcoming Events" page.

A standard 8' deep by 10' wide pipe and drape booth will be provided with one 6' skirted table, two chairs and a wastebasket. The facility is carpeted. Drapes and skirting colors will be teal green and cream white. Please anticipate your additional requirements and complete the enclosed forms at your earliest convenience. Return them to us promptly so that we may have the requested items delivered to your booth prior to your arrival. All orders must be accompanied with payment in full in order to be processed.

NOTE: All orders should be returned to Blue Chip Expo. EXCEPT, the Electrical / Telephone service order form, which should be returned to the Marriott along with payment. Questions concerning electrical and telephone service should be directed to the Marriott Convention Services Department at 912-233-7722.

For Audio Visual rentals, orders may be placed directly through the Marriott Audio Visual Resources (Dave Richards) at 912-233-7722, extension 7123.

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

THE SAVANNAH MARRIOTT RIVERFRONT HOTEL WILL NOT ACCEPT ANY SHIPMENTS OF EXHIBIT 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 Form included in this packet. All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Monday, January 5th and no later than Thursday, January 29th. All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Sunday, February 1st.

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 exhibiting representative from being responsible for any balance due on site.

EXHIBITOR INSTALLATION: Exhibitors may begin set up of individual booth displays on Sunday, February 1st from 7:00AM until 2:00PM. Exhibits will open on Sunday, February 1st at 3:00PM until 8:00PM and on Monday, February 2nd from 9:00AM until 5:00PM.

EXHIBITOR DISMANTLE: Exhibitors must begin dismantling individual booth displays on Monday, February 2nd at 5:00PM. The exhibit hall must be completely cleared by 8:00PM 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.