



(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 2009 North American Veterinary Dermatology Forum at the Savannah Marriott Riverfront Hotel, April 15-18, 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 "2009 NAVDF 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, a wastebasket and a booth ID sign. The facility is carpeted. Drapes and skirting colors will be Gold and Cream. 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 (Ron Bush) 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. **Please note that the Marriott has limited access for delivery of large freight containers. The freight elevator is undersized, and there is no fork lift access to the facility. If you are shipping any containers over 6' in height or 4' in width, please contact Blue Chip Expo prior to shipping to confirm whether delivery to the exhibit area is possible**

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, March 16th and no later than Monday, April 13th. All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Wednesday, April 15th.

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 Wednesday, April 15th from 2:00PM until 8:00PM. Exhibits will be open on Thursday, April 16th at 8:30AM – 5:00PM, Friday, April 17th from 8:30AM – 5:30PM and Saturday, April 18th from 8:30AM until 4:00PM

EXHIBITOR DISMANTLE: Exhibitors must begin dismantling individual booth displays on Saturday, April 18th at 4:00PM. The exhibit hall must be completely cleared by 9:00PM 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.