



(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 Carolinas / Mid-Atlantic Summer Conference 2009 at the Westin Savannah Harbor Resort August 6-8, 2009. As the official Exposition Service Contractor for the conference, we have prepared various Service Order Forms for you information and use. You may access the service kit by visiting our website at www.bluechipexpo.net and selecting "NPMA Mid-Atlantic 2009" 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, one wastebasket and a booth ID sign. The facility is carpeted. Drapes and skirting colors will be black and cream white. Please anticipate your additional requirements and complete the enclosed 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 Westin, along with payment. Questions concerning electrical and telephone service should be directed to the Westin Convention Services Department at 912-201-2000.

For Audio Visual rentals, orders may be placed directly through the on site provider (Presentation Services) at 912-201-2000.

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 WESTIN RESORT 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 included in this packet. **All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Monday, July 13th and Monday August 3rd.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Thursday, August 6th.

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 Thursday, August 6th at 1:00PM until 5:00PM. There will be an opening reception in the exhibit hall that evening from 6:00PM until 8:00PM.

Exhibitor Dismantle: Exhibitors must begin dismantling individual booth displays on Saturday, August 8th at 9:00AM. The exhibit hall must be completely cleared by 12:00PM 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.