



(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 109th Annual South Carolina Bankers Association Convention at the Charleston Place Hotel, June 4-5, 2009. As the official Exhibition Service Contractor for the meeting, we have prepared various service order forms for your information and use. To access the forms you may visit our website at www.bluechipexpo.net and select "SCBA 2009" from the "Upcoming Events" page.

Each standard 8' deep by 10' wide pipe and drape booth will be supplied with one 6' skirted table, two chairs, one wastebasket and a booth ID sign. The facility is carpeted. Drapes and skirting colors will be burgundy 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 equipment 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 and telephone service order forms, which should be returned to Charleston Place along with payment. Questions concerning electrical, telephone and audio visual services should be directed to the Charleston Place Engineering Department at 843-722-4900, ext. 7943.

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 CHARLESTON PLACE HOTEL WILL NOT ACCEPT ANY SHIPMENTS OF EXHIBIT MATERIAL 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 forms included in this packet. **All advance shipments should be sent to the Blue Chip Expo warehouse for delivery between Monday, May 4th and Monday, June 1st.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Thursday, June 4th. Direct to show shipment must be sent to the attention of Blue Chip Expo for delivery on Thursday, June 4th between 9:00AM and 11:00AM.

Exhibitor Installation – Exhibitors may set up individual booth displays on Thursday June 4th from 9:00AM until 2:00PM. Exhibits will open at 2:00PM until 6:00PM with a reception from 6:30PM until 8:00PM.

Exhibitor Dismantle – Exhibitors must begin dismantling booth displays on Friday, June 5th at 12:30PM. The exhibit hall must be completely cleared by 2:00PM that afternoon.

All orders returned by fax, must be accompanied by a completed credit card authorization form in order to be processed. We suggest completing and returning the enclosed Credit Card Form in order to protect your exhibiting representative from being responsible for any balance due on site.

We eagerly look forward to your reply and to your successful participation in the exhibition.

Sincerely,

Blue Chip Expo, Inc.