



(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 South Carolina Association of Counties Annual Convention at the Hilton Head Marriott Resort & Spa from July 30 – 31, 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 Exhibitor Service Kit by visiting our website at [www.bluechipexpo.net](http://www.bluechipexpo.net) and selecting "SCAC 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 via e-mail at [bluechipexpo@aol.com](mailto:bluechipexpo@aol.com) to request the service kit by mail, e-mail or fax.

A standard pipe and drape booth will be provided with a booth ID sign. The Marriott will provide each booth with one draped table and two chairs. Drape and skirting royal blue and cream white. The Exhibit Area of Leamington Grand Ballroom, is fully carpeted. 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 forms which should be returned to the Marriott, along with payment, for any services required in addition to the standard electrical service. Questions concerning electrical and telephone service should be directed to the Marriott Convention Services Department at 843-686-8400.

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 MARRIOTT RESORT & SPA 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. **PLEASE NOTE: The freight elevator at the Marriott is undersized. If you intend to ship any containers over 4' wide or 7' tall, please contact Blue Chip Expo prior to shipping to determine if delivery to the exhibit hall is possible. All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Monday, July 6<sup>th</sup> and Tuesday July 28<sup>th</sup>.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Thursday, July 30<sup>th</sup>.

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, July 30<sup>th</sup> at 7:30AM until 10:30AM.

**Exhibitor Dismantle:** Exhibitors must begin dismantling individual booth displays on Friday, July 31<sup>st</sup> at 12:00PM. The exhibit hall must be completely cleared by 3:00PM 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.