



(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 Environmental Conference March 22– 24, 2009. As the official Exposition Service Contractor for the conference, we have prepared various Service Order Forms for you information and use. To access the order forms you may visit our website at www.bluechipexpo.net and follow the instructions to download the forms. You may also contact Blue Chip Expo via telephone at (843) 681-4545 or via e-mail at bluechipexpo@aol.com to request the service kit by mail, e-mail or fax.

A standard 8' deep by 10' wide pipe and drape booth will be provided with one 6' skirted table, two chairs, one 110V electrical outlet and a booth ID sign. The facility is carpeted. Booth and skirting colors will be teal green 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 (for any services other than the standard outlet provided) which should be returned directly to the Embassy Suites. Questions concerning electrical and telephone service should be directed to the Embassy Suites Convention Services Department at 843-449-0006.

THE EMBASSY SUITES 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. **All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Monday, February 23rd and Wednesday March 18th. Delivery to the show site can only be guaranteed for shipments arriving by Thursday, March 19th.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Sunday, March 22nd.

The Embassy Suites has limited access for the unloading and delivery of large shipping containers. If you intend to ship any display material in crates that exceed 6' in height or 3 ½' in width, please contact Blue Chip Expo prior to shipping to determine if delivery to the exhibit floor is possible. There is no forklift access on site. All freight must be able to be moved by pallet jack or dolly from the loading dock into the freight elevator, to the exhibit hall. Blue Chip Expo will not be responsible for over-sized containers that cannot be delivered to the exhibit hall. All out bound shipments following the close of the conference should be scheduled for pick up directly from the Embassy Suites between 12:00PM and 3:00PM on Tuesday, March 24th. Any shipments not picked up from the hotel will be transported back to Blue Chip Expo's warehouse and will be subject to additional handling charges.

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 representative from being responsible for any balance due on site.

Exhibitor Installation: Exhibitors may begin set up of individual booth displays on Sunday, March 22nd at 9:00AM. Exhibit set up must be completed by 3:30PM that day. The Opening Session begins at 4:00PM, with a reception in the exhibit hall from 5:30 until 7:30PM

Exhibitor Dismantle: Exhibitors must begin dismantling individual booth displays on Tuesday March 24th at 11:00AM. The exhibit hall must be completely cleared by 3:00PM 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.