



(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 United Professional Horsemen's Association Conference at The Westin Resort Hilton Head Island January 8-10, 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 and selecting "UPHA 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 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 wastebasket and a booth ID sign. Drapes and skirting colors will be Royal Blue and Cream White. The Exhibit Area, 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 Westin, 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 Westin Convention Services Department at 843-681-8400.

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 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, December 29th and Tuesday January 6th.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Wednesday, January 7th. **Please note: Blue Chip Expo's warehouse will be closed from Monday, December 22nd until Monday December 29th.**

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 Wednesday, January 7th at 12:00PM Exhibits will open on Thursday, January 8th at 1:00PM.

Exhibitor Dismantle: Exhibitors must begin dismantling individual booth displays on Saturday, January 10th at 8:00PM. The exhibit hall must be completely cleared by Midnight.

We eagerly look forward to your reply within a few days, and to your successful participation in the exhibition.

Sincerely,

Blue Chip Expo, Inc.