



**(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 2018 Georgia Association for Pupil Transportation Conference at the Jekyll Island Convention Center June 18–21, 2018. As the official Exposition Service Contractor for the conference, we have prepared various Service Order Forms for your information and use. You may access the exhibitor service kit by visiting our website at [www.bluechipexpo.net](http://www.bluechipexpo.net) and selecting “GAPT 2018” from the “Upcoming Events” page.

A standard 10’ 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. Drape and skirting colors will be royal blue and 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 vendors who will be displaying buses must arrive on Tuesday, June 19<sup>th</sup> between 8:00AM and 11:00AM to move buses into the facility. Blue Chip Expo will provide large tarps to cover the convention center floor while vehicles are moved into position, but IT IS THE RESPONSIBILITY OF EXHIBITORS TO PROVIDE FLOOR COVERING UNDER VEHICLES ONCE THEY ARE PARKED. Buses must have ¼ tank or less fuel, batteries must also be disconnected once the vehicle is parked Buses will be moved in starting with those furthest from the loading dock.

NOTE: All order forms should be returned to Blue Chip Expo. Orders for electrical, telephone and internet services should be placed directly with GAPT through their registration site or by phone at 678-226-7077. Specific questions concerning electrical service should be directed to the Jekyll Island Convention Center office at 912-636-6404.

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 JEKYLL ISLAND CONVENTION CENTER WILL NOT ACCEPT ANY ADVANCE 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 Tuesday, May 29<sup>th</sup> and Friday June 15<sup>th</sup>. All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Wednesday, June 20<sup>th</sup>. Direct shipments to the Jekyll Island Convention Center will be permitted to arrive on Wednesday, June 20<sup>th</sup>, ONLY. All outbound shipments following the close of the conference should be scheduled for pick up directly from the Jekyll Island Convention Center on Thursday, June 21<sup>st</sup> between 11:00AM and 2:00PM. Any shipments not picked up will be transported back to the Blue Chip Expo for storage and shipping, and additional handling charges will be applied.

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 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, June 20<sup>th</sup> at 8:00AM until 1:00PM. Exhibits will open on Wednesday, June 20<sup>th</sup> from 1:00PM until 4:00PM and on Thursday, June 21<sup>st</sup> from 8:00AM until 10:30AM.

**Exhibitor Dismantle:** Exhibitors must begin dismantling individual booth displays on Thursday, June 22<sup>nd</sup> at 10:30AM. The exhibit hall must be completely cleared by 2:00PM 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.