



(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 Georgia Association of Chiefs of Police Summer Training Conference at the Savannah International Trade & Convention Center (SITCC) July 20-22, 2019. (NOTE: If you are reserving a vehicle space or large display space, you MUST bring your vehicle/large display to the exhibit hall on Saturday, July 20th between 3:00PM and 4:30PM as the bay doors WILL NOT BE OPEN during regular exhibit set up on Sunday, July 21st. NO EXCEPTIONS. 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 and clicking on the "Upcoming Events" prompt. 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 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. Drape and skirting colors will be royal blue and cream white. The facility is not carpeted. Booth carpeting will be available in royal blue or grey, only and may be ordered from the Furniture Rental Form. 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 and internet service order form which should be accessed and completed directly from the SITCC website at www.savtcc.com to receive the discounted rates. The completed forms should be returned to the SITCC, along with payment. Questions concerning electrical and telephone service should be directed to the SITCC Convention Services Department at (912) 447-4710.

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 SAVANNAH INTERNATIONAL TRADE & CONVENTION CENTER 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, June 17th and Thursday July 18th. All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Sunday, July 21st.

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 Sunday, July 21st at 9:00AM until 12:15PM. Exhibits will open to attendees on Sunday, July 21st at 1:00PM until 6:00PM, and on Monday, July 22nd from 8:00AM until 3:30PM.

Exhibitor Dismantle: Exhibitors must begin dismantling individual booth displays on Monday, July 22nd at 3:30PM. Removal of booth displays prior to 3:30PM is a violation of the GACP Exhibitor Contract. The exhibit hall must be completely cleared by 5:00PM 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.