



(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.



RETURN FORM TO:
BLUE CHIP EXPO
 118B MATHEWS DRIVE
 HILTON HEAD ISLAND, SC 29926
 TELEPHONE (843) 681-4545
 FAX (843) 689-5959
 EMAIL: bluechipexpo@aol.com

CREDIT CARD FORM

Please complete this form if you are using our services on any of the order forms. This will protect your exhibiting representative from being responsible for personally covering any additional charges that may be incurred at the event. Credit will be issued only if this form is returned prior to the show. None of the services on the order forms can be performed without advance payment in full or completion of this credit card form.

Place an X in the box for card being used:

Mastercard
 Visa
 Am. Express
 Discover

Name on card _____
(please print)

Card # _____ 3-4 Digit Security V-Code _____

Card Expiration Date _____ Authorized Signature _____

This credit card form will be used only if payment in full is not received by installation of the event. There will be a 5% Administrative Charge for credit card billing.

FOR OFFICIAL USE ONLY	
Services	
	Sub-Total \$ _____
	7% Sales Tax \$ _____
	Total \$ _____
	5% Administrative Fee \$ _____
	TOTAL \$ _____

Name of Event	Booth No.
Phone #	Fax
Firm Name	
Address	
<small>Street</small>	<small>City State Zip</small>
By (Print or Type)	Signature
Title	Date
Please Return Promptly	



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BLUE CHIP EXPO

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DISPLAY INSTALLATION FORM

PLAN A – SUPERVISION BY BLUE CHIP EXPO

To save time and alleviate exhibitor supervision, PLAN A (Supervision by Blue Chip Expo) is provided so that exhibits may be installed prior to the exhibitor's arrival. All Pertinent information should be directed to us, including blueprints, photographs, shipping information and set-up instructions. Professionally trained personnel are used on installation, and where possible, all work is done on straight time. Charge for supervision is 30% of the total labor bill, with a \$50 minimum.

We will use this same service to dismantle and pack our exhibit

LABOR IS REQUIRED ACCORDING TO THIS SCHEDULE:

	NUMBER OF MEN REQUIRED	ESTIMATED HOURS EACH MAN
Labor for installation		
Labor for dismantling		

____ Number of Crates	____ Self Contained Unit
____ Set-Up Plans Attached	____ Photo Enclosed
____ Set-Up Plans in Crate	____ Special Instructions
Carpet BCE _____ Own _____ Color _____	

PLAN B – SUPERVISION BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 A.M., unless official set-up time is set to begin later in the day. While every attempt will be made to provide men at a time requested subsequent to 8:00 A.M. (or official set-up time), such starting time must be approximate, since men are assigned to jobs at the start of the day and it is impossible to gauge the exact time of completion of the first job assignment. It is important that exhibitors check in at the service desk to pick up men ordered. Exhibitors must also check the men out at the service desk upon completion of the work. All work will be done under the qualified supervision of the exhibitor or his representative.

LABOR IS REQUIRED ACCORDING TO THIS SCHEDULE:

	NUMBER OF MEN REQUIRED	ESTIMATED HOURS EACH MAN	TIME	DATE
Labor for installation				
Labor for dismantling				

Supervisor will be: _____ Phone: () _____

NOTE: IF EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL BE APPLIED.

Rates: Charges for labor services are based on prevailing rates of labor and materials. All labor before 8:00 A.M. and after 4:00 P.M. weekdays and all hours Saturday, Sunday, and holidays will be charged at an overtime rate. Minimum charge (1) one hour per day for each man. Straight time = \$77.00 per hour. Overtime = \$115.00 per hour.

ADVANCE PAYMENT IN FULL BY CHECK OR CREDIT CARD IS REQUIRED FOR ALL ORDERS.

TOTAL \$ _____

Name of Event		Booth No	
Phone – Area Code /		FAX – Area Code /	
Firm Name			
Address			
Street	City	State	Zip Code
By (Print or type)	Signature	Title	Date

(Please Mail Promptly)



DRAYAGE RATE SCHEDULE

1. Shipments received at **advance warehouse**, unloaded, stored for 14 days, delivered to the unloading area of the exhibit facility, taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at the close of the convention, moved to the loading area, reloaded on common carrier trucks or other outbound carriers,

OR

2. Shipments received at **exhibit facility**, (**this will only be permitted on the installation day of the event**) unloaded from exhibitor or common carrier vehicles, delivered to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at the exhibitor's booth at the close of the show, moved to the loading area, reloaded on common carrier trucks or other outbound carriers.

In and Out Per 100 lbs. Cwt.	Minimum Charge Per Shipment Rec'd
\$74.00	\$148.00

GENERAL INFORMATION

ALL SHIPMENTS must be channeled through the Official Drayage Contractor. The Facility **will not accept** any shipments.

STRAIGHT TIME RATES QUOTED ABOVE are for Monday through Friday 8:30 A.M. - 3:00 P.M. **OVERTIME** will be charged before 8:30 A.M. and after 3:00 P.M. on weekdays and on Saturday, Sunday, or Holidays.

RATES APPLY to each 100 lbs. or fraction thereof and are based on the actual or estimated **INBOUND** weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. **NO** cumulative weights will be allowed on minimums, split shipments, etc.

BLUE CHIP EXPO IS NOT RESPONSIBLE for notifying an exhibitor if freight is not delivered to our warehouse or the exhibit facility.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING received at the convention facility will be subject to 50% surcharge in addition to the rates listed above. Shipments or equipment requiring special handling received at the advance warehouse will be subject to 100% surcharge in addition to the rates listed above. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such manner as to require unloading by hand (i.e. loose display parts, uncrated equipment not delivered on a flat bed truck, etc.). Material will be unloaded from vans, exhibitor's truck, or trucks of others at the convention facility, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent for the exhibitor to provide written and accurate weight information on each shipment. Shipments received without receipts or freight bills such as UPS or U.S. Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

SPECIAL SERVICE AND RATES - Steel banding for the packing of displays and equipment is available at the Drayage Contractors service desk for \$20.00 per pallet, crate, etc. Shrink wrapping of display material is available at \$20 per pallet.

COLLECT SHIPMENTS may be refused or accepted at the option of the Official Drayage Contractor. In cases where the Drayage Contractor elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to the Drayage Contractor within 24 hours. A twenty five percent (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$20.00 **MINIMUM** fee will apply to this service.

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate cwt. charges for services rendered in accordance with the above rate schedule will be applied.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the convention hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a coordinated schedule. It is also recommended that in order to minimize congestion, all shipments be channeled through the Official Drayage Contractor.

EMPTY CONTAINER STORAGE - Blue Chip Expo assumes no responsibility for valuables stored in containers removed to storage area.

BLUE CHIP EXPO PRIMARILY USES THE FOLLOWING CARRIERS FOR OUTBOUND FREIGHT: Roadway for ground freight along with Nations Express for air freight shipment. Should you choose an alternate carrier (the exhibitor is responsible for making all arrangements for alternate carriers), they must arrive at the facility for loading by the time Blue Chip Expo clears everything off the exhibit floor. Otherwise Blue Chip Expo reserves the right to ship by one of our primary carriers or our selected carriers for the event.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the Official Drayage Contractor at the Convention Center Service area during the Exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the Drayage Contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and has failed to honor them. All shipments should be scheduled for pick-up directly from the show site. Additional handling charges (Minimum \$70) will be applied to all shipments returned to the Blue Chip Expo warehouse.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor **WILL NOT** be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitor's materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$.10 per pound/per article, with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

INSURANCE - Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, theft and all hazards from the time shipment is made prior to the show until shipments are returned after the show.

EXHIBITS TO BE STORED will be charged at a minimum monthly rate of \$125.00 or a rate of \$12.50 cwt. per month or fraction thereof. No charge will be made for inbound shipments when received 14 days prior to the show.



RETURN FORM TO:

BLUE CHIP EXPO
118B Mathews Drive
HILTON HEAD ISLAND, SC 29926
TELEPHONE (843) 681-4545
FAX (843) 689-5959
EMAIL: bluechipexpo@aol.com

SHIPPING INFORMATION AND SERVICE ORDER FORM

BLUE CHIP EXPO has been selected as the Official Drayage Contractor for your exhibition.

INSTRUCTIONS

1. Mail this form immediately and mail your advance bill of lading when available to the letterhead address above.
2. All shipments must be prepaid. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**
3. All material shipped to advance warehouse should be shipped to arrive not later than three days prior to initial installation date.
4. Van Line shipments sent directly to the Show site must not arrive prior to Exhibitor installation time. You must call BLUE CHIP EXPO to schedule a time for unloading of Van Line shipments.
5. Drayage charges which have outstanding balances will halt the delivery to booth and/or outbound shipment of any freight. We strongly suggest payment in full in advance or return the completed Credit Card Form to avoid any delay.
6. All charges for freight services in accordance with rate schedules on the reverse of this form are due and payable prior to installation.
7. **We do not receive freight on weekends or holidays at our warehouse. Receiving hours are Monday-Friday 8:30A.M. – 3:00 P.M**
8. Consignment or delivery of a shipment to Blue Chip Expo or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front and reverse of this page.

SHIPPING ADDRESS

TO: BLUE CHIP EXPO WAREHOUSE
118 B Mathews Drive
Hilton Head Island, SC 29926

FOR: (NAME OF EVENT)
(NAME OF EXHIBITOR)
Booth Number _____

When receiving freight which has not been properly labeled on inbound shipments, we will not be responsible should an incorrect party claim such items. To insure proper delivery mark label according to the heading of SHIPPING ADDRESS above.

INBOUND SHIPMENTS - TO THE SHOW

Shipper (Name) _____ Shipped From (City) _____

Shipped Via (Truck Line, Air Freight Carrier) _____ Pro. No. _____

Shipped On (Date) _____ Estimated Arrival Date _____

Total No. of Shipments _____ Total No. of Pieces _____ Total Weight lbs. _____

Attach separate sheet if necessary. To enable us to assist exhibitors in tracing delayed shipments we must have complete routing information, including connection carriers involved.

OUTBOUND SHIPMENTS - AFTER THE SHOW

Ship To (Consignee Name) _____

Street Address _____ City _____

State _____ Zip _____ Attention: _____

Total No. of Pieces _____ Total Weight of Shipment _____ lbs.

Description of Material to be Shipped _____ Preferred Carrier _____

Attach separate sheet if necessary. **Exhibitors must label each piece of outbound freight and prepare a complete outbound bill of lading at the Drayage Service Desk prior to departing the show.**

SEE REVERSE FOR RATES AND GENERAL INFORMATION

ADVANCE PAYMENT IN FULL BY CHECK OR CREDIT CARD IS REQUIRED FOR ALL ORDERS

Name of Event _____ Booth No. _____

Phone -Area Code _____ / _____ FAX -Area Code _____ / _____

Firm Name _____

Address _____
Street City State Zip Code

By signature below, I acknowledge that I have read and understand the Blue Chip Expo, Inc.'s Shipping Terms and Conditions

By (Print or type) _____ Signature _____ Title _____ Date _____

(PLEASE REPLY PROMPTLY)



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CALCULATION OF DRAYAGE CHARGES

There is a minimum charge of \$148.00 for each shipment of 200 pounds or less. Please use the following formula to calculate charges for shipments over 200 pounds. Shipment weights are rounded up to the next 100 pounds for calculating charges. (Examples: a 342 pound shipment would be charged at a rate of 4 x \$74 or \$296.00; a 528 pound shipment would be charged at a rate of 6 x \$74 or \$444.00)

_____ LBS. rounded up to next 100 _____ Divided by 100 = _____
x \$74.00 = _____

Weight of shipment = 437 pounds calculated as follows:

_____ 500 _____ LBS Divided by 100 = _____ 5 _____ x \$74.00 = _____ \$370.00

Please note: Each shipment is charged individually so it is most economical to attempt to ship all materials on one shipment. For multiple shipments use a copy of the original for each shipment.

Name of Event _____

Exhibiting Company _____

Mailing Address _____
Street City State Zip Code

Telephone _____ Fax _____

Ordered by (Print or Type) _____ Booth # _____

Total Charges \$ _____

**RUSH: EXHIBIT MATERIALS
** FOR ADVANCED WAREHOUSE ONLY****

MUST RECEIVE BY: _____

FROM: _____

**ADVANCED WAREHOUSE ADDRESS:
TO:
BLUE CHIP EXPO, INC.
118B MATHEWS DRIVE
HILTON HEAD ISLAND, SC 29926**

SHOW NAME: _____

COMPANY: _____

BOOTH: _____

NUMBER OF PIECES: _____

**RUSH: EXHIBIT MATERIALS
** FOR ADVANCED WAREHOUSE ONLY****

MUST RECEIVE BY: _____

FROM: _____

**ADVANCED WAREHOUSE ADDRESS:
TO:
BLUE CHIP EXPO, INC.
118B MATHEWS DRIVE
HILTON HEAD ISLAND, SC 29926**

SHOW NAME: _____

COMPANY: _____

BOOTH: _____

NUMBER OF PIECES: _____

**RUSH: EXHIBIT MATERIALS
** FOR ADVANCED WAREHOUSE ONLY****

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FROM: _____

**ADVANCED WAREHOUSE ADDRESS:
TO:
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HILTON HEAD ISLAND, SC 29926**

SHOW NAME: _____

COMPANY: _____

BOOTH: _____

NUMBER OF PIECES: _____

**RUSH: EXHIBIT MATERIALS
** FOR ADVANCED WAREHOUSE ONLY****

MUST RECEIVE BY: _____

FROM: _____

**ADVANCED WAREHOUSE ADDRESS:
TO:
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HILTON HEAD ISLAND, SC 29926**

SHOW NAME: _____

COMPANY: _____

BOOTH: _____

NUMBER OF PIECES: _____



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FURNITURE RENTAL ORDER FORM

DISPLAY TABLES

Table with 3 columns: Standard Height, Counter Height, Tables Only, and Tables W/Skirting*. Rows include 4', 6', and 8' long x 2' wide x 30" high and 40" high tables.

*Skirting includes top and fully-pleated skirting of front and both ends.

Please check preferred color of skirting for tables ordered above:

Blue Gold Burgundy Red White Teal Black Plum

MISCELLANEOUS EQUIPMENT

Table listing various equipment items such as 30" Round Cocktail Table, 30" Round Bistro Table, Plastic Contour Chair, Upholstered Arm Chair, Padded Stool, Garment Rack, and Carpets with their respective prices.

Please check preferred color of carpet:

Blue Grey

Rental Charges listed above include delivery to your booth, use during the exhibition and removal.

Cancellation within one week of event will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

No credit will be given after close of event on items or services ordered but not received. If you have a problem please see the Blue Chip Expo Service Desk Personnel at the event site prior to opening.

SUB-TOTAL \$

7.0% SALES TAX \$

TOTAL \$

DISCLAIMERS:

1. INSPECTION: You acknowledge that you will personally inspect the rental items, finds them suitable for your needs and in good condition, that you understand the proper use and agree to inspect the rental items prior to use and notify Blue Chip Expo, Inc. of any defects, incorrect size, or incorrect colors upon installation regardless of delivery location.

2. WARRANTIES: There are no warranties of fitness, either expressed or implied. There is no warranty that the rental items are free of any defects. Substitutions may be necessary. In the event that your rental items could not be delivered due to circumstances beyond Blue Chip Expo, Inc.'s control (i.e.: weather/power outages/delivery delays) a remedy will be at Blue Chip Expo's sole discretion.

3. PROHIBITED USES: You are responsible for the use of rented items. You assume all risks inherent in the operation and use of the items and agree to assume the entire responsibility for the defense of and to pay, indemnify and hold Blue Chip Expo, Inc. harmless from, and hereby release Blue Chip Expo, Inc. from any and all claims for damage to property or bodily injury (including death) resulting from the use, operation or possession of the rental items, whether or not it be claimed or found that such damage or injury resulted, in whole or in part, from Blue Chip Expo, Inc.'s negligence, from the defective condition of the item or from any cause. You agree that no warranties, expressed or implied, have been made in connection with this rental. Use of rental items in the following circumstances is prohibited and constitutes a breach of contract: (a) Improper, and unintended use or misuse. (b) Use by anyone other than the Lessee. (c) Use at any location other than the addresses furnished by the Lessee.

4. DAMAGED EQUIPMENT: If at any time the equipment becomes unsafe or is in a state of disrepair, you shall immediately stop using the equipment and notify Blue Chip Expo, Inc. immediately that the equipment is unsafe and in disrepair. You further agree to take all steps necessary to prevent injury to any person or property until possession of the equipment is returned to Blue Chip Expo, Inc. Blue Chip Expo, Inc. shall not be responsible for any injury or damage, including consequential damage, resulting from failure or defect of rented items.

ADVANCE PAYMENT IN FULL BY CHECK OR CREDIT CARD IS REQUIRED FOR ALL ORDERS.			
Name of Event		Booth No	
Phone – Area Code /		FAX – Area Code /	
Firm Name			
Address _____			
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
I acknowledge that I am an agent authorized to sign for the customer and I have read and agreed to all terms of this contract			
By	Signature	Title	Date



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PLANT RENTAL ORDER FORM

Quantity	Description	Rental Price	Amount
_____	1' – 2' Potted Flower	\$27.00	\$ _____
_____	2' Foliage Plant	\$42.00	\$ _____
_____	3' Foliage Plant	\$52.00	\$ _____
_____	4' Foliage Plant	\$63.00	\$ _____
_____	5' Foliage Plant	\$77.00	\$ _____
_____	Small Fern Plant	\$37.00	\$ _____
_____	Medium Fern Plant	\$42.00	\$ _____
_____	Large Fern Plant	\$47.00	\$ _____

Cancellation within one week of even will be charged at 50% of prevailing rate. Cancellation within 3 days of installation will be 100% of prevailing rate. No credit will be given after close of event on items or services ordered but not received. If you have a problem, please see the Blue Chip Expo Service Personnel at the event prior to opening.

SUB-TOTAL \$ _____
SALES TAX @ 7% \$ _____
TOTAL \$ _____

Price includes rental, delivery and arrangement in booth, care during exhibit and removal at the close of the exhibit.

ALL PLANT ORDERS MUST BE RETURNED TO THE ABOVE ADDRESS NO LATER THAN ONE WEEK BEFORE THE EVENT STARTS.

ADVANCE PAYMENT IN FULL BY CHECK OR CREDIT CARD IS REQUIRED FOR ALL ORDERS.

Name of Event		Booth No	
Phone – Area Code /	FAX – Area Code /		
Firm Name			
Address _____ <small>Street City State Zip Code</small>			
By (Print or type)	Signature	Title	Date

(Please Mail Promptly)