



South Carolina Workers' Compensation
Educational Association
www.scwcea.org

President

J. Russell Goudelock, II
McAngus, Goudelock and Courie, LLC

Executive Director

Donna R. Croom

MEMORANDUM

TO: Exhibitors for the 32nd Annual Educational Conference on Workers' Compensation
FROM: Donna Croom, Executive Director
RE: Exhibit Space Contract for 32nd Annual Conference
DATE: June 25, 2008

The 32nd Annual Educational Conference on Worker's Compensation will be held October 19 – 22, 2008 at the Hilton Head Marriott Resort and Spa, Hilton Head Island, South Carolina. We expect to have more than 750 in attendance at this meeting.

We would like to invite your participation as an exhibitor. Enclosed are the forms you will need to complete in order to secure your exhibit space. The main exhibit area is adjacent to the meeting and pre-function areas. Double booths are available this year. Please contact the SCWCEA if you wish to purchase a double booth so that we can pre-select your location.

A single booth fee includes one (1) conference registration, one skirted table, two chairs, piping and draping and signage of the exhibitor. Any additional representatives attending the meeting will be required to pay a \$300.00 registration fee.

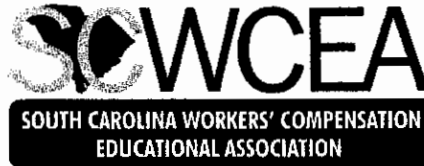
All booths will be filled on a first-come, first served basis. ***No booth will be confirmed unless the attached contract is executed and received in this office with payment. No cancellations or refunds will be made after September 5, 2008 unless the booth can be resold.***

All exhibitors will be responsible for securing their own electrical and internet needs by completing the enclosed order form. Special connections, including extension cords and power strips, can be provided by the exhibitor.

Once the Exhibitor Space Contract and payment have been received, SCWCEA will mail a confirmation. Booth assignments will be provided just prior to the Annual Conference electronically. Please make certain you provide with your current email address. The times scheduled for exhibit set-up, viewing and tear-down are listed on the enclosed Exhibit Space Contract. **Exhibitors must adhere to these hours – no early dismantling will be permitted without penalty.**

The SCWCEA will also host continental breakfasts and conference breaks in the exhibit hall so that our delegates have the opportunity to get better acquainted with our exhibitors. Any door prize drawings can be posted on the conference bulletin board prior to Tuesday afternoon so that winners can pick up their prizes before departing. The SCWCEA will provide you with a door prize drawing notification for this purpose on-site. The SCWCEA will not be responsible for shipping or mailing door prizes to winners.

I hope you will take advantage of this opportunity to exhibit at our Conference. If you have any questions, please call me at 803.407.3360. I hope to see you in the Island!



Exhibitor Registration Form

Hilton Head Marriott Resort & Spa

Hilton Head Island, SC

October 19 – 22, 2008

Please print or type all information and return form with full payment to:

SCWCEA, 3 Cavendish Court, Irmo, SC 29063 or 803.407.3361 Fax

Questions? Please contact Donna Croom at 803.407.3360 or scwcea@bellsouth.net

COMPANY INFORMATION: Please list information as you would like it to appear in conference program.

COMPANY NAME _____
As it should appear on identification sign

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____ EMAIL _____
Communications will be sent electronically.

PRIMARY CONTACT _____
(individual receiving complimentary registration)

ADDITIONAL REPRESENTATIVE _____
(requires additional fee of \$300)

ADDITIONAL REPRESENTATIVE _____
(requires additional fee of \$300)

ADDITIONAL REPRESENTATIVE _____
(requires additional fee of \$300)

BOOTH LOCATION: Please review the enclosed floor plan and indicate your first, second and third choices for booth location. Refer to the **Rules and Regulations** for additional information regarding the reservation of space. Requests will be honored on a first come, first serve basis. SCWCEA reserves the right to determine final booth placements.

First _____ Second _____ Third _____

Please note that the floor plan may be adjusted to accommodate meeting needs. We will make every attempt to try and meet your placement request.

No booth will be confirmed unless the attached contract is executed and received by the SCWCEA office with full payment.

EXHIBITOR FEES & FREIGHT: Each booth includes

- 8' deep X 10' wide pipe and drape booth
- Identification sign bearing name of exhibitor (as listed on this form)
- (1) eight-foot skirted table
- (2) two chairs
- (1) wastebasket.

Please note that if you need anything additional, you may order this directly from the show handler **Blue Chip Expo, Inc.** A copy of the drayage, furniture and plant rental forms are included for your use and can also be found on Blue Chip's website at www.bluechipexpo.net

All Exhibitor shipments will be handled by **Blue Chip Expo** (contact information below) and **are not to be sent directly to the hotel. NO EXCEPTIONS.** Please make certain your items are clearly marked. In order to guarantee arrival of your shipment to you booth, all inbound freight **should be received by Blue Chip Expo between September 29 and October 16, 2008.**

Blue Chip Expo, Inc.
118B Mathews Drive
Hilton Head Island, SC 29926
Phone| 843.681.4545
Fax| 843.689.5959
www.bluechipexpo.com

ELECTRICAL/INTERNET/PHONE SERVICE – Must be ordered directly through the Hilton Head Marriott Resort & Spa and must be placed **30 days prior (September 19, 2008)** to guarantee service. Appropriate forms are attached or you can download these at www.bluechipexpo.net.

Booth Costs

Note that double booths are available. Cost of these booths are double the amounts listed below (i.e. Member \$1,700/Non-Member \$2,000). Please call the SCWCEA Office, 803.407.3360, to secure a double booth location.

- SCWCEA Member** **\$ 850.00**
- Non – Member** **\$1,000.00**
- Additional Representatives @ \$300 each** **\$ _____**
- TOTAL DUE WITH SIGNED CONTRACT** **\$ _____**

PAYMENT METHOD: **CHECK:** Made payable to South Carolina Workers' Compensation Educational Association

Credit Card: **MC** **VISA**

Authorization: Please print card number and billing address clearly

Authorized Signature

Full Credit Card Billing Address (where monthly statements are received – street, city, state, zip code)

Card Number

Expiration Date

By submitting completed form with payment, exhibitor agrees to the terms and conditions listed of the SCWCEA Exhibitor Rules and Regulations

For SCWCEA use

Date/Time Received: _____

Booth Assigned: _____

SCWCEA EXHIBITOR RULES AND REGULATIONS

Setup: 11:00 am – 1:30 pm, Sunday, October 19, 2008. *All exhibits must be in place no later than 2:00 pm.*

Hours: 2:00 pm – 8:00 pm, Sunday, October 19
7:30 am – 5:00 pm, Monday, October 20
7:30 am – 1:00 pm, Tuesday, October 21

Cancellation Policy: Refunds will only be offered if SCWCEA is able to resell the before September 5, 2008. **No cancellation or refund will be made after September 5, 2007. No booth will be confirmed unless the attached contract is executed and received by the SCWCEA office with full payment.**

Liability: The exhibitor agrees to protect, save, and keep the SC Workers' Compensation Educational Association and the Hilton Head Marriott Resort and Spa and their representatives, employees, and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of exhibitor or the representatives, agents, or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules and regulations of the Hilton Head Marriott Resort and Spa. The exhibitor assumes the entire responsibility and liability for all losses, damages, claims or destruction of his/her property, employees, agents, and guests.

The SCWCEA and the Hilton Head Marriott Resort & Spa, any officer, agent or employee thereof will not be liable for any loss, damage or destruction of exhibitor's property or theft, fire, accident, or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives, or employees. The exhibitor will indemnify and hold harmless the SCWCEA, their members, directors, officers, agents, representatives and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees or any other such persons. Exhibitors will furnish their own public liability insurance. Exhibitors wishing to insure their goods must do so at their own expense.

Limitations: Full use of exhibit floor is permitted. Backdrops may not be removed from booths located in the center of a row. Line of sight limitations: Exhibits must be constructed so as not to obstruct the view of adjoining booths. No signs, banners or archways over the aisles will be permitted. Exhibitors will not be allowed to alter the traffic flow as outlined by the diagram. Exhibitors must confine their activities to their booth space and are prohibited from subletting booth space in any way.

Dismantling: We encourage exhibitors to remain open during the hours listed. In order to keep noise levels to a minimum, we ask that you do not dismantle your booth while the conference program is underway. **Booth dismantling should begin after 1:00 pm on Tuesday, October 21, 2008.** All crates, booths, banners, trash, etc. must be removed no later than 3:30 pm on this date.

Booth Sharing: Booth sharing by multiple companies is not allowed. **Additional representatives must register for the conference and will be required to pay a \$300 registration fee.**

Package Shipping & Receiving Information: All shipments and show materials will be handled by Blue Chip Expo, Inc. **Shipments may not be sent to the Conference Hotel for holding purposes.**

Other: The SCWCEA reserves the right to restrict exhibits due to excess noise, method of operation or for any other reason which is objectionable. This includes individuals, conduct, printed matter, promotional items or any item deemed offensive. Exhibitors are responsible for full payment of booth and additional services (either advance orders or floor orders).

Exhibitors will obey all rules of the Conference Hotel which are currently in existence and will abide by the rules and regulations of the City in which the conference is being hosted.

The SCWCEA Board of Directors will issue the final decision if any dispute arises and is not addressed by these Rules and Regulations.



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
\$49.00	\$98.00

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 8:00 A.M. - 4:00 P.M. **OVERTIME** will be charged before 8:00 A.M. and after 4:00 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 \$10.00 per pallet, crate, etc. Shrink wrapping of display material is available at \$10 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 \$10.00 **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: Conway Freight Systems, Roadway and Old Dominion Freight Line 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 \$50) 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 \$100.00 or a rate of \$10.00 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

CALCULATION OF DRAYAGE CHARGES

There is a minimum charge of \$98.00 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 \$49 or \$196.00; a 528 pound shipment would be charged at a rate of 6 x \$49 pr \$294.00)

_____ LBS. rounded up to next 100 _____ Divided by 100 = _____
 x \$49.00 = _____

Wirght of shipment = 437 pounds calculated as follows:

_____ 500 _____ LBS Divided by 100 = _____ 5 _____ x \$49.00 = \$245.00

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 \$ _____



RETURN FORM TO
BLUE CHIP EXPO
 118B Mathews Drive
 HILTON HEAD ISLAND, SC 29926
 TELEPHONE (843) 681-4545
 FAX (843) 689-5959

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. - 4:00 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)



RETURN FORM TO:
BLUE CHIP EXPO
 118B Mathews Drive
 HILTON HEAD ISLAND, SC 29926
 TELEPHONE (843) 681-4545
 FAX (843) 689-5959

FURNITURE RENTAL ORDER FORM

DISPLAY TABLES

Standard Height
 4' long x 2' wide x 30" high
 6' long x 2' wide x 30" high
 8' long x 2' wide x 30" high

Tables Only
 _____ @ \$30.00
 _____ @ \$40.00
 _____ @ \$50.00

Tables W/Skirting*
 _____ @ \$65.00
 _____ @ \$75.00
 _____ @ \$85.00

Counter Height
 4' long x 2' wide x 40" high
 6' long x 2' wide x 40" high
 8' long x 2' wide x 40" high

Tables Only
 _____ @ \$50.00
 _____ @ \$60.00
 _____ @ \$70.00

Tables W/Skirting*
 _____ @ \$85.00
 _____ @ \$95.00
 _____ @ \$105.00

*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

<input type="checkbox"/> 30" Round Cocktail Table (30"High).....	\$45.00	<input type="checkbox"/> 30" Round Bistro Table (42" High)...	\$55.00
<input type="checkbox"/> Plastic Contour Chair.....	\$12.00	<input type="checkbox"/> Waste Basket.....	\$14.00
<input type="checkbox"/> Upholstered Arm Chair.....	\$25.00	<input type="checkbox"/> Easel.....	\$20.00
<input type="checkbox"/> Padded Stool.....	\$35.00	<input type="checkbox"/> Table Top Literature Rack.....	\$20.00
<input type="checkbox"/> Garment Rack.....	\$40.00	<input type="checkbox"/> Floor Literature Rack.....	\$50.00
<input type="checkbox"/> 8 ft. x 10 ft. Carpet (Includes Installation).....			\$85.00
<input type="checkbox"/> 8 ft. x 20 ft. Carpet (Includes Installation).....			\$170.00
<input type="checkbox"/> 8 ft. x 30 ft. Carpet (Includes Installation).....			\$255.00

Please check preferred color of carpet:

Blue
 Green
 Grey
 Red
 Burgundy

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.

SUB-TOTAL \$ _____

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.

7% SALES TAX \$ _____

TOTAL \$ _____

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 (Print or type)	Signature	Title	Date
(Please Mail Promptly)			



RETURN FORM TO:

BLUE CHIP EXPO

118B Mathews Drive
 HILTON HEAD ISLAND, SC 29926
 TELEPHONE (843) 681-4545
 FAX (843) 689-5959

PLANT RENTAL ORDER FORM

Quantity	Description	Rental Price	Amount
_____	1' - 2' Potted Flower	\$25.00	\$ _____
_____	2' Foliage Plant	\$40.00	\$ _____
_____	3' Foliage Plant	\$50.00	\$ _____
_____	4' Foliage Plant	\$60.00	\$ _____
_____	5' Foliage Plant	\$75.00	\$ _____
_____	Small Fern Plant	\$35.00	\$ _____
_____	Medium Fern Plant	\$40.00	\$ _____
_____	Large Fern Plant	\$45.00	\$ _____

Cancellation within one week of event 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 _____			
Street	City	State	Zip Code
By (Print or type)	Signature	Title	Date
(Please Mail Promptly)			



HILTON HEAD MARRIOTT RESORT & SPA
One Hotel Circle, Hilton Head Island, SC 29928
Telephone: 843-686-8400 Event Management: 843-686-8479

EXHIBITOR INFORMATION

ELECTRICAL

For guaranteed service, orders must be placed thirty (30) days in advance. For rates and other information, please see the Hotel's Electrical and Mechanical Service Order Form.

EXHIBITOR SHIPMENTS

All exhibitor shipments are to be routed through Blue Chip Expo, a full-service exhibit company located on the Island. They can provide booths, furnishings, drayage for freight, and labor.

For arrangements, contact: Scott Lee at Blue Chip Expo
Phone: 843-681-4545 Fax: 843-689-5959

The Hotel cannot accept deliveries of exhibit / tradeshow materials. Deliveries that are mistakenly sent to the Hotel will be assessed the following storage and delivery fees:

\$ 10.00 per box for the first [10] boxes

\$ 20.00 per box for all boxes in excess of [10]

\$ 100.00 per pallet

FOOD AND BEVERAGE

All food and beverage must be purchased through the Hotel.

LOADING / UNLOADING

Loading and unloading of exhibit materials is *not* permitted at the Hotel front door. Individuals may not take carts and unload their own vehicles. Bellmen can assist with unloading of vehicles and delivery of materials to the ballroom.

Individual loading and unloading *is* permitted through the convention services loading dock. This dock is located behind the ballroom and measures 96" x 96". It is 4 feet off the ground. The freight elevator next to the loading dock is 4 feet wide, 7 feet 10 inches high, and 6 feet deep. Its capacity is 4,000 lbs.

Individuals utilizing the convention services loading dock should bring their own carts and/or hand trucks, as labor and moving equipment are not provided.

Continued on Page 2

LOADING / UNLOADING LABOR ASSISTANCE

The Hotel does not employ delivery personnel. Should you require assistance in loading or unloading, labor is available at an hourly rate, and must be contracted in advance.

RETAIL SALES

Retail sales by exhibitors are *not* permitted.

SECURITY

The Leamington Ballroom is not a lockable area. Security can be arranged by the group's Event Manager, at least fourteen (14) days in advance, at an hourly rate. The Hotel is not responsible for any items, whether or not an outside security service is employed.

SIGNAGE AND BANNERS

All signs and banners may be displayed only in the pre-function and exhibit areas. All signs and banners must be professionally made. Hand-printed signs are not permitted. Signs and banners cannot be nailed into walls or affixed with double-sided tape.

SOUTH CAROLINA GAMBLING LAWS

South Carolina law prohibits any gambling tables, cards, and/or dice in an area which holds a liquor permit.

TELEPHONE LINES

Phone lines must be ordered two [2] weeks in advance. Please contact the Hotel's Event Management Department to obtain a current order form for telephone lines.



SEND ORDERS AND PAYMENTS TO:

HILTON HEAD MARRIOTT RESORT & SPA
 ATTENTION: CATERING DEPARTMENT
 ONE HOTEL CIRCLE
 HILTON HEAD ISLAND, SC 29928
 843-686-8479 FAX: 843-785-2432

ELECTRICAL AND AUDIO VISUAL EQUIPMENT

Date of Order:		Date Needed:		Booth #:	
Name of Event or Exhibition:					
Company/Organization Name:					
Address:				Phone No.:	
City, State, ZIP:					
Ordered by:			Signature:		
<i>For guaranteed service, orders must be placed thirty (30) days in advance.</i>					
<i>All orders require one week advance notice.</i>					
Rates quoted below cover only Delivery of Services to the booth, and do not include connecting equipment or special wiring. All wiring and electrical work on exhibitors' displays will be charged on a time-and-materials basis. Proper tagging of equipment to indicate voltage, phase, current, etc., are exhibitor's responsibility. Add fifty (50%) percent for all floor orders. All clean lines will be fifty (50%) percent more than the below prices.					
Note: 208V Single and Three Phase is hard wire only!!					
MARRIOTT WILL NOT BE RESPONSIBLE FOR DAMAGED EQUIPMENT					
LABOR RATES					
Monday thru Friday 8AM to 4PM (except holidays)		\$ 50.00 per hour			
Monday thru Friday 4PM to 8AM		\$ 75.00 per hour			
Saturday, Sunday and holidays		\$ 75.00 per hour			
Special Connection:		TOTAL LABOR: \$ _____			
ELECTRICAL			MECHANICAL		
	COST	TOTAL		COST	TOTAL
Basic Service:	\$ 50.00				
Basic Service Example: Computer, TV, Track Lights, Etc.					
SINGLE PHASE					
208V / 20 AMP	\$ 110.00		Extension Cord	\$ 15.00	
208V / 30 AMP	\$ 150.00		Power Strip	\$ 15.00	
208V / 40 AMP	\$ 180.00		Banners	\$ 40.00	
208V / 60 AMP	\$ 250.00		High Lift Rental	\$ 100.00	
208V / 80 AMP	\$ 350.00		Fork Lift Rental	\$ 100.00	
208V / 100 AMP	\$ 500.00				
208V / 200 AMP	\$ 900.00				
AUDIO VISUAL			Any special requirements will be priced on an individual basis.		
42" Plasma TV w/Stand	\$ 600.00		NOTE: An equipment release form must be filled out for any equipment to be rented and/or used.		
24" Flat Panel Screen	\$ 200.00				
Laptop Computer	\$ 250.00				
Master Group Folio #:					
Credit Card #:					
Exp Date:					

HILTON HEAD MARRIOTT BEACH & GOLF RESORT TELEPHONE AND INTERNET REQUEST FORM

Completed form must be returned to Catering Department (Fax #843-785-2432) minimum of 7 days prior to installation date.

GROUP NAME: _____ AFFILIATE WITH (if any): _____ PHONE: _____ FAX: _____
 ON-SITE CONTACT NAME: _____
 CATERING MANAGER: _____

TYPE OF LINE REQUESTED (INDICATE QUANTITY)

- _____ SINGLE PHONE LINE / "DIAL 9" [\$50.00 Per Day - plus calls] _____ Credit card machine _____ Full T1 (8 weeks' notice required)
 _____ In-house _____ Local/Long distance _____ (No Telephone Required) _____ \$ 7,600 First Week
 _____ Add'l Weeks @ \$5,000 per week
- _____ DIRECT INWARD DIAL (DID) LINE / DIGITAL LINE _____
 [\$200.00 Installation one-time charge- plus all calls] _____ Without phone _____
- _____ HIGH SPEED INTERNET ACCESS IN MEETING SPACE _____
 _____ 1-4 PC's _____ First Day \$350 _____ Add'l days @ \$315 Each Day _____
 _____ 5-9 PC's _____ First Day \$550 _____ Add'l days @ \$500 Each Day _____
 _____ 10-15 PC's _____ First Day \$1,000 _____ Add'l days @ \$925 Each Day _____
 _____ 16-20 PC's _____ First Day \$1,400 _____ Add'l days @ \$1275 Each day _____
 _____ 21-25 PC's _____ First Day \$1,900 _____ Add'l days @ \$1750 Each day _____

Location/Booth #: _____

INSTALL: Day/Date: _____ Time: _____ Completed _____

REMOVE: Day/Date: _____ Time: _____ Completed _____

Extension installed: _____ Phone number(s) installed: _____

FOLIO # _____ GUEST ROOM #: _____ NAME: _____ BILLING INSTRUCTIONS _____
 CREDIT CARD _____ EXP: _____ OTHER: _____