



(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 South Carolina Medical Group Management Association Annual Conference at the Marriott Resort & Spa Hilton Head Island August 28 – 30, 2019. 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 service kit at www.bluechipexpo.net, click on the prompt for “Upcoming Events” and then click on the prompt for “SCMGMA 2019”. You may also contact 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.

Each exhibitor will be provided with a 6’ deep by 10’ wide pipe and drape booth including 1 - 6’ skirted table, two chairs, one wastebasket a booth ID sign. Drape and skirting colors will be Royal Blue, Teal Green and Cream White. The facility is 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 for the Marriott Electrical form which should be returned directly to the Marriott. Questions concerning electrical and telephone service should be directed to the Marriott at 843-686-8479.

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.

EXHIBIT RELATED MATERIALS OR SHIPMENTS OF ANY KIND SENT TO THE MARRIOTT RESORT & SPA WILL NOT BE ACCEPTED. 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 July 28th and Monday August 26th.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Wednesday, August 28th.

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, August 28th at 1:00PM until 4:30PM. There will be an opening reception in the Exhibit Hall that evening from 5:30PM until 6:30PM.

Exhibitor Dismantle: Exhibitors must begin dismantling individual booth displays on Friday, August 30th at 9:00AM. The exhibit hall must be completely cleared by 11:00AM that morning.

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

Sincerely,

Blue Chip Expo, Inc.