



CHAPTER OF  
**NIGP**  
Excellence in Public Procurement  
Post Office Box 9516  
Greenville, SC 29604-9516  
[www.scagpo.org](http://www.scagpo.org)  
Federal I.D. #057-661196

July, 2009

Dear Prospective Sponsor:

The South Carolina Association of Governmental Purchasing Officials, Inc.(SCAGPO) will be holding their Annual Professional Development Forum and Trade Show, November 18-19, 2009 at the Hilton Head Marriott Resort and Spa , in beautiful Hilton Head, South Carolina.

The event last year was a huge success and we look forward to your participation again this year. For those of you who were unable to attend last year, we want to extend a special invitation for you to join some of your peers in showcasing your company's products or services. The conference and trade show attract approximately 100 businesses from across the United States and procurement professionals representing State Government, School Districts, and City and County Government from around the State. At this event, you will also learn how to do business with State Government.

The annual golf and bowling tournaments will be held on Tuesday, November 17, 2009. More information will be posted at [http://www.scagpo.org/index.asp?file=annual\\_conference.htm](http://www.scagpo.org/index.asp?file=annual_conference.htm) as it becomes available. It is most important that you fill out the forms and return them by the deadline date of November 1, 2009 no exceptions unless other early bird dates are mentioned. Failure to return all forms may result in the conference committee not being able to accommodate your setup requirements.

Thank you in advance for your support. We look forward to you sharing in the 2009 Annual Professional Development Forum and Trade Show. If you have questions or require additional information, please contact [conference@scagpo.org](mailto:conference@scagpo.org).

Forms and payments not made on line must be sent to:

NADINE CHASTEEN, TREASURER  
SCAGPO/CONFERENCE  
P.O. Box 9516  
Greenville, SC 29604-9516

Sincerely,

Melissa Rae Thurstin, CPM  
Conference Chair

## **SCAGPO**

### **INSTRUCTIONS TO VENDORS**

In the event a vendor withdraws registration fee(s) a full refund less \$100.00 will be issued prior to October 16, 2009. NO REFUNDS WILL BE ISSUED AFTER October 16, 2009. All requests to withdraw must be made in writing to Nadine Chasteen, Treasurer and post marked by October 16, 2009.

In the event the conference is canceled by SCAGPO, SCAGPO will return all registration fees within thirty days upon receipt of written request from vendor.

Displays will be in accordance with the schedule set forth by the SCAGPO Conference Committee. An 8x10 Booth Rental includes a six foot skirted table, two chairs, piping and drapes. The Show is in a carpeted ballroom. A complete vendor schedule will be provided at time of registration.

Security will be provided by SCAGPO during hours the main display area is closed. However, SCAGPO and The Hilton Head Marriott Resort and Spa assumes no responsibility or liability for lost, stolen, damaged or misplaced items or inventories placed in display or otherwise provided in conjunction with this conference.

All Booth Registration forms along with your payment must be returned in order for us to hold a space.

SCAGPO reserves the right to accept or reject any booth registration fee(s). Booth fee will be returned in full if booth registration is denied.

All rules and regulations set forth by The Hilton Head Marriott Resort and Spa and SCAGPO will be followed by all participating vendors. It is required that all Vendors stay for the entire show.

**HOPE YOU WILL ENJOY THE  
2009 ANNUAL PROFESSIONAL DEVELOPMENT FORUM AND TRADE SHOW  
AND WILL MAKE PLANS TO ATTEND NEXT YEAR**



**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.

## **SCAGPO VENDOR OPPORTUNITIES**

Please take note of the opportunities for participating Vendors at this year's SCAGPO Annual Professional Development Forum and Trade Show. They add significant value to the vendor's investment. These opportunities will occur on Tuesday, November 17 through Thursday, November 19. The 2009 Conference and Program Committees cordially invite all Vendors to take part in the following sessions and events. Times may change. A final schedule will be emailed to all registered vendors prior to conference.

Tuesday November 17, 2009 - Vendor/Member Golf Tournament  
Golf carts, lunch and beverages will be provided. Prizes will be awarded for the various achievements made and to the winning team.

Tuesday November 17, 2009 - Vendor/Member Bowling Tournament  
1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> place prizes, entry fee includes four games and shoes.

Wednesday November 18, 2009 – 11:00 — 5:00 PM Vendor Registration  
Vendors must check in at the vendor registration table located in front of the trade show area. An information packet outlining the events, name badges and booth location(s) will be provided at that time.

Doors will open for the trade show at 4:00 PM.

Trade Show Times:

Wednesday November 18, 2009                      4:00 — 7:00

Thursday November 19, 2009                      2:00 — 6:00

Members are to visit with the vendors.

Wednesday November 18, 2009

7:30 PM – 11:30 PM President's Reception "Light Hors d'oeuvres"

All vendors with a ticket are invited to join the SCAGPO membership in a social honoring the current President and congratulating the incoming officers and board members.

Thursday November 19, 2009

12:00PM – 1:30PM Member / Vendor Luncheon

Thursday November 19, 2009

11:00AM – 12:00 How to do Business with the State of SC

Final day of exhibit, members are to visit with vendors

This is the end of the conference social time for members and vendors, giveaways will be conducted in the Trade Show area. Any gift donated by a vendor will be given away at this time. Vendors must be present to receive a gift from SCAGPO.

**VENDORS MUST HAVE EQUIPMENT TAKEN DOWN AND REMOVED FROM THE TRADE SHOW AREA BY 10:00 PM THURSDAY.**

**SECURITY WILL NOT BE PROVIDED AFTER THIS TIME**



**BOOTH REGISTRATION**

Forum and Trade Show Dates — November 18-19, 2009

HILTON HEAD MARRIOTT RESORT AND SPA, HILTON HEAD, SOUTH CAROLINA

**This Form will be your invoice.**

**PLEASE TYPE OR PRINT ALL INFORMATION**

Company Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**NEEDED FOR CONFIRMATION AND UPDATE INFORMATION**

Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No. \_\_\_\_\_

**Name Badge Information, PLEASE PRINT**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
(Included in registration) (Included in registration)

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

**LIST ALL EQUIPMENT THAT YOU WILL BE BRINGING TO THE TRADE SHOW**

\_\_\_\_\_  
\_\_\_\_\_

Give a brief description of commodities/services provided by your company:

\_\_\_\_\_  
\_\_\_\_\_

SCAGPO  
 BOOTH REGISTRATION INVOICE  
ALL FEES MUST BE PAID IN ADVANCE  
 NO EXCEPTIONS

Description	Booth fee of \$550 (if paid after 9/30/2009, base booth fee is \$575)	X	No. of Booth(s)	Total Fee
Booth(s) will not be assigned until fees are received in full (includes cost of 2 attendees per one booth)				\$
Electrical —Total taken from electrical order form (Form Attached)				
Phone Line - Total taken from phone order form (Form Attached)				
Equipment Rental (Base Booth Fee includes 1 skirted table with 2 chairs)				
Registration Total				\$

ADDITIONAL TICKET PRICES AT TIME OF REGISTRATION TICKET(S) MAY BE PURCHASED PER EVENT GROUPING				
Event	Cost	X	Additional Attendees	Total Costs
Wednesday Receptions	40.00			
Thursday Breaks and Luncheons	50.00			
Total included in registration for 2 persons or may be purchased for additional attendees	90.00			
Thursday Banquet-Banquet tickets may be purchased at the same fee as non-members	75.00			

I HAVE ENCLOSED ALL INFORMATION AS NEEDED  
 BOOTH REGISTRATION FORM       ELECTRICAL AND AV FORM  
 PHONE FORM       EQUIPMENT RENTAL

Payment Enclosed \$ \_\_\_\_\_ BY CHECK \_\_\_ OR VISA \_\_\_

Fees may be paid on-line by Visa at [www.scagpo.org](http://www.scagpo.org)

Send all correspondence and checks to: NADINE CHASTEEN, TREASURER  
 SCAGPO/CONFERENCE  
 P.O. Box 9516  
 Greenville, SC 29604-9516

**A confirmation of receipt of complete payment will be sent via email.**

**This form with accompanying documentation serves as your invoice – Please return with payment.**



## ELECTRICAL AND AUDIO VISUAL EQUIPMENT

Date of Order:		Date Needed:		Booth #:	
Name of Event or Exhibition: SCAGPO TRADE SHOW					
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.					
<b>Note: 208V Single and Three Phase is hard wire only!!</b>					
<b><u>MARRIOTT WILL NOT BE RESPONSIBLE FOR DAMAGED EQUIPMENT</u></b>					
<b><u>LABOR RATES</u></b>					
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: \$ _____			
<b><u>ELECTRICAL</u></b>			<b><u>MECHANICAL</u></b>		
	COST	TOTAL		COST	TOTAL
Basic Service:	\$ 50.00				
Basic Service Example: Computer, TV, Track Lights, Etc.					
<b><u>SINGLE PHASE</u></b>					
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		Any special requirements will be priced on an individual basis.		
<b><u>AUDIO VISUAL</u></b>					
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				





**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**

<u>Standard Height</u>	<u>Tables Only</u>	<u>Tables W/Skirting*</u>
4' long x 2' wide x 30" high	_____ @ \$30.00	_____ @ \$65.00
6' long x 2' wide x 30" high	_____ @ \$40.00	_____ @ \$75.00
8' long x 2' wide x 30" high	_____ @ \$50.00	_____ @ \$85.00
<u>Counter Height</u>	<u>Tables Only</u>	<u>Tables W/Skirting*</u>
4' long x 2' wide x 40" high	_____ @ \$50.00	_____ @ \$85.00
6' long x 2' wide x 40" high	_____ @ \$60.00	_____ @ \$95.00
8' long x 2' wide x 40" high	_____ @ \$70.00	_____ @ \$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

**MICELLANEOUS EQUIPMENT**

_____ 30" Round Cocktail Table (30"High).....	\$45.00	_____ 30" Round Bistro Table (42" High)...	\$55.00
_____ Plastic Contour Chair.....	\$12.00	_____ Waste Basket.....	\$14.00
_____ Upholstered Arm Chair.....	\$25.00	_____ Easel.....	\$20.00
_____ Padded Stool.....	\$35.00	_____ Table Top Literature Rack.....	\$20.00
_____ Garment Rack.....	\$40.00	_____ Floor Literature Rack.....	\$50.00
_____ 8 ft. x 10 ft. Carpet (Includes Installation).....			\$85.00
_____ 8 ft. x 20 ft. Carpet (Includes Installation).....			\$170.00
_____ 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			
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
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 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			
Street	City	State	Zip Code
By (Print or type)	Signature	Title	Date
(Please Mail Promptly)			



## **RESERVATIONS FOR HILTON HEAD MARRIOTT RESORT AND SPA**

Reservations for the Hotel can be made using the following link:

<http://www.marriott.com/hotels/travel/hhhgr-hilton-head-marriott-resort-and-spa/?toDate=11/23/09&groupCode=scpscpa&fromDate=11/13/09&app=resvlink>

The room rate is currently \$118 plus tax. Per the agreement with the hotel, the room rate is the GSA rate in effect at the time of the conference PLUS \$20.00. The rates are established each September.

**PLEASE BE AWARE THAT THE RATES MAY CHANGE IN SEPTEMBER. THE GSA RATES ARE ESTABLISHED BY THE FEDERAL GOVERNMENT AND CAN BE FOUND AT WWW.GSA.GOV. LOOK FOR THE PER DIEM RATES FOR SOUTH CAROLINA.**



SPONSORSHIP AGREEMENT  
Conference and Trade Show  
Hilton Head, South Carolina  
November 18 – 20,2009

(Please print or type)

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_

Sponsorship opportunities for a particular event, such as Wednesday or Thursday breaks, luncheons, receptions, Thursday night's banquet or a hospitality suite, are available. Contact the Sponsorship Chair for more information. Gifts provided by vendors will be collected into a pool and distributed as door prizes with all member attendees eligible to enter and win.

Checklist for Sponsorship Level (select one)

Platinum \$6,000.00 \_\_\_\_\_

Gold \$5,000.00 \_\_\_\_\_

Silver \$2,500.00 \_\_\_\_\_

Send Payment to:

NADINE CHASTEEN, TREASURER  
SCAGPO/CONFERENCE  
P.O. Box 9516  
GREENVILLE, SC 29604-9516

Payment Enclosed \$ \_\_\_\_\_ BY CHECK \_\_\_\_\_ OR VISA \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Sincerely,

Tony Ellis, CPPO

Sponsorship Committee Chair

## **SPONSORSHIP OPPORTUNITIES**

Register now to be a sponsor at the South Carolina Association of Governmental Purchasing Officials, Inc. Annual Professional Development Forum and Trade Show, November 18-20, 2009. Seating for the banquet table(s) will be determined by number of sponsors above General Sponsorship Level. Additional booths may be purchased at General Sponsorship fee.

### **PLATINUM Sponsorship of \$6,000.00 includes:**

#### **All of Booth Level below plus:**

Six (6) banquet tickets and registration packages (two booths/six chairs)  
Presentation (50 minutes) to attendees at annual forum or a seminar during 2010  
Special acknowledgement at opening Session  
Signage throughout the forum area  
Prominent exhibit space in Exhibit Hall  
Your company logo on SCAGPO web site for one year  
One sponsored item (flyer, brochure or CD-ROM) for bags (minimum of 220)  
Full page ad in member/vendor brochure

### **GOLD Sponsorship of \$5,000.00 includes:**

#### **All of Booth Level below plus:**

Four (4) banquet tickets and registration packages (two booths)  
Presentation (50 minutes) to attendees at annual forum  
Special acknowledgement at opening Session  
Signage throughout the forum area  
Prominent exhibit space in Exhibit Hall  
Your company logo on SCAGPO web site for one year  
One sponsored item (flyer, brochure or CD-ROM) for bags (minimum of 220)  
Half page ad in member/vendor brochure

### **SILVER Sponsorship of \$2,500.00 includes:**

#### **All of Booth Level below plus:**

Three (3) banquet tickets and registration packages (one booth and three chairs)  
Special Acknowledgement at opening session  
Signage throughout the Forum area  
Prominent exhibit space in Exhibit Hall  
Your company logo on SCAGPO web site for six months  
1/4 page ad in member/vendor brochure

**Participation by a vendor does not guarantee nor imply any present or future contractual arrangement between SCAGPO or conference attendee.**

**I agree to all sponsorship terms and attached rules and regulations**



**RETURN FORM TO:**

**BLUE CHIP EXPO**

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

**CLEANING SERVICE ORDER FORM**

<u>SERVICE</u>	<u>AMOUNT</u>
<b>Carpet Cleaning</b> – Charges based upon gross exhibit booth area.	
Vacuuming ONCE before initial opening of exhibit	\$25 per booth space
Vacuuming before initial opening of exhibit and DAILY thereafter	\$20 per booth space per day
<b>Exhibit Cleaning</b>	
Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibit.	\$25 per hour (Minimum of 1 hour)
Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibit and DAILY thereafter	\$25 per hour (Minimum of 1 hour)

**CALCULATING YOUR TOTAL CLEANING SERVICE**

Vacuuming Once \_\_\_\_\_ number of booths x \$25.00 x \_\_\_\_\_ days = \$ \_\_\_\_\_

Vacuuming Daily \_\_\_\_\_ number of booths x \$20.00 x \_\_\_\_\_ days = \$ \_\_\_\_\_

Exhibit Cleaning \_\_\_\_\_ (rate) x \_\_\_\_\_ days = \$ \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_**

**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

## 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  in box for card being used:

MASTERCARD

VISA

AMERICAN EXPRESS

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 OFFICE USE ONLY

Services

Sub-Total \$ \_\_\_\_\_

7% Sales Tax \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

5% Administrative Fee \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

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

## 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 \$40 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 = \$65.00 per hour. Overtime = \$95.00 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)



**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)



# 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
\$60.00	\$120.00

## 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 \$15.00 per pallet, crate, etc. Shrink wrapping of display material is available at \$15 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 \$15.00 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 \$60) 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.



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### CALCULATION OF DRAYAGE CHARGES

There is a minimum charge of \$120.00 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 \$60 or \$240.00; a 528 pound shipment would be charged at a rate of 6 x \$60 pr \$360.00)

\_\_\_\_\_ LBS. rounded up to next 100 \_\_\_\_\_ Divided by 100 = \_\_\_\_\_  
 x \$60.00 = \_\_\_\_\_

Wirght of shipment = 437 pounds calculated as follows:

\_\_\_\_\_ 500 \_\_\_\_\_ LBS Divided by 100 = \_\_\_\_\_ 5 \_\_\_\_\_ x \$60.00 = \_\_\_\_\_ \$300.00

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 \$ \_\_\_\_\_

*South Carolina Association  
of Governmental Purchasing Officials, Inc.*

**Registration**

Platinum Sponsor @ \$900      \$ \_\_\_\_\_  
 Gold Sponsor @ \$600      \$ \_\_\_\_\_  
 Silver Sponsor @ \$300      \$ \_\_\_\_\_  
 SCAGPO Member @ \$50      \$ \_\_\_\_\_  
 Vendor Participate @ \$50      \$ \_\_\_\_\_  
 I would like to Donation      \$ \_\_\_\_\_  
 to SCAGPO Education/Training fund

Send registration form to: Elizabeth A. Smith

Post Office Box 1228

Beaufort, SC 29901

Send check to: SCAGPO Treasurer

Nadine Chasteen, Treasurer

PO Box 9516

Greenville, SC 29604-9516

**PLEASE MAKE SURE TO INDICATE ON  
YOUR CHECK THAT IT IS FOR THE  
GOLF TOURNAMENT**



*Bring your golf swing and enjoy*

**SPONSORSHIP LEVELS**

**Platinum Sponsor - \$900**

Includes 3 players, professionally made sign displayed at the course and recognized by SCAGPO. The fourth player will be a self-paid Practitioner who will be assigned to your threesome.

**Gold Sponsor - \$600**

Includes two players, professionally made sign displayed at the course and recognized by SCAGPO.

**Silver Sponsor - \$300**

Includes one player, professionally made sign displayed at the course and recognized by SCAGPO.

**Member Registration**

\$50 Includes Green Fee and Cart, food and drink, goodies, and various prizes.

\_\_\_ I WOULD LIKE TO  
PROVIDE A DOOR PRIZE

**Sign-up Form**

\_\_\_\_\_  
Name  
 \_\_\_\_\_  
Address  
 \_\_\_\_\_  
 \_\_\_\_\_  
Company Name  
 \_\_\_\_\_  
Phone:                      Cell:  
 \_\_\_\_\_  
E-mail

*Make Check Payable to: SCAGPO*

Check No:

Handicap:

Please return registration forms with all fees by: **November 1, 2009**

**SCAGPO's 6<sup>th</sup> Annual  
Golf Tournament**

Our sixth annual golf tournament will be held Tuesday, November 17, 2009 at the Eagle's Pointe Golf Course located at 1 Eagle's Pointe Drive, Bluffton, SC 29909.

Tee Time Starting: 8:00 A.M.

Registration begins at: 7:30 A.M. at The Clubhouse



**SCAGPO GOLF**

Course Information

<u>Tees</u>	<u>Yardage</u>
Men's	6400
Women's	5210

\*For questions concerning SCAGPO's 6<sup>th</sup> Annual Golf Tournament please contact Elizabeth Smith at (843) 470-2737 or [esmith@bcgov.net](mailto:esmith@bcgov.net).