



SPECIALTY & AGRO CHEMICALS AMERICA®

September 8-10, 2021 | Charleston, SC

2021 EXHIBITOR & SHOW SERVICES MANUAL

Section A. CONTACT INFORMATION

- Show Organizer Contact:** Chemicals America, Inc.
Philadelphia, PA Office
Tel: +1 (215) 882-9100; Fax: +1 (215) 695-5520
support@chemicalsamerica.com
- Shipping Services Contact:** PRX Exposition Services – ZOOM Logistics
2326 Air Park Road
North Charleston, SC, 29406
Tel: +1 (803) 926-5300 (Office); Fax: +1 (803) 926-5500
prx@preposition.com
- Event Location:** Belmond Charleston Place Hotel
Hotel cannot accept direct show shipments – see pages 3 & 4 below
205 Meeting Street
Charleston, SC 29401
Tel: +1 (843) 722-4900; Fax: +1 (843) 722-6952

Section B. 2021 CHARLESTON SHOW DATES & TIMES

Show Hours:	Wednesday, Sept. 8:	9:00 AM – 4:00 PM (Showcase Presentations)
	Wednesday, Sept. 8:	11:00 AM – 5:30 PM (Exhibits Open & Reception)
	Thursday, Sept. 9:	9:00 AM – 5:30 PM (Exhibits, Conference, Reception)
	Friday, Sept. 10:	9:00 AM – 11:00 AM (Exhibits Open)
Registration Hours:	Tuesday, Sept. 7:	3:00 PM – 5:00 PM
	Wednesday, Sept. 8:	8:00 AM – 5:30 PM
	Thursday, Sept. 9:	8:00 AM – 5:30 PM
	Friday, Sept. 10:	8:00 AM – 11:00 AM
Exhibit Set-Up:	Tuesday, Sept. 7:	3:00 PM – 5:00 PM
	Wednesday, Sept. 8:	8:00 AM – 11:00 AM
Exhibit Break-Down:	Friday, Sept. 10:	11:00 AM – 3:00 PM

Section C. EXHIBITORS: WHAT'S INCLUDED + ADDITIONAL OPTIONS

All Exhibit Spaces Include:

- One (1) table, One (1) tablecloth, One (1) table skirt, and Two (2) Chairs
- Company Name Signs with Company Name in basic block letters
- Company listing and description in the Exhibitor Directory, printed in the Show Program
- **Registering Staff Badges** (see below for number included): Staff badges can be registered online at the below link – choose “Exhibitor Representative” option, and enter your company’s 6-digit exhibit confirmation number (emailed with initial space registration):
<https://www.expotracshows.com/chemicals-america/2021/charleston/>
- Show contractor, PRX, will set up tables, chairs, and company freight in each space

Grand Ballroom and Grand Hall Exhibit Spaces, #100 to #985, Include:

- Two (2) Exhibitor Representative Badges (includes full event access)
- ****NOTE:** All Ballroom Spaces = 8 feet-wide MAXIMUM**
Grand Ballroom booths (#100 - 820): 6’ Tabletop set in 8’W x 6’D x 8’H pipe & drape booth
Grand Hall spaces (#910 - 985): 6’ Tabletop, with approx. 7.5’W back space behind table
- One (1) Electrical Outlet, 110V
- Note: Some hallway spaces require extension cord to reach wall outlet

Lobby Table Spaces, L-01 to L-29, Include:

- Two (2) Exhibitor Representative Badges (includes full event access)
- 4’W rectangular table tops, with approx. 6’W back space behind table
- Limited electrical outlets on existing walls are available

Meeting Room Exhibit Table Spaces, MT-50 to MT-85, Include:

- Two (2) Exhibitor Representative Badges (includes full event access)
- 4’W rectangular table tops, with approx. 6’W back space behind table
- Limited electrical outlets on existing walls are available
- ****NOTE:** Meeting Room Exhibit tables are located in a separate room from the main exhibit ballroom – we will have directional signs posted, but the value for your space will mostly be gained from setting up meetings prior to the show, versus relying on typical walk-up traffic.

Additional Furniture / Material Handling:

- PRX Exposition Services has been named as the official general service contractor for the 2021 Chemicals America Event. PRX offers a secure online ordering system to request additional tables, chairs, material handling services and other items you need for a successful event.
- A **customized login link** will be emailed to all vendors **starting May 10**, or after your booth registration is confirmed. If you do not receive the email from PRX, please check your Spam or Clutter filters for an email titled “**Access to PRX Exposition Services**”.
- If you need ordering assistance or did not receive the initial ordering email please don’t hesitate to contact PRX Exhibitor Services at prx@preposition.com or <https://preposition.com>

Wireless Internet & Audio/Visual Needs:

- **Free Basic Wi-Fi is available throughout the hotel;** a wired Internet connection can be ordered through the Belmond hotel contact, Janine Sundin: Tel: +1 (843) 724-8111; janine.sundin@belmond.com
- Audio/visual needs such as TV monitor can be ordered directly from the hotel A/V company, Encore:

John Michiels, Director, Event Technology
Encore Global, c/o Charleston Place Hotel
 205 Meeting Street
 Charleston, SC 29401
 Tel: +1 (843) 577-2007
 Email: john.michiels@encoreglobal.com

Exhibitor Lead Retrieval Rental:

- This year, exhibitors will need to bring their own lead retrieval system and devices if desired.

Section D. SHIPPING AND RECEIVING EXHIBIT MATERIALS**PRE-SHOW ADVANCE SHIPPING**

- All exhibitor equipment/materials should be shipped in advance of the show through PRX Exposition Services. Exhibitors will use an online portal provided by PRX to access all shipping details, including deadlines and material handling fees.
- PRX will send a **customized login link** that will be emailed to all vendors, starting May 15 or after your booth registration is confirmed. If you do not receive the email from PRX, please check your Spam or Clutter filters for an email titled "**Access to PRX Exposition Services**".
- If you need ordering assistance or did not receive the initial ordering email please don't hesitate to contact PRX Exhibitor Services at prx@preposition.com or <https://preposition.com>
- **EARLIEST DATE** for all exhibit materials to arrive = **Monday, August 2, 2021**
- **DEADLINE** for all exhibit materials to arrive = **Thursday, September 2, 2021**
- PRX Expo freight services rates are **\$165.00 flat for first 200 lbs., +82.5 cents/add'l lb.**
- This service includes receiving materials at our warehouse, unloading from carrier, storage at warehouse, delivery from our warehouse to convention site, empty crate storage, delivery of crates after show to booth, and delivery from booth to designated carrier for outbound shipment.
- All shipped materials should be shipped to the advanced warehouse address below, and must state **Chemicals America Event, Exhibitor Company Name, and Exhibit Space Number** on each package and on bill of lading.

PRX Exposition Services – ZOOM Logistics
ChemAmer Event, Exhibitor Name, Space Number
 2326 Air Park Road
 North Charleston, SC, 29406
 Tel: +1 (843) 926-5300

DIRECT SHIPMENTS TO CHARLESTON PLACE HOTEL

- **NOTE: The Charleston Place Hotel cannot accept exhibitor materials** – Exhibitor staff staying at the hotel can ship small boxes to their own attention.
- Exhibitors are encouraged to use our show contractor **PRX Expo** (see above). We have set up a **flat rate of \$165 (up to 200 lbs.)** which covers receiving materials 30 days before the show, storage, delivery to your exhibit space on show set-up day (Tuesday, Sept. 7), and preparing the return shipment post-show.
- Exhibitors are welcome to carry their own materials into the hotel at no charge.
- There is a public parking garage directly adjacent to the Charleston Place Hotel (\$24/day).
- **Exhibitor staff staying at the hotel can ship small boxes to their own attention**, and can **only arrive between Thursday, Sept. 2 – Tuesday, Sept. 7, 2020** (3 business days before show), and should state the following information on each box label:

Belmond Charleston Place
Attending Person's Name, Hotel Guest
ChemAmer Event, Exhibitor Company, Space Number
 205 Meeting Street
 Charleston, SC 29401
 Tel: +1 (843) 722-4900

RETURN SHIPMENT INSTRUCTIONS:

- Prior to show close on the final day, PRX will distribute a **Dismantle Notice** with instructions to see the PRX Service Desk onsite for all outbound shipping arrangements.
- **Please BRING RETURN SHIPPING LABELS to the show.** Exhibitors should properly label each outbound piece with a prepaid shipping label or outbound BOL for your preferred carrier. It is helpful to have an actual shipping label and not a handwritten one to ensure proper return delivery.
 - **Exhibitors using PRX:** PRX will collect materials from your exhibit space and transfer them to the Belmond Hotel loading dock; Exhibitors should contact their shipping carrier to schedule pick-up from the Belmond Hotel for **Friday, Sept. 10, between 2:00 - 4:00 PM.** Any shipments not picked up by 4:00 PM will be routed through the House Carrier.
 - **Shipping direct to/from the Belmond Hotel:** Exhibitors not using PRX will need to coordinate with the hotel bellmen's desk to arrange for transporting materials from the ballroom to the loading dock. Exhibitors should contact their shipping carrier to schedule pick-up from the Belmond for **Friday, Sept. 10, after 2:00 PM or anytime Monday, Sept. 13.**