



SPECIALTY & AGRO CHEMICALS AMERICA®

June 28–30, 2022 | Charleston, SC

2022 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)
Danielle Murnieks, Cell: +1 (301) 922-8865
dmurnieks@prexposition.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. 2022 CHARLESTON SHOW DATES & TIMES

Show Hours:	Tuesday, June 28:	9:00 AM – 4:00 PM (Showcase Presentations)
	Tuesday, June 28:	11:00 AM – 5:30 PM (Exhibits Open & Reception)
	Wednesday, June 29:	9:00 AM – 5:30 PM (Exhibits, Conference, Reception)
	Thursday, June 30:	9:00 AM – 11:00 AM (Exhibits Open)
Registration Hours:	Monday, June 27:	3:00 PM – 5:00 PM
	Tuesday, June 28:	8:00 AM – 5:30 PM
	Wednesday, June 29:	8:00 AM – 5:30 PM
	Thursday, June 30:	8:00 AM – 11:00 AM
Exhibit Set-Up:	Monday, June 27:	3:00 PM – 5:00 PM
	Tuesday, June 28:	8:00 AM – 11:00 AM
Exhibit Break-Down*:	Thursday, June 30:	11:00 AM* – 3:00 PM

***To maintain show quality, exhibitors must adhere to break-down start time.**

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
- Show contractor, PRX, will set up tables, chairs, and company freight in each space
- ****NOTE: 10' Popup Displays Do Not Fit and will not be allowed to setup at our show:**
 - All Ballroom Spaces = 8 feet MAXIMUM display width
 - All Lobby & Meeting Table Spaces = 6 feet MAXIMUM display width
- Company Name Signs with Company Name in basic block letters
- Company listing and description in the Exhibitor Directory, printed in the Show Program
- Two (2) Exhibitor Representative Badges (includes full event access)
 - **Registering Staff Badges:** Staff badges can be registered online at this link: <https://register-agro.chemicalsamerica.com/2022/>
 - Choose "Exhibitor Representative" option, and enter your company's 6-digit exhibit confirmation number (emailed with initial space registration):

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

- 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-32, Include:

- 4'W rectangular table tops, with approx. 6'W back space behind table
- Limited electrical outlets on existing walls are available - bring extension cords if electricity is needed.

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

- 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 2022 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 2**, 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>

Catering, Wireless Internet & Audio/Visual Needs:

- **Free Basic Wi-Fi is available throughout the Charleston Place Hotel;** a wired Internet connection can be ordered through the hotel contact:
Janine Sundin, Tel: +1 (843) 724-8111; janine.sundin@charlestonplace.com
- **Catering for Exhibit Booths or Meeting Rooms** can also be ordered directly from the hotel contact, Janine Sundin, same as above.
- Audio/visual needs such as TV monitor can be ordered directly from the hotel A/V company, Encore:

Jason Day, Director, Event Technology
Encore Global, c/o Charleston Place Hotel
 205 Meeting Street
 Charleston, SC 29401
 Tel: +1 (843) 864-7135
 Email: Jason.Day@encoreglobal.com

Exhibitor Lead Retrieval Rental:

- The event does not offer lead retrieval devices; 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 2** 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@preexposition.com or <https://preexposition.com>
- **EARLIEST DATE** for all exhibit materials to arrive = **Tuesday, May 31, 2022**
- **DEADLINE** for all exhibit materials to arrive = **Thursday, June 23, 2022**
- PRX Expo freight services rates are **\$220.00 flat minimum for first 200 lbs. + \$1.10/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 \$220 (up to 200 lbs.)** which covers receiving materials 30 days before the show, storage, delivery to your exhibit space on show set-up day (Monday, June 27), 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 Wednesday, June 22 – Monday, June 27, 2022** (3 business days before show), and should state the following information on each box label:

Charleston Place Hotel
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 Charleston Place Hotel loading dock; Exhibitors should contact their shipping carrier to schedule pick-up from the Belmond Hotel for **Thursday, June 30, 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 Charleston Place Hotel for **Thursday, June 30, after 2:00 PM or anytime Friday, July 1.**