



## 2018 EXHIBITOR & SHOW SERVICES MANUAL

### Section A. CONTACT INFORMATION

- Show Organizer Contact:** Sherri Sims  
Chemicals America, Inc.  
Glenside, PA  
Tel: +1 (214) 526-7367; Fax: +1 (215) 695-5520  
[sherri@chemicalsamerica.com](mailto:sherri@chemicalsamerica.com)
- Shipping Services Contact:** **PRX Exposition Services** (formerly Displays Unlimited)  
Danielle Murnieks, Account Executive  
C/O: ZOOM Logistics  
2326 Air Park Road  
North Charleston, SC, 29406  
Tel: +1 (843) 714-2767 (Office); Fax: +1 (803) 926-5500  
[dmurnieks@preexposition.com](mailto:dmurnieks@preexposition.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. 2018 SHOW DATES & TIMES

<b>Show Hours:</b>	Wednesday, September 5:	<b>11:00 AM – 5:30 PM (Exhibits Open at 3:30 PM)</b>
	Thursday, September 6:	<b>9:00 AM – 5:30 PM</b>
	Friday, September 7:	<b>9:00 AM – 11:30 AM</b>
<b>Registration Hours:</b>	Tuesday, September 4:	<b>3:00 PM – 5:00 PM</b>
	Wednesday, September 5:	<b>8:30 AM – 5:30 PM</b>
	Thursday, September 6:	<b>8:30 AM – 5:30 PM</b>
	Friday, September 7:	<b>8:30 AM – 11:30 AM</b>
<b>Exhibit Set-Up:</b>	Tuesday, September 4	<b>3:00 PM – 5:00 PM</b>
	Wednesday, September 5:	<b>8:30 AM – 3:30 PM</b>
<b>Exhibit Break-Down:</b>	Friday, September 7:	<b>11:30 AM – 3:00 PM</b>

## 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/2018/>
- Show contractor, PRX, will set up tables, chairs, and company freight in each space

### Grand Ballroom and 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)

### 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-59, Include:

- One (1) Exhibitor Representative Badge (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 Options:

- A list and order form for additional exhibit furnishings can be found in **PRX Expo’s online store** at the following link: <https://preposition.boomerecommerce.com/Pages/Event/EventHome.aspx?E=6>

### 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, Ceil Phillips: Tel: +1 (843) 722-4900; [ceil.phillips@belmond.com](mailto:ceil.phillips@belmond.com)
- Audio/visual needs such as TV monitor can be ordered directly from the hotel A/V company, PSAV:  
**Kendyll Heier**, Sales Manager, Event Technology  
**PSAV, c/o Charleston Place Hotel**  
205 Meeting Street, Charleston, SC 29401  
Office: +1 843-724-7239  
Email: [kheier@PSAV.COM](mailto:kheier@PSAV.COM)

### Exhibitor Lead Retrieval Rental:

- See forms at the back of this manual for pricing ordering information
- Exhibitor lead retrieval devices can be rented through our registration vendor, **ExpoTrac**

**Thomas Richards, Vice President**

**ExpoTrac**

Tel: 401-766-4142; Fax: 401-765-6677

E-Mail: [tomr@expotracs.com](mailto:tomr@expotracs.com)



## 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**, using the **online instructions at our event link below** (screen shot at bottom of page):  
<https://preposition.boomerecommerce.com/Pages/Event/EventHome.aspx?E=6>



### Welcome to Online Ordering



Welcome to PRX Exposition Services! This area will provide you the place to order all your booth needs for your upcoming show. If you need any help ordering your services, please do not hesitate to contact us. We want to make sure you have exactly what you need for a successful event!

#### Existing Users

If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password in the box to the right. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password.

#### New Users

If you have not received log in credentials, please e-mail [prx@preposition.com](mailto:prx@preposition.com) to request. **Please include the name of the show in your email.** Once you receive the email follow the link (or copy and paste to your browser) to set up your permanent password.

Login to place new orders, modify existing orders and manage your account.

E-Mail Address

Password

[Forgot Password](#)

196A Shop Grove Drive • Columbia, SC 29209

Phone: 803-926-5300 • Fax: 803-926-5500 • Email: [prx@preposition.com](mailto:prx@preposition.com)

## **PRE-SHOW ADVANCE SHIPPING** (Continued)

- **EARLIEST DATE** for all exhibit materials to arrive = **Friday, August 3, 2018**
- **DEADLINE** for all exhibit materials to arrive = **Thursday, August 30, 2018**
- PRX Expo freight services rates are **\$150.00 flat for first 200 lbs., +75 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 must state event name, **Spec & Agro Chem**, and **Exhibitor Company**, and **Exhibit Space Number** on each package and on bill of lading.

### **PRX Exposition Services**

**Spec & Agro Chem, Exhibitor Company, Space Number**

**C/O: ZOOM Logistics**

2326 Air Park Road

North Charleston, SC, 29406

Tel: +1 (843) 554-9100

- **Return Instructions:** Exhibitors can leave any boxes by your booth, with a properly labeled shipping label affixed for your preferred carrier. Displays Unlimited will collect materials and coordinate the return shipment to your office. **It is helpful to have an actual shipping label** and not a hand written one to ensure proper return delivery.

## **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 \$150 (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. 4), 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 (\$16/day).
- **Exhibitor staff staying at the hotel can ship small boxes to their own attention**, and can **only arrive between Friday, August 31 – Tuesday, September 4, 2018** (3 business days before show), and should state the following information **on each box label:**

**Belmond Charleston Place**

**Attending Person's Name, Hotel Guest**

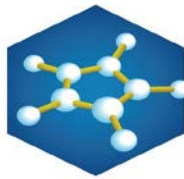
**Spec & Agro Chem, Exhibitor Company, Space Number**

205 Meeting Street

Charleston, SC 29401

Tel: +1 (843) 722-4900

# EZ❖TRAC™ LEAD RETRIEVAL ORDER FORM



**SPECIALTY & AGRO  
CHEMICALS  
AMERICA**

**September 5 - 7, 2018**

**Belmond Charleston Place Hotel  
Charleston, South Carolina**

PLEASE FILL OUT ALL INFORMATION COMPLETELY - TYPE OR PRINT - PAYMENT MUST ACCOMPANY ORDER

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**SAVE \$50 if you order by 8/6/18**

**Maximize your ROI on your show with EZ❖Trac Lead Retrieval from ExpoTrac**

Please see our EZ❖TRAC Lead Retrieval packages listed below:



**EZ❖TRAC-iLeads™** mobile app for Apple & Android devices, allows you to scan badges, customize your own qualifiers and enter lead data on your own device. You can then download your leads from a secure website.

**CHECK BOX FOR QUANTITY**

- license for 1 device - \$ 229.00
- license for 2 devices - \$ 329.00
- license for 3 devices - \$ 419.00
- unlimited licenses - \$ 899.00



**EZ❖TRAC-Mobile™** this is a preloaded Apple iPod Touch you may rent to customize your own qualifiers and enter lead data. You can then download your leads from a secure website.

EZ❖TRAC-Mobile Quantity: \_\_\_\_\_ \$ 299.00 \$ \_\_\_\_\_



**EZ❖TRAC-Print™** this scanner prints out your lead immediately. This unit also stores the leads to a USB flash drive automatically. We provide you with both the USB drive and 1 roll of paper with this rental. (must order this unit prior to show to ensure availability). Electricity is required.

EZ❖TRAC-Print Quantity: \_\_\_\_\_ \$ 329.00 \$ \_\_\_\_\_

Customize 20 Lead Qualifiers:  \$ 40.00 \$ \_\_\_\_\_

Extra Printer Paper (per roll): \_\_\_\_\_ \$ 4.00 \$ \_\_\_\_\_

**TOTAL DUE: \$**

**METHOD OF PAYMENT**



CHECK (#: \_\_\_\_\_)

CARD NUMBER: \_\_\_\_\_ EXP DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME AS IT APPEARS ON CARD

SIGNATURE OF CARDHOLDER

**SEND PAYMENT TO:**

**ExpoTrac**  
Registration Services

1296 Park East Drive, Woonsocket, RI 02895

Fax: (401) 765-6677 Email: [sales@expotracs.com](mailto:sales@expotracs.com) Federal ID #: 05-0436117

Questions or concerns contact us at: (401) 766-4142

Please review the terms & conditions as your order indicates acceptance of these terms.

# FOR EZ❖TRAC-PRINT™ 2-D SCANNER SYSTEM USERS



Your unit is pre-programmed with 20 standard lead qualification codes (see list below). If you wish to order custom programmed lead qualifiers at an additional cost of \$40, please provide your qualifiers on the form below.

## STANDARD LEAD QUALIFICATION CODES FOR EZ❖TRAC-PRINT™

- |                             |                            |                               |
|-----------------------------|----------------------------|-------------------------------|
| 1. Send Literature          | 2. Send Samples            | 3. Send Pricing               |
| 4. Add to Mailing List      | 5. Technical Info Required | 6. Detail Specs Required      |
| 7. Provide Quote            | 8. Product Demo Required   | 9. Immediate Contact Required |
| 10. Have Salesperson Call   | 11. Recommends             | 12. Final Say                 |
| 13. Makes Purchase Decision | 14. Partial Interest       | 15. Purchase in 30 days       |
| 16. Purchase in 3 months    | 17. Purchase in 6 months   | 18. Ready to Purchase         |
| 19. Immediate Need          | 20. Order Placed at Show   |                               |

## Specialty & Agro Chemicals America 2018

**Exhibiting Company:** \_\_\_\_\_

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

### TERMS AND CONDITIONS

- ExpoTrac agrees to perform lead retrieval / data collection services to the customer for the agreed upon fee, as listed on the front of this agreement. The service may include use of a bar code scanner and the processing of the collected information, or mobile device application use.
- The method of payment shall be in United States dollars, and must be submitted with the order for service. ExpoTrac will accept for payment the following: Checks drawn on banks in the United States of America; Certified checks or money orders; valid American Express, Discover, MasterCard, or Visa charge cards. Except as provided in Paragraph 4 below, any payments to ExpoTrac will not be refunded for any reason. ExpoTrac reserves the right to hold all collected data until the fee for services is paid in full.
- ExpoTrac will furnish the equipment to the customer in good working order, and the customer agrees to return the equipment to ExpoTrac in the same condition received excepting normal wear and tear. The customer agrees to the immediate payment, upon demand by ExpoTrac, for all damages or loss to ExpoTrac's equipment, except such as may result from the normal operation thereof. The customer acknowledges and understands that the total replacement of each EZ-Trac-Print bar code scanner will be \$2,500<sub>USD</sub>, and the total replacement of each EZ-Trac Mobile iPod will be \$500<sub>USD</sub>. The customer agrees to the processing of payment for lost scanners on the credit card shown on the front of this agreement; or if payment is made by check, to the immediate payment for the loss.
- ExpoTrac will use all reasonable care in handling the information collected by the scanner, however, ExpoTrac SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING FROM THE LOSS OF SUCH INFORMATION, FOR ANY REASON, ARISING FROM OR RELATED TO EXPOTRAC'S EQUIPMENT. EXPOTRAC'S SOLE LIABILITY FOR DAMAGE FOR ANY CAUSE WHATSOEVER SHALL BE LIMITED TO THE TOTAL FEE PAID FOR THE SERVICES PROVIDED BY EXPOTRAC.
- Customer agrees to return all equipment to ExpoTrac's service desk at the conclusion of the show, and obtain a written receipt for the equipment. Equipment left in the exhibit area, lost, or stolen is the responsibility of the customer, pursuant to Paragraph 3. Customer acknowledges that they are responsible to obtain all equipment at the ExpoTrac service desk located in the registration area, equipment will not be delivered to the customer's booth.
- It is agreed that the governing law pertaining to this contract will be the laws of the State of Rhode Island and the United States of America.
- Customer agrees that it is purchasing the data collection service for its own use, and that it will not resell for any reason the information or output generated by this service. The customer will be held liable for any incidental damages caused by the resale or improper use of this information.