



EXHIBITOR & SHOW SERVICES MANUAL

Section A. CONTACT INFORMATION

Show Organizer Contact:	Tom Leahy American Chemical Marketing 809 North Fairway Road Glenside, PA 19038 Tel: +1 215-882-9100; Fax: +1 215-695-5520 tom.leahy@chemicalsamerica.com
Shipping Services Contact:	Displays Unlimited LLC Rebecca Mangum 196-A Shop Grove Drive Columbia, SC 29209 Tel: +1 (803) 978-9703 Fax: +1 (803) 926-5500 rmangum@displaysunlimited.net
Event Location: *Hotel has only limited storage space for direct shipments - see page 3 below*	Belmond Charleston Place Attn: Ceil Phillips 205 Meeting Street Charleston, SC 29401 Tel: +1 (843) 722-4900; Fax: +1 (843) 722-6952 ceil.phillips@belmond.com

Section B. 2016 SHOW DATES & TIMES

Show Hours:	Wednesday, September 7: 1:00 PM – 6:30 PM (Exhibits Open at 4:30 PM) Thursday, September 8: 9:00 AM – 6:00 PM Friday, September 9: 9:00 AM – 1:00 PM
Registration Hours:	Wednesday, September 7: 9:00 AM – 6:30 PM Thursday, September 8: 8:00 AM – 6:30 PM Friday, September 9: 8:00 AM – 12:00 Noon
Exhibit Set-Up:	Wednesday, September 7: 8:30 AM – 4:30 PM
Exhibit Break-Down:	Friday, September 9: 12:00 Noon – 3:00 PM

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

Regular Exhibit Spaces Include:

- Two (2) Complimentary Exhibitor Staff Badges (includes full conference registration)
- Additional exhibitor staff badges can be registered online at this link – choose “Exhibitor Staff Badge” option (regular registration rates apply after complimentary badges are used):
http://www.regonline.com/chemamer16_exhibit
- ****NOTE: All spaces = 8 feet-wide MAXIMUM****
- Grand Ballroom booths (#100-#820): 8'W x 6'D x 8'H space, with pipe & drape for side and back panels
Grand Lobby spaces (#10-#75): 6'W table top format, approx. 7.5'W back space behind table
 - One (1) 6' table, One (1) tablecloth, One(1) table skirt, and Two (2) Chairs
 - One (1) Electrical Outlet (110V)
 - Company Name Signs with Company Name in basic block letters
- Show decorator will set up supplied pipe & drape, tables, and company freight in each space

Research Showcase & Meeting Table Spaces Include:

- One (1) Complimentary Exhibitor Staff Badge (includes full conference registration)
- Additional exhibitor staff badges can be registered online at this link – choose “Exhibitor Staff Badge” option: http://www.regonline.com/chemamer16_exhibit
- Research Showcase spaces (#RS-1 to RS-10) and Meeting Table spaces (#MT-11 to MT-28):
 - 4 foot rectangular (RS) or 2.5 foot round tables (MT), with approx. 6 feet of back space behind table for companies to set-up banner displays (no hanging of materials on walls is allowed)
 - One (1) tablecloth, and One Chair (1) for RS, or Three Chairs (3) for MT – additional chairs available upon request
 - Company Name Signs with Company Name in basic block letters;
 - Limited electrical outlets on existing walls are available
- ****NOTE****
Meeting Tables & Research Showcases are located in separate meeting rooms from regular exhibits. We will provide directional signs and program listings – but table registrants are encouraged to set-up pre-event meetings, versus relying solely on walk-up attendee traffic

Additional Furniture Options:

- A list and order form for additional exhibit furnishings can be found further below in the Displays Unlimited (D.U.) instruction packet.
- To order additional exhibit furnishings, exhibitors need to complete the D.U. Credit Card Authorization form (see D.U. forms below) and return to the Displays Unlimited show services contact.

Wireless Internet & Audio/Visual Needs:

- **Free Basic Wi-Fi is available throughout the hotel**
- Audio/visual needs such as TV monitor or a wired Internet connection can be ordered directly from the hotel A/V company, PSAV:

John Michiels, Director, Event Technology

PSAV, c/o Charleston Place Hotel

205 Meeting Street

Charleston, SC 29401

Office: 843.577.2007 Mobile: 843.324.2491 Email: jmichiels@PSAV.COM

Section D. SHIPPING AND RECEIVING EXHIBIT MATERIALS

1. PRE-SHOW ADVANCE SHIPPING (Use forms from D.U. further below):

- All exhibitor equipment/materials should be shipped in advance of the show using our show decorator, **Displays Unlimited**, using the **FREIGHT SERVICES & CREDIT CARD FORMS** (see D.U. packet below)
- **EARLIEST DATE** for all exhibit materials to arrive = **Friday, August 5, 2016**
- **DEADLINE** for all exhibit materials to arrive = **Friday, September 2, 2016**
- Displays Unlimited freight services rates are **\$150.00 flat for 1st 200 lbs., +75 cents/add'l lb.:**
 1. 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.
 2. Payment for freight handling must be paid in advance of show.
 3. All shipped materials must state event name, **Spec & Agro Chem**, and **Exhibitor Company, Exhibitor Contact**, and **Exhibit Space Number** on each package and on bill of lading.
 4. Bill of lading for outbound shipment will be available at end of show.
 5. It is exhibitor's sole responsibility to label each piece of outbound shipment and submit to displays unlimited a completed bill of lading covering each outbound shipment.
 6. Loose material and uncrated shipments will not be accepted at warehouse.
 7. Each shipment should be insured by the exhibitor from the time it leaves your company until it is returned to you from the show.
 8. Displays unlimited will not be responsible for concealed damage, material inadequately packed or for damage to uncrated, un-skidded or loose materials, damage or loss from any cause at any time after delivery to booth.
 9. Shipments by whatever means of transportation must be prepaid – No collect shipments will be accepted.

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.

2. DIRECT SHIPMENTS TO CHARLESTON PLACE HOTEL:

- **NOTE:** The Charleston Place Hotel has very limited storage space for exhibit materials – exhibitors are encouraged to use our show contractor Displays Unlimited (see #1 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. 8), and setting up a 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).
- If you do need to ship direct to the hotel, limited deliveries can **only arrive between Friday, Sept. 2 – Tuesday, Sept, 6, 2016** (3 business days before show), and should state the following information **on each box label:**

Belmond Charleston Place
Spec & Agro Chem, Exhibitor Company
Exhibitor Contact, Exhibit/Meeting Space Number
 205 Meeting Street
 Charleston, SC 29401
 Tel: +1 (843) 722-4900



Freight Service Form

PLEASE RETURN THIS FORM TO **DISPLAYS UNLIMITED** WITH PAYMENT

Event Date: Sept. 7-9, 2016

Event Name: Specialty & Agro Chemicals America

Company Name: _____

Booth #: Specialty & Agro #

Representative: _____

Phone #: _____ Email: _____

Address: _____

City, State, Zip: _____

Freight Carrier: _____

Number of Pieces: _____ Total Combined Weight: _____

Date Shipped: _____

Frequently Asked Freight Questions

1. Where do I ship my show material?

- Displays Unlimited
196A Shop Grove Drive
Columbia, SC 29209

2. When does my freight need to arrive at Displays Unlimited?

- All freight and show materials need to arrive 2-14 days prior to show date. If freight or show materials cannot arrive by the specified date, then your company may incur additional charges.
- If your freight is not in by the deadline, it can be refused by warehouse personnel and may not make it to the show.

3. Where will my freight be located when I arrive to the show?

- If you have already paid for Displays Unlimited to handle your freight, your freight will be in your booth waiting for you.
- If you have yet to pay for freight handling, you will need to see the Displays Unlimited representative at the show to pay for your freight handling charges.

4. How Should I label my freight?

- Displays Unlimited recommends that ALL show material be marked with the shipping labels provided in your exhibitor kit. Freight not marked properly may get lost or delayed.

5. What should I do with my freight after the show?

- Once your show is over, pack up your freight and place the outbound labels with the freight company that your company has chosen to ship with (completely filled out) on top of your freight. A Displays Unlimited representative will be onsite to collect your freight and answer any questions you may have.
- We will have extra UPS & FedEx ground shipping labels available upon request if needed.

6. When will you ship out my freight and when can I schedule a pick up at your warehouse?

- We will ship out your freight with the designated shipper the next business day.
- We ask that you schedule your freight pickups the next business day as well.
- Our warehouse hours are: Monday-Friday, 8am-5pm

7. What is included in my freight handling charges?

- Your charges include, but are not limited to:
 - Receiving & Storing your show freight at our warehouse
 - Your show freight & materials delivered to your booth at setup
 - Collecting your freight after your show and shipping it out for you

**RUSH****DO NOT DELAY**

EXHIBITOR NAME

c/o: Displays Unlimited
196A Shop Grove Dr.
Columbia, SC 29209

WAREHOUSEEVENT: Specialty & AgroBOOTH NO: Specialty & Agro # _____ NO. _____ OF _____ PCS**RUSH****DO NOT DELAY**

EXHIBITOR NAME

c/o: Displays Unlimited
196A Shop Grove Dr.
Columbia, SC 29209

WAREHOUSEEVENT: Specialty & AgroBOOTH NO: Specialty & Agro # _____ NO. _____ OF _____ PCS**RUSH****DO NOT DELAY**

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196A Shop Grove Dr.
Columbia, SC 29209

WAREHOUSEEVENT: Specialty & AgroBOOTH NO: Specialty & Agro # _____ NO. _____ OF _____ PCS

FREIGHT SERVICE TERMS & CONDITIONS

PLEASE SIGN & RETURN – KEEP A COPY OF THIS FORM FOR YOUR RECORDS

TERMS & CONDITIONS

1. RATES ARE \$75 PER 100LBS (CWT) & IT IS A MINIMUM CHARGE OF \$150.00. THE FOLLOWING ARE ADDITIONAL CHARGES & ARE \$15 EACH. THEY INCLUDE: TAPING, STRAPPING, SHRINK WRAPPING, LABELING FREIGHT & FILLING OUT ANY TYPE OF FREIGHT FORMS FOR EXHIBITORS
2. SHIPMENTS CAN BE RECEIVED AT THE WAREHOUSE TWO WEEKS PRIOR TO THE SHOW DATE. THESE SERVICES INCLUDE RECEIVING YOUR DRAYAGE AT OUR WAREHOUSE, UNLOADING FROM MOTOR CARRIER, STORAGE AT OUR WAREHOUSE, DELIVERY FROM OUR WAREHOUSE TO THE SHOW SITE, EMPTY CRATE STORAGE, DELIVERY OF CRATES TO & FROM BOOTH, DELIVERY TO DESIGNATED OUTBOUND SHIPPING COMPANY
3. BILL OF LADING FOR OUTBOUND DRAYAGE WILL BE AVAILABLE AT THE END OF THE SHOW UPON REQUEST
4. IT IS THE EXHIBITORS SOLE RESPONSIBILITY TO LABEL EACH PIECE OF OUTBOUND SHIPMENTS AND SUBMIT TO **DISPLAYS UNLIMITED**. BILL OF LADING COVERING EACH OUTBOUND SHIPMENT MUST BE COMPLETED BEFORE DRAYAGE CAN BE PICKED UP.
5. **DISPLAYS UNLIMITED** WILL NOT BE RESPONSIBLE FOR CONCEALED DAMAGE, MATERIAL INADEQUATELY PACKED OR FOR DAMAGE TO UN-CRATED, UN-SKIDDED OR LOOSE MATERIALS, DAMAGE OR LOSS FROM ANY CAUSE AT ANY TIME AFTER DELIVERY TO THE EXHIBITORS BOOTH AND AFTER IT IS SHIPPED OUT TO ITS NEXT DESTINATION.
6. ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR/COMPANY FROM THE TIME IT LEAVES HIS OR HER FIRM, UNTIL IT IS RETURNED FROM THE SHOW.
7. PLEASE USE THE SHIPPING LABELS PROVIDED ON THE PREVIOUS PAGE.
8. SHIPMENTS BY WHATEVER MEANS OF TRANSPORTATION MUST BE PREPAID
9. PAYMENT FOR FREIGHT HANDLING MUST BE PAID IN ADVANCE OF THE SHOW.
FREIGHT WILL NOT BE DELIVERED TO YOUR BOOTH UNTIL PAYMENT FOR HANDLING HAS BEEN PAID IN FULL
10. COLLECT SHIPMENTS WILL NOT BE ACCEPTED. **DISPLAYS UNLIMITED** WILL NOT BE RESPONSIBLE FOR PAYING ANY FREIGHT CHARGES FROM OTHER FREIGHT COMPANIES REGARDING YOUR FREIGHT, UNLESS PREVIOUSLY AGREED UPON WITH VENDOR
11. FREIGHT DELIVERED TO WAREHOUSE AFTER THE DEADLINE DATE, WILL BE REFUSED
12. IF ANY FREIGHT HANDLING FEES ARE NOT UP TO DATE, **DISPLAYS UNLIMITED** RESERVES THE RIGHT TO HOLD THE FREIGHT UNTIL PAYMENT IS RECEIVED IN FULL
13. PLEASE MAKE SURE THAT YOUR BILL OF LADING OR SHIPPING LABELS ARE LABELED CORRECTLY TO ENSURE A FAST RETURN OF YOUR FREIGHT TO ITS NEXT DESTINATION.

SIGNATURE: _____

I AGREE TO THE TERMS & CONDITIONS ABOVE



OUTBOUND FREIGHT – SERVICE & HANDLING

TERMS & CONDITIONS

It is the exhibitor's responsibility to call your carrier of choice to schedule a pick up time & date.

If your carrier is unable to pick up your freight 3 days after the show end date, you can be subject to storage fees.

Storage fees are \$12.00 per CWT per week starting 3 days after the show ends.

If Displays Unlimited handled your inbound freight & the exhibitor decided to use another carrier to pick up at the show site, it is the exhibitor's responsibility to inform Displays Unlimited prior to leaving the show site.

Displays Unlimited will not be held responsible for any missing or damaged freight not being picked up by Displays Unlimited.

If you have chosen UPS or FedEx Ground, Displays Unlimited will deliver your outbound freight to the designated carrier the next business day.

Exhibitor: _____

Booth #: Specialty & Agro # _____

Carrier: _____

Account Number *(with your Carrier):* _____

Ship To: (Destination)

To: _____

Address: _____

C/O: _____

Phone: _____

Email: _____

Qty	Description	Weight

CREDIT CARD FORM

Please complete this form if you are using our services. This will protect your exhibiting representative from being responsible for personally covering any additional charge that may be incurred at the event. Credit will be issued only if the form is returned prior to the show. No services can be provided without advance payment in full or completion of this credit card form. Credit Information is required for additional services, rentals ordered at show site or any freight handling services. At the conclusion of your show, a receipt will be sent to you reflecting all charges and payments.

Event: Specialty & Agro

Company Name: _____

Address: _____

City, State, Zip: _____

Representative: _____

Phone #: _____ **Email:** _____

Please Check Card Type:

Master Card Visa American Express Discover

Name on Card: _____

Card Number: _____

Expiration: _____ **CVV Code:** _____

SIGNATURE: _____

Exhibitor Booth Furnishing Form

Event Date: Sept. 7-9, 2016 Booth #: Specialty & Agro #

Company Name: _____

Address: _____

City, State, Zip: _____

Ordered By: _____

Phone #: _____ Fax #: _____

Email: _____

QTY	Tables/ No Skirts	Price	Total
	4' L x 2' W	\$30	
	6' L x 2' W	\$30	
	8' L x 2' W	\$30	
QTY	Skirted Tables	Price	Total
	4' L x 2' W	\$65	
	6' L x 2' W	\$70	
	8' L x 2' W	\$75	
	4th Side Draped	\$25	
QTY	42" High Tables – No Skirt	Price	Total
	4' L x 2' W	\$55	
	6' L x 2' W	\$60	
	8' L x 2' W	\$65	
QTY	42" High Tables – Skirted	Price	Total
	4' L x 2' W	\$80	
	6' L x 2' W	\$85	
	8' L x 2' W	\$90	
	4th Side Draped	\$25	
QTY	Additional Curtains	Price	Total
	8' Curtains	\$30	
	3' Curtains	\$30	

QTY	Booth Accessories	Price	Total
	Black Folding Chair	\$12	
	Resin Chair	\$20	
	Arm Chair	\$30	
	Counter High Chair	\$35	
	Wooden Stool	\$30	
	Easel	\$20	
	Flood Light	\$20	
	Wastebaskets	\$15	
	Grid Panels 2' x 6'	\$30	
	Grid with Legs	\$36	
	24"x42" Cocktail Rounds	\$20	
	24" Round Tables	\$15	
	30" Round Tables	\$30	
	30" x 42" Cocktail Round	\$35	
	36" Round Tables	\$40	
	48" Round Tables	\$45	
	60" Round Tables	\$50	
	72" Round Tables	\$55	

Sub Total

Skirt Color:

- | | | | |
|--------------------------------|---|-----------------------------------|---|
| <input type="checkbox"/> Black | <input type="checkbox"/> 30" <input type="checkbox"/> 42" | <input type="checkbox"/> Plum | <input type="checkbox"/> 30" <input type="checkbox"/> 42" |
| <input type="checkbox"/> Blue | <input type="checkbox"/> 30" <input type="checkbox"/> 42" | <input type="checkbox"/> Burgundy | <input type="checkbox"/> 30" <input type="checkbox"/> 42" |
| <input type="checkbox"/> Red | <input type="checkbox"/> 30" <input type="checkbox"/> 42" | <input type="checkbox"/> Orange | <input type="checkbox"/> 30" <input type="checkbox"/> 42" |
| <input type="checkbox"/> White | <input type="checkbox"/> 30" <input type="checkbox"/> 42" | <input type="checkbox"/> Gray | <input type="checkbox"/> 30" <input type="checkbox"/> 42" |
| <input type="checkbox"/> Teal | <input type="checkbox"/> 30" <input type="checkbox"/> 42" | <input type="checkbox"/> Navy | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Green | <input type="checkbox"/> 30" <input type="checkbox"/> 42" | <input type="checkbox"/> Beige | |

30" Only

Curtain Colors:

- | | | |
|---------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Beige | <input type="checkbox"/> White | <input type="checkbox"/> Navy |
| <input type="checkbox"/> Black | <input type="checkbox"/> Red | <input type="checkbox"/> Carolina Blue |
| <input type="checkbox"/> Blue | <input type="checkbox"/> Gold | |
| <input type="checkbox"/> Brown | <input type="checkbox"/> Green | |
| <input type="checkbox"/> Yellow | <input type="checkbox"/> Purple | |
| <input type="checkbox"/> Teal | <input type="checkbox"/> Burgundy | |
| <input type="checkbox"/> Berry | <input type="checkbox"/> Forest Green | |