



2017 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. 2017 SHOW DATES & TIMES

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

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

Regular Exhibit Spaces & Research Showcases 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/chemamer17_exhibit
 - ****NOTE: All Ballroom 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 (#910 - 975): 6'W table top format, approx. 7.5'W back space behind table
Research Showcase Front Lobby spaces (#L1 - L14): 4'W table top format, approx. 6'W back space
- All Include:
- 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

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/chemamer17_exhibit
- Meeting Table spaces (#MT-20 to MT-47):
 - 4 foot rectangular tables 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 Two Chairs (2) – additional round tables and chairs available in center of room
 - Company Name Signs with Company Name in basic block letters;
 - Limited electrical outlets on existing walls are available
- ****NOTE****
Meeting Tables 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 instruction packet (*will be ready Spring 2017*).
- To order additional exhibit furnishings, exhibitors need to complete the D.U. Credit Card Authorization form (*will be ready Spring 2017*) 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. - *will be ready Spring 2017*):

- 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** (*will be ready Spring 2017*)
- **EARLIEST DATE** for all exhibit materials to arrive = **Friday, August 4, 2017**
- **DEADLINE** for all exhibit materials to arrive = **Friday, September 1, 2017**
- Displays Unlimited freight services rates are **\$150.00 flat for first 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 (Weds., Sept. 6), 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).
- If you do need to ship direct to the hotel, limited deliveries can **only arrive between Friday, Sept. 1 – Tuesday, Sept. 5, 2017** (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