



# SPECIALTY & AGRO CHEMICALS AMERICA®

June 25-27, 2024 | Savannah, GA

## 2024 EXHIBITOR SHIPPING & SHOW SERVICES MANUAL

### Section A. SHOW CONTACTS

**Show Organizer Contact:** Chemicals America, Inc.  
Philadelphia, PA Office  
Tel: +1 (215) 882-9100; Fax: +1 (215) 695-5520  
[support@chemicalsamerica.com](mailto:support@chemicalsamerica.com)

**Shipping Services Contact:** **PRX Exposition Services – TForce Freight**  
1503 Lissner Ave  
Savannah, GA 31408  
Tel: +1 (803) 926-5300 (Office)  
Danielle Murnieks, Cell: +1 (301) 922-8865  
[dmurnieks@prexposition.com](mailto:dmurnieks@prexposition.com)

**Event Location:** Savannah International Trade & Convention Center  
Savannah, GA

**\*Convention Center cannot accept direct show shipments – see pages 3 & 4 below.**

### Section B. 2024 SAVANNAH SHOW DATES & TIMES

**Show Hours:**

Tuesday, June 25:	4:00 PM – 5:30 PM (Exhibits Open & Opening Reception)
Wednesday, June 26:	9:00 AM – 4:00 PM (Exhibits, AM Showcases, PM Conference)
Thursday, June 27:	9:00 AM – 4:00 PM (Exhibits, AM Showcases, PM Conference)
Thursday, June 27:	4:00 PM – 5:30 PM (Exhibits & Networking Reception)

**Registration Hours:**

Tuesday, June 25:	10:00 AM – 5:30 PM
Wednesday, June 26:	8:00 AM – 5:30 PM
Thursday, June 27:	8:00 AM – 5:30 PM

**Exhibits Setup:** Tuesday, June 25: 10:00 AM – 4:00 PM

**Exhibits Break Down:** Thursday, June 27: **5:30 PM\*** – 6:30 PM (Option 1)  
Friday, June 28: 8:00 AM – 12:00 PM (Option 2)

**\*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-Foot-Wide Displays Do Not Fit and will not be allowed to setup at our show:**
  - All Ballroom & Gallery Spaces = 8 feet MAXIMUM display width
  - Displays cannot block sight lines of neighboring spaces or extend into aisles (front 3 feet of exhibit space must keep view open from each side)
- 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.chemicalsamerica.com/2024/>
  - Choose "Exhibitor Representative" option, and enter your company's 6-digit exhibit confirmation number (emailed with initial space registration):

### Chatham Ballroom and Georgia Gallery Exhibit Spaces Include:

- Chatham Ballroom (#100 to 830): 6' Wide Tabletop, Display space = 8'W x 6'D x 8'H (back & side drape booth)
- Georgia Gallery (#G-01 to G-59): 6' Wide Tabletop, Display space = 8'W x 6'D x 8'H (side drape only)
- One (1) Electrical Outlet, 110V

### Media Table Spaces, M-01 to M-03, Include:

- 6' Wide Tabletop, Display space = 8'W x 6'D x 8'H (No drape)
- Limited electrical outlets on existing walls are available - bring extension cords if electricity is needed.

### Additional Furniture / Material Handling:

- PRX Exposition Services has been named as the official general service contractor for the 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 early May**, 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 [dmurnieks@prexposition.com](mailto:dmurnieks@prexposition.com) or <https://prexposition.com>
- Orders need to be placed in advance for Material Handling. If an order is not made prior to the show and an order needs to be created for you, there will be a 25% fee added to your order.

### Exhibitor Lead Capture & Retrieval:

- The lead capture application can be downloaded and managed on Apple and Android phones. Complimentary access to download the phone app will be offered to 2024 exhibitors.
- Search for the '**Elements Capture**' app by CrowdComms in your phone's store.
- Enter Event Code: **chemamer24** when prompted (Note: will be active **after June 1**)
- Contact Exhibitor Services: [support@chemicalsamerica.com](mailto:support@chemicalsamerica.com), or on-site at the show, and we will supply you with your **unique exhibitor access code**.
- Share your same access code for all exhibit staff to use for scanning badges.



Elements Capture  
Crowdcomms Australia

### Catering, Wireless Internet & Audio/Visual Needs:

- **Free Basic Wi-Fi will be available** throughout the trade show meeting space.
- **Audio/visual needs** such as TV monitor or a wired Internet connection can be ordered directly from the Savannah Convention A/V Services:  
Cameron Smith, Director, Encore Event Technology  
Tel: +1 (912) 447-4000; [cameron.smith2@encoreglobal.com](mailto:cameron.smith2@encoreglobal.com)
- **Catering for Exhibit Booths or Meeting Rooms** can be ordered directly from the Savannah Convention Catering Services:  
Patrice Simmons, Catering & Event Manager  
Tel: +1 (912) 447-4000; [PSimmons@savtcc.com](mailto:PSimmons@savtcc.com)
- \*Note: For **Meeting Rooms located in the Westin Savannah Resort**, please contact:  
Beth Cowart, Director of Event Planning: +1 (912) 201-2206, [beth.cowart@westin.com](mailto:beth.cowart@westin.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. 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 early May** 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 [dmurnieks@preposition.com](mailto:dmurnieks@preposition.com) or <https://preposition.com>
- **EARLIEST DATE** for all exhibit materials to arrive = **Monday, May 20, 2024**
- **DEADLINE** for all exhibit materials to arrive = **Thursday, June 20, 2024**
- PRX Expo freight services rates are **\$240.00 flat minimum for first 200 lbs. + \$120.00/add'l 100 lbs.**
- 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.

**PRE-SHOW ADVANCE SHIPPING ADDRESS:**

**PRX Exposition Services – TForce Freight**  
**ChemAmer Event, Exhibitor Name, Space Number**  
 1503 Lissner Ave  
 Savannah, GA 31408  
 Tel: +1 (843) 926-5300

**DIRECT SHIPMENTS TO WESTIN SAVANNAH RESORT HOTEL**

- **NOTE: The Westin Savannah Hotel cannot accept exhibitor materials** – Exhibitors are encouraged to use our show contractor PRX Expo (see instructions above).
- **Exhibitor staff staying at the hotel can ship small boxes to their own attention**, but exhibitors NOT using PRX will need to transport your own materials from the Westin hotel to the adjacent Savannah Convention Center.
- There is a public parking garage directly adjacent to the Savannah Convention Center (\$5/day).
- Direct shipments to the Westin Savannah Hotel can only arrive between Wednesday, June 20 – Monday, June 24, 2024 (3 business days before show), and should state the following information on each box label:

**Westin Savannah Harbor Resort**  
**Attending Person's Name, Hotel Guest**  
 1 Resort Drive  
 Savannah, GA 31421  
 Tel: +1 (912) 201-2000

**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 Savannah Convention Center loading dock;  
 Exhibitors **NEED TO** contact their shipping carrier to schedule pick-up for **Friday, June 28, between 9:00AM - 12:00 PM:** The Savannah Convention Center **DOES NOT** have a daily pickup!!

**Savannah Int'l Trade & Convention Center**  
 1 International Drive  
 Savannah, GA 31421  
 Tel: (912) 447-4000

\* Any shipments not picked up **by 12:00 PM** will be routed through the House Carrier.

- Exhibitors **NOT** using PRX will need to transport your own materials to/from the Savannah Convention Center. The convention center will not handle the receipt or return shipments of exhibitor materials. Exhibitors will need to coordinate with your hotel to arrange for transporting materials from the hotel back to your office.