



July 29-31, 2025  
Savannah, GA

## 2025 EXHIBITOR SHIPPING & SHOW SERVICES MANUAL

### Section A. SHOW CONTACTS

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

**Shipping Services:** PRX Exposition Services  
c/o 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 Convention Center & Westin Savannah Resort  
Savannah, GA

*\*Convention Center and Hotel do not accept direct show shipments – see Section D below.*

### Section B. 2025 SAVANNAH SHOW DATES & TIMES

#### Show Hours:

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Agenda</u>
Tuesday, July 29	10:30 AM	4:00 PM	AM Conference General Sessions; PM Vendor Showcases
Tuesday, July 29	4:00 PM	5:30 PM	Exhibits Open & Opening Reception
Wednesday, July 30	9:00 AM	5:30 PM	Exhibits, Showcases, Conference, Reception
Thursday, July 31	9:00 AM	11:00 AM	Exhibits Open

*\* Note: Registration Available Monday afternoon, 3:00 – 5:30 PM*

#### Exhibitor Setup & Breakdown Times:

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Agenda</u>
Monday, July 28	3:00 PM	5:30 PM	Exhibitor Setup (Option 1)
Tuesday, July 29	8:00 AM	4:00 PM	Exhibitor Setup (Option 2)
Thursday, July 31	11:00 AM	4:00 PM	Exhibitor Breakdown

*\* Note: Exhibitors Are Required to Honor Breakdown Start Time of Thursday, 11:00 AM*

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

### All Exhibit Spaces Include:

- One (1) 6 feet long x 30 inches wide, skirted table, Two (2) Chairs.  
**Note:** See PRX contact info in **Section D** below if you want additional/other furniture options.
- Show contractor, PRX, will set up tables, chairs, and PRX-contracted company freight in each space.
- Company name sign with exhibitor name and show logo in basic block letters.
- Company description in the Show Program & Exhibitor Directory (**Print Deadline = June 16, 2025**)
- 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/>
  - Choose “**Individual Badge – Exhibit Staff**” 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-foot-wide table set in 8'W x 6'D x 8'H drape booth.
- Georgia Gallery (#L-01 to L-59): 6-foot-wide table, with 8-feet back space width behind table.
- One (1) Electrical Outlet, 110V

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

- 4-foot-wide rectangular tabletops, with approx. 6-foot back space width behind table.
- Limited electrical outlets on existing walls are available – bring extension cords if electricity is needed.

### **\*\*Important: Display Size Limits\*\***

- All Ballroom & Gallery Spaces = 8 feet wide MAXIMUM displays:  
***10' Popup Displays Do Not Fit and will not be allowed to setup at the show.***
- Displays cannot block sight lines of neighboring spaces (8 feet high max; front 3 feet of exhibit space must keep view open from each side).
- Displays cannot extend into aisles (6 feet deep max).
- Signage or displays cannot be hung or affixed to convention center walls or windows.

### Exhibitor Lead Capture & Retrieval:

- The lead capture application can be downloaded and managed on Apple and Android phones. Complimentary access to download the app will be offered to 2025 exhibitors.
- Search for the 'Elements Capture' by CrowdComms in your phone's app store.



- Enter Event Code: **chemamer25** 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 company’s unique access code with exhibit staff to use for scanning badges.

## 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:  
**Siobhan Wise**, Sales Manager, Encore Event Technology  
 Tel: +1 (203) 906-0462; [siobhan.mcgorty@encoreglobal.com](mailto:siobhan.mcgorty@encoreglobal.com)  
 Direct Online Order Link: [Exhibitor A/V Orders](#)
- **Catering for Exhibit Booths or Meeting Rooms** can be ordered directly from the Savannah Convention Catering Services:  
**Patrice Simmons**, Catering Sales Manager  
 Tel: +1 (912) 447-4031; [ExhibitorCatering@savtcc.com](mailto:ExhibitorCatering@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. ORDERING & SHIPPING EXHIBIT MATERIALS

### 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 late 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.**"
- Orders need to be placed in advance for material handling. If an order is not made prior to the show and needs to be created onsite, there will be a 25% fee added to your order.
- If you require assistance or did not receive the initial order email, please contact PRX Exhibitor Services: [dmurnieks@prexposition.com](mailto:dmurnieks@prexposition.com) or <https://prexposition.com>

### Pre-Show Advance Shipping:

- All exhibitor equipment/materials should be shipped in advance of the show through PRX Exposition Services, using the PRX online ordering portal detailed above. This portal gives exhibitors all shipping details, deadlines and material handling fees.
- **EARLIEST DATE** for exhibit materials to arrive at PRX = **Thursday, June 26, 2025**  
**FINAL DEADLINE** for all exhibit materials to arrive at PRX = **Thursday, July 24, 2025**
- PRX Expo freight services rates are **\$270 flat minimum for up to 200 lbs. + \$135/add'l 100 lbs.**
- This service includes receiving materials at the warehouse, unloading from carrier, storage and delivery from the warehouse to convention site, empty crate storage, returning crates after show to booth, and delivery from booth to designated carrier for outbound shipment.

- All materials should be shipped to the advanced warehouse address below, and must display **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**  
**ChemAmer Event, Exhibitor Name, Space Number**  
**PRX Exposition Services**  
**c/o TForce Freight**  
**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).
- **Exhibit staff staying at the hotel may ship small boxes to their own attention**, but exhibitors NOT using PRX will be responsible for transporting your materials from the Westin hotel to the Convention Center.
- **Public parking** is directly adjacent to the Savannah Convention Center:
  - \$10 outdoor lot per day; \$20 covered garage per day.
- Direct shipments to the Westin Savannah Hotel can only arrive between Wednesday, July 23 – Monday, July 28, 2025 (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:

- At the end of the day on Wednesday, July 30, 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.
- \*Note:** Exhibitor Services does not have blank FedEx, UPS or DHL labels.

- **Exhibitors using PRX:**
  - PRX will collect materials from your exhibit space and transfer them to the Savannah Convention Center loading dock
  - The Center DOES NOT have a daily pickup – Exhibitors should contact their shipping carrier to schedule pick-up for **Thursday, July 31, between 2:00 PM – 6:00 PM:**

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

- Any shipments not picked up by 6:00 PM will be routed through the House Carrier.
- **Exhibitors who are NOT using PRX** will be responsible for transporting their materials to and from the Savannah Convention Center. The convention center will not handle the receipt or return shipments of exhibitor materials. Exhibitors must coordinate with their hotel to arrange transportation of materials from the hotel back to their office.