



2019 TEXAS EXHIBITOR & SHOW SERVICES MANUAL

Section A. CONTACT INFORMATION

Show Organizer Contact: Sherri Sims
 Chemicals America, Inc.
 Dallas, TX Office
 Tel: +1 (214) 526-7367; Fax: +1 (215) 695-5520
sherri@chemicalsamerica.com

Shipping Services Contact: Danielle Murnieks
 PRX Exposition Services
 Tel: +1 (843) 714-2767 (Office); Fax: +1 (803) 926-5500
dmurnieks@preposition.com

Event Location: **Omni Fort Worth Hotel**
Hotel does not accept direct exhibitor shipments – see pages 3 & 4 below
 1300 Houston Street
 Fort Worth, TX 76102
 Tel: +1 (817) 535-6664

Section B. 2019 TEXAS SHOW DATES & TIMES

Show Hours:	Tuesday, February 12:	11:00 AM – 5:30 PM (Exhibits Open at 1:00 PM)
	Wednesday, February 13:	9:30 AM – 5:30 PM
	Thursday, February 14:	9:00 AM – 11:30 AM
Registration Hours:	Monday, February 11:	1:00 PM – 5:00 PM
	Tuesday, February 12:	8:30 AM – 5:30 PM
	Wednesday, February 13:	8:30 AM – 5:30 PM
	Thursday, February 14:	8:30 AM – 11:30 AM
Exhibit Set-Up:	Monday, February 11:	3:00 PM – 5:00 PM
	Tuesday, February 12:	8:30 AM – 1:00 PM
Exhibit Break-Down:	Thursday, February 14:	11:30 AM – 3:00 PM

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

All Texas Ballroom and Hallway Exhibit Spaces Include:

- Two (2) Exhibitor Representative Badges (includes full trade show access; Monday Networking Event and Tuesday Keynote Breakfast events are separate add-on options)
- ****NOTE: All Ballroom Spaces = 8 feet-wide MAXIMUM****
Texas Ballroom booths (#100 - 825): 6' Skirted Tabletop set in 8'W x 6'D x 8'H pipe & drape booth
Texas Hallway spaces (#L-23 - L-95): 6' Skirted Tabletop, with approx. 8'W back space behind table
- Company Name Sign with Company Name in basic block letters
- Two (2) Chairs, One (1) Electrical Outlet (110V)
- Company listing and description in the Exhibitor Directory, printed in the Show Program
- Show contractor, PRX, will set up tables, chairs, and company freight in each space

Registering Staff Badges:

- 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.expotracs.com/chemicals-america/2019/texas/>

Additional Furniture Options:

- An 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:

- **Basic Wi-Fi service has been custom ordered for the event and will be available throughout the hotel’s 2nd and 3rd floor meeting spaces.**
- A wired Internet connection, and other audio/visual needs such as TV monitor, can be ordered through the Omni Fort Worth Hotel’s A/V company, *Encore Event Technologies*:

Victor Solis, Director of Sales

Encore Event Technologies, Omni Fort Worth Hotel

Office: +1 (817) 350-4079; Email: Victor.Solis@encore-us.com

Exhibit or Meeting Room Catering Services:

- All catering needs can be ordered directly through the *Omni Fort Worth Hotel*:

Leslie McGuire, Senior Manager, Convention Services

Omni Fort Worth Hotel

Office: +1 (817) 350-4046; Email: lmcguire@omnihotels.com

Exhibitor Lead Retrieval Rental:

- See forms at the back of this manual for pricing ordering information
- 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

ExpoTrac
Registration Services


Section D. SHIPPING AND RECEIVING EXHIBIT MATERIALS

PRE-SHOW ADVANCE SHIPPING

- Please note that PRX Exhibition Services will be our official general service contractor and **all exhibitor equipment/materials should be shipped in advance of the show through PRX**. PRX will send each exhibitor an email from prx@preposition.com no later than 60 days before the show with your personal login credentials in order to access the ordering system with online instructions.
- Exhibitors who have not received the email can request login credentials by visiting <https://preposition.boomerecommerce.com> and following the **New User instructions** noted in the screen shot below.



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 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](#)

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PRE-SHOW ADVANCE SHIPPING (Continued)

- **EARLIEST DATE** for all exhibit materials to arrive = **Monday, January 14th, 2019**
- **DEADLINE** for all exhibit materials to arrive = **Thursday, February 7th, 2019**
- PRX Expo freight services rates are **\$165.00 flat for first 200 lbs., +83 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, **Chemicals America**, and **Exhibitor Company**, and **Exhibit Space Number** on each package and on bill of lading.

Chemicals America, Exhibitor Company, Space Number
C/O PRX Exposition Services
DC Logistics
4666 Duncanville Rd.
Dallas, TX, 75236
Tel: +1 (469) 778-5406

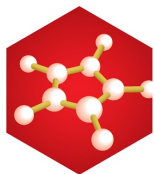
- **Return Instructions:** Exhibitors can leave any boxes by your booth, with a properly labeled shipping label affixed for your preferred carrier. PRX will collect materials and coordinate the return shipment to your office. **It is helpful to have an actual shipping label** and not a hand written one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

DIRECT SHIPMENTS TO OMNI FORT WORTH HOTEL

- **NOTE: The Omni Hotel does not 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 Exposition** (see above). We have set up a **flat rate of \$165 (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, Feb. 12), 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 adjacent to the Omni Fort Worth Hotel (\$22/day).
- **Exhibitor staff staying at the hotel can ship small boxes to their own attention**, and can **only arrive between Wednesday, February 6 – Monday, February 11, 2019** (3 business days before show), and should state the following information on each box label:

Omni Fort Worth Hotel
Attending Person's Name, Hotel Guest
ChemAmer, Exhibitor Company, Space Number
1300 Houston Street
Fort Worth, TX 76102
Tel: +1 (817) 535-6664

EZ❖TRAC™ LEAD RETRIEVAL ORDER FORM



**SPECIALTY & CUSTOM
CHEMICALS AMERICA**
IN PARTNERSHIP WITH **SOCMA**

February 11-14, 2019
Omni Fort Worth Hotel
Fort Worth, Texas

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 1/11/19

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:



1296 Park East Drive, Woonsocket, RI 02895

Fax: (401) 765-6677 Email: 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 & Custom Chemicals America 2019

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_{USD}, and the total replacement of each EZ-Trac Mobile iPod will be \$500_{USD}. 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.