

Pharma

ChemOutsourcing

September 17th – 19th, 2019 Hilton Hotel Parsippany, NJ

2019 Exhibitor Manual

All booths shipped to ChemOutsourcing must be shipped through **Eventex Rentals LLC**. You also have the option of personally bringing your booth with you on set day.

IMPORTANT DEADLINES & INFO

Begin Accepting Shipments: August 17th, 2019

Booth Customization & Special Orders Deadline: September 6th, 2019

Advance Shipping Deadline: September 9th, 2019 (shipments received after this date will incur a \$200 surcharge)

Exhibitor Setup: Tuesday September 17, 2019 (12:00pm – 11:00pm)

Exhibitor Move-out/Clear floor: September 19th, 2019 (4:00pm move out/5:00 clear floor) – All shipments must be picked up from Hilton Parsippany to avoid return surcharge.

*Empties will not be available before 12 noon 09/19/2019

Exhibit Company Contact Info:

Name: Eventex Rentals LLC

Contact: Lindsey Zirkel

Phone: (609) 516-7075

E-mail: Zirkell@eventex-rentals.com

Fax: (609) 489-4901

Eventex Rentals is prepared to receive your exhibition material. Our service includes: unloading and storing freight for up to (30) days, reloading and delivering freight to your booth, handling of empty containers and reloading freight to outbound carrier.

What you need to do before shipping us your freight is listed below:

1. Fill out Eventex Rentals Material Handling Form and Payment information and return via fax or email. DO NOT send your shipment before you receive confirmation that we received your Material Handling Form. We will deny any shipments for which we do not have documentation.
2. Arrange for the carrier of your choice to transport your materials.
3. Prepay for your shipment. Collect shipments will not be accepted.
4. Print and fill out conference labels for every item shipped (see below)

Please fill out bill of lading and consign as follows:

Chemoutsourcing Show

(Exhibit company name)

(Booth Number and contact person)

c/o Eventex Rentals LLC

726 Weehawkin Ave

Forked River, NJ 08731

Your 10' x 10' Exhibit Space includes the following:

- (1) 6' x 2' skirted table
- (2) Chairs

** If you require power for your booth electric can be ordered through the hotel. You will not have access to booth power until the hotel has received your order.

** Shipments to the ChemOutsourcing show will be accepted in ADVANCE ONLY at Eventex Rentals LLC starting August 17th, 2019 – September 13th, 2019. Hilton Parsippany will NOT accept any shipment sent directly to the hotel. This must be arranged through Eventex Rentals.

Eventex Rentals LLC

Material Handling Order Form

Company name: _____

Contact name: _____

Email: _____

Phone number: _____

Booth #: _____

Calculated Estimated Materials Handling Charges

Our Shipment will be delivered to: () Eventex Rentals **

We are shipping _____ lbs @ \$ _____ per 100 lbs. (200 lb minimum charge per shipment)

Estimated Handling Total... ..\$ _____

Late Arrival Surcharge (After Sept 13th).....\$ _____

Total Due:\$ _____

Handling Rates for Calculating Estimates:

	Package handling rates – All packages handled are to be charged at a flat rate per lb. (200lb min.) This includes FedEx, DHL, UPS and all global carriers.
Minimum Charge	\$386.50
Per 100lbs	\$193.25
Overtime delivery or pick up. (Before 8:30am and after 5:30pm)	\$150 surcharge each way

PLEASE NOTE: **This should apply to all shipments that do not require a forklift. If you require a forklift for your delivery please call us directly at (609) 516-7075 or email zirkell@eventex-rentals.com to make special arrangements.

Booth Accessories and Labor: If you require any special orders or labor for the set of your booth please contact Lindsey at (609) 516-7075 or email Zirkell@eventex-rentals.com and we would be happy to coordinate these services for you.

Outbound Shipments: Below is a 'Close of Show' check list to be completed by exhibitor.

- () Obtain, complete and return Outbound Material Handling form from Eventex Rentals (optional)
- () Schedule and coordinate payment for outbound pick-up with the carrier or your choice to be picked up from Hilton Parsippany by 5:00pm on 09/19/2019. Any shipments left past this deadline will be forced back to our warehouse. Additional fees will be assessed.
- () Make sure all items are packed and labeled clearly for your carrier.

LIMITS OF LIABILITY

We are not responsible for damages to uncrated materials, materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft or disappearance of any materials before they are picked up from the exhibitor's booth for reloading after the show. Bills of lading will be checked at the time of actual pick-up and will be corrected.
3. We are not responsible for any loss, damage or delay due to free acts of god, strikes, lockouts or any other cause beyond our control.
4. Maximum recovery. If found liable for any loss Eventex Rentals sole and exclusive maximum liability for loss or damage to exhibitors materials and exhibitors sole and exclusive remedy is limited to \$.50/lb or \$1,500, whichever is less.
5. We are not liable in any actual, potential or assumed loss of profits, revenues or collateral costs, which may result from any loss or damage to an exhibitors materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Eventex Rentals LLC by an exhibitor or shipping company on behalf of the exhibitor we shall construe as acceptance by the exhibitor of the terms and conditions set forth.

7. It is understood the Eventex Rentals is not an insurer. Any insurance on materials would be purchased at the exhibitor's sole responsibility and discretion. Exhibitor agrees to provide Eventex Rentals with any with a release of subrogation to the extent of any insurance settlement received.
8. Claims for Loss MUST be submitted to Eventex Rentals immediately at the show. There is a 30 day limit from the close of show for all claims. Maximum recovery of \$1,500/shipment.
9. JURISDICTION/ARBITRATION: This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relative to this contract shall reside in a court of competent jurisdiction in Ocean County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment of the aware rendered by the arbitration(s) may be entered by any court having jurisdiction thereof.
10. INDEMNIFICATION: Exhibitor agrees to indemnify and forever hold harmless Eventex and its employees, directors, officers, and against from and against any and all demands, claims, causes of action, fines, penalties, damage (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:
 - Exhibitor's negligent supervision of any labor secured through Eventex, or the negligent supervision of such labor by any of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors(EAC);
 - Exhibitor's negligence, willful misconduct, or deliberate act, or negligence, willful misconduct, or deliberate act of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EACP at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Eventex's equipment.
 - Exhibitor's violation of Federal, State, County of Local ordinances;
 - Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.
11. WAIVER & RELEASE: Exhibitor, as a materials part of consideration to Eventex for material handling services, waives and releases all claims against Eventex with respect to all matters for which Eventex has disclaimed liability pursuant to the provisions of this Contract.

Name (print): _____ Signature: _____ Date: _____

Payment Authorization Form

(please print)

Company:	Booth #:
Address:	
Contact Name:	Contact Phone:
Contact Email:	Contact Fax:

Calculated Estimated Total \$ _____

Eventex Rentals LLC requires credit card payment as the only acceptable form of payment. Your signature on this Payment Authorization Form denotes acceptance of all terms and conditions included within this service contract.

Amex / Visa / Mastercard (circle one)

Credit Card Number: _____

Expiration Date: _____

3 Digit Security Code: _____ (4 Digits Amex)

Cardholder Name (print): _____

Cardholder Billing Address: _____

City, State: _____ Zip Code: _____

**The cardholder named above hereby authorizes Eventex Rentals LLC to charge my credit card for the actual cost of the services estimated above and any additional service and amount, including but not limited to, labor to install or dismantle booth, and or material handling.

Cardholder Signature: _____ Date: _____

CHEM OUTSOURCING 2019

Exhibitor label

Company: _____

Contact Name/Number: _____

Booth number: _____

Box # _____ / _____

CHEM OUTSOURCING 2019

Exhibitor label

Company: _____

Contact Name/Number: _____

Booth number: _____

Box # _____ / _____

Vendor Order Form

Audio Visual, Furniture & Labor

P: (609) 516-7075 E: Zirkell@eventex-rentals.com F: (609) 489-4901

Item	Price per day	Late Orders Per Day (after 09/06/2019)	Full Show Price	Full Show Price Late Orders (after 09/06/2019)	Line Cost
Audio Visual					
6' or 8' Tripod Screen	\$ 75 X (____) days	\$ 105 X (____) days	\$ 225	\$ 300	
LCD Projector	\$ 350 X (____) days	\$ 500 X (____) days	\$1,000	\$1,200	
DVD Player	\$ 75 X (____) days	\$ 100 X (____) days	\$ 225	\$ 300	
19"-21" LCD Monitor	\$ 140 X (____) days	\$ 165 X (____) days	\$ 400	\$ 450	
42" Plasma	\$ 450 X (____) days	\$ 525 X (____) days	\$1,100	\$ 1,250	
Laptop Computer	\$ 200 X (____) days	\$ 300 X (____) days	\$ 500	\$600	
Desktop PC w/ monitor, wireless keyboard and speakers.	\$ 250 X (____) days	\$ 300 X (____) days	\$ 650	\$ 750	
Small PA system w/ microphone	\$ 300 X (____) days	\$ 400 X (____) days	\$ 900	\$1,000	
Wireless Handheld or Lavalier Microphone	\$ 100 X (____) days	\$ 150 X (____) days	\$ 200	\$250	
Labor / Furniture					
Exhibit Set-up & Breakdown (Basic pop up booth) *please contact if you require an in-depth set/strike.	N/A	N/A	\$ 280	\$ 350	
Furniture & Misc. Please inquire if you would like to view the full furniture kit of available items. Items can be custom ordered, below are just a few commonly ordered items. All orders MUST be received by 09/06/2019 to avoid late fee					

30" diameter Blk café table (29"h)	N/A	N/A	\$340	\$375	
36" diameter Blk café table (29" h)	N/A	N/A	\$325	\$355	
Euro chairs - BLK (Qty 6)	N/A	N/A	\$155/each	\$175/each	
42" Dia 29"h maple café	N/A	N/A	\$400	\$439	
Carpet 8' x 10' (solid color)	N/A	N/A	\$475	\$500	
Trash Can	N/A	N/A	\$ 25	\$29	
Flower Pot w/ Flowers (3)	N/A	N/A	\$ 75	\$82	
				Sub Total	
				6.875% NJ Sales Tax	
				Total Amount Due	

Please fill out and return via email (zirkell@eventex-rentals.com) or fax (609) 489-4901 no later than Sept. 6, 2019 to avoid late fees and guarantee rental availability.

Company name: _____ Contact name: _____

Phone number: _____ Booth #: _____

Eventex Rentals LLC requires credit card payment as the only acceptable form of payment. Your signature on this Payment Authorization Form denotes acceptance of all terms and conditions included within the exhibit service contract.

Amex / Visa / Mastercard (circle one) **Credit Card Number:**

Expiration Date: _____ **3 Digit Security Code:** _____ (4 Digits Amex)

Cardholder Name (print): _____

Cardholder Billing Address: _____

City, State: _____ Zip Code: _____

**The cardholder named above hereby authorizes Eventex Rentals LLC to charge my credit card for the actual cost of the services estimated above and any additional service and amount, including but not limited to, labor to install or dismantle booth, and or material handling.

Cardholder Signature: _____ Date: _____