

Pharma

Chem Outsourcing

September 8-9, 2022 Hilton Parsippany

2022 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 TO SET UP

IMPORTANT DEADLINES & INFO

Begin Accepting Shipments: August 8, 2022

Booth Customization & Special Orders Deadline: August 24, 2022

Advance Shipping Deadline: September 5, 2022 (shipments received after this date will incur a \$150 surcharge. All shipments **MUST** be received not later than 9/5/2022 to ensure timely arrival to the show)

Pick Up from Show: Friday September 9th, 2022 by 4:30pm from Hilton Parsippany. (shipments picked up after this date/time will incur a \$250 surcharge and be brought back to our warehouse)

Exhibitor Setup: Wednesday September 7th, 2022 3:00 PM – 7:00 PM

Exhibitor Breakdown: Friday September 9th, 2022 @ 2:00pm

*Empties will not be available before **NOON on 09/09/2022**

Exhibit Company Contact Info:

Name: **Eventex Rentals LLC**

Contact: **Lindsey Zirkel**

Phone: **(609) 516-7075**

E-mail: Zirkell@eventex-rentals.com

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.
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

Please fill out bill of lading and consign as follows:

Chemoutsourcing Show

(Exhibit company name)

(Booth Number)

c/o Eventex Rentals LLC

726 Weehawkin Ave

Forked River, NJ 08731

Your 8' 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 beginning August 8, 2022 – September 5, 2022. Parsippany Hilton will NOT accept any shipments sent directly to the hotel.**

Eventex Rentals LLC

Material Handling Order Form

Company name: _____

Contact name: _____

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 September 5, 2022)\$ _____

Total Due:.....\$ _____

Handling Rates for Calculating Estimates

	Crated/skidded - Material that is skidded or is in any type of container that can be unloaded at the sock with no additional handling	Special Handling- Material delivered by the carrier in such a manner that it requires additional handling such as: ground, side door, mixed loads, tracked shipments et c. This includes FedEx, DHL, and UPS shipments.
Minimum Charge	\$300.00	\$420.00
Per 100lbs	\$150.00	\$210.00
After hours delivery (before 8:30AM after 5:30PM)	\$150 surcharge	\$175 surcharge

This should apply to all shipments that do not require a forklift. **If you require a forklift please call us directly at {609} 516-7075 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** 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 Material Handling Agreement from Eventex Rentals
- () Schedule freight pick-up with the carrier or your choice to be picked up before **4:30pm on 09/09/2022**
- () Make sure all items are packed and labeled clearly for your carrier with all shipping labels and customs forms attached

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 exhibitor's materials and exhibitor's 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 exhibitor's 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 15 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 award 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 or 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): _____ **Title:** _____

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

Exhibitor label

Company: _____

Contact Name: _____

Booth number: _____

Box # _____ / _____

CHEM OUTSOURCING

Exhibitor label

Company: _____

Contact Name: _____

Booth number: _____

Box # _____ / _____

Vendor Order Form

Audio Visual, Furniture & Labor

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

Item	Price per day	Late Orders Per Day (after 09/05/2022)	Full Show Price	Full Show Price Late Orders (after 09/05/2022)	Line Cost
Audio Visual					
6' or 8' Tripod Screen	\$ 85 X () days	\$135 X() days	\$ 250	\$ 3250	
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	
Booth Set – Up and Break Down (** basic pop up booth. Please contact Lindsey for advance booth set up)	N/A	N/A	\$350	\$450	

Please complete all A/V requests and return prior to 9/5/2022 to ensure availability and timely arrival to the show.

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: _____

***** Custom furniture rental is available. Please find the catalog on the Chem Outsourcing Show website and submit all requests through Eventex by August 24, 2022.*****