



2022 TEXAS EXHIBITOR & SHOW SERVICES MANUAL

Section A: CONTACT INFORMATION

Show Organizer Contact: SOCMA
 1400 Crystal Drive, Suite 630
 Arlington, VA 22202
 Tel: +1 (571) 348-5121
meetings@socma.org

Shipping Services Contact: PRX Exposition Services
 Columbia, SC Office
 Tel: +1 (803) 926-5300 (Office)
prx@preexposition.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: 2020 TEXAS SHOW DATES & TIMES

Show Hours:	Tuesday, March 1: Wednesday, March 2:	9:00 AM – 5:30 PM (Exhibits Open at 2:00 PM) 9:30 AM – 5:30 PM
Registration Hours:	Monday, February 28: Tuesday, March 1: Wednesday, March 2:	11:30 AM – 7:30 PM 8:30 AM – 5:30 PM 8:30 AM – 5:30 PM
Exhibit Set-Up:	Monday, February 28: Tuesday, March 1:	12:00 PM – 5:00 PM 8:30 AM – 1:00 PM
Exhibit Break-Down:	Wednesday, March 2: Thursday, March 3:	7:00 PM – 11:00 PM 6:00 AM – 11:00 AM

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)
- ****NOTE: All Ballroom Spaces = 8 feet-wide MAXIMUM****
Texas Ballroom booths (#100 to 825): 6' Skirted Tabletop set in 8'W x 6'D x 8'H pipe & drape booth
Texas Hallway spaces (#L-19 to 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 7-digit exhibit confirmation number.
- If you need assistance, contact SOCMA at 571-348-5121 or meetings@socma.org
- [Click here to register staff](#)

Additional Furniture / Material Handling:

- PRX Exposition Services has been named as the official general service contractor for the 2022 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.
- An email with **customized login directions** will be emailed to all vendors **starting January 12, 2022** or after your booth registration is confirmed. If you do not receive the email from PRX, please check your Spam or Clutterfilters 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 prx@preexposition.com.

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: +1-732-779-0593

Email: victor.solis@encoreglobal.com

Exhibit or Meeting Room Catering Services:

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

Haley Brunson, Senior Convention Services Manager

Omni Fort Worth Hotel

Office: +1 (817) 350-4017;

Email: haley.brunson@omnihotels.com

Exhibitor Lead Retrieval Rental & Mobile App:

- Lead retrieval and Mobile App information will be available on Monday, February 7

Section D. SHIPPING AND RECEIVING EXHIBIT MATERIALS

PRE-SHOW ADVANCE SHIPPING

- PRX Exposition Services has been named as the official general service contractor for the 2022 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.
- An email with **customized login directions** will be emailed to all vendors **starting January 12, 2022** or after your booth registration is confirmed. If you do not receive the email from PRX, please check your Spam or Clutterfilters 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 prx@preexposition.com.
- **EARLIEST DATE** for all exhibit materials to arrive = **Monday, January 31, 2022**
- **DEADLINE** for all exhibit materials to arrive = **Thursday, February 25, 2022**
- PRX Expo freight services rates are **\$240.00 flat for first 200 lbs., +\$1.20 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, **SOCMA Specialty & Custom Chemicals Show**, **Exhibitor Company Name**, and **Exhibit Space Number** on each package and on bill of lading.
PRX Exposition Services – c/o Crane Worldwide Logistics
SOCMA Event, Exhibitor Name, Space Number
4050 Valley View Lane
Irving, TX 75038
- **Return Instructions (For PRX Shippers Only):** 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.

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 \$240 (up to 200 lbs.)** which covers receiving materials 30 days before the show, storage, delivery to your exhibit space on show set-up day (Monday, Feb. 28), 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 23 – Monday, February 28, 2020** (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
SOCMA, Exhibitor Company, Space Number
1300 Houston Street
Fort Worth, TX 76102
Tel: +1 (817) 535-6664

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.
- PRX will collect materials from your exhibit space and transfer them to the Omni Hotel loading dock; Exhibitors should contact their shipping carrier to schedule pick-up from the Omni Hotel for **Thursday, March 3 between 8:00 AM – 10:00 AM.** Any shipments not picked up by 10:00 AM will be routed through the House Carrier.