

Pharma

Chem Outsourcing

September 2-5, 2025 Hilton Parsippany

2025 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

Exhibitor Setup: Tuesday September 3rd, 2024 11:00 AM - 8:00 PM

Begin Accepting Shipments: August 4, 2025

Booth Customization & Special Orders Deadline: August 22, 2025 **Advance Shipping Deadline:** August 28, 2025 (shipments received after this date will incur a \$250 surcharge. All shipments MUST be received no later than 12 Noon 9/1 to ensure arrival to the show. Booths arriving after this date will not make it to the show)

Pick Up from Show Floor: Friday September 5, 2025 by 2:00pm from Hilton Parsippany. (shipments picked up after this date/time will incur a \$450 surcharge and be brought back to our warehouse and held until payment and shipping arrangements have been made)

Exhibitor Setup: Tuesday September 2nd, 2025 12:00PM.

Exhibitor Breakdown: Friday September 5th, 2025 @ 12:00PM

*Empty boxes will not be available before 10:00 am on 09/05/25

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 email.
2. Arrange for the carrier of your choice to transport your materials to our advance location.
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 6, 2025 – September 1, 2025.
Parsippany Hilton will NOT accept any shipments sent directly to the hotel.**

Eventex Rentals LLC

Material Handling Order Form

Company name:

Contact name:

Contact email:

Phone number:

Booth#:

Calculated Estimated Materials Handling Charges

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

Please note a 3.5% cc transaction fee will be added to all invoices. If you would like to pay at bank transfer, please let us know and we will remove this fee.

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

Estimated Total handling \$ _____

Late Arrival Surcharge (\$300 After August 28, 2025) \$ _____

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 dock 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 etc. This includes FedEx, DHL, and UPS shipments. **Please note MOST
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		SHIPMENTS FALL INTO THIS CATEGORY**
Minimum Charge	\$330.00	\$450.00
Per 100lbs	\$165.00	\$225.00
After hours delivery (before 8:30AM after up 5:30PM)	\$250 surcharge	\$250 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 **2:00pm on 09/06/2024**

() 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 agents 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: _____

Signature: _____

Date: _____

(please print)

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

Calculated Estimated Total \$ _____

Eventex Rentals LLC accepts credit card or bank transfer 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.

Invoice will be issued upon receipt of this MH form.

Signature: _____ Date: _____

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 08/22/2025)	Full Show Price	Full Show Price Late Orders (after 08/22/2025)	Line Cost
Audio Visual					

Audio Visual

6' or 8' Tripod Screen	\$ 85 X (_) days	\$135 X(_____ days	\$ 250	\$ 3250	
LCD Projector	\$ 350 X (_) days	\$500X(_____ days	\$1,000	\$1,200	
DVD Player	\$ 75 X (_) days	\$100X(_____ days	\$ 225	\$ 300	
19" -21" LCD Monitor	\$140 X (_) days	\$165X(_____ days	\$ 400	\$ 450	
42" Plasma	\$ 450X (_) days	\$525X(_____ days	\$1,100	\$1,250	
Laptop Computer	\$ 200X (_) days	\$300X(_____ days	\$ 500	\$600	
Desktop PC w/ monitor, wireless keyboard and speakers.	\$ 250 X (_) days	\$300X(_____ days	\$ 650	\$ 750	
Small PA system w/ microphone	\$ 300 X (_) days	\$400X(_____ days	\$ 900	\$1,000	
Wireless Handheld or Lavalier Microphone	\$ 100X (_) days	\$150X(_____ days	\$ 200	\$250	
Booth Set – Up or 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 08/22/2024 to ensure availability and timely arrival to the show.

***** Custom furniture rental is available. Please find the catalog on the Chem Outsourcing Show website and submit all requests through Eventex by August 22, 2025.*****

CHEMOUTSOURCING SHOW 2025

Booth # _____

Company _____

Contact Name _____

Contact Email _____

CHEMOUTSOURCING SHOW 2025

Booth # _____

Company _____

Contact Name _____

Contact Email _____