



**Exhibitor & Sponsor Prospectus**

84<sup>th</sup> Conference and Exhibition

**PRCHEM 2025**

**“PRCHEM, The epicenter of education and  
chemistry in the Caribbean”**

**PUERTO RICO CONVENTION CENTER**

**JULY 30<sup>th</sup> - AUGUST 1<sup>ST</sup>, 2025**



Dear Colleague,

On behalf of the Organizing Committee, it is our great pleasure to invite you to participate in our 84th Conference and Exhibition. PRCHEM 2025, "The epicenter of education and chemistry in the Caribbean"

PRCHEM 2025 embodies the premiere chemistry Conference and exhibition in the Caribbean; it will be centered on a multidisciplinary scientific program that presents a platform where knowledge and experience can be shared with world-renowned experts.

The Puerto Rico Convention Center has been chosen as the venue for this conference and exhibition; PRCHEM will bring together participation from the academia, private sector, government, industry, and other professionals. Our colleagues across the country, people who have the same passion for chemistry and work in many different settings. We can learn from each other, and this conference is our opportunity to come together, to reflect, and to share.

Please review this brochure carefully and become part of PRCHEM 2025. It is time to reserve your both space in order to market your product and services in Puerto Rico and Caribbean as an Exhibitor or conference Sponsor. If you have any questions, please contact:

Carlos Castaneda at 787-529-4755 or e-mail [CarlosCastanedalcc@gmail.com](mailto:CarlosCastanedalcc@gmail.com)

We will respond in a prompt manner to your requests. We look forward to seeing you in PRCHEM 2025 for an unforgettable experience that will be remembered for years to come.

Sincerely

***Dr. José A. Pérez Meléndez***

President 2024-2025

Colegio de Químicos de Puerto Rico

For more information please visit us on [www.cqpr1941.org](http://www.cqpr1941.org)





The “Colegio de Químicos de Puerto Rico” celebrates 84 years of professional existence. For decades the Colegio de Químicos has represented the educational, scientific and business voice for the development of professionals, educators, entrepreneurs and public servants.

We invite you to participate and celebrate in our

**84th Conference and Exhibition,**

**July 30th to August 1st, 2025**

**PRCHEM 2025**

The epicenter of education and chemistry in the Caribbean



Join us and be part of this 3-day educational and professional event taking place at the Puerto Rico Convention Center at 100 Convention Boulevard, San Juan, Puerto Rico.

### Poster Presentation Opportunities

Presenting a poster at a conference is a fantastic opportunity to showcase your work and engage with others in your field. PRCHEM will count with opportunities for professionals, graduate, and undergraduate students to present their work.



### Sponsorship Opportunities

The Colegio de Químicos de Puerto Rico is committed to the recovery of our industries and the global economy. We know that the business events will lead the way towards global economic recovery. We have taken swift and immediate steps to usher in recovery.

### Commercial Advertisements

Attract and effectively get your prospect client attention by having a commercial ad incorporated in the presentations that will be given. The presentations will be available for all registered participants to view.

Costs: 30 seconds \$ 695

1 Minute \$ 745

1.30 Minutes \$ 795



## Booth Sponsor Opportunities

### Diamond Sponsor Package - \$10,950.00

1. Four (4) booths.
2. Four (4) lunch Ticket per day to be used by company/booth employees
3. One page advertisement in the Conference Program. (due may 15<sup>th</sup>)
4. Sponsorship of one (1) Outstanding University Senior Chemistry Student or Research Assistant of Puerto Rico to attend the Conference.
5. Your Company will receive four (4) conference official souvenirs.
6. The CQPR will provide, free of cost, a set of membership address labels, at your request, for the promotion of your Continuous Education Courses, seminars and your Exhibition Items.
7. Three (3) hours of educational course at no charge. The educational course must comply with the rules established by the Continuing Educational Program (PEC).
8. Special recognition in printed and Web promotional material
9. Special recognition in [www.cqpr1941.org](http://www.cqpr1941.org) page
10. One selection of the following list:
  - Sponsor of main music on one night (Banner - Provided by Company)
  - Sponsor of Registration Area (Banner Provided by Company)
  - Logo on Lanyard (Lanyards - {350} - supplied by sponsor)

### Gold Sponsor Package - 9,500.00

1. Three (3) booths.
2. Three (3) lunch Ticket per day to be used by company/booth employees
3. 1 page advertisement in the Conference Program. (due may 15<sup>th</sup>)
4. Your Company will receive three (3) conference official souvenirs.
5. The CQPR will provide, free of cost, a set of membership address labels, at your request, for the promotion of your Continuous Education Courses, seminars and your Exhibition Items.
6. Two (2) hours of educational course at no charge. The educational course must comply with the rules established by the Continuing Educational Program (PEC).
7. One selection of the following list:
  - Sponsor of one Coffee Break (Banner provided by client)
  - Sponsor of one cocktail (Banner provided by client)
  - Logo on Lanyard - Add \$250 promo fee (Lanyards - {350} - supplied by sponsor)

**Note: Activities and booth space will be awarded on a first come - first served basis.**

### Silver Sponsor Package - 7,450.00

1. Two (2) booth.
2. Two (2) lunch Ticket per day to be used by company/booth employees
3. 1/2 page advertisement in the Conference Program. (due may 15<sup>th</sup>)
4. Your Company will receive two (2) conference official souvenirs.
5. The CQPR will provide, free of cost, a set of membership address labels, at your request, for the promotion of your Continuous Education Courses, seminars and your Exhibition Items.
6. Two (2) hours of educational course at no charge. The educational course must comply with the rules established by the Continuing Educational Program (PEC).
7. One selection of the following list:
  - Sponsor of one Coffee Break (Banner provided by client)
  - Logo on Lanyard - Add \$750 promo fee (Lanyards - {350} - supplied by sponsor)

### Bronze Sponsor Package - 4,450.00

1. One (1) booth.
2. One (1) lunch Ticket per day to be used by company/booth employees
3. Your Company will receive one (1) conference official souvenirs.
4. 1/4-page advertisement in the Conference Program. (due may 15<sup>th</sup>)
5. The CQPR will provide, free of cost, a set of membership address labels, at your request, for the promotion of your Continuous Education Courses, seminars and your Exhibition Items.

### Table Top - 1,750.00

(Only available for small companies with approval from the organizing committee)

1. One table space.
2. Access for all your company/tabletop employees to the conference exhibit area

**To reserve a space or for any questions please contact:**

Carlos Castaneda at 787-529-4755 / e-mail [CarlosCastanedalcc@gmail.com](mailto:CarlosCastanedalcc@gmail.com)

Cordially,

Dr. José A. Pérez Meléndez

President

Colegio de Químicos de Puerto Rico

For more information please visit us on [www.cgpr1941.org](http://www.cgpr1941.org)

## Sponsor Agreement

### Exhibitor's Contract Form - PRCHEM 2025

#### EXHIBITOR INFORMATION:

Company Name (please print) \_\_\_\_\_

Officer Name and Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Web site \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

As Sponsor of the 84th Chemical Conference and Exhibition, the Company agrees to comply with the Rules and Regulations of said conference, and to assure that all documents are forwarded to the Colegio de Químicos de Puerto Rico by the established dates and that the conference or workshops presented will be of a high technical standard.

Finally, I understand that the CQPR Continuing Education Committee and the Board of Examiners for Chemists of Puerto Rico reserve right to recommend and accredit, respectively, workshops, seminars or courses submitted by our Company

The Colegio de Químicos de Puerto Rico hereby agrees to allocate exhibit space to Exhibitor for PRCHEM upon first-come-first-serve basis. The Exhibitor will comply with all the terms and conditions set forth in this contract and the Exhibition Rules and Regulations.

#### PAYMENT POLICY AND CONDITIONS AND LIABILITY

Booth agreement and payment due according to the following schedule:

25% payment - March 1<sup>st</sup>, 2025

50% payment - April 1<sup>st</sup>, 2025

25% payment - May 1<sup>st</sup>, 2025

**\*\*Early Booth Contract Discount: If a contract for a booth at PR Chem is signed before February 28, 2025, the exhibitor will receive a 10% discount on the total booth price. \*\***

**NOTE:** A late fee of 10% will applied if not payment is not received by due dates.

**Exhibitor must provide a certificate of liability insurance (combined single limit for personal injury and property damage) in the name of CQPR and Convention Center, not later than June 30th, 2025.**

#### CANCELLATION POLICY:

There will be NO cancellation fee until March 15th. A 50% cancellation charge of the total cost contracted if any part of this contract is cancelled before April 30, 2025. If cancellation is made after this date, but before May 15, 2025, there will be 75% cancellation charge. After May 15, 2025 no refund will be granted. The CQPR reserves the right to cancel any commitment or Contracts if the Company fails to comply.

July 1ST, 2025 - Last day to submit names of working staff for Exhibitor's ID badges

**PRODUCTS OR SERVICES TO BE EXHIBITED:**

The Colegio de Químicos de Puerto Rico will print an exhibition brochure for the Conference. A description of the exhibition items is limited to 50 words. Deadline for submission of information is June 15th, 2024. After this date the information may not be published.

**EXHIBITOR’S CHOICE FOR BOOTH (Please refer to layout)**

\_\_\_ Diamond Sponsor Package \$10,950.00 \_\_\_ Gold Sponsor Package \$9,500.00

\_\_\_ Silver Sponsor Package \$7,450.00 \_\_\_ Bronze Sponsor Package \$4,450.00

\_\_\_ Tabletop \$1,750.00 (Only available for small companies with approval from the organizing committee)

NOTE: An initial one-time flat rate exhibit space payment of \$125.00 plus applicable taxes per booth is required prior assembling of the booth. This fee includes: the use of the space, one table and 2 chairs; plus a power supply of 5 amperes is provided per booth. Additional requirements are made through the Conference Service Manager.

**ADD ON:**

1 - Extra Food and Beverage Package: Cost per person per day for Breakfast, Breaks and Lunch with the Group \$90.00 per person per day ( \_\_\_ persons X \$90.00 X \_\_\_ Days = Total \_\_\_)

2 - Exhibitors cocktail participation FEE - \$ 850.00

3 - Hospitality Night - please contact Carlos Castaneda for more information.

**BOOTH NUMBERS:**

1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

Booths \$: \_\_\_\_\_ + \$125 Booth Fee = \_\_\_\_\_

ADD On: FB Package \_\_\_\_\_ + Commercial Ad \_\_\_\_\_ + Program Ad \_\_\_\_\_ = Total \_\_\_\_\_

BOOTH + ADD ON TOTAL \_\_\_\_\_

**Add Commercial Advertisements**

**Commercial ad Costs:**

35 seconds \$ 695 \_\_\_\_\_ 1 Minute \$ 745 \_\_\_\_\_ 1.30 Minutes \$ 795 \_\_\_\_\_



## Floor Plan



If you have any questions, please don't hesitate to contact Carlos Castaneda at 787-529-4755

I hereby state that, I understand and agree that this contract will be invalidated if our company does not comply with the above payment policy or the rules and regulations. I also understand that the cancellation Policy to apply.

### GENERAL INFORMATION

Company: \_\_\_\_\_

Authorized Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

### PERSONNEL TO BE WORKING AT BOOTH/S:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### RETURN TO:

COLEGIO DE QUÍMICOS DE PUERTO RICO

52 Hatillo Street - San Juan, PR 00918

Or

SCAN and send via e-mail to: [CarlosCastanedalcc@gmail.com](mailto:CarlosCastanedalcc@gmail.com) Contact # 787-529-4755



## PROGRAM ADVERTISEMENT OPPORTUNITIES

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-MAIL \_\_\_\_\_

¼ Page	\$ 550.00	Back Cover	\$1,550.00
½ page	\$ 750.00	Center Fold (Both pages)	\$1,850.00
Full Page	\$1,150.00	Center Fold (One page)	\$1,550.00
Interior Covers (Front or Back)	\$1,300.00		

Art Included (Should be printing ready)

1. Colors are black and white only except for back cover, interior cover and center fold (see note below).
2. Company approved format should be received on or before May 15th, 2025.
3. Advertisement not complying with printing ready will not be accepted.

\*Interior, back covers and centerfold are in full color. Company shall provide digitalized art or Camera Ready with color separation for printing purposes, otherwise the ad will be printed in black and white or the Company will be charged for the artist's color separation fee.

## EXPOSITION RULES AND REGULATIONS

### CONTRACT FOR SPACE

As Sponsor of the 84th Chemical Conference and Exhibition, the Company agrees to comply with the Rules and Regulations of said conference, and to assure that all documents are forwarded to the Colegio de Químicos de Puerto Rico by the established dates and that the conference or workshops presented will be of a high technical standard.

Finally, I understand that the CQPR Continuing Education Committee and the Board of Examiners for Chemists of Puerto Rico reserve right to recommend and accredit, respectively, workshops, seminars or courses submitted by our Company

The Colegio de Químicos de Puerto Rico hereby agrees to allocate exhibit space to Exhibitor for PRCHEM upon first-come-first-serve basis. The Exhibitor will comply with all the terms and conditions set forth in this contract and the Exhibition Rules and Regulations.

An initial one-time flat rate exhibit space payment of \$125.00 plus applicable taxes per booth is required prior assembling of the booth. This fee includes: the use of the space, one table and 2 chairs; plus a power supply of 5 amperes is provided per booth. Additional requirements are made through the Conference Service Manager.

Exhibitor must provide a certificate of liability insurance (combined single limit for personal injury and property damage) in the name of CQPR and Convention Hotel, not later than June 30th, 2025.

### CANCELLATION POLICY:

There will be NO cancellation fee until March 15th. A 50% cancellation charge of the total cost contracted if any part of this contract is cancelled before April 30, 2025. If cancellation is made after this date, but before May 30, 2025, there will be 75% cancellation charge. After May 30, 2025 no refund will be granted. The CQPR reserves the right to cancel any commitment or Contracts if the Company fails to comply.

### PRODUCTS OR SERVICES TO BE EXHIBITED:

The Colegio de Químicos de Puerto Rico will print an exhibition brochure for the Conference. A description of the exhibition items is limited to 50 words. Deadline for submission of information is June 30th, 2025. After this date the information may not be published.

### SPACE ASSIGNMENT

PRCHEM will endeavor to honor your choice of exhibit space based on the date of receipt of the completed exhibitor application. In the event that your preferred choices have already been assigned, the PRCHEM will assign booths as equitably as possible, in accordance with the exhibitor preferences. PRCHEM reserves the right to rearrange booth space for flow. In such a case, as equivalent of a booth as possible will be assigned and your contact person consulted.

## SPACE RENTAL AND FEES

All booths will be 8 feet by 10 feet. Standard booth furnishings will include a 6-foot table, two banquet chair and one identification sign with booth number.

Booth agreement and payment due according to the following schedule:

25% payment - April 1st, 2025

50% payment - June 1st, 2025

25% payment - July 1st, 2025

**NOTE:** A late fee of 10% will applied if not payment is not received by due dates.

## INSTALLATION AND DISMANTLING OF EXHIBITS

Exhibitors may set up their displays and other materials from 12:00 pm to 7:00 pm on Tuesday, July 29<sup>th</sup>, 2025. Unoccupied exhibit space may be reassigned after 6:00 pm without refund of any space rental fees that may have previously been paid for it. Dismantling of exhibits shall begin on Saturday August 2nd at 8:00AM. All exhibits must be removed from the exhibit area no later than 1:00 PM. Exhibitors who are unable to have their exhibition items out of the Exhibition Area by this time should make arrangements with the Official Decorator for storage or other handling.

Rental of a manned booth includes two complimentary exhibitor badges.

## EXHIBITION HOURS

The vendor exhibition is scheduled for:

Tuesday, July 29th.

12pm to 7pm Exhibitor booth set up

Wednesday, July 30th.

10AM - 6:30PM Exhibition opens

Thursday, July 31st.

10AM - 6:30PM Exhibition opens

Friday, August 1st.

10AM - 6:30PM Exhibition opens

Saturday, August 2nd.

8AM - 1:00PM Exhibitor Dismantle

These exposition hours may be revised at a later date. Exhibitors of manned booths are expected to have at least one representative present at their booth during these hours; they are free to staff their booths with additional representatives as they see fit.

## SHIPPING AND HANDLING OF SHIPPING CRATES

Exhibitors have two options: A.) Bring your display materials with you when you arrive to set up your exhibit. Exhibitors should also bring equipment to move their materials to the exhibit area (e.g., cart or flat bed, etc.). All materials must enter through the loading dock entrance. They should clear their vehicles from the loading dock area within 10 minutes. B.) Ship your materials to the Venue to have them delivered at the time of setup. Shipments should arrive within three (3) business days of the event and be scheduled for return shipment within 24 hours after the event. Handling fees will apply for all outbound shipments. Shipping forms must be completed for outbound shipments along with a form of payment. All shipping and handling costs are the responsibility of the exhibitor.

The same two options apply, in reverse, for removal at the end of the exhibition.

### Address:

Puerto Rico Convention Center  
Att: Colegio de Quimicos - PRCHEM  
Company Name / Name and Phone number  
100 Convention Boulevard, San Juan, PR, 00907

## SPACE RESTRICTIONS

All demonstrations, discussions, and other activities such as the distribution of descriptive literature of any kind, must be confined to the exhibitor's own booth or otherwise approved area. No exhibitor shall assign, sublet, or share the whole or any part of their assigned space without prior approval of PRCHEM. Booth displays should not be placed in such a manner as to interfere with other exhibitors. No tall sidewall shall project forward farther than 36 inches from the main back wall, and no equipment of abnormal height (greater than 8 feet) shall be allowed along the sides. There shall be no obstruction of the aisles.

## FIRE PRECAUTIONS

All materials used for the displays must be flame retardant. Firefighting and emergency equipment shall not be hidden or obstructed. All packing containers and similar shipping materials shall be removed from sight upon completion of the booth setup. Small items may be stored under the table, if hidden by a table skirt. Large items shall be stored by prior arrangement, in advance of the meeting, by the hotel. All electrical work and wiring must be approved and installed in accordance with the underwriters code, local codes, and the directions of the Hotel.

## PROTECTION OF VENUE

No items of any kind shall be glued, tacked, nailed, screwed, taped, or otherwise attached to the columns, walls, floors or other parts of the convention center building or to any of its furniture except that power cords may be duct-taped to the floor for safety purposes.

## OFFICIAL DECORATOR:

The official decorator will provide full exhibit services on a rental basis including furniture, visual aids, electrical services and complete carriage services placing your equipment or display shipped from outside of Puerto Rico under their Entry Bond with the Puerto Rico Treasury Department.

## LIABILITY:

The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the activities of the exhibitor and their agents. The exhibitor will indemnify and hold harmless the Puerto Rico Convention Center, the Colegio de Quimicos de Puerto Rico and PRCHEM, and their agents and employees, from any and all such losses, damages and claims. The Exhibitor agrees to have full responsibility for any damage to the exhibit area and to indemnify PRCHEM., its representatives or agents (exhibitors, sponsors, contractors, etc.), the Puerto Rico Convention Center, its employees, and representatives or agents, from any and all liability which may result from injury, loss or any other cause that may occur. Exhibitors must provide a certificate of liability insurance in the name of Colegio de Quimicos de Puerto Rico and Venue for \$1,000,000 not later than July 1st, 2025.

## EXHIBITOR'S BADGES

Each manned booth exhibitor will receive two exposition-only badges as part of registration at no cost. The names of each person should be listed on the booth application form and submitted to working staff not later than July 1st, 2025. Mr. Carlos Castaneda, should be notified of additions and deletions to this list. These meeting badges will admit exhibitor representatives to presentations of all PRCHEM sponsored functions through Friday afternoon, except the technical sessions. However, exhibitor representatives with meeting badges will need to pay any extra event admission fees to "ticketed" events on the same basis as all other registered meeting attendees. In case of a lost badge, extras badges are at \$5.00/badge.

## ADMISSION TO EXPOSITION AREA

Admission to the Exposition Hall will be limited to those wearing a PRCHEM or Exposition-Only badge, except for staff and employees of the Puerto Rico Convention Center, who will also be admitted to the hall.

## SECURITY

The Hotel and its staff will provide a normal level of building security during the meeting. Security guards will be provided at all times when the Exhibition is closed and during installation/disassembling. However, neither PRCHEM nor the Hotel can provide guarantees against losses of any kind and will not be responsible for any loss or damage of any kind. The exhibitor's contract does not imply endorsement of any product or service of any exhibitor by PRCHEM.

## RESTRICTIONS:

These restrictions apply to standard booths.

- Booth equipment, promotional material, etc. cannot exceed 8 ft. high, 8 ft. deep and 10 ft. long nor should the booth be projected into the aisle.
- Volatile substances are not permitted inside the exhibit hall. Neither are foods or beverages from other than the official providers at the Hotel.
- The exhibitor is permitted to carpet the aisle, but the aisle is not booth space and must be kept clear of all display material.

## ADDITIONAL FURNISHINGS AND SUPPLIES

Additional furnishings and supplies, internet and telephone access, and electrical requirements (voltage/amperage) may be arranged in advance of the meeting and coordinated with the official decorator.

TVEX Audio Visuals:

Mr. Rolando Roman - E: [rroman@tvex.live](mailto:rroman@tvex.live)

Liliana Correa - C: 787-436-6781 E: [lcorra@tvex.live](mailto:lcorra@tvex.live)

## NOTES:

1. Exhibitors are not allowed to bring food and beverage into the exhibit hall nor to hang announcements (i.e., banners, greetings, promotional material) inside or outside of the Hotel.
2. PRCHEM reserves the right to expand the exhibition area or the booth if necessary.