

PUERTO RICO CONVENTION CENTER



EVENT PLANNING GUIDE

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PUERTO RICO
CONVENTION CENTER


AUTORIDAD
DEL DISTRITO
DEL CENTRO DE CONVENCIONES
Edificio Libre Asociado De Puerto Rico



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Policies and Rental Rates noted herein are subject to change without notice.

Dear Valued Customer and Guest:

Bienvenido and welcome to the Puerto Rico Convention Center. The newest premier convention, meeting and trade show venue in the Americas!

We take pride in the appearance and efficient operation of the facility. Our motto is "What's in sight must be right!" We have devised this Event Planning Guide to help you produce your most successful event ever. All the questions you may have concerning your event and this facility are contained in the following pages.

The Puerto Rico Convention Center is a state-of-the-art facility owned by the Puerto Rico Convention Center District Authority and operated by SMG. Based in Philadelphia, SMG is the world's largest private management company for public assembly facilities in the world. Our management philosophy is based on "SERVICE". From your initial contact with our office, to post-event reviews, our goal is to provide you with the highest levels of service and personal attention. The resources of our event services department will be available to you throughout your event planning and implementation stages. Furthermore, our commitment to service will be extended to your exhibitors and attendees; ultimately reflecting in the success of your event.

Our experienced event staff will lend additional information and guidance throughout the planning stages of the event. We encourage you to communicate with your Event Manager once the event it's executed, and as often as necessary. Keeping the doors of communication open will help ensure the success of your event.

We are very pleased that you have selected the Puerto Rico Convention Center to host your fine event and we look forward to serving you each step along the way to its successful conclusion.

Sincerely,

Thomas L. Connors
Regional Vice-President
SMG Latin America

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EVENT PLANNING CHECKLIST

ITEM	DEADLINE	DATE COMPLETED
Once Use License Agreement/Contract is sent, the deposit and signature are due.	Use License Agreement	_____
Executed Use License Agreement/Contract is sent to client when deposit and signed contracts are returned.	1 week later	_____
Review Event Planning Guide	Pre-planning stage	_____
Your Event Manager is assigned	Pre-planning stage	_____
Select Service Contractor: Decorator, if applicable	Pre-planning stage	_____
Submit floor plan to Event Manager for Security's approval. (areas need to be labeled)	Pre-Planning stage	_____
Review preliminary Show Logistics with Event Manager <ul style="list-style-type: none"> • Review estimated labor costs for Security, EMT (Emergency Medical Technician), Cleaning, and electrical charges. • Review estimated equipment needs 	Pre-Planning stage	_____
If applicable, request Order Forms for Exhibitor Kits <ul style="list-style-type: none"> Electrical Food and Beverage Booth Order Form Security Air/Water Telephone Internet Audio-Visual 	Prior to mailing of exhibit kits	_____
Send exhibitor information to your Event Manager <ul style="list-style-type: none"> • Exhibitor Service Kit 	1 week later	_____
Provide Event Timetable to Event Manager: <ul style="list-style-type: none"> • Move-in schedule <ul style="list-style-type: none"> ○ Decorator ○ Exhibitors ○ Freight ○ Registration • Show Office • Registration • Exhibits • Meetings • Special Events • Other activities • Move-out schedule 	Pre-Planning Stage	_____
Final Payment	30 days prior to event	_____
Finalize Special Services with Event Manager	30 days prior to event	_____

EMT
Security
Business Center
Parking
Pre-Con Meeting
Request Event Estimate from Event Manager

Planning Stage

Submit Certificate of Insurance to Facility

30 days prior to event

Finalize Event Staff Schedules

30 days prior to event

Finalize Audio-Visual Needs

21 days prior to event

SALES DEPARTMENT

Your initial contact with the Center should be directed to our Sales & Marketing Department. A Representative will review your proposed event requirements including projected dates, space needs and rate structures. Potential date and space availability in the Center's booking schedule will be discussed as appropriate.

Following the designation of available space, the Representative may enter a space reservation for your event. All space reservations are designated on either a tentative, first option, second option or confirmed basis. An event will be regarded as confirmed following the execution of a lease agreement and payment of deposit. The parameters for issuing and executing lease agreements are dependent upon the type of event being considered.

In order to facilitate the booking process at the PRCC we have implemented a new rule. When requesting dates at the PRCC all date and space hold will be valid for up to 45 days after receipt of confirmation. Dates will be released without notice if the event is not confirmed via Use License Agreement/Contract and corresponding deposit.

Where applicable, potential Licensees may request dates from the Puerto Rico Convention and Visitors Bureau or the Center. All date requests submitted to the Bureau are subject to Center approval and all tentative reservations are subject to "challenges" where applicable.

Potential Licensees may be requested to submit a facility use and/or a credit application prior to reserving dates.

We encourage you to contact the Sales & Marketing Department with any questions regarding current booking policies.

FOOD AND BEVERAGE SALES DEPARTMENT

Where applicable, following the designation of available dates and space, a Food and Beverage Sales Representative will contact you to offer options for your event and will prepare a Menu Quote for your approval. All Food and Beverage orders must be pre-paid.

EVENT MANAGEMENT AND COORDINATION

Following the execution of the Use License Agreement/Contract, the Convention Center will assign you an Event Manager to work with the event planning and implementation. The Event Manager will be in contact and will remain as the primary Convention Center liaison until the conclusion of the event.

The major function of the Event Manager is to gather all event information and disseminate the information to the different Departments. These departments include Engineering, Security, Housekeeping, Set up, Food & Beverage, and if applicable, Audio-Visual, EMT and Telecommunications/Internet.

It is important to remember the Puerto Rico Convention Center is a multi-purpose facility. The facility may have simultaneous events in the building. The Event Manager will rely on the information given to coordinate public areas for multiple events. By receiving this information in advance, the Event Manager will ensure the smooth operation of your event.

AIR-CONDITIONING

Air-conditioning will be provided as follows: Exhibit halls beginning one hour prior to show and continuing until one hour after the show closes; Meeting rooms used for “event program” beginning one hour before meetings and continuing until one hour after close of meetings; show offices as needed; and attendee registration area during show hours; Air conditioner on the Exhibit Halls will not be turned on during move in and move out days. If interested, the prices are the following

<u>Air Conditioning</u> -	Exhibit Halls A&C	\$	1,200.00/day/hall
(non - show days)	Exhibit Hall B	\$	2,000.00/day/hall

Note:

*Air conditioner not available when the loading dock doors are open

*Air conditioner is included in the rent during show hours

AIRWALLS

The moveable air walls/partition walls in the Exhibition halls, Meeting rooms, and Ballroom are to be installed and removed by Convention Center personnel only. An additional set up charge will apply if they need to be moved on the same day of the event.

ANIMALS

It is **PROHIBITED** to have live animals in the Center without proper written permission. Contact the Event Manager for rules and regulations. In accordance with the ADA, guide dogs may accompany a disabled or physically challenged person in the Center. The paperwork needed if approved is: copies of vaccination certificate, health certificate, municipal license/certificate and a licensed trainer (needs to be present during show). All animals should leave the facility in the same way they arrived. No slaughter of any kind of animals is permitted at the facility.

AUDIO VISUAL

The Facility’s preferred in-house audio visual provider, PSAV® Presentation Services, offers a full range of audio-visual services including: multi-media projection, lighting equipment, sound reinforcement, video production, cameras and more.

Outside suppliers are permitted to operate in the PRCC with prior notification; however, use of the meeting room house sound system is the exclusive right of PRCC through the house A/V contractor. If your event selects a provider other than PSAV but utilizes the house sound system, patch fees and labor costs for an audio technician will be applied at the prevailing rate. Please contact PSAV for details.

Outside suppliers will be required to comply with all **Contractor Requirements**. Please contact your Event Manager should you elect to contract the services of an outside supplier.

Note: House paging is available exclusively through PSAV.

Luis M. Resto

Director, Event Technology

PSAV® Presentation Services (Website: www3.avservicescorp.com/onsite/PRCC)

Hotel Services Division

PR Convention Center

100 Convention Blvd.

San Juan, PR 00907

Direct: 787.300.6737

Fax: 787.300.6922

BOOKING POLICY

I. POLICY PURPOSE

Provide booking guidelines and criteria by which the Convention Bureau, Convention Center, and Authority will operate and communicate the parameters of the reservation system to users of the Puerto Rico Convention Center.

II. FACILITY PURPOSE

The main purpose of the Center is to serve as an instrument for economic development and job creation. As such, the following are general goals that frame the operational philosophy of the Puerto Rico Convention Center:

- a. Maximize hotel occupancy and food, beverage and sales revenue from conventions, congresses, trade shows, and business originating outside of Puerto Rico.
- b. Maximize out-of-town attendance and expenditures by convention/trade show delegates and exhibitors.
- c. Provide a venue to host local and community events.

Minimize Center operating deficits to the extent possible within the framework of the above objectives.

III. DEFINITIONS

The following terms, as defined here, are generally recognized throughout the industry and have been adopted by the Puerto Rico District Authority and Center.

1. Conventions/Trade Shows: An assembly of people who specialize in one particular and narrow area of interest. A convention is generally a meeting function with some exhibition needs. A trade show is composed primarily of exhibits with limited technical sessions that are relative to the particular trade. Additionally, a trade show is a type of exposition that is industry or marketing segment specific. The buyer and end user are within the same industry segment. Neither conventions nor trade shows are opened to the general public and a registration fee for participants is usually levied.
2. Public Expositions: Consumer or special interest shows conducted or produced for the purpose of attracting a primary audience from the general public of the Puerto Rico community, or is advertised to the public in the local media, and for which an admission charge is levied.
3. Meetings: An assembly of people for a wide variety of purposes; business, religious, social, or educational. Based upon the nature of the event, a registration fee or some other restriction may be imposed to control access to these functions.
4. Miscellaneous Events: Events within this grouping include activities such as, but not limited to, proms, graduations, dances, dinners, musical and theatrical productions, and various civic events. Admission to these events are limited by the size of the space rented, anticipated attendance, or by an admission charge levied on the participants.
5. First Option: Provides a prospective client with the first right of refusal on specified space through a fixed date. If a License Agreement is not executed by this date, the space may be re-licensed or resold. Should another group of equal booking priority wish to book the dates (in whole or in part

and as specified in the Second Option definition) prior to the fixed date specified, the holder of the First Option will be given five (5) business days to execute a written License Agreement for the space.

6. Second Option: Provides for a second group of equal booking priority to enter into a commitment to book specific space and dates in the Convention Center should the space and/or dates, in whole or in part, being held under the First Option above be re-licensed by the First Option group. The commitment is in the form of a binding License Agreement contingent upon the space and/or dates being re-licensed under the defined procedure.
7. Tentative: Commitment to hold space based on a written request of the show producer. Either party may cancel such commitments with prior written notification without penalty.
8. Definite: Commitment to hold space based on a written request for space and subsequent written confirmation from the Convention Center. Definite holds are made pending execution of the License Agreement between the parties and may not be unilaterally cancelled by the Center.
9. Confirmed: Hold on space that has been contracted through the execution of a License Agreement and receipt of deposits as outlined therein.

IV. BOOKING GUIDELINES

Booking Responsibilities

Reservations for Convention Center space more than eighteen (18) months in advance of the requested dates are normally handled by the Puerto Rico Convention Bureau (PRCB) and are subject to the guidelines in Sections IV A and B below.

Reservations for Convention Center space eighteen (18) months in advance of the requested dates or less are normally handled by the PRCC, and are subject to the policies outlined herein.

Business Evaluation

To maximize the regional economic impact, PRCC and PRCB will consider the relative merits of each potential booking on a case-by-case basis. The Authority, in conjunction with Convention Center Management and PRCB will review booking priorities periodically as part of the Marketing/Sales plan approval process.

Booking considerations include: room night generation, lead-time of booking; peak demand time; arrival/departure patterns; catered food and beverage functions; degree of cost sensitivity; size of Center's exhibit/meeting space required; potential for repeat/referral business; prestige factor, and attendance.

It is recognized that many factors impact the desirability of an account. In order to achieve the maximum future economic impact of the Convention Center, the PRCB working with the Management may deem appropriate groups which singularly do not meet guidelines, but are beneficial to Puerto Rico when viewed in a broader booking perspective, due to their public relations image enhancing qualities and ancillary promotional value.

Booking Calendar

The Center shall control and maintain the booking calendar for the PRCC. The PRCC shall be provided read-only access to the booking calendar. Only the Convention Center staff shall make and confirm final entries into the booking calendar.

V. RESERVATION PRIORITIES

A. First Priority Events

First Priority for scheduling the Center will be available to regional, national, international conventions, congresses, trade shows, corporate meetings and similar activities which are not normally open to general public and which meet all the following criteria or targets:

- Will generate bookings with a minimum of 500 peak hotel nights; or
 - Will generate bookings with a minimum 1,500 total hotel room nights; and
 - Will require a minimum of 75,000 gross square feet of convention center exhibition space; and
 - Will require at least (1) major catered food and beverage function.
1. Reservations: Date requests for first priority events may be made as far in advance as necessary or appropriate Pursuant to the definitions above.
 2. Use License Agreement: A signed, fully executed binding document for First Priority Events will be required not less than twenty-four (24) months in advance of the event, or at the discretion of the Center's General Manager.
 3. Refusal Options: As outlined in the definitions, all reservations will be subject to First and Second Options until a fully executed License Agreement is in place.
 4. Preference may be given among First Priority events to those events that confirm returning to the Center on an annual or more frequent basis.

B. Second Priority Events

Second Priority for scheduling the Center will be available to regional, national and international conventions, congresses, trade shows, corporate meetings and similar activities, which are not normally open to the general public and which meet all of the following criteria or targets:

- Will generate bookings with a minimum of 300 peak hotel room nights;
- Will require a minimum 900 total hotel room nights;
- Will require a minimum gross of 40,000 square feet of convention center space;
- Will require at least one (1) major catered food and beverage function.

Certain local and consumer events such as auto, home and boat shows (by way of example only) may be offered equal scheduling priority if the above targets and criteria are met, or if it is established by the Center or Authority that such events meet the Center's civic objectives. Exhibition and meeting space will be reserved at the time of commitment. Space allotment within the Center and dates will be considered firm upon execution of a license agreement or other Agreement with the Authority or Management.

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1. Reservations: Date requests for Second Priority Events may be made as far in advance as necessary or appropriate. Second Priority Events may not supersede requests for First Priority Events, nor can they challenge First Priority Events as a second option.
 2. In booking Second Priority Events, preference will be given to groups who meet the guidelines specified herein for Special Consideration.
 3. License Agreement: A signed, fully executed binding document for Second Priority Events will be required not less than eighteen (18) months in advance of the event, or at the discretion of the Center's General Manager.
 4. Refusal Options: As outlined in the definitions, all reservations will be subject to First and Second Options until a fully executed License Agreement is in place.

C. Third Priority Events

Third priority for scheduling space and dates in the Center will be available to consumer or public exhibitions (shows open in whole or in part to the general public and not meeting the criteria outlined in IV-B), local corporate meetings, special events, sporting events, banquets, entertainment events, graduations, business meetings and other activities which essentially draw from or appeal to the general public and/or local attendees and participants.

Space and date scheduling commitments for third priority events and activities may not be made more than eighteen (18) months in advance, depending on criteria to be developed based on a joint Agreement between the PRCB and Management.

1. Reservations: Date requests for Third Priority Events may be made not more than eighteen (18) months in advance of the event, unless the requested dates are known to conflict with high room demand events. Third Priority Events may not supersede requests for First or Second Priority Events, nor can they challenge First or Second Priority Events as a second option.
2. Within the Third Priority category, preference will be given to long-standing public shows and tradeshow held on an annual basis in Puerto Rico that have a proven track record of success and benefit the community at large.
3. License Agreement: A signed, fully executed License Agreement for Third Priority Events will be required not more than thirty (30) days following the submittal of a Facility Use Application, at least thirty (30) days in advance of the event, or immediately at the discretion of the Center's General Manager.
4. Refusal Options: As outlined in the definitions, all reservations will be subject to First and Second Options until a fully executed License Agreement is in place.

NOTE: All event priority categories are subject to review for Special Consideration based on the needs of the Center and the best interest of Puerto Rico. Guidelines for Special Consideration include, but are not limited to:

- Event held during off-peak demand times defined mutually by PRCB and Management
- Arrival/Departure Patterns
- Public relations value to the Region
- Hotel Occupancy/Distressed Periods
- Conflicting Events (other conventions, major sporting events, etc.) which substantially reduce the availability of hotel rooms in the area
- Potential for growth, annual, repeat, or multi-year bookings

Special Consideration will require mutual agreement of Convention Center & PRCB.

VI. RESERVATION PROCEDURES:

Facility Use Application

In order to request space in the Center, a Facility Use Application must be submitted to the Center Booking Coordinator.

The Center may decline to approve any application for any event or Producer on the basis of credit references, financial ability or prior experience, or to a Producer who has failed to perform any obligations under a prior agreement with the Center or similar facility, has cancelled or failed to proceed with a confirmed reservation in Center or a similar facility, or whose conduct is, in the opinion of the Management, detrimental to the best interest of the City of San Juan and the Region.

Reservation Status

Tentative Reservations are subject to the approval of the Center General Manager, and are subject to the following:

1. All tentative reservations can be cancelled by the Center subject to the provisions of First and Second Option as defined under Section II, 5 and 6.
2. A tentative reservation for a Third Priority Event more than six (6) months in advance of the event is subject to cancellation with a forty-eight (48) hour notice at the discretion of the Management.
3. The Puerto Rico Convention Bureau will be advised of cancellations.

VII. FIRST OPTION RIGHT OF REFUSAL

Should a group or event of equal priority submit a Facility Use Application for all or part of the same dates and/or space being held as a tentative under a First Option, the Second Option group or event shall be given the right to confirm the dates and/or space contingent upon the First Option group or event releasing the dates and/or space under the definition of First Option in Section II, 5.

To activate the First Option Right of Refusal process, the Second Option group or event must submit a Facility Use Application complete with a full deposit which will only be refundable if the First Option holder exercises their right to execute a license agreement with the Center.

VIII. SUBJECT TO CHANGE

Booking Policies of the PRCC are subject to change without notice at the discretion of the Convention Center with approval of the Authority and notification to the PRCB. A copy of the most current revision is available in the Center's executive office.

BROADCASTING/PHOTOSHOOTING

Broadcasting fee is \$2,500 and photo shooting fee is \$1,000. Contact your event manager for details.

BUSINESS CENTER

The on-site Business Center is conveniently located in the lobby. The hours of operation are based on the event needs, but regular business hours are Monday thru Friday, 8:30am-5:30pm, and can be extended as needed. Services and products include: printing, Internet, equipment rental, secretarial service, copying, fax transmission and receipt, small package shipping, office products, and other services. For more information you can go into our website under services or contact the Business Center directly at:

(787) 641-7722 x2051. For more information regarding the Business Center services visit our website www.prconvention.com and go directly to Services.

BUSINESS / HEALTH PERMITS / TAXES

It is the Licensee's responsibility to procure all necessary permits. The Center will assist in providing Center related information necessary for submission, but the Center will not secure such permits on behalf of Licensee.

BUILDING SECURITY – SEE SECURITY

CATERING AND CONCESSIONS – SEE FOOD & BEVERAGE

CLEANING

The Convention Center staff takes great pride in the care of the facility. Every aspect of the facility is painstakingly maintained to provide you with a clean attractive environment to host your event and welcome your members, registrants, patrons and guests.

Our in-house cleaning department can provide event cleaning services on a non-exclusive basis. Please let your Event Manager know if you elect to use this service so that a proposal specific to your event can be prepared.

Trade Shows, Expo's or any event opened to the public and held at the Exhibit Halls or Ballroom is required to hire a company to take care of the cleaning. You could either sub-contract an outside company or ask for an estimate to use our services. Should you elect to use an outside cleaning contractor during your event the Convention Center cleaning department will maintain all public common areas, i.e., lobbies, hallways, rest rooms, concessions and meeting rooms except when said areas are utilized as exhibition space. PRCC operates with a standard "clean hall to clean hall" policy; therefore, loading docks, exhibition floor (including aisles and trash receptacles), offices, and registration area cleaning is the responsibility of Show Management and their contracted cleaner. If PRCC determines that the cleaning is not up to standard, PRCC will notify the Show manager to correct the situation. If the situation is not corrected, the PRCC will clean the areas at the client's expense.

The PRCC will be monitor and refresh meeting rooms according to the event schedule. If a situation arises that requires the immediate attention of our Housekeeping Department, please contact your Event Manager. Personnel will be dispatched immediately, or as necessary.

The use of "Glitter" is not permitted in the PRCC. Helium balloons or adhesive backed decals may not be given away or utilized without the express permission of the PRCC. Any costs incurred by the PRCC for the removal of these items will be charged to the Licensee in the final settlement. Any balloon that has to be taken down from the ceiling is \$100 each. The cost for any adhesive backed decal left behind will vary depending on the situation.

As required in the PRCC Use License Agreement, it is the Licensee's responsibility to return the facility in the same condition as it was received. A Representative from the PRCC Operations staff will review the condition of the facility with you and/or your general service contractor in advance of move-in and after move-out.

If the facility is not returned in the same condition as received, the PRCC will clean, make necessary repairs and include the estimated cost for such cleaning in the Licensee's final settlement.

Dumpster pulls are charged to Show Management at a rate of \$500.00 for the first 40 cu. yd. (30.58 cu. m) compactor pulled and \$190 for each additional pull. Additional open top containers can be rented, please see Special Services Rate Sheet for costs.

All outside cleaning contractors will be required to comply with all Sub-Contractors Building Manual Requirements. Please let your Event Manager know if you will be using an outside cleaning contractor.

Cleaning Labor (PRCC in-house)

\$18.00/hour

4 hour minimum

*Please note that additional charges will apply for Supervisors. Please contact Event Manager for a proposal specific to your event.

CONCERTS, EVENTS AND/OR PARTIES OPEN TO THE PUBLIC GUIDELINES – Please find more information on page 75-76.

CONCIERGE DESK – SEE INFORMATION DESK

COMMUNITY RESOURCES

AIRPORTS

Luis Muñoz Marín International Airport - 1-800-866-5829

PUERTO RICO CONVENTION BUREAU

Edificio Ochoa

500 Tanca Suite 402

San Juan, PR 00901-1492

Tel. (787) 725-2110

Fax. (787) 725-2133

E-mail: info@prcb.org

CURRENCY EXCHANGE (U.S. \$ is local currency)

- Most large hotel chains will provide currency exchange service.
- Banco Popular –Foreign currency exchange in any branch; International division, second floor, 1500 Ponce de León, Santurce, (787) 723-0077
- Caribbean Foreign Exchange – 201B Calle Tetúan, Old San Juan, (787) 722-8222
- Western Union – cable & money transfer; available at all Pueblo Supermarkets – 1-800-325-4046

CONTRACTORS

EXCLUSIVE CONTRACTORS:

- There are exclusive agreements related to your use of the PRCC. All Food & Beverage at the PRCC must be provided by the PRCC Food & Beverage Department.
- All telephone and fax lines as well as all Internet connectivity outside the Business Center must be provided exclusively by PSAV.
- Emergency Medical Services is an exclusive service from the PRCC.
- Parking is provided exclusively through the PRCC Security Department. Self-parking is a flat fee per person per day. If interested in paying parking for your guests, the total will be included in the Licensee's final settlement. Please talk to your Event Manager for any special request.
- Valet services are provided exclusively from Valera.
- Ballroom and Exhibit Hall rigging is exclusively done by PSAV. Exhibit Hall rigging can be done by Show Manager only if less than 100 pounds (example: banners). If higher than 100 pounds, PSAV is required to do the rigging. Please contact your Event Manager if you will be hanging anything in the PRCC.

CONTRACTORS' REQUIREMENTS

ALL contractors wishing to provide service to events at the Puerto Rico Convention Center are subject to approval by the Center prior to commencing work on-site. This applies to all contractors supplying any and all show services such as audio-visual, electrical, cleaning, and security.

The Licensee is required to notify the Event Manager of the contractors selected in advance of the event for the purpose of initiating and securing the appropriate agreements.

In order to qualify, a firm must submit the following:

1. A written request on company letterhead for consideration as an approved contractor. This letter should also contain:
 - address of firm
 - general office, emergency, and FAX phone numbers
 - names and titles of principals
 - individual responsible for coordinating firm's convention center operations
2. The following are required to work on property at the PRCC:
 - A copy of appropriate operating licenses for the state, county, and city when applicable.
 - A copy of current Certificate of Insurance confirming firm's liability and workman's comp coverage applicable to Convention Center activities.
3. Additional submittals should include:
 - name of client currently staging an event at the Convention Center
 - other appropriate letters of reference from comparable exposition facilities/exposition managers
 - copy of sample employee identification credentials
 - pictures of standard issue uniforms and variations
 - summary equipment inventory

Your Event Manager will notify the approval or disapproval. Contractors without approval will not be allowed to work on property.

Prior to all events at the facility, all Contractors will submit a shift schedule to the Event Manager at the Convention Center. A briefing will then be scheduled by phone or in person to confirm specific drop off or parking areas, entrance locations, and credential or security requirements for each event.

CRATE STORAGE

Crates, cardboard boxes, hazardous materials, waste products, gasses, and other packaging and holding materials are prohibited from being stored or staged within the facility or on the loading docks. They may be kept in trailers with closed, unlocked doors, or in available dock bays. Limited storage of required show management and event contractor equipment may be permitted within the facility if the area is identified on the floor plan, has adequate fire suppression systems, and has been approved by Facility Management and the Fire Marshal. If permitted storage is allowed in 20' x 20' x 12'h (6.10m x 6.10m x 3.66m high) areas with appropriate aisles, and a 24 hour fire watch.

Air wall pockets, facility storerooms, hallways, emergency exits, concession stands and meeting rooms are not available for storage at any time. All emergency exits must be completely free from storage and debris. Storage of equipment within the facility is limited to the following items:

- Decorator equipment and ladders

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- Electrical and decorator boxes
 - Accessible storage (any flammable materials should be limited to what could be normally used in one show day)

DAMAGES

Prior to the first move-in day, the Operations Department will schedule a facility inspection to verify the condition of the Center. At the conclusion of the event move-out, a final inspection will identify and specify any damages resulting from the event.

Notify the Event Manager of any damage that occurs throughout the course of the show. Show management will be informed of any damages with a damage report and a photograph when applicable. The cost of repair of damages is the Licensee's responsibility and the Center will make all repairs.

The PRCC is not responsible for any equipment or materials stored at the facility.

EXHIBITS IN PERMANENTLY CARPETED AREAS -When using permanently carpeted areas as exhibit space, the service contractor is required to lay plastic or plywood over the permanent carpet before bringing freight or material-handling equipment into the area. In taking protective measures, it will prevent damage caused by direct contact with lifts, pallet jacks and/or such equipment. Any damages will be charged to the Licensee.

ELECTRIC AND UTILITIES

Lessee must notify the Event Manager of the selection of the electrical contractor. All electrical contractors must comply with the Contractors Requirements as outlined in this guide.

The main exhibit hall provides electric services in floor ports located on 30' x 30' centers. (See diagrams at back of guide for floor port power specifications.) Water service is conveniently available through access points located in the exhibit hall and conduit is available for sub-floor routing. Conduit is in place providing access to every other floor port for compressed air lines. Electrical service is available upon request in all meeting rooms and ballrooms. Utilization of permanent wall or column electrical outlets within public space, foyers and meeting rooms, requires prior written approval by Center management. An estimate can be provided based on client electrical needs.

To the extent possible, all lines should be in the rear of the booth line. Ramping is permitted with Fire Marshall Approval. All fixtures and fittings must be UL (Underwriters Laboratories) approved. (See Fire and Safety for further information)

PRCC charges for electrical connections (amperage) in the Exhibit Halls, Meeting Rooms, and Ballroom, which are included in the final settlement. The Event Manager will prepare an estimate during the show with the total. Please see prices in the Rate Sheet located at the end of the document.

Capability per rooms:

- *Meeting Rooms: (4) 30amp per meeting room/section*
- *Ballroom A: (24) 30amp; (24) 20amp floor boxes*
- *Ballroom B: (18) 30amp; (6) 20amp floor boxes*
- *Ballroom AB foyer: (9) 30amp floor boxes*
- *Terrace: (7) 30amp; (5) 60amp; (25) 20amp*
- *Exhibit Halls ABC: on floor boxes up to 100amp on 169 boxes – (2) 30amp per floor box*

EMERGENCY PHONE NUMBERS

PRCC (787) 641-7722

Emergency Services - 911

Ambulance – (787) 754-2550

Fire Department – (787) 343-2330

Police Department (National Police) – (787) 343-2020

EMERGENCY MEDICAL SERVICES

As a means to provide the most dependable emergency services the Emergency Medical Technician (EMT) and Ambulance services are an exclusive in-house services. This will insure the safety of participants at the events taking place at the Puerto Rico Convention Center.

Based upon event type, a mandatory EMT will be required during move in, show hours and move out to administer emergency first aid treatment.

- An event with an attendance of 1,000 people + will be required to have Emergency Medical Services. (Examples: Galas, Graduations, Fashion Shows, etc.)
- Events at Exhibits, Trade shows, Expo's, etc.: are required to have Emergency Medical Services. An EMT is required during move in and move out (4 hour minimum), and an Ambulance during show hours (4 hour minimum). The Ambulance Service provides two EMT's. The Ambulance will be stationed in the loading dock.

NOTE: If the Ambulance has to leave the building to take a patient from your event to the hospital, automatically we will bring in an Emergency Medical Technician for the time being and it will be charged directly in the client's final settlement.

The current hourly rate is listed in the Special Services Rate Sheet. Please contact your Event Manager to request EMS for your event.

EQUIPMENT INVENTORY AND RENTAL

The prevailing rates for rental equipment are available on a separate rate schedule. All Center equipment will be setup and operated by authorized Center personnel. Equipment is available as inventory permits. Any equipment needed above facility inventory is the responsibility of the licensee. Please contact your Event Manager for additional information.

EVENT SERVICES ESTIMATE

Request an Event Services Estimate to the Event Manager. Payments for event services fees are due and payable in accordance with the terms of the License Agreement; if not, they will be included in the Licensee final settlement.

EVENT STAFF

Minimal staffing levels may be set at the discretion of Center Management as deemed appropriate after carefully considering the nature and character of the event. All contracted staffing levels must be submitted to your Event Manager for approval at least (14) days prior to the first day of move-in.

If provided through the Center, Event Staff services will be provided under the following guidelines:

1. A four (4) hour minimum per person per day.
2. One or more assigned fixed positions will require a supervisor.
3. On large calls of six or more, an additional rover/relief staff will be scheduled.

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4. Additional positions including the loading docks and the service road will require coverage during event move-in and move-out hours. Additional coverage may be required based upon the needs of the event.
 5. The Center's Event Staff/Security will man all ticket taking/badge checking positions and pass gate.
 6. Any door(s) utilized for ingress/egress during move-in, move-out and show hours are required to be staffed.
 7. Event Staff/Security is required on all events that leave materials/supplies in the Center overnight.

EXHIBIT FLOOR

PRCC exhibit floor is a solid concrete floor with a weight bearing capacity of 350 lbs per sq ft/1,709 kg per sq m.

Each exhibit hall has two access doors from the loading dock measuring 15' high. Exhibit Hall A has an additional door measuring 22'wide x 27'high which is not accessed from the loading dock.

There are a total of 22 accessible loading dock spaces in the facility.

Utility floor ports are located on 30 foot centers and provide electricity, drainage, and phone connections. Compressed air and water are conveniently located in every other floor port. Consult your floor plan or contact your Event Manager for additional details.

Each one of the Halls can be utilized as a General Session, Plenary Session for large groups, Trade Shows, Expo's, etc. Exhibit halls can be set-up in theater, elevated theater with the use of our bleachers, classroom, banquet, or a combination of these sets. All equipment charges apply in the Hall when it is utilized as a meeting function area. Please discuss with your Event Manager the arrangement you require and review the Rental Rates in the Event Guide for budget and planning purposes. Please discuss all large general session or plenary session sets with your Event Manager well in advance to ensure appropriate inventory of equipment for your event.

FIRE DEPARTMENT REQUISITIONS:

According to the Puerto Rico Fire Department Rules & Regulations, created to comply with laws #43 of 6/21/1988 and #170 of 8/12/1988, floor plans must be approved by the Fire Marshall. It is required to submit floor plan for Fire Marshalls's approval for Trade Shows, Expo's and Special Events (for example: Graduations, Fashion Shows and others) and events with an attendance of 800ppl or more when set up in classroom or theater.

- Trade Shows and Expo's: to approve floor plans is a \$10 fee per booth and \$75 per stage and must be paid before the show. Payment and floor plans need to be submitted to Hacienda at Edificio Intendente Ramírez #10, Sto. #1 Paseo Covadonga San Juan, PR 00902.
- Special Events: \$75 per event + \$25 additional fee if done thru Event Manager.
- These papers should be submitted 10 days prior to Show.

FIRE PROTECTION SYSTEM

The PRCC is fully protected by an automatic fire sprinkler system. In addition, fire hose cabinets and fire extinguishers are located throughout the facility. Exit doors, exit lights, fire alarm sending stations, fire hose cabinets, fire extinguishers, and strobe lights are prohibited from being concealed, obstructed, or tampered with at any time.

FIRST TRUCK & CAR RENTAL- SEE RENTAL ORDER FORM UNDER SERVICE ORDER FORMS AT THE END OF THE EVENT PLANNING GUIDE.

FLOOR LOAD CAPACITIES – SEE FACILITY DIAGRAMS AT BACK OF GUIDE

FLOOR PLAN APPROVAL

(SEE RULES & REGULATIONS FOR FIRE CODE REGULATIONS)

The Center's exhibit and registration floor plan approval process incorporates policies mandated by the local Authority and must be approved by the Center and designated local authority.

The Event Manager can provide guidelines for floor plan layout. A copy of the proposed floor plan, drawn to scale, needs to be submitted to the Event Manager. Copies of the proposed floor plan will be submitted for Security's approval. Non-approved floor plans will be returned to Licensee with explanations. Licensee must re-submit a revised copy of the floor plan for final approval.

Note ALL NFPA Life Safety Code guidelines are observed by the Center as well as all federal, state and local fire codes that apply to public assembly facilities. The decisions of the local authority will be considered final.

FOOD AND BEVERAGE SERVICE

(SEE RULES & REGULATIONS FOR F&B GUIDELINES)

The Food and Beverage Department is prepared to offer the finest quality products and service for all functions from coffee breaks to exquisite gala banquets. Catering menus are available from the F&B dept. Concession operations are available to provide retail sale food and beverage service for events. Permanent stands and portable theme carts will enhance any event's program by featuring a variety of specialty food and beverage items. Special menus are available to show management and exhibitors that will provide for in-booth food service.

Sampling of products is allowed as follows: beverages are limited to a maximum 4 oz. Container; 3 oz. product; and food items are limited to "bite size". Items dispensed are limited to products manufactured or produced by the exhibiting firm. Advanced written authorization is required if products are to be sampled. Contact Event Managers for details.

The Center offers complimentary water service for 4 speakers per event. For any special water station service, i.e. glasses and pitchers, or water coolers, the Food & Beverage Department can accommodate the service for an additional charge.

FREIGHT - DELIVERIES

Due to limited storage space, the Center **WILL NOT** accept advance freight deliveries. All freight must be shipped to the service contractor and delivered to the Center during the designated move-in period. Any freight scheduled for delivery to the Center during move-in must be sent to the attention of the service contractor. The Center will not accept C.O.D. shipments or responsibility for costs associated with freight delivery/pick up during non-assigned periods. The Center will not be liable for the security of freight left following the conclusion of the move-out date(s), or responsible for the shipping of such freight. Freight left on the show floor will be disposed of at Licensee's expense.

All loading and unloading of exhibits must be through designated loading docks and freight doors. The main lobby glass entrance doors are not available for this purpose. The only exception will be for hand-carried materials, when necessary, and with the prior approval of the PRCC.

Freight cannot be transported on passenger elevators or escalators. Escalators and passenger elevators are for use by the general public and may not be blocked. Adequate freight elevators are conveniently located for such use.

FREIGHT – HAND CARRIED

Move-in or move-out through the facility lobbies is strictly limited to hand-carried items. Dollies, flatbeds, or anything mechanical is prohibited unless entered thru the loading dock and taken to it's destiny via the back of the house. Materials that require the use of wheeled or mechanical equipment must be delivered via the loading docks. Passenger elevators and escalators are designed for passenger use only and are not intended to carry freight.

FOYER

- Booths: approved by the facility based on building availability and usage. Will include charges such as: equipment rental, Fire Marshall Inspection, electricity, cleaning and other. Consult your Sales or Event Manager for more details.

GENERAL CONTRACTORS – SEE CONTRACTORS

GRATUITIES

Thank you for your thoughtfulness, however, it is against SMG policy for any employee to personally accept gratuities or gifts of significant value from a Licensee.

GREEN MOVEMENT – SEE PAGE 83-84

The Puerto Rico Convention Center places a great deal of attention on maintaining a clear environment and promoting green practices. The Puerto Rico Convention Center District Authority (building owner) and the SMG Puerto Rico (building operator) recognize the importance of their role in protecting the environment of the San Juan Bay area and Puerto Rico as a whole.

The Green Program Committee, a cross section of PRCC employees, is committed to discover and implement new methods to achieve sustainability and environmental responsibility. Under their leadership PRCC began to implement an extensive recycling program, energy and water conservation and several other green initiatives for the benefits of the employees, clients, visitors, suppliers and nearby community. This is the beginning of a healthier and livable future.

HAZARDOUS WASTE MATERIALS DISPOSAL

Chemicals, solvents and/or solutions considered hazardous are not allowed to be disposed of through the sewer lines or drains of the Puerto Rico Convention Center.

Any materials that are brought into the facility must be accompanied by applicable Material Safety Data Sheets.

Some neutralizers may be available to render harmless chemicals being used. If you are not sure of the product being utilized, please check with the manufacturer.

All items must be handled and disposed of in accordance with the latest Environmental Protection Agency regulations at the time of your event.

Transportation, storage, security, disposal and MSDS documentation is the sole responsibility of the material owner. Please check with Official Cleaning Service Supplier prior to the Trade Show to make the necessary disposal arrangements for any hazardous waste materials.

HOURS OF OPERATION

- The standard hours of operation for the administrative staff are Monday thru Friday from 8:30 a.m. to 5:30 p.m. (787-641-7722)
- Our standard operating hours for client-leased spaces are 7:00 a.m. to 12:00 a.m. daily. For any special requests discuss with your Event Manager.

INFORMATION DESK

The Center provides information for restaurants, shopping areas, entertainment and attractions within the Puerto Rico area. The Information Desk is conveniently located in the main lobby.

INSURANCE

(SEE RULES & REGULATIONS FOR INSURANCE REQUIREMENTS)

All Licensees are required to provide a Certificate of Insurance. Specific requirements are referenced in the Use License Agreement. Original Certificate(s) must be furnished to the Center two weeks prior to the first move-in day of the event. When an event is booked within two weeks or less than the date of the first move-in day, and the client does not have an active policy on record with the PRCC, SMG will automatically supply, at the client's expense, the appropriate insurance policy. No client is allowed to move-in without an approved (by Finance Department or General Manager) insurance policy.

The event's promoter must present an insurance policy for the event happening at the Puerto Rico Convention Center that should include a minimum of \$1million for Commercial/General Liability, Auto Liability, Worker's Comp and Employer's Liability. Cancellation must be for 30 days.

A sample copy of an acceptable insurance certificate is located in the Certificate of Insurance Information at the end of the Event Planning Guide. It is very important that the wording of the Description of Operations includes all the additional insured mentioned, event name and date. The certificate holder must be identical as shown in our documentation.

INTERNET

WiFi cards are not permitted in the facility. Internet is an exclusive service provided by PSAV (Presentation Services Audiovisual). The Network and Voice Services Order Form can be found in page 61.

KEYS – ROOM SECURITY

Request for keys should be made through the Event Manager and all keys must be returned on the last day of the event. In compliance with NFPA Life Safety Code doors cannot be blocked, chained, or altered in any way. The Center reserves the right (at all times) to access any area if necessary. Please see attached Special Services Rate Sheet for rates.

LABOR SERVICES

The Center's Technical Service personnel are required for rigging in the Ballrooms and Exhibit Halls, excluding aisle signage for trade shows. All audio-visual load-in, set-up, event production, move-out, and load-out are to be employed by the Center Technical Services personnel. All contractors providing staging and production or audio-visual production may provide supervision only. Contact the Event Manager for further details.

LIGHTING

EXHIBIT HALLS

Exhibit halls contain both HID lights and halogen lighting. Please note that HID lights take approximately 12 minutes to fully illuminate.

Fifty percent (50%) "work lights" will be provided at no charge in exhibit halls during move-in and move-out. One hundred percent (100%) "show lights" will be provided one (1) hour prior to Show opening and meetings. Lighting requests outside these parameters will be charged at the prevailing hourly rate.

MEETING ROOMS

Meeting rooms are equipped with fluorescent and dimmable incandescent lighting. Panels in each meeting room allow lighting to be adjusted to suit various functions. Room lighting will be programmed according to the event schedule provided to Event Manager.

LOADING DOCK

There are a total of 22 loading docks at the Center. To maintain safe and efficient operations, the Center will retain complete control over all loading docks. Licensee is responsible for all associated labor and space costs. The Center does not maintain a marshalling yard on its premises.

Licensees will be required to supply a detailed agenda covering all move-in and move-out activities, including anticipated freight deliveries, general service contractor materials and exhibitor access times. The Center may mandate changes in said agenda to maintain the smooth operation of your event and any other events operating concurrently in the Facility.

Please note that there are no loading docks associated with the meeting rooms or ballroom. If you are having an event in these areas and will need an area to load/unload please discuss with your Event Manager.

P.O.V. DELIVERIES:

P.O.V.'s are privately owned vehicles, such as passenger cars, mini-vans, or small company vehicle, as distinguished from trucks, tractor-trailers, and other "over the road" type vehicles.

P.O.V. deliveries usually consist of pop-up displays, small office equipment or boxes of literature.

All other P.O.V.'s that wish to unload themselves will be directed to the designated unloading area.

The marshalling of P.O.V. self-unloaders will require additional staff provided by the general service contractor and these charges will be incurred by Show Management.

The self-unloading of P.O.V.'s in the designated unloading area, will require a minimum of two people. One person to accompany the freight, and one person to park the vehicle immediately after unloading. Any vehicle left unattended will be ticketed and towed at the owner's expense.

Drayage service will be available for exhibitors without the minimum of two people and/or with larger vehicles and shipments from common carriers.

Material handling equipment will not be available for exhibitor's personal use.

LOST AND FOUND

All lost and found articles are logged and placed in our Security Office. We attempt to identify the owner and return all articles. To inquire about lost items contact the Security Manager at ext. 2060.

METAL DETECTORS:

The usage of metal detectors is exclusive from the PRCC and is available for rent upon request.

PARKING

The Center has approximately 1,800 on-site parking spaces. Parking is generally on a first come first serve basis. Parking rates for self-parking is a flat fee of \$5 (subject to change). Overnight parking is not allowed without prior written authorization. Please contact the Event Manager to request valet parking or parking passes. Any request must be in writing from the licensee. Additional charges may apply.

POLICE

Any arrangement for arm security needs to be arranged through the Security Manager. Security manager needs to approve arm security personal. Only persons approved by the Security Manager are allowed to work in the center as armed security.

PLUMBING

Compressed water and drain hook ups for exhibit booths are provided by the official show Electrical Contractor.

PRESS

Your Event Manager should be notified whenever you expect members of the press to attend your event.

PUBLIC AREAS

Lobbies, concourses, and the food facilities are considered public areas and not under Licensee control. All activities using public areas, such as registration, special exhibits or displays, temporary advertising, etc., must be noted on the Floor Plan in advance to be approved by the PRCC and the Fire Marshall. Please note that clear access must be maintained for concurrent events, as well as to all restaurants, cafeterias, lounges, permanent food service facilities, restrooms, telephones, elevators for disability access, and all exit or entrance doors.

Service desks and related work stations are not permitted in any public area. Motorized vehicles, forklifts, gas or electric carts, etc., may not be operated in lobbies, concourses or any carpeted area of the PRCC. Heat tape and double face tape may not be used on carpeted floors. Additionally, installations of carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance.

- CAFÉ CARIBE – FOOD & BEVERAGE PORTABLE CONCESSION STANDS: All Café Caribe stations have permanent locations on public areas of the facility. Contact your Event Manager for more details on locations.

PUERTO RICO SALES TAX:

The Treasury Department (Departamento de Hacienda) of Puerto Rico requires specific paperwork before the opening of a show. At the end of this document you will find the Puerto Rico Sales Tax letter detailing the specific requirements and additional information as a reminder.

NOTE: Show managers are responsible to comply with the new tax laws since November 15, 2006 established by the government of Puerto Rico.

RESERVATION REQUEST FORM:

A tentative hold reservation form (in Spanish and English) can be found at the end of the Event Planning Guide. Hold valid for up to 45 days after receipt of confirmation. Dates will be released without notice if the event is not confirmed via use license agreements/contract and deposit.

RIGGING

Rigging at the PRCC must be approved in advance by Center Management and must comply with industry standards. All rigging to PRCC structures must be done by approved Center's contractors.

PSAV has jurisdiction and exclusivity over all rigging in both the exhibit halls and the ballroom. The client can only take over the rigging in the Exhibit Hall only if it's less than 100 pounds (example: banners). A service order form can be found at the end of the Event Planning Guide and additional information.

ROOM SET-UPS

Suggested capacities for meeting facilities are provided in Section V, Facility Specifications. The chart reflects maximum amount of seating allowed with a standard head table set in each room. Capacities will vary with the addition of staging, food service tables, dance floors, or audio-visual requirements. Contact the Event Manager to confirm room capacities prior to preparing room specifications.

A. Meeting Rooms

One basic set-up is included in the rental of all meeting rooms: theater, classroom, conference, or banquet style; a head table for two and one registration table outside the room. Any additional equipment such skirting, tablecloths for classroom tables, staging, or extra tables can be provided at an additional charge. See the Equipment Inventory & Rates for a listing of all equipment and current prices. Any change/additions in the set-up, i.e. classroom to theater style, during your event will result in an additional charge. (Please note that PRCC does not provide tablecloth or skirting for classroom tables as a regular meeting room set. Linen can be provided for an additional charge.) Linens will be provided for banquet tables if there is a service of Food and Beverage.

B. Ballrooms/Exhibit Halls

All non-exhibit uses of the Ballrooms and Exhibit Halls will be subject to equipment rental and/or set-up / breakdown labor charges. Additional costs may also be incurred for changes/additions. Any change/additions in the set-up, i.e. classroom to theater style, during your event will result in an additional charge. (Please note that PRCC does not provide tablecloth or skirting for classroom tables as a regular meeting room set. Linen can be provided for an additional charge.) Linens will be provided for banquet tables if there is a service of Food and Beverage.

NOTE: For Security reasons all chairs at Ballroom, Meetings rooms and Exhibits Halls need to be hooked at all times.

SECURITY

(SEE RULES AND REGULATIONS FOR INFORMATION ON SECURITY GUIDELINES)

The Center maintains in-house security for the premises only. The Building Security Staff maintains 24-hour security coverage for the Center's perimeter areas, internal corridors and life safety alarm system. Building Security Staff will also secure exterior and interior access doors as well as monitor internal traffic flow.

All incidents of injury, vandalism, fire, theft, etc. should be reported to the Security Office immediately. Following notification of any incidents, building Security Staff will initiate appropriate reports and investigations.

Security is required depending on the event. Event Security can be arranged through the PRCC or with an outside security contractor. All outside security contractors must comply with Contractor Requirements and be approved by the PRCC security manager Security Director or Manager.

The following Security companies are currently the only approved suppliers that have met our criteria to provide show services at the PRCC: Ranger American, Saint James and Charlie Castro (Crowd Control Specialist).

SIGNAGE AND DECORATIONS

Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc. to painted surfaces, columns, fabrics, ceiling or decorative walls in the Center. Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage. Standing banners are accepted and recommended.

Banners are allowed in the Center, although there are restrictions as to what, where, when and how the banners may be hung. Under no condition will signs or banners be taped, hung or otherwise attached to the Center's glass curtain wall. Center staff or union labor will be required to hang banners for a fee. **NO EXTERIOR** banners are permitted. City Ordinance restricts any signage to be hung outside of the Center. Consult the Event Manager with the details of every banner to be hung.

Adhesive backed decals and stickers may not be distributed in the Center. Any costs incurred by the Center for the removal of these items will be charged to Licensee.

The use of helium balloons is prohibited. Costs associated with violation of this are the responsibility of the Licensee.

SHUTTLE DROP-OFF / PICK-UP

The primary drop-off/pick-up location for shuttle busses, taxis and special needs patrons is directly in front of the Center's main (north) lobby.

SMOKING POLICY

The Puerto Rico Convention Center is a smoking free building (law #40, March 2007)

SPECIAL NEEDS FACILITIES

In accordance with ADA, the Center provides ramp access, restroom facilities, Braille elevator buttons, phone and fire alarms for the hearing impaired, patrons with disabilities, and wheelchairs. Also, wheelchairs can be rented at the Business Center (upon availability).

SPONSORS:

Exhibit Hall

- **Signage:** Currently the PRCC has permanent sponsor's signage inside Exhibit Halls (A, B and C) and in other public areas. For more information please contact your Event Manager.

SUB-CONTRACTORS

All sub-contractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to insure a safe workplace. All sub-contractor employees must use the designated employee entrances/exits and must have proper identification badges for access to authorized areas.

Proper documentation for Security must be provided to make sure they are certified. Contact your Event Manager for details.

TAPE

The Center requires the use of SURETAPE PC 628 GAFFERS tape or approved equal. Licensee and service contractors are responsible for the removal of all tape and residue marks from the exhibition hall(s), concourse and meeting room floors. The use of high residue tape is prohibited on terrazzo floors and carpeted areas. Tape or residue left on any SURFACE will be removed by the Center and the cost for the removal will be billed to Licensee. Note: Every cable must be taped down for the security of our guests.

TAXI STAND

Taxis will be available outside the Center's main (north) lobby. Please let your Event Manager know if you have any special needs with regards to taxis.

TELECOMMUNICATIONS / INTERNET

Effective April 30, 2007 the new Telecommunications exclusive provider is PSAV. This includes all remote, high speed Internet as well. The facility can provide Internet connectivity at any speed from a 256kbps up to 20mbps. All meeting rooms and ballrooms are equipped with Ethernet connection and capabilities. Telephones are installed and billed per order specifications. A service order form can be found at the end of the Event Planning Guide.

TRAFFIC CONTROL

Traffic control for all areas within the Convention Center District will be provided by PRCC Security. Please discuss any concerns for your particular event with your Event Manager. The Center reserves the right to require minimum levels of traffic control staffing at Licensee's Expense.

TREASURY DEPARTMENT

In accordance with the Local Treasury Department (Departamento de Hacienda de Puerto Rico) laws you are required to provide the following documentation for all events that are to take place at the PRCC.

NOTE: All exhibitors must comply with this requirement as well.

- Copy of Merchant Registry Certificate- Model SC2918
- Original Certificate for Exempt Purchases FORM 2916- attached at the end of this document you will find the document in English and Spanish.

UTILITIES – SEE AIR-CONDITIONING, LIGHTING, & PLUMBING SECTIONS

VALET SERVICE

Valet service can be arranged upon request. Please contact your Event Manager if you feel your event will need this service.

**Convention Center
RULES & REGULATIONS**

GENERAL RULES AND REGULATIONS

1. The location of entrance units, provided by the decorator, must be approved by the Center.
2. Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing by Center.
3. Center personnel must perform the movement of Center's furniture, fixtures and equipment only.
4. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move in/out.
5. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement. The repair for any damage to elevators or escalators as a result of freight movement will be charged to licensee.
6. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space without prior approval of Operator.
7. Use of glitter and confetti are not permitted in the Center without the prior written approval of Operator. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
8. Candles are permitted only if they are completely covered or in a base with water.
9. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
10. The sale or distribution of novelty merchandise is prohibited without prior written approval of Operator. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Operator.
11. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
12. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
13. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. In accordance with the ADA, service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals. The paperwork needed if approved: copies of vaccination certificate, health certificate, municipal license/certificate and a licensed trainer (needs to be present during show).
14. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
15. No soliciting is permitted in the Center or on Center premises.
16. Any and all conditions or activities the Center deems unsafe will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
17. The Center provides on an exclusive in-house basis telecommunications and food and beverage services.
18. Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time. Corkage fee will apply to any beverages brought from outside.

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19. Unless prior approval is granted, no one under the age of eighteen (18) is allowed on the exhibit floor/loading dock during move-in and move-out.
 20. Adhesive backed decals & stickers may not be distributed in the Center. Costs associated with the cleanup & related materials are the Licensee's responsibility.
 21. Any equipment with a ceiling needs a smoking detector and fire extinguisher.
 22. Vehicles approved to be inside the building as exhibition need to have ¼ or less in the gas tank. Once the vehicle is established the battery needs to be disconnected and a pumper must be placed under the car due to possible leakages. Insurance may be requested. Contact Event Manager for details.
 23. Furniture at public areas cannot be removed. If approved there will be a charge of \$100.
 24. The PRCC is not responsible for any equipment, materials, etc. stored at the facility.

GENERAL FIRE CODE REGULATIONS

The Center mandates a strict adherence to the NFPA Safety Code. *The decision of the Fire Marshal is final.*

1. Licensees, show management, exhibitors and all other parties comply with all Federal, Commonwealth, Municipal and Center mandated fire codes which apply to public assembly facilities.
2. The following materials are prohibited without written consent of Center: electrical cooking equipment; open flame devices; welding, cutting or brazing equipment; ammunition; radioactive devices; pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents /explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment.
3. The Center may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, service contractor, exhibitors, etc. and reserves the right to submit such information to the Fire Department for approval.
4. Exterior exhibit hall doors and loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.
5. A Fire watch is mandatory when smoke and/or hazardous machines are used inside the Center.

STORAGE:

1. Crate storage is prohibited in the Center without the prior written approval of Center Management. Crate storage is the responsibility of the Licensee.
2. Crates stored in interior storage rooms may not be stacked higher than within three (3) feet of sprinkler heads and a ten (10) foot radius must be maintained around all access/egress doors. Crates may not be stored in any occupied hall/room.
3. Exit signage, fire extinguisher, fire alarms, and related fire fighting equipment may not be hidden, obstructed or blocked.
4. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed.

FLAME TEST:

1. All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshal. Materials that cannot be treated for flame retardancy shall not be used.
2. Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.
3. Compressed flammable gas, helium tanks, flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater laser, blasting agents, and explosives shall be prohibited within exhibit halls.
4. Liquid Propane is not permitted inside the facility except when used as fuel to propel a vehicle into the facility. In this case, the tanks must be removed immediately after placement.
5. Oil cloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
6. All electrical equipment must conform to the National Electrical Code and be UL approved.

VEHICLES:

1. Any vehicle displayed in a show must have the battery cables disconnected. The gas tank must be taped shut or have a lockable gas cap. Place a plastic/pamper under the car to cover any possible leakage. Any damage to our floor or carpet will be at Licensee's expense.
2. Cars placed in the PRCC's carpet needs to have the tires covered in plastic. If not, a carpet or plastic must be placed under the car covering the 4 tires for it not to damage the carpet.
3. At no time during show hours are vehicles to be moved.
4. Any vehicles, material, equipment, etc. in fire lanes or blocking exits, etc. will be removed at Licensee's expense.

OPEN FLAME DEVICES:

1. Cooking and /or warming devices shall be isolated from the public. Place the device a minimum of four (4) feet back from the booth, or provide a barrier between the cooking /warming device and public.
2. Individual cooking/warming devices shall not exceed 228" surface area.
3. A minimum of two (2) feet shall be kept between cooking devices.
4. The surface which holds the cooking device shall be of non-combustible material.
5. Combustible materials shall be kept two (2) feet away from cooking device.
6. An extinguisher and lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices.

EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL

1. Detailed floor plans are required for exhibit and registration areas and any other special activities located in the exhibit hall, meeting rooms, ballroom or public areas.
2. Prior to the final sale, lease or assignment of any exhibit space, Licensee shall submit six copies of proposed floor plan, drawn to scale, to Center for review and approval from Security.

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3. Any necessary changes in proposed floor plan will be forwarded to Licensee by Center, and Licensee must submit revised floor plan.
 4. The proposed floor plan submitted for approval must include the following:
 - a) Show title, contracted dates, draftsman's company name and address, service contractor name and address.
 - b) Booth configurations drawn to scale, including base dimensions, heights and locations.
 - c) Aisle locations and dimensions.
 - d) Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
 - e) All exits & primary entrances.
 - f) All permanent and temporary concession and novelty stands.
 - g) All fire safety devices including extinguisher and alarm stations.
 - h) Dimensions of all service desks including space allocations for service desks operated by Center.
 - i) Dimensions of service contractor storage areas or "bone yards".
 - j) Distinction between pipe and drape and hardwall.
 5. A copy of the final approved floor plan is to be displayed in the Service Contractors service area office.
 6. The decisions of the Fire Marshall are final.

LAYOUT AND EXHIBITS SET-UP

1. Aisle dimensions/ locations are subject to Fire Marshal approval. Aisles must be a minimum of 10' wide.
2. No exhibit booth, registration table or related material may be placed within 20' of main entrance and back/loading dock exits. This space is for the PRCC.
3. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits or other fixtures.
4. Exhibitor service desks cannot be located in lobbies or pre-function areas.
5. Literature and other items cannot be stored in booth beyond what could be reasonably used in one day. Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area.
6. Clear access must be maintained to all Center services (i.e. restrooms, concession stands, utility rooms, etc.)
7. Carpet runners or show carpet installed over Center's permanent carpet is prohibited without the prior written approval of Center.
8. Whenever direct access to a fire extinguisher is blocked, the exhibitor blocking access must be notified of the location of the fire extinguisher, and a temporary sign must be hung above the exhibit indicating the extinguisher's location.

SECURITY

1. The Center maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior public, traffic flow in such areas, and the Center's life safety system. The activities of the security personnel cannot be restricted by activities of the Licensee.
2. Licensee is responsible for event staff labor charges in all areas specifically licensed to Licensee exhibit halls, meeting rooms, public areas utilized by the licensee including lobbies, loading docks, service roads, etc.
3. The Center may require Licensee to provide minimum levels of event staff coverage in any leased space and other areas (i.e. docks, service roads, public access areas, registration areas, etc.). Such coverage will be at Licensee's expense.
4. Any changing or removal of door locks must be approved in writing by the Center and work performed by Center personnel. Licensee will be responsible for the related charges.
5. No doors may be chained or otherwise locked without the written approval of the Center. No doors can be chain locked when area is occupied. All approved chains must be plastic coated and Center in-house security must be presented with keys to all locks.
6. All proposed event staff arrangements are subject to Center approval and must be submitted to the Center at least twenty-one days prior to the event.
7. All service contractors and other event related labor must enter/exit the Center via the designated employee entrance and are to be properly identified.
8. Center's security reserves final rights to admit access of any event personnel to any Center space.
9. Licensee and/or sub-contracted security company is responsible for overseeing any equipment, materials, etc. during move-in, event, and move-out hours (including overnight). This includes all meeting rooms, Ballroom, Exhibit Halls, public, and pre-function (foyer) areas as well.

EXHIBIT HALL AND LOADING DOCK REGULATIONS

1. No vehicles will be allowed in dock areas, exhibit halls, etc. without proper identification.
2. No parking zones, tow away zones and other restricted areas will be strictly enforced. Vehicles will be towed at the owner's expense.
3. Move-in and move-out through the front of the Center is not allowed, it must be done through the loading dock. Move-in and move-out periods must be approved in writing by the Center.
4. Scheduling of dock must be approved by the Center.
5. Individuals exhibiting behavior indicative of intoxication or use of a "mood altering" substance will be expelled from the Center premises.
6. Vehicles are to be operated in a safe and prudent manner. Any actions including speeding, erratic driving, etc. deemed unsafe by the Center are not tolerated. Failure to adhere to Center policies will be grounds for ejection from the premises and suspension of work privileges.
7. No refueling of vehicles is permitted within fifty (50) feet of the Center.
8. At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash.
9. No glass containers are permitted on the exhibit floor, meeting rooms or ballrooms without the prior written approval of the Center.

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10. Unless prior approval is granted, no one under the age of sixteen (18) is allowed on the exhibit floor/loading dock during move-in and move-out.
 11. Dock utilization schedules must be submitted to the Center (changes may be required in the proposed schedules to allocate specific space to different events).
 12. Freight deliveries to the Center must be shipped on designated move-in/out days and attention to service contractor. The Center will not accept freight deliveries for Licensee, service contractors, and exhibitors.
 13. The Center will not assume responsibility or liability for freight left on the premises following the conclusion of the move-in/out. Freight left in the Center will be disposed of at Licensee's expense.
 14. Licensee is responsible for informing all parties of Center's freight policies.

FOOD AND BEVERAGE

1. All food, beverages, and concessions are operated and controlled exclusively by the Center's Food & Beverage Department.
2. As per company policy it is not permitted to take any Food and Beverage outside of the Facility.
3. All Food and Beverage prices are subject to change without prior notification.
4. All Food and Beverage requested must be paid before the event date.
5. 10% Late Charge Fee if guarantee increases during 72 working hours prior to the event.
6. The 19% of Service Charge and 7% of Sales tax will be added to the order.
7. Any and all exhibitors offering food or beverage sampling must have approval by the Food and Beverage Department. Upon approval, the exhibitor will then adhere to the following:
 - a) An exhibitor and/or association member must occupy approved booths at all times.
 - b) Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm, and must be directly related to participation in event.
 - c) Food items must be administered and limited to "sampling" or "bite" size portions. Please distribute or fill out authorization request sample Food and Beverage and/or Beverage form located in page 50.
 - d) Beverage items must be distributed in containers no greater than four (4) ounces, and no more than three (3) ounces of product may be distributed per container.
 - e) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service, etc.) must be purchased from the Center's Food and Beverage Department.
 - f) Restrooms, concession stands, and/or facility kitchens may not be used as clean up areas.
 - g) Space utilized for storage, preparation, etc. of product must be approved in writing by the Center.
 - h) Securing of all necessary licenses, permits, etc. is the responsibility of licensee/exhibitor.
 - i) Costs associated with the disposal of trash, waste, etc. from exhibitor sampling are the responsibility of licensee and/or exhibitor.
 - j) Serving alcohol at booths must be done exclusively by an F&B booth attendant/bartender.
 - k) Exhibitors are not allowed to **sell** any Food and Beverage products at any time during the event.
 - l) Corkage fee applies to beverage brought from outside.

IMPORTANT NOTE: Alcohol consumption during pregnancy has been determined to be harmful to the fetus and can cause birth defects, low birth weight and Fetal Alcohol Syndrome, which is one of the leading causes of mental retardation. For more information contact your doctor or call 1-800-981-0023.

MISCELLANEOUS

Circumstances and operations not covered in these rules and regulations will be subject to interpretation, stipulations and decisions deemed necessary and appropriate by Center.

Note: Everything must be canalized through the Event Manager.

Convention Center SPECIFICATIONS

Level I



Level 1	Area	Length	width	height	area	length	width	height	theater	banquet	reception	classroom
Exhibit Hall (Total)	152,700	268	574	30	14,186	82	175	9.1	16,965	12,710	16,075	8,727
Exhibit Hall A	40,500	268	152	30	3,762	82	46	9.1	4,499	3,370	4,264	2,793
Exhibit Hall B	71,300	268	270	30	6,624	82	82	9.1	7,921	5,930	7,506	4,920
Exhibit Hall C	40,900	268	152	30	3,800	82	46	9.1	4,544	3,400	4,306	2,820
Meeting Rooms (Total)	14,900	-	-	18	1,384	-	-	5.5	-	-	-	-
Meeting Rm 101 (Total)	3,200	60	60	16	297	18	18	4.9	286	160	337	180
101-A	1,600	59	30	16	149	19	9	4.9	144	80	168	96
101-B	1,600	61	30	16	148	18	9	4.9	144	80	168	96
Meeting Rm 102 (Total)	3,800	49	89	16	353	15	27	4.9	306	170	400	195
102-A	1,300	47	29	16	121	14	9	4.9	129	60	137	63
102-B	1,300	49	30	16	121	15	9	4.9	129	60	137	76
102-C	1,200	51	30	16	111	16	9	4.9	107	50	126	76
Meeting Rm 103 (Total)	3,100	60	58	16	288	18	18	4.9	264	160	337	180
103-A	1,500	60	30	16	139	18	9	4.9	152	80	168	96
103-B	1,600	60	28	16	149	18	9	4.9	152	80	168	96
Meeting RM 104 (Total)	4,800	60	90	16	447	18	27	4.9	418	240	505	288
104-A	1,500	60	31	16	140	18	9	4.9	144	80	158	96
104-B	1,700	60	30	16	158	18	9	4.9	144	80	179	96
104-C	1,600	60	30	16	149	18	9	4.9	144	80	168	96
Concourses	9,564	-	-	-	888	-	-	-	-	-	-	-
Prefunction	4,826	-	-	-	448	-	-	-	-	-	-	-

Exhibit Hall

Total Exhibit Space: 152,700sq ft/14,186sq m

Exhibit Halls: main hall subdivides into three halls : one at 40,900 gross sq ft/3,800 gross sq m, one at 40,500 gross sq ft/3,762 gross sq m, and one at 71, 300 gross sq ft/6,624 gross sq m

Exhibit Floors:

one

Dimensions: 268 ft/82 m x 574 ft/175 m

Capacity:16,965 theater seating; 12,710 banquet seating;

16,075 reception

Ceiling Height: 30 ft/9.41m

Largest Access Door: 28 ft/8.5 m wide x 30 ft/9.1 m high

Floor: Concrete

Floor Load: 350 lbs per sq ft/1,709 kg per sq m

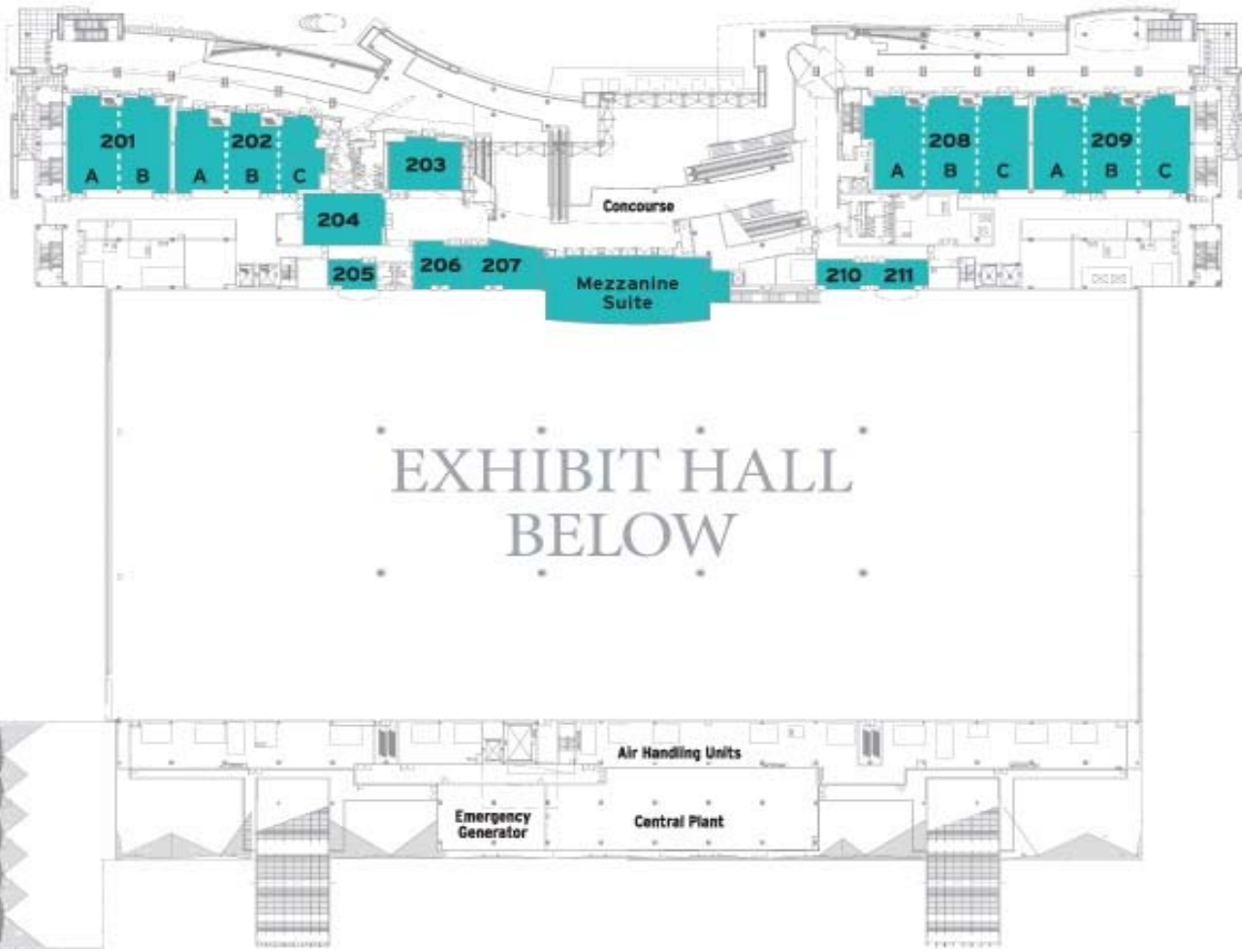
Power: At 30 ft/9.1m centers throughout the exhibit hall,

each with two 208-volt, 30-amp, 3-phase with one 208-volt 100-amp, 3-phase, 5-wire quick connect. One 120-volt, 20-amp GFI with breaker. Overhead, two 480-volt, 1,000-amp, 3-phase

Level II



LEVEL 2



Level 2	Area	Length	Width	Height	Area	Length	Width	Height	Theater	Banquet	Reception	Classroom
Meeting Rooms (Total)	21,300	-	-	16	1,979	-	-	4.9	-	-	-	-
Meeting Rm 201 (Total)	3,200	60	58	16	297	18	18	4.9	264	160	337	181
201-A & B (ea)	1,600	58	29	16	149	18	9	4.9	144	80	168	96
Meeting Rm 202 (Total)	3,600	49	84	16	334	15	26	4.9	280	190	389	184
202-A & B (ea)	1,300	47	25	16	121	14	8	4.9	118	60	137	76
202-C	1,000	51	29	16	93	16	9	4.9	90	40	105	58
Meeting Rm 203	1,400	45	32	15	130	174	10	4.6	120	60	147	84
Meeting Rm 204	1,400	46	32	15	130	14	10	4.6	126	60	147	96
Meeting Rm 205	439	27	18	15	40.8	8.2	5.5	4.6	36	20		24
Meeting Rm 206	800	30	30	15	74	9	9	4.6	53	40	84	49
Meeting Rm 207	1,100	27	39	15	102	8	12	4.6	79	60	116	65
Meeting Rm 208 (Total)	4,900	60	94	16	455	18	29	4.9	418	280	516	288
208-A & C (ea)	1,600	60	29	16	149	18	9	4.9	152	80	168	94
208-B	1,700	60	30	16	158	18	9	4.9	154	80	179	96
Meeting Rm 209 (Total)	4,900	60	89	16	455	18	27	4.9	418	280	516	288
209-A & C (ea)	1,600	60	30	16	149	18	9	4.9	144	80	168	96
209-B	1,700	60	31	16	158	18	9	4.9	144	80	179	96
Meeting Rm 210	479	29	18	15	44.5	8.8	5.5	4.6	38	20		27
Meeting Rm 211	524	32	18	15	48.7	9.8	5.5	4.6	38	20		27
Balcony (Total)	4,000	-	-	-	372	-	-	-	444	330	421	276
Concourses	21,763	-	-	-	2,022	-	-	-	-	-	-	-
Prefunction	5,123	-	-	-	476	-	-	-	-	-	-	-

Meeting Rooms

Meeting Rooms: 12 individual rooms that subdivide into 25 breakout rooms

Level 1: Four rooms that subdivide into 10 rooms

Level 2: Eight rooms that subdivide into 15 rooms

Capacity: From 80 to 500 attendees using theater seating

Ceiling Height: Four at 18 ft/5.5 m and eight at 16 ft/4.9m

Power: 120-volt, 20-amp convenience outlets along perimeter walls. Floor outlets at head table locations. Each divided room with access to a a 120-vot, 100-amp supply.

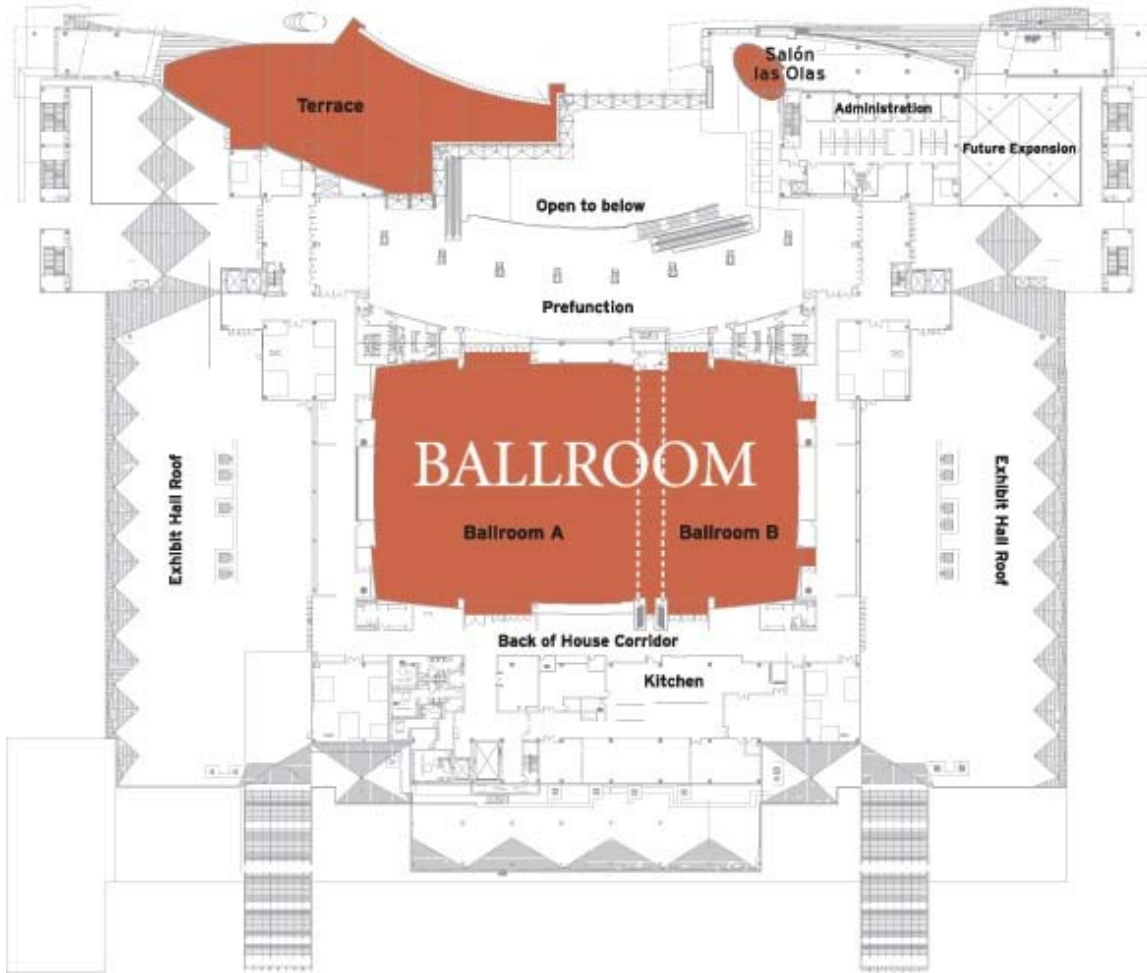
Balcony: 4000 sq ft/372 sq m function space for over 400 attendees overlooking the exhibit floor

Show Manager Conference Rooms: Three conference rooms available on the second level with an overall space of 1,482 sq ft/137.7 sq m

Level III



LEVEL 3



Level 3	Area	Length	Width	Height	Area	Length	Width	Height	Theater	Banquet	Reception	Classroom
Ballroom (Total)	39,500	145	278	26-45	3,670	44	85	8-14	3542	1900	4,158	2616
Ballroom A	25,500	150	170	26-45	2,369	46	52	8-14	2,244	1100	2,685	1,568
Ballroom B	14,000	151	92	26-45	1,301	46	28	8-14	1,126	500	1,474	784
Terrace	12,800	-	-	-	1,189	-	-	-	1,421	1,060	1,348	-
Prefunction	22,651	-	-	-	2104	-	-	-	-	-	-	-

The drama of the ballroom is breathtaking, creating the illusion of a moonlit night. The world's largest chandelier is majestically set to sprinkle moonbeams on a carpet reminiscent of the ocean.

This multipurpose, column-free 39,500 sq ft/ 3,670 sq ft/1,301 sq m and one at 25,500 sq ft/2,369 sq m

Dimensions: 145 ft/44.2 m x 278 ft/ 84.7 m

Capacity: 4,388 theater seating; 3, 290 banquet seating; 4,158 reception.

Ballrooms: One divisible into two sections, one section at 14,000 sq ft/1,301 sq m and one at 25,500 sq ft/2,369 sq m

Ceiling Height: From 26 rft/7.9 m to 45 ft/13.7 m

Floor Load: 125 lbs per sq ft/610 kg per sq m

Power: Quadruplex convenience outlets at 30 ft/9.1m centers on perimeter walls, two each 120-volt, 30-amp

circuits. Three 208 volt, 100-amp, 3-phase connections located in the service corridors. Two 208-volt, 400amp disconnect for stage us. Duplex convenience outlets 208-volt, 30-amp at 30 ft/9.1 m centers each way.

Ballroom Terrace: 12,800 sq ft/1,189 sq m of space with open view to the bay

Equipment	Price
Chairs	
Padded Meeting Room Chair	\$1.25/day
Padded Ballroom Chair	\$1.25/day
Bleachers 104' x 81' (seats a maximum of 1,053 ppl in chairs)	\$2,226.25 (with chairs)
* For more details regarding bleachers contact Event Manager	
Meeting Room Risers	
6'x8' section 16", 24", 32"high	\$24.00/section
Performance Staging	
4'x8' section 36"-56" high (*Largest capacity 40x60)	\$32.00/section
Handicapped ramp 36" (40 feet long)	NO CHARGE
Tables & Skirting	
All tables have plastic laminate tops	
18"x6' (Classroom) - Bare	\$6.00/day
18"x6' (Classroom) - Skirted	\$10.00/day
18"x8' (Classroom) - Bare	\$6.00/day
18"x8' (Classroom) - Skirted	\$10.00/day
30"x6' – Bare	\$6.00/day
30"x6' - Skirted	\$10.00/day
30"x8'- Bare	\$6.00/day
30"x8'- Skirted	\$10.00/day
72" Round	\$6.00/day
Cocktail (36") or Highboy tables (30")- Bare	\$6.00/day
Cocktail (36") or Highboy tables (30")- Skirted	\$10.00/day
Linen for tables - White	\$6.50/day
Table Skirting - Blue	\$7.50/day
Miscellaneous	
Flag with Pole (US & Puerto Rico)	\$10 each/day
Podium (standing pedestal)- 2 ft. & 3 inches wide / 4 feet tall	\$25.00/day
Podium (table top)	\$15.00/day
Acrylic Podium	\$45.00/day
Rope & Stanchion (each section)- each section covers 6 feet	\$12.00/day
Bike Barricade (each section)	\$12.00/day
Dance Floor - 3'x3' sections	\$6.50/section
Pipe & Drape- 50 feet of less (black)	\$15.00 p/linear feet
Pipe & Drape- 51 feet and above (black)	\$7.50 p/linear feet
Red Carpet : 12w x 75 long	\$300.00 per day
Green Carpet	\$300.00 per day
Ribbon Cutting Scissors (available at the Business Center)	\$25/day
Metal Detectors (page 22 for more information)	\$75 each
Metal Detectors (walk-thru)	\$115
Handicapped Chairs	\$25 each/day
Chair covers (white) – only for classroom and banquet style	\$3.00 each/day
Trash cans – small: Qty (10) / large: Qty (80)	\$5 each/day / \$8 each/day
Recyclable trash cans – large plastic gluttons: Qty (30)	\$8 each/day

TERMS AND CONDITIONS:

1. Prices subject to change.
2. All equipment is to be set up by the Center's personnel, and remains the property of the Center.
3. Certain items on this list may be provided free of charge as part of the base rental.

Services	
Housekeeping & Janitorial Services	
Labor (4 hour minimum)	\$18.00/hr
Compactor - first pull - 1per Exhibit Hall and Ballroom (trade show)	\$500.00
Compactor - additional pulls	\$190/each
Trash Cans - 50 gals - Recycling	\$5.00/day
Trash Cans - 50 gals	\$5.00/day
Aisle Carpet Cleaning	\$.02/sq. ft.
Booth Carpet Cleaning - advance order	\$.10/sq. ft.
Booth Carpet Cleaning - on site order	\$.15/sq. ft.
Set-up Labor - Meeting Rooms & Ballroom	\$15.00/hr
Event & Security Services	
Emergency Medical Technician (4 hour minimum)- Exclusive	\$35/hr
Ambulance Service (4 hour minimum)- Exclusive	\$125/hr
Security Supervisor (4 hr minimum - required after 5 Officers)	\$25.00/hr
Fire Marshall Inspection (Special event floor plan approval)	\$95/floor plan
Security Officer (4 hour minimum)	\$18.00/hr
Recore Locks	\$75.00/each
Lost Keys	\$100.00/each
Metal Detectors: (4) walk-thru / (10) handheld	\$75.00 each/day / \$25 each/day
Engineering Services	
Air-Conditioning - Exhibit Halls A&C only for m-in and m-out	\$1,200/day
Air-Conditioning - Exhibit Hall B only for move in and move out	\$2,000/day
Air-Conditioning - Meeting Rooms only for m-in and m-out	50% of room rental rate
Door Removal/Installation	\$400 per occurrence
Heavy Lift Equipment (must be rented through the Business Center)	
Must be arranged in advance	
*Heavy Category license and/or manufacturer certified operator's license must be presented.	
Scissor Lift - 40 ft. max. height	\$300/day
Forklift - 6000lbs. Max load	\$350/day
Forklift - 8000lbs. Max load	\$350/day
Boom Lift - 60 ft. max height: Ballroom only	\$450/day
Heavy Equipment Operator	\$75/hr

Utilities	
Electrical	Rate Per Event
120 volts/1 phase/60Hz	
20 Amp Outlet	\$100.00
208-230 volts/3 phase/60Hz	
30 Amp Outlet	\$250.00
60 Amp Outlet	\$550.00
100 Amp Outlet	\$700.00
200 Amp Outlet	\$1,000.00
400 Amp Outlet	\$1,600.00
Electrical Attendant	\$40/hour
Electrical Equipment	
10'- 15' Extension Cord	\$20.00
50'- 100' Extension Cord	\$40.00
Plug Strip	\$30.00
Quad Box Multi-plug	\$30.00
Panel Box 30amp + extension	\$100.00
Panel Box 100 Amps + extension	\$175.00
Additional Labor	\$50.00/hr
Utilities	
Potable Water Fill/Empty	
0-500 gallons	\$125.00
500+ gallons	Call for quote
Compressed Air Connection	\$125.00
Cold Water Connection	\$130.00
Drain Connection	\$100.00
Natural Gas Connection (outdoor only, regulator not included)	\$150.00
Additional Labor	\$55.00/hr
Specialty Connectors	Call for quote
Water Connector (each)	\$25/day

INSTRUCTIONS

Who must complete this form?

This form must be completed by:

1. A purchaser registered in the Merchant's Registry of the Department of the Treasury, that holds a valid Exemption Certificate and purchases tangible personal property for resale, raw materials, or machinery and equipment used in manufacturing;
2. A purchaser registered in the Merchant's Registry of the Department of the Treasury, that receives services from another merchant that is also registered in said registry;
3. An agency of the Commonwealth of Puerto Rico or the Federal Government that acquires taxable items for its official use;
4. A bona fide farmer, duly certified by the Department of Agriculture, that acquires agricultural goods and machinery and equipment used for said agricultural activity;
5. A merchant that holds a Total Exemption Certificate, which allows him or her to pay the sales and use tax directly to the Secretary of the Treasury instead of paying it to the seller;
6. A savings and credit cooperative and a cooperative ruled by Act No. 239 of September 1, 2004, that acquires items and services; and
7. A person covered by any special act that provides an exemption from the payment of the sales and use tax.

The purchaser must submit this form to the seller at the moment of the purchase. This form should not be sent to the Department of the Treasury.

Instructions to the Purchaser

In order to be valid, all parts of this certificate must be completed. In addition, this certificate must be signed by the owner, partner, corporate official or other person duly authorized to represent the purchaser.

If you intentionally issue a fraudulent Certificate for Exempt Purchases, you will be responsible for the payment of the sales and use tax, and the applicable penalties.

Instructions to the Merchant Seller

If you are a seller registered in the Merchant's Registry of the Department of the Treasury and accept a Certificate for Exempt Purchases, you will be released from your obligation of collecting and remitting the sales and use tax. You are required to keep a copy of this certificate in your files for a period of 6 years, counted from the filing date of the Sales and Use Tax Monthly Return, in which the exempt transaction is reported.

For your convenience, a space is provided in the upper right corner of this form so that the merchant seller can identify the invoice, receipt or transaction number related to the transaction for which this Certificate for Exempt Purchases is issued.

Additional Information

Sales which are not supported by a valid Certificate for Exempt Purchases will be subject to the sales and use tax.

For additional information regarding this certificate, please contact the Department of the Treasury, visit any of the Taxpayer's Service Centers, or refer to the provisions of Internal Revenue Circular Letter No. 06-18.



CERTIFICADO DE COMPRAS EXENTAS

Fecha de la transacción: Día ____ Mes ____ Año ____

El propósito de este Certificado de Compras Exentas es relevar al comerciante vendedor de su obligación de cobrar y remitir el impuesto sobre ventas y uso en la venta con respecto a la cual este Certificado de Compras Exentas se emite.

PARTE I INFORMACION DEL COMERCIANTE VENDEDOR

Nombre del Vendedor

Dirección

Municipio, Estado

Código Postal

PARTE II INFORMACION DEL COMPRADOR

1.a. Certifico que llevo a cabo negocios en Puerto Rico y que mi número de Registro de Comerciantes es: [] [] [] [] [] [] [] [] - [] [] [] []

b. El código del sistema de clasificación de la industria norteamericana (NAICS) que aparece en mi Certificado de Registro de Comerciantes es [] [] [] [] [] [] y la descripción de la actividad es la siguiente: _____

2. Si es una agencia del Gobierno del Estado Libre Asociado de Puerto Rico o del Gobierno Federal, provea su número de identificación patronal: [] [] [] [] [] [] [] [] [] [] [] []

3. Si es un diplomático, provea el número de tarjeta de exención emitida por el Departamento de Estado de los Estados Unidos: [] [] [] [] - [] [] [] [] - [] [] y la fecha de expiración de la misma: Día ____ Mes ____ Año ____

4. Indique la razón para la exención o exclusión y provea la información solicitada, según aplique:

- a. Revendedor
- b. Planta Manufacturera
- c. Servicios Provistos de Negocio a Negocio
- d. Gobierno Federal (Agencia _____)
- e. Gobierno del Estado Libre Asociado de Puerto Rico (Agencia _____)
- f. Agricultor (Número de Agricultor Bona Fide _____)
- g. Permiso para Pagar el Impuesto sobre Ventas y Uso Directamente al Secretario (Número de Certificado de Exención Total _____)
- h. Cooperativa de Ahorro y Crédito o Cooperativa Regida por la Ley Núm. 239 de 1 de septiembre de 2004
- i. Diplomático (País o Misión _____)
- j. Leyes Especiales (Ley Núm. _____)

5. Estoy dedicado al negocio de _____ y principalmente vendo _____.

6. Estoy comprando:

- a. Propiedad mueble tangible para la reventa
- b. Materia prima
- c. Maquinaria y equipo utilizado en la manufactura
- d. Servicios provistos a un negocio
- e. Propiedad mueble tangible de conformidad con exención especial bajo las clasificaciones 4. d. a 4. j. arriba indicadas.

7. Describa la propiedad mueble tangible, los servicios, la materia prima, o la maquinaria y equipo que está comprando:

PARTE III CERTIFICACION DEL COMPRADOR

Declaro bajo penalidad de perjurio que este certificado ha sido examinado por mí, y que según mi mejor información y creencia toda la información provista en el mismo es cierta, correcta y completa. Además, certifico que:

- Soy titular de derecho a exención por la razón indicada en la línea 4 de la Parte II, o estoy debidamente autorizado para representar al comprador en la firma del presente Certificado de Compras Exentas.
- Utilizaré este certificado solamente para comprar partidas tributables para las cuales tengo derecho a exención o exclusión.
- Si adquiero partidas tributables, pero luego las uso o consumo para fines no exentos en Puerto Rico, informaré y pagaré el impuesto sobre uso directamente al Departamento de Hacienda.

Nombre del comprador

Firma del comprador

Dirección

Municipio

Estado

Código Postal

Teléfono

INSTRUCCIONES

¿Quién deberá completar este formulario?

Este formulario deberá ser completado por:

1. Todo comprador inscrito en el Registro de Comerciantes del Departamento de Hacienda, que posea un Certificado de Exención válido y que efectúe compras de propiedad mueble tangible para la reventa, materia prima, o maquinaria y equipo utilizado en la manufactura;
2. Todo comprador inscrito en el Registro de Comerciantes del Departamento de Hacienda, que reciba servicios de otro comerciante inscrito en dicho registro;
3. Toda agencia del Gobierno del Estado Libre Asociado de Puerto Rico o del Gobierno Federal que adquiera partidas tributables para uso oficial por dichas agencias;
4. Todo agricultor bona fide, debidamente certificado por el Departamento de Agricultura, que adquiera insumos agrícolas y maquinaria y equipo utilizado para dicha actividad agrícola;
5. Todo comerciante titular de un Certificado de Exención Total, el cual le permita pagar el impuesto sobre ventas y uso directamente al Secretario de Hacienda en lugar de pagarlo al vendedor;
6. Toda cooperativa de ahorro y crédito y toda cooperativa regida por la Ley Núm. 239 de 1 de septiembre de 2004, que adquiera artículos y servicios;
7. Todo diplomático que posea una tarjeta de exención válida emitida por el Departamento de Estado de los Estados Unidos, la cual le permita reclamar exención del impuesto sobre ventas y uso; y
8. Toda persona cubierta por alguna ley especial que la exima del impuesto sobre ventas y uso.

El comprador deberá entregarle este formulario al vendedor al momento de la compra. Este formulario no debe ser enviado al Departamento de Hacienda.

Instrucciones al Comprador

Para que sea válido, deberá completar el certificado en todas sus partes. Además, este certificado deberá estar firmado por un dueño, socio, oficial corporativo u otra persona debidamente autorizada para representar al comprador.

Si usted intencionalmente emite un Certificado de Compras Exentas fraudulento, será responsable del pago del impuesto sobre ventas y uso, y de las penalidades aplicables.

Instrucciones al Comerciante Vendedor

Si usted es un vendedor inscrito en el Registro de Comerciantes del Departamento de Hacienda y acepta un Certificado de Compras Exentas, estará relevado de su obligación de cobrar y remitir el impuesto sobre ventas y uso. Estará obligado a conservar copia de este certificado como parte de sus expedientes por un período de 6 años, contado a partir de la fecha de presentación de la Planilla Mensual de Impuesto sobre Ventas y Uso, en la cual la transacción exenta sea informada.

Para su conveniencia, se provee un espacio en la esquina superior derecha de este formulario en el cual el comerciante vendedor podrá identificar el número de factura, recibo o transacción relacionado a la transacción para la cual este Certificado de Compras Exentas se emite.

Información Adicional

Las transacciones de venta que no estén sustentadas por un Certificado de Compras Exentas válido estarán sujetas al cobro del impuesto sobre ventas y uso.

Para información adicional relacionada con el uso de este certificado deberá comunicarse con el Departamento de Hacienda, visitar cualquiera de los Centros de Servicio al Contribuyente, o referirse a las disposiciones de la Carta Circular de Rentas Internas Núm. 06-18.



Puerto Rico Convention Center / SMG
Blvd.,



An SMG managed facility

Food & Beverage Sales Department 100 Convention Center
San Juan, PR 00907

Phone: 787-641-7722 Fax: 787-300-6736

Authorization Request Sample Food and/or Beverage Distribution Form

Catering by SMG has the exclusive food and beverage distribution rights within the Puerto Rico Convention Center. Exhibitors and sponsoring may distribute **SAMPLE** food and/or beverage products with prior written authorization **ONLY**. Requests must be submitted a minimum of 4 weeks in advance. **NOTE:** All samples **MUST** receive prior approval and confirmation by the Food and Beverage Director. At the discretion of the Puerto Rico Convention Center, exhibitors who do not comply will be asked to remove the items from the facility or be subject to fees and/or commissions.

GENERAL CONDITIONS:

- 1) Items dispensed are limited to products manufactured or produced by the exhibiting firm.
- 2) All items distributed are limited to **SAMPLE** sizes.
 - a. Beverages limited to maximum of 2 ounces in 4 ounces or smaller container
 - b. Food items limited to "bite-size" (1 oz. or less)
- 3) Use of cooking equipment must have prior approval from the facility.
- 4) Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- 5) Food and Beverage items used as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) **MUST** be purchased from the Puerto Rico Convention Center Food & Beverage department. Please contact our Food & Beverage Sales department with questions on traffic promotion items.
- 6) The applicable named below acknowledges they have sole responsibility for use, service and disposal of such items in compliance with all applicable laws. State law prohibits the sampling and distributing of alcoholic beverages. Accordingly, the applicant agrees to indemnify and forever hold harmless SMG Food & Beverage, Puerto Rico Convention Center and its agents from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use distribution or other dispensed food and beverage items.

Name of Event _____ Event Date (s) _____ Booth # _____

First Name _____ Telephone _____ Fax _____

Address _____

City _____ State _____ Zip _____

On-site Contact _____ On-site Cell Num. _____

Product(s) you wish to dispense: _____

Size of portion to be dispensed (1oz. or less) _____ Quantity Distributed _____

Proposed container for dispensing (4 oz. or less) _____

Signature _____ Date _____

SERVICES REQUIRED: Please notify SMG Food & Beverage Department at 787-641-7722 ext 2137/2033 regarding any special service requests related to your sample distribution. A State Sales Tax and Service Charge applies to all charges and services where applicable.

Approved _____ Date _____

F&B Director, SMG

REQUIREMENTS FOR CERTIFICATE OF INSURANCE

1. Originals only - NO photocopies.
2. Name of insured on certificate must be identical to name on the License Agreement.
3. Certificate Holder must read:
SMG/PRCDA
Puerto Rico Convention Center
100 Convention Center Blvd.
San Juan, Puerto Rico 00907
4. Description of Operations on the certificate must disclose
Additional Insured Include: SMG PR LP II, Puerto Rico Convention Center, Puerto Rico Convention Center District Authority, Their Officers, Agents and Employees
Event name, Dates (Move-in, Show, & Move-out)
5. Cancellation - must be for 30 days.
Contractor shall furnish insurance against any and all loss or claims arising out of the operations of its agents, employees, sub-contractors or invitees for the protection of SMG, their officers, directors, employees and agents. Said insurance shall be maintained with firms duly authorized to do business in Puerto Rico and holding a rating of A or better in the current *Best's Manuals*.
 - A. **Comprehensive General Liability**
 - a. \$1,000,000 Bodily Injury and Property Damage per occurrence. Coverage shall include: Premises and operations, contractual, personal injury, Independent contractors and broad form property damage including completed operations
 - B. **Automobile Liability**

Bodily Injury	Property Damage
\$500,000 Per Person	\$250,000 Per Accident
	\$1,000,000 Combined Single Limit
 - C. **Employers' Liability**
\$100,000 Each Accident
\$100,000 Each Employee
\$500,000 Aggregate
 - D. **Worker's Compensation**
Puerto Rico Statutory Limits

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE: 6/4/99

<p>PRODUCER</p> <p style="text-align: center;">XYZ BROKERAGE INC. 123 PINE TREE DRIVE San Juan, PR 00910</p>	<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</p> <p style="text-align: center;">COMPANIES AFFORDING COVERAGE</p>			
<p>INSURED</p> <p style="text-align: center;">TENANT'S NAME MAILING ADDRESS</p>	<p>COMPANY A _____ INSURANCE COMPANY _____</p> <p>COMPANY B _____</p> <p>COMPANY C _____</p> <p>COMPANY D _____</p>			
<p>COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>				
TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXTERMINATION DATE	LIMITS
<p>GENERAL LIABILITY</p> <p><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY</p> <p><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR</p> <p><input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT</p>	XXXXXXXXXX	MM/DD/YY	MM/DD/YY	<p>GENERAL AGGREGATE 1,000,000</p> <p>PRODUCTS COMP/OP AGG 1,000,000</p> <p>PERSONAL & ADV INJURY 1,000,000</p> <p>EACH OCCURRENCE 1,000,000</p> <p>FIRE DAMEAGE (1 FIRE) 50,000</p> <p>MED EXP (1 PERSON) 5,000</p>
<p>AUTOMOBILE LIABILITY</p> <p><input checked="" type="checkbox"/> ANY AUTO</p> <p><input type="checkbox"/> ALL OWNED AUTOS</p> <p><input type="checkbox"/> SCHEDULED AUTOS</p> <p><input type="checkbox"/> HIRED AUTOS</p> <p><input type="checkbox"/> NON-OWNED AUTOS</p>	XXXXXXXXXX			<p>COMBINED SINGLE LIMIT 1,000,000</p> <p>BODILY INJURY (Per person)</p> <p>BODILY INJURY (Per accident)</p> <p>PROPERTY DAMAGE</p>
<p>GARAGE LIABILITY</p> <p><input checked="" type="checkbox"/> ANY AUTO</p>				<p>AUTO ONLY (EA ACCIDENT) \$ _____</p> <p>OTHER THAN AUTO ONLY \$ _____</p> <p>EACH ACCIDENT \$ _____</p> <p>AGGREGATE \$ _____</p>
<p>EXCESS LIABILITY</p> <p><input type="checkbox"/> ANY AUTO</p>				<p>EACH OCCURRENCE \$ _____</p> <p>AGGREGATE \$ _____</p>
<p>WORKER'S COMPENSATION AND EMPLOYER'S ALIABILITY</p> <p>THE PROPRIETOR _____</p> <p>PARTNER/EXECUTIVE _____ INCL</p> <p>OFFICERS _____ EXCL</p>	XXXXXXXXXX			<p>WC STATUTORY LIMITS</p> <p>EL EACH ACCIDENT 100,000</p> <p>EL DISEASE—POLICY LIMIT 500,000</p> <p>EL DISEASE-EACH EMPLOYEE 100,000</p>
<p>OTHER</p>				
<p>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS</p> <p>Additional Insured Include: SMG PR II, Puerto Rico Convention Center, Puerto Rico Convention Center District Authority, Their Officers, Agents and Employees</p> <p>Event name, Dates (Move-in, Show, & Move-out)</p>				
<p>CERTIFICATE HOLDER</p> <p>SMG/PRCDA PUERTO RICO CONVENTION CENTER 100 Convention Center Blvd. San Juan, Puerto Rico 00907</p>	<p>CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION OF 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES</p> <p>AUTHORIZED REPRESENTATIVE OR AON RISK SERVICES, INC. OF ILLINOIS</p>			

PUERTO RICO SALES TAX

All exhibitors selling merchandise from the show floor or taking orders on a retail basis must have a valid Puerto Rico Registration Certificate and must adhere to the local laws regarding sales/use tax collections for the City and Commonwealth of Puerto Rico. The registration certificates should be requested 30 days prior to the event (Form SC 2914.1 and Registro de Detallistas). Treasury Department imposes a 5.5% tax on sales and San Juan Municipality imposes a 1.5% tax on sales. Giveaways are taxable based on cost. It is the responsibility of the individual exhibitor to obtain their own certificates.

Any taxable item temporarily introduced to PR which is directly related to trade shows, conventions, seminars or for other purposes and re-exported from PR by the same person who imported the same, is exempt as long as the return is done within 60 days from the date of importation to PR.

It is in your best interest to get the registration certificates because they will be needed in order to do business in Puerto Rico. If you have an affiliate in Puerto Rico they should have the Registration Certificate from the Treasury Department (you will need a duplicate for your booth) and you will only need to register at the Municipality of San Juan.

For more information contact the following offices:

Departamento de Hacienda
(Treasury Department)
PO Box 9024140
San Juan, PR 009702-4140
Telephone (787)721-2020
www.hacienda.gobierno.pr

San Juan Municipality
PO Box 9024100
San Juan, PR 00902-4100
Tel. (787)757-7300 xt.4017-4018
www.sanjuancapital.com

For your convenience Treasury Department will be inspecting the shipments from the Puerto Rico Convention Center. Taxes will be collected at the end of the show based on the declared value of the merchandise in the bill of lading. In order to facilitate the release of the containers from the ports please make sure all the shipments include the following information:

Name of the Show	
Name of the Facility	Puerto Rico Convention Center
Address	100 Convention Boulevard San Juan, PR 00907

Name of the Exhibitor and Booth number

Shipping Information

Please make sure the company selected is aware of the local procedures. A commercial Invoice and Air way bill will be needed in order to clear the shipment at the ports. Below are some of the companies that provide services to Puerto Rico.

Freight Forwarders

Southeastern Freight Lines Puerto Rico Division Gloria Velázquez- General Manager 787-774-1800/787-565-4617 Fax 787-774-1115 Gloria.velazquez@sefl.com	Florida Division Paul Perry Account Manager Tel: 904 786 2667/ 800 331 6203 Fax: 904 781 4954 Paul.perry@sefl.com
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Whoops Transport Inc. 475 Ramblewood drive Coral Springs Fl 33071 Tel: 954-510-5800 Fax: 954-510-5802 wcohen@whoopstransport.com jbruno@whoopstransport.com lgiraldez@whoopstransport.com sfigueroa@whoopstransport.com	EAX Worldwide 7183 Navajo Road, Suite J San Diego, CA 92119 619.668.1572 (Direct) 800.255.5584 (Toll Free) 619.742.4472 (Cell) bhess@eaxww.com www.eaxww.com
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Steamship Liners

Trailer Bridge Rosa Martinez 787 774 6351/ 787 774 6340/ 787 249 1472 Fax: 787 774 6386 rmartinez@trailerbridge.com	Sea Star Line Jose I Ortiz Account Executive / Special Cargo Tel: 787 721 2330 Ext 2239 / 787 630 8370 Fax: 787 721 2459 jortiz@seastarline.com
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Brokers

Nestor Reyes Inc. Maria Castro Account Executive Maricarmen Bobe, Account Sales Manager Luis Rosado: General Manager Tel 787 289 6465 Ext 269/260 Fax: 787 999 1146 nrisales@nreyes.com m.bobe@nreyes.com	
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PSAV® Presentation Services is proud to serve as the exclusive in-house audio-visual rigging contractor for the Puerto Rico Convention Center. This Convention Center is equipped with permanent rigging point systems in the Ballroom as well as the Exhibit Hall. As part of a comprehensive overhead safety and risk management program, the systems are annually load tested and inspected.

We are required to approve all rigging designs and provide all rigging labor and chain hoists for events in the Ballroom and the Exhibit Halls. We look forward to providing you with outstanding service and equipment.

Pre-show

- A "Schedule Rigging Services" form must be submitted along with a scaled rigging plot. If the form is received less than 14 days prior to load in, double time rates may be charged.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. Please use our CAD file as your design template.
- If a rigging plot is received by our offices which does not respect the Center's rigging regulations, you may either redesign your event or have our offices redesign your event at a cost of \$75.00 per hour.
- All drawings must be received via email in a .dwg or .dxf format. Hard copies will be accepted in a scale of no smaller than 1/8"-1'.

Ballroom and Exhibit Hall Standards

- The Ballroom and Exhibit Hall are equipped with permanent rigging points rated for 1000 lbs. Please refer to the enclosed CAD files for exact locations of the rigging points.
- No rigging is allowed from the air-wall tracks.
- All connections to the ceiling or supporting structure of the Convention Center must be made by PSAV.
- Flown equipment may only be moved by a PSAV rigger.
- Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.

Rigging Equipment Guidelines

Exclusive In-House Chain Hoists

PSAV provides Chain hoists for all events at the Convention Center.

- A scissors lift is required for all rigging calls at the Center. A lift will be provided with your rigging order in the Ballroom and Exhibit Hall just for rigging. All lifts used in the Convention Center Exhibit Halls must be in good repair, construction or outdoor lifts will not be allowed in the Convention Center. Any damage to Convention Center surfaces due to lifts will be billed to appropriate parties.
- All equipment and materials flown must pass ANSI guidelines and be approved.
- Any dynamic (moving) element requires an arrester device.
- A steel "safety" is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PSAV.

PS-AV on-site practices

- The number of Riggers required for your event will be decided by PS-AV.
- PS-AV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost effective event.
- PSAV will not "dead hang" items over 100lbs or 10' in length with a scissors lift. Chain hoists or crank towers must be used.

BANNER & SIGN

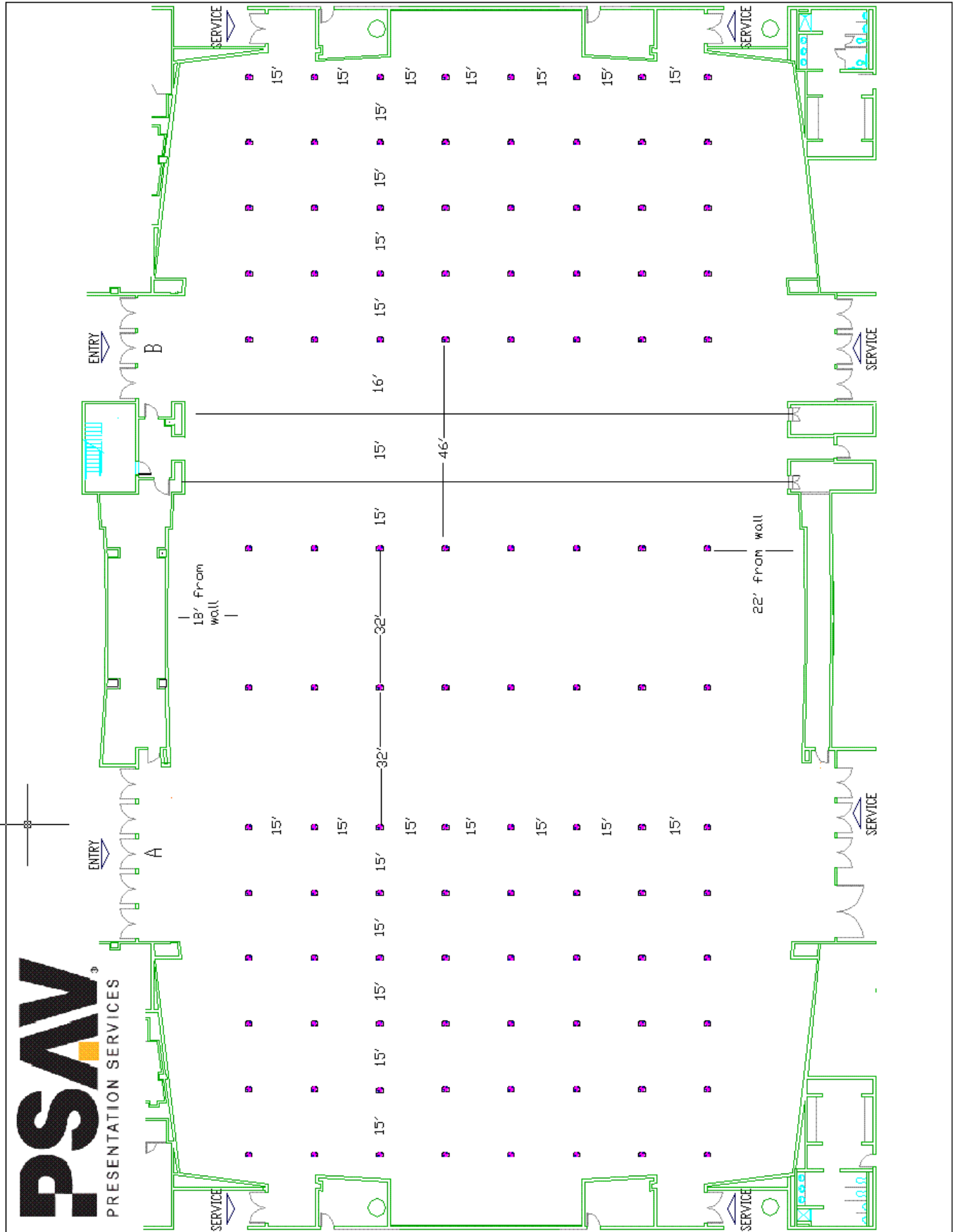
- All signs, banner, and decorations must be hung by PSAV in the Ballroom. Banner placement inside of ballrooms and/or meeting rooms, must be approved in advanced through Conference Services.
- Banners or Signs with weights over 20 lbs may require a Chain Motor and truss.

Rigging Rates		
Item	Base Rate	
Rigging Point Charge (Over 100lbs)	\$175 each (Includes 1/2 ton hoist)	
Rigging Point Charge (Cable picks)	\$50 each	
Banners (Includes set up & strike)	\$100 each	
Rigging Labor Rates		
Item	Base Rate	
Riggers	\$50 per hour	
Over Time Conditions		
Monday-Friday	8am-5pm	Straight Time
Monday-Friday	5pm-12am	Time and 1/2
Monday-Friday	Midnight-8am	Double Time
Saturday	8am-12am	Time and 1/2
Sunday	All Day	Double Time
Holidays	All Day	Double Time

* Holidays – New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving & Christmas Day.

** All changes in labor calls must be called to the Presentation Services Rigging Supervisor. Onsite staff cannot change call time.

*** *All prices and rates are subject to change.*



SERVICE ORDER FORMS

Event Technology Services

We turn ordinary meetings into memorable experiences so the message lasts. Whether you're planning an intimate board meeting or an elaborate production, we mix creativity with the right technology to make you look like a hero. With PSAV® Presentation Services, you're guaranteed an exciting, stress-free and rewarding communications experience.

As a leader in the industry, we invest in the newest technology enabling us to respond to all your meeting needs. We offer a full line of projection, lighting, staging, audio equipment and numerous meeting essentials. All of our state-of-the-art equipment is maintained and operated on-site at the Puerto Rico Convention Center by dedicated event technology experts. We understand that you rely on our expertise to successfully deliver your meeting message.



Popular Packages

Meeting Room LCD Package

\$550/DAY

Meeting Room LCD Projector
Projection Cart w/Skirt
Meeting Room Screen w/Skirt
All Cabling, Extension Cords, etc.
Add Wireless Mouse for \$50
Add a Flipchart for \$50

Ballroom LCD Package

\$965/DAY

Ballroom LCD Projector
Projection Cart w/Skirt
9' x 12' Fastfold Screen w/Dress Kit
All Cabling, Extension Cords, etc.
Set/Strike Labor
Add Wireless Mouse for \$50
Add a Flipchart for \$50

LCD Support Package

\$145/DAY

Meeting Room Screen w/Skirt
Projection Cart w/Skirt
Power Cable and Power Strip
Basic setup assistance

Includes our LCD Guarantee

Add Wireless Mouse for \$50
Add a Flipchart for \$50

Package pricing does not include service charge. Labor will be charged for setup and tear-down of video projection, audio reinforcement, stage lighting, fastfold screens and drape at the rates listed on reverse.



PARTNERS IN SHOW™

www.psav.com

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Audio Components

MIXER/AMPLIFIERS

4 Channel Mixer	\$55
12 Channel Stereo Mixer	\$140
16 Channel Stereo Mixer	\$185
24 Channel Stereo Mixer	\$250

Contact PSAV for additional mixing consoles.

MICROPHONES

Wired Hand Held Microphone (Podium, Standing or Tabletop)	\$35
Presidential Gooseneck Microphone	\$55
Wireless Microphone - Handheld or Lavalier	\$150

SOUND SYSTEMS

One Speaker Sound System (Includes Stand & 4 Channel Mixer)	\$175
Two Speaker Sound System (Includes Stands & 4 Channel Mixer)	\$260
Four Speaker Sound System (Includes Stands & 4 Channel Mixer)	\$455

Contact PSAV to discuss other audio options such as:

- Recording your event
- Large Venue/Concert Sound Systems

PLAYERS/RECORDERS

CD Player	\$65
CD Digital Recorder	\$150

Other digital and hard disk recording formats available upon request. Please call for details.

Video Components

VIDEO/DATA PROJECTION

Meeting Room Projector (3500 ANSI Lumens)	\$450
Balroom Projector (5000 ANSI Lumens)	\$650
Platinum LCD Projector (12,000 ANSI Lumens)	Call for Details

VIDEO/DATA MONITORS

42" Plasma Monitor w/Stand	\$400
50" Plasma Monitor w/Stand	\$500

PLAYERS/RECORDERS

DVD Player	\$65
DVD Digital Recorder	\$200

Other digital and hard disk recording formats available upon request. Please call for details.

CAMERAS

Mini DV Camcorder w/Tripod	\$255
Digital Broadcast Camera	Call for Details

Contact PSAV to discuss image magnification & multiple camera options.

Screens & Drapes

PROFESSIONALLY DRESSED FAST FOLD SCREENS & DRAPES

9' x 12' Fast Fold w/Dress Kit	\$185
12' x 16' Fast Fold w/Dress Kit	\$265
15' x 20' Fast Fold w/Dress Kit	\$350
Black Drape	\$16 (Per running foot)
-adjust. panel 9'-16' high (Rear screen projection requires pipe & drape)	
Other Drape sizes and colors available upon request.	

Computers/Office Equipment

Laptop Computer w/Microsoft Office	\$200
21" LCD Flat Panel Monitor	\$175
Office Equipment	Call for Details
Cyber Café	Call for Details

High Speed Internet Access

Basic Meeting Room Connection (First Connection)	\$400
Additional Connections	\$50
Call PSAV about Network Engineering options that can improve your Internet experience.	

Event Support Equipment

Flipchart Package (Easel, Plain Pad, Markers & Masking Tape)	\$50
Gentner Digital Telephone Interface	\$180
AC Extension Cord w/Power Strip	\$25
Laser Pointer	\$30
Wireless Mouse	\$50
Projector Cart w/Skirt	\$25
Speaker Timer	\$75
Cue Light	\$50

Labor Rates

Technicians are available at the following rates on a 4-hour minimum:

Monday — Friday 7am–5pm	\$60/hr
Monday — Friday 5pm–midnight	\$90/hr
Monday — Friday midnight–7am	\$120/hr
Saturday and Sunday 7am–5pm	\$90/hr
Saturday and Sunday 5pm–7am	\$120/hr
All Holidays	\$120/hr

Equipment and package pricing does not include set and strike labor, which will be billed at the above rates.

All prices listed are per room per day.

If you do not see a specific item needed to make your meeting a success, please call our Presentation Services office at the Puerto Rico Convention Center at 787.300.6737.



www.psav.com



Schedule Rigging Services Form

Event Name _____ Event
Date _____

Legal Business Name

Phone (_____) _____ Fax (_____) _____

Legal Address

City, State, Zip

Room Name _____

Event Confirmation:	Yes	No
Please provide a budget only; this event is not confirmed	_____	_____
Please Schedule Services, this event is confirmed	_____	_____

Production Schedule:

Please provide us with the times and dates you would like to schedule rigging calls. We know your schedule may change, you can update the times with your PSAV representative.

Load in Date _____
 Load in Time _____
 Load out Date _____
 Load out Time _____

Are there any additional rigging calls you would like to schedule that this form does not accommodate?

Equipment:

We exclusively provide all chain hoists for all events at the PR Convention Center; please estimate how many your event requires.

Hoist Quantity _____

How many riggers does your event require? _____

We reserve the right to make final determination of staff requirements.

Additional Notes:

Please tell us a little bit about your event. What are your concerns, priorities, etc.? What can we do to help?

Please note: Full payment due 10 business days in advance of the event

Are you exempt from sales and use tax? Yes [] No [] If Yes, attach copy of Exemption Certificate.

Please choose Payment Method:

- ___ C.O.D. Check (Requires Credit Card for Warrantee)
___ C.O.D. Credit Card (Representative will provide Credit Card Authorization Form)
___ Net 30 (Credit application need to be filled and approved by PSAV credit department 30 days before the event)

In consideration for the extension of credit, said business promises to pay for all services within the terms agreed (30 Days Net from Date of Invoice). In the event any third parties are employed to collect any outstanding monies owed by said business the undersigned agrees to pay reasonable collection costs, including attorney fees, whether or not litigation has commenced, and all costs of litigation incurred. The undersigned represents that he/she has the authority to execute this credit agreement on behalf of the business identified.

(Name of Business)

_____ (Print Name) _____ (Title)

_____ (Signature) _____ (Date)

(E-Mail Address)

www.psav.com



Credit Card Consent Form

I authorize Presentation Services to charge my card in the amount of \$ _____

Type of card: AMEX Visa - MC - Diners Club Discover

Credit Card Number: _____

Exp Date: _____ Security Code _____

Customer PO (if required or Purchase card used #): _____

Cardholder's Name: _____

Cardholder's Phone Number: _____

Cardholder's email address: _____

Cardholder's Billing Address: _____

State and Zip Code: _____

Customer Name to be Invoiced: _____

Invoice/Order Number(s): _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the above order and any additional amounts incurred as a result of all show site changes by my representatives.

Signature _____ Date _____

Cancellation Policy

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 % fee applicable to equipment and tax only.
- B) Cancellations received on the day of the scheduled delivery or "no-shows" are subject to pay the full amount of the order to include installation, drayage and tax.

PSAV office use only: Location # _____ Approval Code _____



Puerto Rico Convention Center
 100 Convention Blvd.
 San Juan, PR 00907
 TEL. 787.300.6737 FAX 787.3006922

NETWORK AND VOICE SERVICES ORDER FORM

CUSTOMER INFORMATION	
Company Name:	Show Name:
Billing Contact Name:	Show Dates:
Billing Street Address:	City, State & Zip:
E-Mail Address:	Phone Number:
On-Site Contact Name:	On Site Contact Cell Phone:

STANDARD VOICE SERVICES	QTY	RATE	TOTAL
Single Line (for standard phone, fax, modem, ATM or CC machine)	x	\$225.00	=
Single Handset Rental	x	\$25.00	=
Multi-Lines (Two lines)	x	\$350.00	=
Multi-Line Handset Rental	x	\$100.00	=
<i>There is an additional cost on long distance and international calls (per minute)</i>			
	x		=

CUSTOMIZED VOICE OPTIONS	QTY	RATE	TOTAL
Voice Mail Box	x	\$50.00	=
Hunting/Rollover (If order multiple lines)	x	\$50.00	=

STANDARD NETWORK SERVICES	QTY	RATE	TOTAL
HSIA Initial Connection 256K (Dynamic IP Address)	x	\$400.00	=
Additional Line(s) (Per Computer, Per Day)	x	\$150.00	=

ADDITIONAL NETWORK SERVICES	QTY	RATE	TOTAL
Additional/Dedicated Bandwidth - 384K	x	\$600.00	=
Additional/Dedicated Bandwidth - 512K	x	\$800.00	=
Additional/Dedicated Bandwidth - 1M	x	\$1,200.00	=
Additional/Dedicated Bandwidth - T1	x	\$1,800.00	=

CUSTOMIZED NETWORK OPTIONS	QTY	RATE	TOTAL
Static IP Address Surcharge (Per Computer, Per Day)	x	\$100.00	=
Private VLAN	x	\$950.00	=

RENTAL EQUIPMENT	QTY	RATE	TOTAL
24 Port Cisco Switch	x	\$150.00	=
Cisco Wireless Access Point	x	\$150.00	=
Polycom Conference Speaker Phone	x	\$150.00	=
Laptop Computer	x	\$200.00	=
Desktop Computer	x	\$150.00	=
Laser Printer (B/W)	x	\$200.00	=
Multi-Function Priter/Fax/Scanner	x	\$100.00	=
Copier (price for 5 days, only weekly rental)	x	\$1,500.00	=

SUBTOTAL	=	
Sales Tax 6.50%	=	
ESTIMATED GRAND TOTAL	=	

ALL SERVICE MUST BE PAID IN ADVANCE AND WITH THE ORDER. PAYMENT METHODS ARE CHECK OR CREDIT CARD.

ALL EQUIPMENT CANCELLATIONS MUST BE RECEIVED AT LEAST 48 HOURS BEFORE THE START OF YOUR SHOW TO AVOID A ONE DAY MINIMUM CHARGE.

Please Note: If you are tax exempt please fax your tax exempt certificate with this order form.

**BUSINESS CENTER
SERVICES
&
ORDER FORMS**

1 First Bank

Business Center Product/Service Information


PUERTO RICO
CONVENTION CENTER

TOSHIBA
Leading Innovation >>>



**WE ARE THERE FOR YOU
BEFORE, DURING AND
AFTER THE EVENT**

The First Bank Business Center is located right where you need us, inside the PRCC. We offer a wide range of business services that are convenient with competitive prices.

**Your Office... Away from the Office
COPIES / PRINTS / FAXES**

Let us help you with all your on site document needs. Full color laser printing or black and white copying available for your handouts, flyers, transparencies and more.

COMPUTER / INTERNET ACCESS

Our computer stations are fully loaded including high speed internet access.

OFFICE SUPPLIES

Forgot to bring highlighters, pens and notepads?

What about batteries or scissors? We have a large inventory of office and computer supplies on hand.

SHIPPING & HANDLING

Take advantage of our small package shipping services. Shipping is available via FedEx or Stevens Global Logistics. We have daily pickups, airway bills and a full supply of packing materials.

Other Services:

Computer/Internet/Email Access

- Desktop Computers
- Copy Machines/ Fax,
- Master Accounts
- Package Shipping & Receiving
- Storage Services
- Booth Cleaning Services

Free Internet !!!! (30 minutes)

Welcome to the

GRAPHIC CENTER

Banners/Signs

High Quality Impressions

We offer various high quality specialty media for every printing need, from high-end photo paper to museum-quality canvas and durable indoor signage media

Available professional media:

Vinyl, Premium Coated Bond, Premier Water Resistant Canvas, Premium Photographic Lustre/Kodak 200g & 260g
Wide selection of other professional media available upon request.
Samples available at the
The Business Center

Engineering & Electrical Service Requests

- Water Fill/Empty (up to 500 gallons)
- Compressed Air Connection
- Cold Water Connection-Drain Line
- Plumbing/Mechanical Labor
- Specialty Parts: Connections, fittings etc.
- Extension cords 10'-15'/50'-100'
- Plug strips/Multi plugs
- Pannel box 30 or 100amp
(+extension + amps)
- 208-230v Three Phase
- 120v per single receptacle

Booth Cleaning Services
(Available upon request)



Business Center

Product/Service Information



TOSHIBA
Leading Innovation >>>

Office Supplies

Batteries-Binder Clips-Binders-Boxes-Business Cards-
CD-RW Disc-Paper-Envelopes-Glue Sticks-Pencils-
Sharpies
Highlighters-Markers- Packing Tape
Paper Clips-Post-it Notes-Push Pins
Report Covers-Rubber Bands-Staplers
Sheet Protectors-Transparent Tape
Correction Tape and more!

Copies, Prints & Faxes

- Photocopying-Laser quality
- Letter 8½ x 11
- Legal 8½ x 14
- Ledger 11 x 17
- Double sided letter/Legal/Ledger

Special Prices for over 500 copies.



Equipment Rental

- *Lap Tops
- *Fax machine
- Extension cords 25' & 50'
- Hand trucks
- Forklifts
- Scissor Lift
- Boom Lift (Ballroom only)
- *Reach Master
- Certified Operator
Four hour minimum
(Scissor Lift/Forklift/Boom lift)
- Pallet Jacks
- Ladders
- Wheelchairs

*Please call to check for availability

Special offers & Competitive Prices

Contact Us...

www.prconvention.com

Business Center:

Phone: (787)300-6701
x.2051

Fax: (787)300-6872

Puerto Rico Convention Center
(787)641-7722



Private Management for Public Facilities



FirstBank Business Center

100 Convention Center
San Juan Puerto Rico 00907
Tel. (787)641-7722
Fax.(787)300-6736
e-mail: ivivas@prconvention.com

COPIES / PRINTS / FAXES

PHOTOCOPYING

Letter 8½ x 11	\$0.10 per page*
Legal 8½ x 14	\$0.15 per page*
Ledger 11 x 17	\$0.25 per page*
Double Sided Letter 8½ x 11	\$0.15 per page*
Double Sided Legal 8½ x 14	\$0.20 per page*
Double Sided Ledger 11 x 17	\$0.40 per page*

*special prices over 500 copies

Photocopying on Specialty Paper

Color Paper	\$0.20 per page
Cardstock	\$0.30 per page
Resume Paper	\$0.30 per page
White Satin Finish	\$0.30 per page
Sign 17" x 22" - Color(Kodak Photo Glossy Paper)	\$20.00 per sign
Sign 17" x 22" - Black&White (Kodak photo Glossy Paper)	\$15.00 per sign
Sign 22" x 34" - Color(Kodak Photo Glossy Paper)	\$26.00 per sign
Sign 22" x 34" - Black&White (Kodak photo Glossy Paper)	\$21.00 per sign

Floor Plans (Black & White)

24"	\$3.00 per page
36"	\$5.00 per page

Faxing

Domestic /sending & receiving	\$1.00 per page
International/sending & receiving	\$3.00 per page

Computer / Internet / Email Access
\$5.95 60 minutes - \$15.95 24hrs



Private Management for Public Facilities

Powered by:



Owned by:





FirstBank Business Center

100 Convention Boulevard
San Juan, Puerto Rico
Tel.(787)641-7722 Fax.(787)300-6736
e-mail: ivivas@prconvention.com

GRAPHIC CENTER

Banners/Signs

High Quality Impressions

We offer various high quality specialty media for every printing need, from high-end photo paper to museum-quality canvas and durable indoor signage media

Available professional media:

Vinyl 36" wide	\$16.00 p/ft
Premium Coated Bond 36" wide	\$6.00 p/ft
Premier Water Resistant Canvas 24" wide	\$12.50 p/ft
Premium Photographic Lustre/Kodak 200g/24" wide	\$8.00 p/ft
Premium Photographic Lustre/Kodak 260g/36" wide	\$12.00 p/ft

Wide selection of other professional media upon request; please call for prices and availability.



Private Management for Public Facilities

Powered by:





EQUIPMENT RENTAL ORDER FORM

Event:					Booth: _____	FirstBank Business Center	
Company Name:	_____					100 Convention Boulevard	
Address:	_____					San Juan Puerto Rico 00907	
City:						Tel.(787)641-7722 Fax.(787)300-6736	
Phone: _____	Fax: _____		Other: _____			e-mail: ivivas@prconvention.com	

Ordered by: _____	Email Address: _____
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	Quantity	\$ Day	# Days	or	\$ Week	# Weeks
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Extension cords						
25'		\$25.00				
50'		\$30.00				

FORKLIFTS

Additional weight options are available, call for quote

Handtruck		\$25.00				
Forklift 6000 lbs.		\$350.00			\$700.00	
Forklift 8000 lbs.						

HIGH LIFTS

Additional height options are available, call for quote

Scissor Lift (40")		\$300.00			\$700.00	
Boom Lift (60") - Ballroom Only		\$450.00			\$800.00	
Ladders/wheelchair		\$25.00				

PALLET JACKS

Additional weight options are available, call for quote.

Manual (5500 lbs.)		\$50.00			\$150.00	
Electric (4000 lbs.)		\$175.00			\$350.00	

LIFT OPERATOR

Four hour minimum.

	#Operations	Hours	\$Per hour
Forklift Certified Operator			\$45.00
Scissor Lift Certified Operator			\$45.00
Boom Lift Operator			\$45.00

PAYMENT:	Visa _____	Master Card: _____	American Express _____	No charge _____
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Credit Card Number: _____	Expiration Date: _____
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Name: _____	Signature: _____
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Date Requested: _____	Date Returned: _____
------------------------------	-----------------------------

Delivery:	Date _____	Time _____	Location _____
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Pickup:	Date _____	Time _____	Location _____
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Private Management for Public Facilities





BOOTH CLEANING ORDER FORM

Event: _____
 Company Name: _____
 Event Date: _____ Booth/Location: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Ordered by: _____
 e-mail Address: _____

FirstBank Business Center

100 Convention Boulevard
 San Juan Puerto Rico 00907
 Tel.:(787)641-7722 Fax.:(787)300-6872
 e-mail: ivivas@prconvention.com

PAYMENT NOTICE: *Pre-paid rates apply only to orders paid in full and received 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY.

STANDARD RATES: Apply to orders received after the 15 day cut off date. NO EXCEPTIONS.

NOTICE: Cost of vacuuming and /or shampooing will be invoiced on the total area of your booth.

**100 sq.ft.minimum.
 FOR PRCC USE
 ONLY**

PAYMENT INFO-MUST BE IN U.S. FUNDS

Money Order # _____ Company Check # _____

Credit Card # _____ Exp. Date. _____

Name on Card: _____

Authorized Signature: _____

circle one: VISA AMERICAN EXPRESS MASTER CARD DISCOVER

ID# _____ \$
 Entered _____
 Date _____

Booth Size: _____ x _____ = _____ sq.ft. (100 sq.ft. minimum)

Vacuuming	# of days	Sq.Ft.	Prepaid Rate	Std. Rate	Total
-----------	-----------	--------	--------------	-----------	-------

COST PER DAY:

Pre-Show (night before show opens)			.10/sq.ft.	.15/sq.ft.	
------------------------------------	--	--	------------	------------	--

Additional Show Days

			.10/sq.ft.	.15/sq.ft.	
--	--	--	------------	------------	--

Shampooing

*Carpets shampooed night before show opens only			.35/sq.ft.	.40/sq.ft.	
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Periodic Trash Removal/*Should you require additional refuse from your booth, please indicate your requirements below.

COST PER DAY:

	# of days	Sq.Ft.	*Prepaid Rate	*Std. Rate	Total
--	-----------	--------	---------------	------------	-------

Every Show Day			\$15.00	\$18.00	
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Only Days Specified			\$15.00	\$18.00	
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*Prepaid Rate & Standard Rate: Per hour

Periodic Trash Removal Service is provided on an hourly basis.

*Removal of food waste will incur additional charge.

COMMENTS / ADDITIONAL REQUIREMENTS:



Private Management
 for Public Facilities

Powered by:



Owned by:



Concerts, Events & Open to the Public parties Guidelines

CONCERTS, EVENTS AND/OR PARTIES OPEN TO THE PUBLIC GUIDELINES

The PRCC is not generally intended to be use as a concerts and/or parties to the public venue. For this reason we have guidelines in place to ensure that concerts and/or parties open to the public that take place at the Center are appropriate for the venue.

Concerts and/or Parties Open to the Public will be booked based on the following guidelines:

Ballroom Concerts, Events and/or Parties Open to the Public

- Minimum of 1,000 attendees
- Minimum Food Consumption is \$60.00 per person, excluding services charges and alcoholic beverages.
- The Following Services are required at the Licensees Expense:
 - Security & Ushers must be supplied by PRCC
 - Minimum requirement for Security
 - 2 Supervisors
 - 26 Security Guards
 - Minimum of 12 Ushers are required
- Minimum of 1 EMT is required
- All rigging must be done by the PRCC Contractors
- All electrical connections must be supplied by approved electrical contractor
- Broadcast fee & Program/Novelty sales fees will apply
- All other rules, regulations, and charges, as outlined in the Event Planning Guide will apply
- Because of the possible security, crowd management and sound issues, other areas of the Convention Center must be unoccupied.

Terrace Concerts, Events and/or Parties Open to the Public

- Minimum of 800 attendees
- Minimum Food Consumption is \$20.00 per person, excluding services charges and alcoholic beverages.
- The Following Services are required at the Licensees Expense:
 - Security & Ushers must be supplied by PRCC
 - Minimum requirement for Security
 - 1 Supervisor
 - 12 Security Guards
 - Minimum of 4 Ushers are required
- Minimum of 1 EMT is required
- All lighting and sound must be floor supported; there are no rigging points in the Terrace.
- Electrical connections can not exceed 60amps – 3 phase and all electrical connections must be supplied by approved electrical contractor
- Broadcast fee & Program/Novelty sales fees will apply
- All other rules, regulations, and charges, as outlined in the Event Planning Guide will apply
- Because of the possible security, crowd management and sound issues, the third level of the Convention Center, (Ballroom and Salón Las Olas), must be unoccupied.
- No music will be permitted after 12:00am

Exhibit Hall Concerts, Events and/or Parties Open to the Public

- Minimum of 1,000 attendees
- No General Admission concerts will be permitted. Reserved Seating Only. No areas will be allotted for standing room.
- Chairs, staging, and bleacher seating (if required) will be charged at current rates
- The Following Services are required at the Licensees Expense:
 - Security & Ushers must be supplied by PRCC
 - Minimum requirement for Security
 - 2 Supervisors
 - 30 Security Guards
 - Minimum of 16 ushers required
- Minimum of 1 EMT required
- All rigging done by the PRCC Contractors
- All electrical connections must be supplied by approved electrical contractor
- Broadcast fee & Program/Novelty sales fees will apply
- All other rules, regulations, and charges as outlined in the Event Planning Guide will apply
- PRCC Minimum of Rental is \$23,302.00
- Because of the possible security, crowd management and sound issues, other areas of the Convention Center must be unoccupied.

****A valid promoters' License will be required for any event open to the public.**

Please contact the PRCC Sales Department with any questions you may have regarding booking your concerts and/or parties open to the public.

(Subject to change without notice)

SUBCONTRACTOR BUILDING MANUAL

The following policies and procedures have been revised to avoid any possible financial penalties and/or unnecessary problems with our valued customers and contractors.

FACILITIES & EQUIPMENT RULES AND REGULATIONS

1. Any alteration or activity that could leave lasting effects or damage in the Center is not allowed.
2. Licensee Service Contractor will do a walk-through inspection with the Building Engineer on the 1st move-in day and the last day of move-out for damages. Licensee will be invoiced for any damages incurred during move-in, show, and move-out days.
3. All Center equipment (i.e. forklift, scissor lift, pallet jacks, or any type of carts) is not for loan or use by subcontractors.
4. All operators of forklifts, scissor lifts, boom lifts, genie lifts, or any lifts are required to have all appropriate certifications. Contact the Business Center for details and rentals.
5. All electrical cords should be taped down immediately after placement. See "TAPE" section for approved tape product.
6. Equipment and materials should not be leaned or placed against walls or any painted surfaces. Reasonable distance and care should be maintained at all times.
7. The use of nails, staples, tacks, tape, etc. is prohibited on walls, air-walls, columns and ceilings. Holes may not be drilled, cored, or punched into any surface of the Center. Licensee will be charged for all repair expenses.
8. Escalators and passenger elevators are provided for use by the general public and may not be blocked or used to transport equipment or freight.
9. The function space is to be returned in the same condition as it was received.
10. A Fire watch is mandatory when smoke or fog machines are used inside the Center.
11. Helium balloons are PROHIBITED inside the Center. A \$100 fee will be charged for each balloon that has to be taken down from the ceiling.
12. Exterior banners are PROHIBITED outside the facility.
13. Entrance Unit and/or Registration counter placement is limited to the actual entrance of show space. No other location can be used without prior written approval of the Operator.
14. Unless prior written approval is granted by the Center, no one under the age of sixteen (18) is allowed on the exhibit floor and/or loading dock during move-in and move-out.
15. The moveable air-walls in the exhibition halls, ballrooms and meeting rooms must be installed and removed by the Center's personnel only.
16. Service Contractors are required to protect carpeted areas with a minimum six (6) mil polyethylene sheeting (reinforced preferred) during move-in and move-out. For heavy objects, temporary carpet or plywood on top of the reinforced polyethylene sheeting must be used to protect the Center's carpet and terrazzo.
17. Dragging or moving of any equipment on or across the terrazzo floor is PROHIBITED. Any damages will be billed to Licensee.
18. Any equipment with a ceiling needs a smoking detector and fire extinguisher.

ABANDONED PROPERTY

The Service Contractor and/or exhibitors, at the close of the show, must remove all materials from the contracted space. The Center WILL NOT provide storage or ship any abandoned property. Licensee shall be liable for the cost incurred in disposing of any materials.

CEILING RIGGING

1. Exhibit Halls are regulated with fire code for fireproofing material. It is recommended to use the pre-wired or grid system for all rigging in Exhibit Halls. Damage to fireproofing material on the beams is the responsibility of the Licensee and the Licensee's Service Contractor and will be billed accordingly.
2. Rigging in Exhibit Halls of any items in excess of 100 lbs must be done exclusively by PS-AV. Rigging of any item in the Ballroom is the exclusive right of PS-AV.
3. All operators of scissor lift, boom lift, genie lift, forklift or any lifts are required have all appropriate certifications.
4. Prior to rigging any gear into the ceiling, a waiver must be signed by the Licensee Service Contractor at Central Security Office. With a signed waiver, the Center will have authorization to deactivate the fire beam detectors. Licensee will incur a \$250.00 cost when a false alarm is activated without a signed waiver.
5. The Center will not provide any lifts or gear for rigging in exhibit hall. Any expenses incurred will be charged to Licensee. The lift for use in the Ballroom will be included in the cost of rigging provided by PS-AV.

FREIGHT AND/OR DRAYAGE DELIVERIES

1. Freight and C.O.D. deliveries including, but not limited to, UPS, FedEx, RPS, GSP, etc. WILL NOT BE ACCEPTED by the Center before, during or following the Lease term. Shipments delivered to the Center, during the term of the Lease, must be to the attention of the Licensee's Service Contractor.
2. Exhibitor's freight and/or drayage must be loaded in and out through the rear dock doors.

PARKING

Parking in the loading dock basin or on dock ramps is prohibited and violators will be towed at the owner's expense. All Service Contractor employees pay for parking. Please contact the Event Manager if you would like to arrange for pre-paid parking for employees.

STORAGE

Limited storage is available within specifically marked areas on the loading dock equipment or supplies. Stored items may not block doorways, exits or fire equipment. Storage in service corridors is strictly PROHIBITED. Empty crates may NOT be stored inside the facility during show days.

SMOKING

Smoking is not permitted in any meeting room or public area. Puerto Rico Convention Center is a non-smoking facility and smoking is PROHIBITED in the exhibition halls, ballrooms, meeting rooms, restrooms and pre-function areas of the Center.

TAPE

Licensee and/or Service Contractor are responsible for the removal of all tape and residue from the exhibition hall(s), concourse and meeting room floors. The repair cost for any damage caused to a surface by the use of inappropriate cleaning chemicals or tools will be billed to the Licensee.

The use of high residue tape is prohibited on terrazzo floors and carpeted areas. On carpeted areas, the Center requires the use of SHURTAPE PC 628 GAFFERS tape. If any tape or residues are to be removed by the Center after the event, Licensee will incur all labor and expense. If carpet is damaged by the use of inappropriate cleaning chemicals, Licensee will be billed for any carpet replacement.

FLOOR PLANS & EXHIBITOR INFORMATION

1. Aisle dimensions and locations are subject to Fire Marshal approval. Aisles must be a minimum of 10' wide.
2. Submit copies of the exhibition space to the Event Manager for Security's approval. Any revisions must be resubmitted.
3. Registration area layouts are required for approval.
4. The proposed floor plan submitted for approval must include the following:
 - a. Show title, contracted dates, Service Contractor name and address.
 - b. Booth configurations drawn to scale, including base dimensions heights and locations.
 - c. Aisle locations and dimensions.
 - d. Floor plans must show electrical floor plates.
 - e. Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
 - f. All exits & primary entrances
 - g. All permanent and temporary concession and novelty stands.
 - h. All fire safety devices including extinguishers and alarm stations.
 - i. Dimensions of all service desks.
 - j. Dimensions of Service Contractor storage areas or "bone yards".
 - k. Distinction between pipe and drape and hard wall.
5. A copy of the final approved floor plan is to be displayed in the Service Contractor's desk. The decisions of the Fire Marshal are final.
6. The exhibitor service kits should include telephone, electric, air and water (if applicable) forms.
7. One (1) completed exhibitor service kit should be submitted to the Event Manager.
8. Blockage of building restrooms, concession stands, and exits are prohibited.
9. The PRCC does not provide rental of tables and chairs for exhibitors.

CLEANING SERVICES PROVISIONS

1. The Center will provide general cleaning services for public spaces and meeting rooms; however, it is the responsibility of the Licensee and the Service Contractor to clean exhibit areas and loading docks. Food & Beverage Department will be responsible for trash within 20' of concession areas.
2. Cleaning company subcontractors have the responsibility to provide their own equipment and supplies (trash bins, cleaning supplies and vacuums, etc).
3. All subcontracting cleaning staff must have proper identification while on premises and properly uniformed as well.
4. If interested in PRCC's in house Cleaning Service, contact your Event Manager for an estimate.

A. Required Personnel and Equipment

Cleaning companies shall be required to provide the following personnel and equipment:

1. Personnel of a proper crew size are necessary to insure completion of cleaning duties in the

allotted time frame for move-in, show, and move-out.

2. Vacuums, vacuum bags, etc. are necessary to clean carpet aisles and booths.
3. Push brooms, hand brooms, dust pans, etc. are necessary for the removal of debris.
4. Scrapers, scraper blades, cleaners, etc. are necessary for the removal of tape and tape residue from floors.
5. Wet vacuums, extractors, etc. are necessary for the removal of liquid spills.
6. Trash bags of varying sizes, etc. are necessary for the collection and removal of trash.
7. Pallet jacks may be necessary for the removal of certain bulk trash items.
8. Electrical cords, extension cords, adapters, etc. are necessary to provide electrical connection to cleaning equipment.

NOTE: The Center will continue to provide the gray tilt dumpsters for bulk trash removal.

B. Required Duties

Cleaning companies shall be required to perform the following duties:

1. At the start of move-out, it is required to clean the pre-function area and/or registration area first.
2. Removal of all food products and byproducts trash from event areas immediately following the event. If the Center has to remove any food products and byproducts trash, the labor expenses will be charged to the client at the prevailing rate.
3. Cleaning of carpeted aisles.
4. Cleaning of exhibit booths (carpet and non-carpet areas) and trash cans.
5. Removal of tape and tape residue from carpeted and non-carpeted floors.
6. Removal of bulk trash. This shall include, but is not limited to, pallets, carpeting, collateral material, props, signs, books, magazines, brochures, giveaway items, boxes, visquine, construction materials, and crates.
7. Cleaning of spills.
8. Cleaning of loading docks and removal of bulk trash.

C. Unsuitable Activities

Cleaning companies shall refrain from the following activities:

1. Emptying of trash cans on carpeted surfaces. Labor and expenses incurred to clean the carpet will be billed to Licensee.
2. Dragging or moving of any equipment on or across the terrazzo floor or carpeted areas without proper protection. Any damages will be billed to Licensee.
3. Storing of any equipment and/or supplies within the confines of the Center at any time.
4. Obstructing dumpster(s) at anytime which would impact the removal of the dumpster(s), all expenses incurred will be billed to Licensee.
5. Overloading dumpster(s) above the rim, all expenses incurred to level the dumpsters will be billed to Licensee.

D. Miscellaneous

1. A representative of the Center and the decorating company shall perform a pre and post show inspection of all event areas. It is the responsibility of the Center to provide event areas in a "clean" condition. It is the responsibility of the cleaning company, contracted by the decorator, to return event areas to a minimum of a "broom clean" condition.
2. Should the cleaning company fail to perform their expected duties, or perform their duties in a manner not in compliance with the quality of work expected by the Center, the Center shall charge the client for labor and materials necessary to properly maintain contracted space.

I have read these regulations and will enforce them when working at the Puerto Rico Convention Center. I understand that failure to enforce them may result in financial penalties.

Please sign and return the original to the Event Manager.

Signature

Print Name

Company

Date



PRCC GREEN COMMITMENT

The Puerto Rico Convention Center places a great deal of attention on maintaining a clear environment and promoting green practices. The Puerto Rico Convention District Authority (building owner) and SMG Puerto Rico (building operator) recognize the importance of their role in protecting the environment of the San Juan Bay area and Puerto Rico as a whole.

The Green Program Committee, a cross section of PRCC employees, are committed to discover and implement new methods to achieve sustainability and environmental responsibility. Under their leadership PRCC began to implement an extensive recycling program, energy and water conservation and several other green initiatives for the benefits of the employees, clients, visitors, suppliers and nearby community. This is the beginning of a healthier and livable future.

ENERGY EFFICIENCY

- Abundant natural lighting on our lobby areas.
- Programmable lighting system allows lighting levels to be at 50% during events move-in and move-out, and 100% during event hours.
- Back of the house and administrative offices lighting controlled by occupancy sensors that shut down lighting when space is vacated.
- Building lighting has been converted from incandescent light to energy efficient compact fluorescent light.
- Schedule escalators operation to event needs
- Minimize energy usage on non-event days
- Energy Star equipment

AIR QUALITY

- Centralized location, easily accessible to visitors.
- Bus service in front of the building which offer service every 30 minutes.
- Coordination of shuttle routes, bus services and urban train.
- Reserved parking spaces to Hybrid vehicles.

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- “Hepa” filters in vacuums and HC system throughout the building.
 - No-VOC paints and non-toxic carpeting.
 - Green Seal Certified cleaning products are used whenever possible.

WATER CONSERVATION

- Restrooms have low-flow toilets.
- Motion sensor sinks & soap dispensers
- Water fountain use and recycle water from the San Juan Bay.

WASTE REDUCTION

- PRCC provides recycling receptacles in public areas, to collect paper, plastic and aluminum.
- Internal Recycling program in place for plastic bottles, aluminum cans, paper and cardboard.
- Other recycle products include: kitchen oil, light bulbs, wood pallets, toners and ink.
- Event Managers can coordinate special recycling needs for individual events.
- Catering - Option for china instead of paper products encourage. Water station options available vs. water bottles. Option of bulk condiments. No Styrofoam in the F&B operation
- Landscape Management Plan

MISCELLANEOUS

- Active Green Program Committee
- Sustainable Purchasing Program - Environmentally preferable products
- Catering - Option for local and organic meals.
- Smoke free building
- Constant education to employees