



EVENT PLANNING GUIDE

FOR THE PUERTO RICO CONVENTION CENTER

Events Department:

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January 31, 2007

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	Pre-Planning stage	_____
<ul style="list-style-type: none"> • Review estimated labor costs for Security, EMT (Emergency Medical Technician), Cleaning, and electrical charges. • Review estimated equipment needs 		_____
If applicable, request Order Forms for Exhibitor Kits	Prior to mailing of exhibit kits	_____
Electrical Food and Beverage Booth Order Form Security Air/Water Telephone Internet Audio-Visual		_____
Send exhibitor information to your Event Manager	1 week later	_____
<ul style="list-style-type: none"> • Exhibitor Service Kit 		_____
Provide Event Timetable to Event Manager:	Pre-Planning Stage	_____
<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 		_____
Final Payment	30 days prior to event	_____

Finalize Special Services with Event Manager

30 days prior to event

- EMT
- Security
- Business Center
- Pre-Con
- Parking

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.

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.

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 conditioning will not be available in the exhibit halls while the loading dock doors are open. 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
	Meeting Rooms and Ballroom	\$	50% of room rental

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 are: copies of vaccination certificate, health certificate, municipal license/certificate and a licensed trainer (needs to be present during show).

AUDIO VISUAL

The Facility's preferred in-house audio visual provider, Presentation Services Audio-Visual (PSAV), 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 audio or house 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

Mobile: 787.645.8705

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 PRCB 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.

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.

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 visit 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 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 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.

COAT AND LUGGAGE CHECK – Please see Event Manager for specific information.

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 Tetuan, 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 **Priority Networks**.
- Parking is provided exclusively through the **PRCC Security Department**. Self-parking is \$5 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**. The price is \$10.33 (it's subject to change).
 - Ballroom rigging is exclusively done by **PSAV**. Exhibit Hall rigging can be done by Show Manager if less than 100 pounds. If higher than 100 pounds, PSAV or **Caribe Exposition** are 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.

PREFERRED CONTRACTOR/DECORATOR

Caribe Exposition Services/CES
Ibis Montalvo, Account Manager
Work phone: 787-641-7722 ext. 2141
Cell phone: 787-400-0492
Fax: 787-300-6736

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.

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

The PRCC is not responsible for any items stored at the facility.

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. **WE ARE NOT DOING THIS**

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.

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. These rules comply not only with events in the Exhibits Halls, but as well as in the Meeting Rooms and Ballroom. Please see prices in the Rate Sheet located at the end of the document.

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

Ambulance Service and an Emergency Medical Technician (EMT) are an **exclusive** service of the PRCC. Based upon event type, a mandatory EMT will be required during show hours to administer emergency first aid treatment.

- An event with an attendance of 800 people + will be required to have an Ambulance Service. Examples: Gala, Graduations, Fashion Shows, etc.)
- Events at Exhibits, trade shows, 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 and the EMTs in the First Aid Room.

The current hourly rate is listed in the Special Services Rate Sheet. Please contact your Event Manager to request an EMT 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 the Business Center for more information at 787-641-7722 ext. 2051.

EVENT SERVICES ESTIMATE

Request an Event Services Estimates 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.
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.

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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 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.

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". Advance written authorization is required if products are to be sampled. Contact Event Managers for details.

The Center offers complimentary water service for head table(s)/speakers only. 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.

The Convention Center will provide complimentary water service for head tables (speakers) only. Additional water stations are available through the Food & Beverage Department upon request. Prices will be quoted based upon your specific requirements.

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 its 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.

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.

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.

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.

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 are \$5. Overnight parking is not allowed without prior written authorization. Please contact the Event Manager to request reserved parking, 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.

BROADCASTING

Notify your Event Manager as there is a fee for broadcasting.

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.

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 over all audio-visual rigging in both the exhibit halls and the ballroom. Caribe Exposition has jurisdiction for rigging over anything in excess of 100 pounds in the Exhibit Hall with the exception of AV (lighting, sound, etc.) Please contact your Event Manager for all your rigging needs.

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 headtable 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 podium, head table for two and one registration table outside the room. Any additional equipment such as 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.

-1. 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.

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. Please see EVENT STAFFING section for more details. All outside security contractors must comply with Contractor Requirements and be approved by the PRCC security manager Security Director or Manager.

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

In accordance with the Clean Air Act, the Center's smoking policy restricts smoking to designated smoking areas only. Smoking is prohibited at all times inside the Convention Center.

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.

SUB-CONTRACTORS

INSURANCE REQUIREMENTS

Sub-contracted Security are required to provide a Certificate of Insurance evidencing a minimum of one million dollars General Liability insurance as well as workman's comp coverage. **Sub-contracted EMT's** are required to provide a Certificate of Insurance evidencing Automobile Liability as well as workman's comp coverage. The certificate must name under description of Operations: SMG, the Convention Center District Authority, their Officers, Agents and Employees as additional insured. The following must be named as the Certificate Holder: SMG Puerto Rico Convention Center 100 Convention Center Blvd. San Juan, PR 00907. The Certificate must also include a 30-day cancellation notice.

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

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.

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

The Telecommunications Department provides exclusive in-house services by Priority Networks that can be tailored to meet specific show management and exhibitor needs. The facility can provide Internet connectivity at high speeds (T-1). 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.

Angel Modestti, Facility Manager

Priority Networks, Inc.

Cell: (787) 469-0671

angel.modestti@prioritynetworks.net

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.

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 sixteen (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.

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.

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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.
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.

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- 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 SET-UP OF EXHIBITS

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.

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.
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. 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.
 - 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 @ booths must be done exclusively by a F&B booth attendant/bartender.
 - k) Exhibitors are not allowed to see any Food and Beverage products at any time during the event.
 - l) Corkage fee applies to beverage brought from outside.

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	40,900	268	152	30	3,800	82	46	9.1	4,544	3,400	4,306	2,820
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	40,500	268	152	30	3,762	82	46	9.1	4,499	3,370	4,264	2,793
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

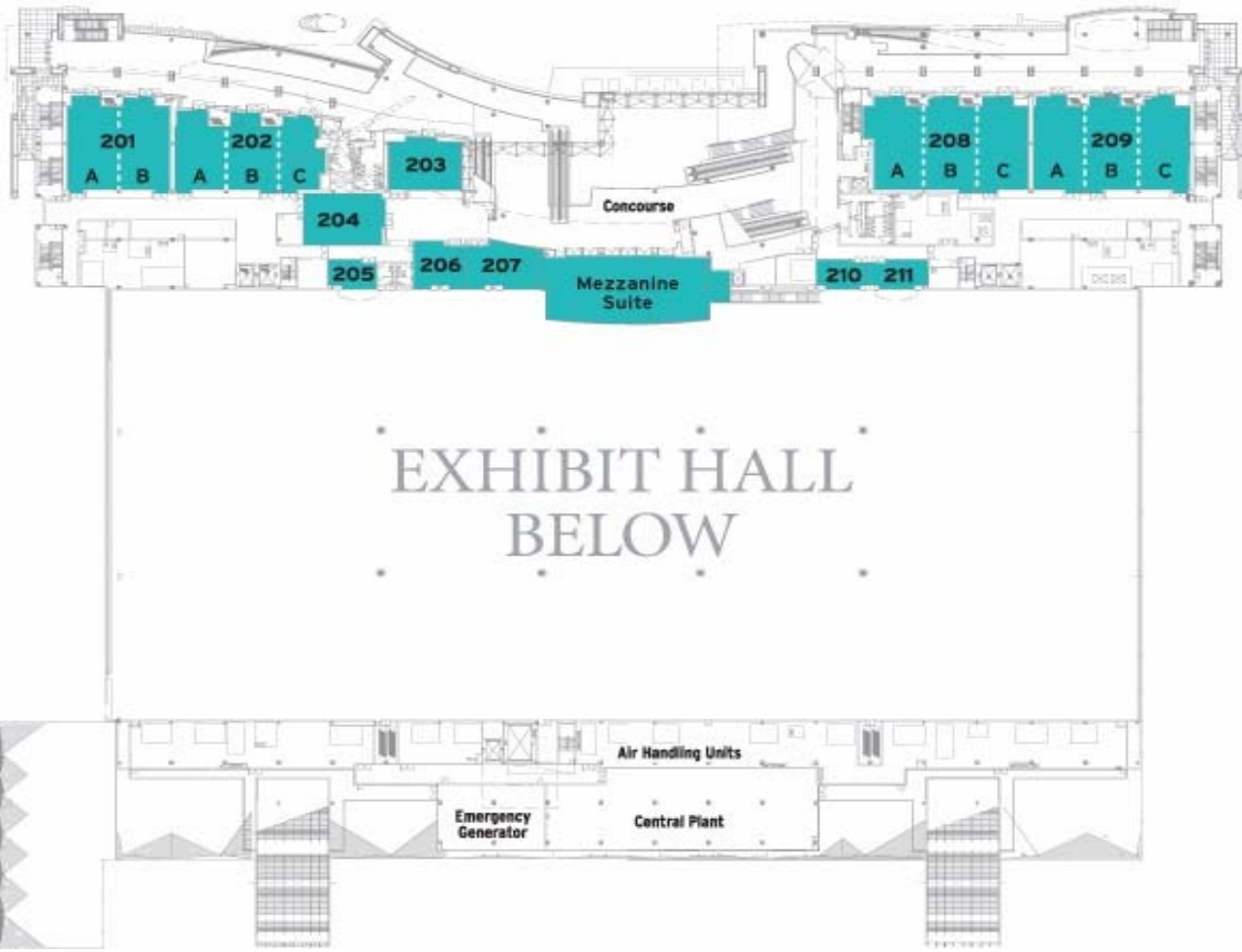
Power: At 30 ft/9.1m centers throughout the exhibit hall,

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

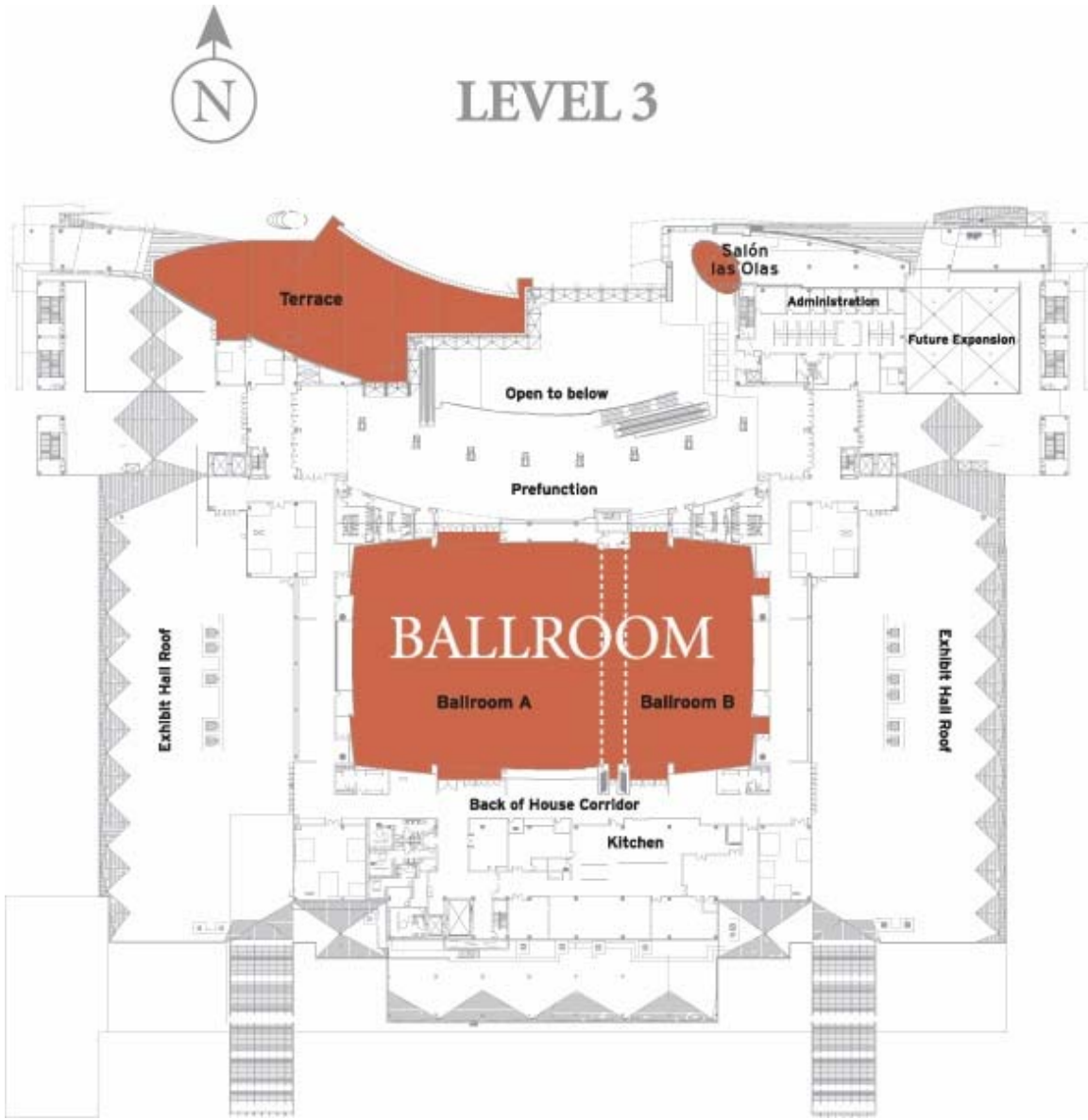
Ceiling Height: Four at 18 ft/5.5 m and eight at 16 ft/4.9m

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	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	-
Salon Las Olas	600	-	-	-	56	-	-	-	-	-	-	-
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
Bleacher seating (seats a maximum of 1,053 ppl)	\$3.50/section//day
* 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	\$32.00/section
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	\$7.50/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
Rope & Stanchion (each section)- each section covers 6 feet	\$12.00/day
Dance Floor - 3'x3' sections	\$6.50/section
Pipe & Drape- 50 feet or less	\$15.00 p/linear feet
Pipe & Drape- 51 feet and above	\$7.00 p/linear feet
Red Carpet	\$300.00 per 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	\$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	\$100/hr
Security Supervisor (4 hr minimum - required after 5 Officers)	\$25.00/hr
Security Officer (4 hour minimum)	\$18.00/hr
Recore Locks	\$75.00/each
Lost Keys	\$100.00/each
Engineering Services	
Air-Conditioning - Exhibit Halls A&C	\$1,200/day
Air-Conditioning - Exhibit Hall B	\$2,000/day
Air-Conditioning - Meeting Rooms	50% of room rental rate
Lighting "Show Lights"- Exhibit Halls & Ballroom	\$100/hour/each area
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	\$350/day
Personal Lift - 36 ft. max height	\$125/day
Forklift - 6000lbs. Max load	\$250/day
Forklift - 8000lbs. Max load	\$250/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	
20 Amp Outlet	\$200.00
30 Amp Outlet	\$250.00
40 Amp Outlet	\$300.00
50 Amp Outlet	\$360.00
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
Clip-on Light	\$20.00
Quad Box Multi-plug	\$30.00
Booth Drop Cord	\$20.00
Panel Box 30amp + extension	\$100.00
Panel Box 100 Amps + extension	\$175.00
Feeder Cable	\$.35 per ft.
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

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. **Description of Operations**
Must disclose:
Additional Insured Include: SMG PR II, Puerto Rico Convention Center, Puerto Rico Convention Center District Authority, Their Officers, Agents and Employees
Event name, Dates (Move-in, Show, & Move-out)
4. **Certificate Holder -**
SMG
Puerto Rico Convention Center
100 Convention Center Blvd.
San Juan, Puerto Rico 00907
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. **Worker's Compensation**
Puerto Rico Statutory Limits
 - B. **Employers' Liability**
\$100,000 Each Accident
\$100,000 Each Employee
\$500,000 Aggregate
 - C. **Comprehensive General Liability**
\$1,000,000 Bodily Injury and Property Damage Combined Single Limit. Coverage shall include Premises and Operations, Contractual, Personal Injury, Independent Contractors and Broad Form Property Damage including Completed Operations.
 - D. **Automobile Liability**

Bodily Injury	Property Damage
\$500,000 Per Person	\$250,000 Per Accident
	\$1,000,000 Combined Single Limit

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>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 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>			

SERVICE ORDER FORMS



REQUEST FOR DATA SERVICES
 100 Convention Blvd.
 San Juan, Puerto Rico 00907
 Tel: 1-800-214-7780



EVENT _____ DATE _____ BOOTH/ROOM _____
 COMPANY _____ Install Date/Time _____
 CONTACT _____ Removal Date/Time _____
 E-MAIL _____ PHONE _____
 ADDRESS _____ STATE _____ CELL _____
 CITY _____ ZIP _____ FAX _____

IN ORDER TO QUALIFY FOR OUR ADVANCED RATE: FORM AND PAYMENT MUST BE RECEIVED FIFTEEN (15) DAYS PRIOR TO EVENT START DATE.
 ALL ORDERS RECEIVED WITHIN FOURTEEN DAYS WILL BE BILLED AT THE STANDARD FEE.

Voice Services	(Type)	(QTY)	ADVANCED	STANDARD	TOTAL
Single Line			\$215.00	\$265.00	
Multi-Line (Two Lines)			\$315.00	\$365.00	
Additional Lines (Multi-line)			\$135.00	\$175.00	
For each line ordered please select type: (A) Unrestricted or (B) Restricted/local and 1-800 only					
Single Handset*			\$35.00	\$50.00	
Multi-Line Handset*			\$100.00	\$150.00	
Conference Telephone*			\$250.00	\$300.00	

*All equipment must be returned. Replacement costs for equipment not returned: \$35/handset, \$100/multi-line handset, \$400/conference telephone

Data Services	(QTY)	ADVANCED	STANDARD	TOTAL
NetStation (DHCP NAT'd IP Address)				
NetStation 256Kbps - wired 128Kbps synchronous Internet connection.		\$300.00	\$400.00	
NetStation 512Kbps - wired 256Kbps synchronous Internet connection. <small>The above NetStation products are for one device only, no additional devices may be added.</small>		\$595.00	\$695.00	
NetBooth/NetRoom (Static Public IP Address) <small>A wired shared (10 Base-T) Internet connection to a single exhibit floor/room location for two (2) computers/devices. Additional devices may be added.</small>		\$1,095.00	\$1,245.00	
NetEvent (Static Public IP Address) <small>A wired private (10 Base-T) connection with a dedicated minimum 1.5Mbps synchronous Bandwidth. Internet access for 29 computers/devices, up to two additional inter-networked Facility locations. Additional devices and locations may be added.</small>		\$4,995.00	\$5,495.00	

ADDITIONAL OPTIONS:

Additional Computers/ Devices <small>Additional computers or devices to NetBooth, NetRoom or NetEvent (each)</small>		\$100.00	\$125.00	
Additional Wired Locations (Maybe added to NetEvent product only)		\$350.00	\$425.00	
Hub Rental- 10 Base T Hub (\$150 replacement if not returned)		\$150.00	\$195.00	
Cable Rental (50 foot patch cable - Cat5)		\$50.00	\$65.00	
100 Mbps upgrade (per location) This is an upgrade only of an existing order, LAN connection speed only		\$100.00	\$125.00	

WIRELESS DEVICES NOT AUTHORIZED BY PNI ARE STRICTLY PROHIBITED EACH DEVICE THAT CONNECTS TO THE EVENT NETWORK MUST HAVE A PNI ISSUED IP ADDRESS

TO ENSURE PROMPT SERVICE PLEASE FAX TO (702) 967-9310
 FOR QUESTIONS PLEASE CALL CUSTOMER SERVICE AT (702) 967-9300 or (800) 214-7780

GRAND TOTAL

LATE ORDERS WILL BE FULFILLED IN THE ORDER RECEIVED. ADVANCED ORDERS WILL BE FULFILLED FIRST.

IF ANY SPECIAL DATA AND/OR NETWORKING EQUIPMENT OR SERVICES ARE REQUIRED WHICH ARE NOT DETAILED ON THE FORM, PLEASE E-MAIL - CSR@PRIORITYNETWORKS.NET

Booth/ Room layout Drop Location Front Back Attach map if available	Make checks payable to: Priority Networks 1856 Pama Lane Suite B Las Vegas, Nevada 89119.	I authorize the charges detailed within this request form to be charged to my credit card listed here. By signing I also agree that I have read and agree to the terms and conditions set forth for these services by PNI.	AMEX - VISA - M/C	Exp. Date
			Credit Card Billing Address City State Zip Code	
		Print Name		

**Please see attached terms and conditions.

CARD HOLDER/AGREEMENT SIGNATURE

Terms and Conditions:

- a) Servers and/or Routers of any type are allowed only on the NetEvent package. No Servers or Routers are allowed on the NetStation or NetBooth/NetRoom, including, but not limited to NAT, DHCP, and Proxy Servers.
- b) Every device connected to the Internet/Network must have a purchased IP address from Priority Networks, regardless of whether the IP address is actually used or not.
- c) Priority Networks reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- d) Client agrees not to resell, extend, bridge or otherwise misuse Priority Networks connections and/or services. Priority Networks reserves the right to disconnect any client if they are found to have violated this usage agreement.
- e) Priority Networks is not responsible for cable and/or equipment provided by the client or any third party.
- f) Service Location (Drop) is defined as the booth/room designated by the client. Service extended beyond 50' from the drop point will require an additional drop location and incur an additional fee.
- g) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Idaho. In event of litigation, the place of venue shall be in the county of Ada in the State of Idaho.
- h) Modification: This agreement shall not be modified or amended by the parties except by written instrument signed by both parties.
- i) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto respecting the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- j) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by PNI to Client or its designee, to the terms and conditions herein contained.
- k) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- l) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- m) Equipment procedures:
 - 1) Exhibitors will be responsible for the protection of any equipment rented from PNI and will ensure that all equipment is returned to PNI. PNI reserves the right to charge the customer for any lost equipment.
 - 2) Rental equipment provided by PNI for this order will remain the property of PNI.
 - 3) Only PNI personnel are authorized to modify system wiring or cabling within the facility.
 - 4) All equipment must comply with F.C.C. regulations.
- n) Cancellation Policy: A 10% fee will be applied to orders cancelled between the date the order is placed, and the install date.

It is illegal for any party to transmit or download copyrighted material. Under new laws Internet Service Providers may be prosecuted for any material that is transmitted on their network. In order to prevent our company being prosecuted, Priority Networks will take action against any customer found to be violating copyright laws.

Digital Millennium Copyright Act ("DMCA") Notice. In operating the Service, we may act as a "services provider" (as defined in the DMCA) and offer services as an online provider of materials and links to third party web sites. As a result, third party materials that are not owned or controlled by us may be transmitted, stored, accessed or otherwise made available using the Service. If you believe any material available via the Service infringes a copyright, you should notify us using the notice procedure for claimed infringement under the DMCA. We will respond expeditiously to remove or disable access to material we determine may be infringing and will follow the procedures specified in the DCMA to resolve the claim between the notifying party and the alleged infringer who provided the applicable content. Our designated agent (the proper party for notice) to whom you should address infringement notices under the DMCA is: Corporation Services Company, 1010 Union Ave. SE, Olympia, WA 98501.



PUERTO RICO

CONVENTION CENTER
Puerto Rico Convention Center
100 Convention Center Blvd.
San Juan, PR 00907
787-977-5015
787-725-7535 – fax



Name of Show _____
Date(s) of Show _____

BOOTH CLEANING ORDER FORM

ADVANCED ORDER DEADLINE: (15 days prior to first move-in day)

ADVANCED ORDER PRICING: Full payment must be received by the deadline date. **Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.**

SHOW MANAGEMENT PROVIDES SWEEPING OF AISLES ONLY. You must order all cleaning that you require within your exhibit space. Individual cleaning of your booth may be ordered by checking the services desired.

CHARGES ARE BASED UPON GROSS EXHIBIT BOOTH AREA. The rates quoted are for performing the service one time only. Please indicate whether you require the service one time or daily during the show.

Note: Changes or cancellations or orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

VACUUMING BOOTH CARPET

Advanced Price
\$0.10/sq. ft.

Onsite Price
\$0.15/sq. ft.

Number of Days Required: _____ Once _____ Daily

Booth Size*: _____ ft. x _____ ft. = _____ sq. ft. @ \$ _____/ft. = \$ _____/day x _____ days = _____ Total

*gross exhibit area

PORTER SERVICE (must be ordered at least 24 hours in advance)

\$15.00/hr (one hour minimum)

Number of days required _____ x number of hours _____ x \$15.00/hour = \$ _____ Total

Please Print or Type

Company Name: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____

Ordered by: _____ Title: _____

Signature: _____

Phone # (_____) _____ Fax #: (_____) _____

To eliminate any misunderstanding regarding charges for services it is the responsibility of the Exhibitor to report discrepancies at show site.

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.

Charge to: (circle card type)

Mastercard

Visa

Account #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

Print Cardholder Name:

Signature:

Summary of Services

Vacuuming = _____

Porter Service = _____

TOTAL = _____



EVENT/EXHIBITION ORDER FORM

Date of the Show: _____ Name of Show: _____
Company Name: _____ Email: _____
Contact person: _____
Business Phone: _____ Fax: _____

As Convention and Trade Show Specialist, please allow us the opportunity to offer our services.

Please indicate date and hour available and we will be pleased to coordinate the appointment with one of our Account Managers, for free counseling on you event!

Date: _____

Hour: _____

Please fill the form and fax back to the attention of CES at (787) 300-6921.

Thank You For Your Business

Caribe Exposition Services

- Phone: (787) 641-7722
- Fax: (787) 300-6921

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, scissorlift, pallet jacks, or any type of carts) is not for loan or use by subcontractors.
4. All operators of forklifts, scissorlifts, boomlifts, genielifts, 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 either Caribbean Exposition Services or PS-AV (for all audio-visual rigging). 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.
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 vacs, 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 bins 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.

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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