



EVENT PLANNING GUIDE

*Policies, rental rates, and equipment rental charges noted on
The Event Planning Guide (EPG) is subject to change without notice.
This EPG and its contents are incorporated by direct reference in your use license agreement.*

Updated January 2026



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WELCOME!

Dear Valued Customer and Guest,

¡Bienvenido! Thank you for choosing the award-winning Puerto Rico Convention Center.

Our team has created this **Event Planning Guide** to help you execute your most successful event ever. Any questions you may have concerning your event and our facility are contained in this document.

The Puerto Rico Convention Center (PRCC) is a state-of-the-art, world-class facility owned by the Puerto Rico Convention Center District Authority (PRCDA) and managed by Legends Global. 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 experienced team 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.

At PRCC, we provide our clients, visitors, and staff with a comprehensive plan that ensures their health, safety, and well-being. Enforcing Legends Global's VenueShield, an industry-leading program that activates new protocols, enhances procedures, and best practices. With VenueShield and the GBAC Star Facility accreditation, it is our goal to continue to instill the highest levels of safety, security, and consumer confidence.

I encourage you to communicate with your Event Manager once the event use license agreement is executed, and as often as necessary. Keeping the doors of communication open will help ensure the success of your event.

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

EVENT PLANNING GUIDE AT A GLANCE

As a quick reference, you will find the most common needs for planning an event at the PRCC. Each event is unique and may require additional needs, please work with your Event Manager to ensure your event is a success!

Signed Agreement

Contract must be signed prior to the event.

Required documents, [see page 52-57](#):

- \$1,000,000 Certificate of Liability Insurance
- Customer Profile Form
- Event Operations Plan
- Merchant Certificate or 2916 Form, if applicable

Floor Plans & Event Specifications

A copy of the proposed floor plan for Exhibit Halls, drawn to scale, need to be submitted to Event Manager no later than 4 weeks prior to event.

Final floor plans must be approved 72 hours prior to event.

Payment

All events must be paid in full before move in day. Any additional charges incurred during the event must be paid in full before move out. Multiple payment options are available.

Audio-Visual Needs (including rigging)

Each client can bring their own AV supplier. For rigging services, the only authorized suppliers are Encore Global and LA Rigging.

Once you have selected a supplier let your Event Manager know.

Endorsement of Tickets (Refrendo)

All events that are open to the public, must present a 'ticket endorsement' before move in.

Fire Marshall Inspection

All events require a Fire Marshall Inspection.

- Standard Event: Up to \$100 per event space
- Booth Space: \$20 per 10'x 10' booth inspection
- Handling fee: \$55

All AV booths or areas MUST have their own Fire Extinguisher. If not, you could be fined for \$150.

Suppliers/Sub-Contractors

Provide a list of final suppliers 2 weeks prior to event. PRCC provides a list of preferred suppliers for you to select from.

PRCC has exclusive suppliers for:

- Food & Beverage: Levy Restaurants
- Parking: USA Parking
- Internet/Networking: PRCC IT
- Electrical: PRCC Engineering

Cleaning Services

All standard cleaning is performed by our in-house crew. For events held in the Ballroom or Exhibit Hall, trade shows or events open to the public require the client to hire a Cleaning Company.

You can hire an external company or in-house company.

Loading Dock & Parking Passes

We have a total of 24 loading docks. Submit a detailed agenda of move in and move out activities to anticipate needs.

Limited parking passes may be offered based on availability.

Hours of Operations 7 days a week
7:00am to 11:00pm

Storage

Crates, cardboard boxes, hazardous materials, waste products, and other packaging and holding materials are prohibited.

All emergency exits must be completely free from storage.

For special accommodations, please contact your Event Manager.

Security

All events with over 1,000ppl require Security (1 officer per 100ppl). Event Security can be arranged through PRCC or Preferred Security Contractors.

Armed guards are not permitted.

Emergency Medical Services

EMT and Ambulance Services are exclusive PRCC in-house services.

- EMT required for move in and move out
- Ambulance required for events with 800ppl or more, in Exhibit Halls or include minors or senior citizens

Keys

Request for keys should be made through your Event Manager. All keys must be returned before move out. If keys are not returned, \$100 per key fee will be charged.

In compliance with NFPA Life Safety code doors cannot be blocked, chained, or altered.

Display Vehicles

Any vehicles displayed in a show must comply with:

- Certificate of Insurance
- ¼ or less tank of gas
- Disconnected battery
- Fire extinguisher visible and accessible next to vehicle
- Plastic/Pamper/Carpet under car

Electrical & Utility Services

Electricity and water services are available through access points located in the Exhibit Halls.

All meeting rooms have electrical capabilities of at least 30amp.

Electrical Access is provided ONLY by PRCC, and your AV supplier distributes it.

Guest Parking

Approximately over 4,300 parking spaces are available at **first come, first-serve basis** throughout the entire Convention Center District. *These parking spaces are shared with Coca-Cola Music Hall, Distrito T-Mobile, hotels and restaurants nearby.*

USA Parking manages the rates for self-parking and valet parking.

For quote, contact Hector De Jesus, hdejesusmorales@spplus.com

Temporary Structures

Structures that exceed 20' in height and/or 10' in width (overhead beams, signage, truss, cantilevers, etc) are required to be certified by an engineer. More information on p. 96.

Internet & WiFi

Internet and networking services are exclusively provided by PRCC IT Department. Complimentary limited WiFi (1MB) is available in the common areas. See p. 45.

Food & Beverage Guidelines

With more than 30 years of experience in the culinary industry, Levy Restaurants is the exclusive provider of the food and beverage operations at the PRCC. A wide variety of full service catering, concession stands, portable food options, among others are available to make your event a unique experience.

- **No outside food and beverage** can be brought in and consumed at the Center without prior written authorization.
- **All Food and Beverage orders must be paid prior to event.**
- **Sampling** of products is allowed if it is related to the show:
 - o Beverages are limited to a maximum 2 oz. container
 - o 3 oz. product; Food items are limited to "bite size"
 - o Items dispensed are limited to products manufactured or produced by the exhibiting firm
 - o Advanced written authorization is required if products are to be sampled. Contact the Sales Manager for details
- **Buyout** of products can be requested in order to provide products that are available within the PRCC menu. If approved by Sales representative and F&B director, there is a charge of \$250 per product.
- Any **warranty increase** must be requested no later than **72 hours prior** to event.
- All arrangements for food and beverage needs must be done through your Sales representative.

GENERAL INFORMATION

BOOKING YOUR EVENT WITH PRCC'S SALES & MARKETING DEPARTMENT

Your initial contact with PRCC 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 or use license agreement and payment of deposit. The parameters for issuing and executing lease or use license agreements are dependent upon the type of event being considered.

In order to facilitate the booking process at the PRCC, all dates and spaces held will be valid for up to **45 days** after receipt of confirmation. Dates will be released without notice if the event is not confirmed via the execution of a Use License Agreement/Contract and delivery of the corresponding deposit.

Where applicable, potential Licensees may request dates from Discover Puerto Rico or the Center. All date requests submitted to Discover Puerto Rico are subject to Center approval and all tentative reservations are subject to "challenges". Potential Licensees may be requested to submit a facility use and/or a credit application prior to reserving dates.

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

PLAN & COORDINATE YOUR EVENT WITH PRCC'S EVENTS DEPARTMENT

Following the execution of the Use License Agreement/Contract, the Center will assign you an Event Manager to work with the event planning and implementation. The Event Manager will be in contact with and will remain as the primary contact 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 that the PRCC is a multi-purpose facility and **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 make every effort to ensure the smooth operation of your event.

WRAP UP YOUR EVENT WITH PRCC'S FINANCE DEPARTMENT

We hope your event was a success!

Following the completion of your event, **before leaving the venue**, your Event Manager will show you the **FINAL EVENT ORDER CONFIRMATION** for you to review and sign as acknowledgement. The final event order confirmation will include any changes or add-ons made during the event, such as food and beverage increase and set-up changes not included in approved documents, Based on contract agreements you will have to either pay upon review or pay within 7 business days after the event.

All events must be paid in full before move in day. Any additional charges must be paid in full before move out. Multiple payment options are available.

EVENT PLANNING CHECKLIST

Use the checklist below to help guide you on the information to provide PRCC as you plan and coordinate your event.

5-7 MONTHS PRIOR

- Y Begin to finalize food and beverage needs with Catering/Sales representative
- Y Sign and return license agreement with initial deposit
- Y Obtain, review, and return signed PRCC Event Planning Guide and Checklist

3-5 MONTHS PRIOR

- Y Begin to coordinate AV, Internet and Telecom needs
- Y Contact state or city entities regarding required permits and licenses, if applicable
- Y Review necessary PRCC forms and guidelines related to your event
- Y Review PRCC's Authorized/Preferred Supplier List and provide list of selected vendors

1-3 MONTHS PRIOR

- Y Schedule site-visit
- Y Submit Event Operations Plan (at least 30 days out)
- Y Submit event Certificate of Insurance
- Y Submit Endorsement of Tickets, if applicable
- Y Provide event specifications and program agenda
 - Move-In Schedule
 - Exhibitors
 - Decorator
 - Registration
 - Show Offices Set ups (if any)
 - Exhibits
 - Meetings
 - Special Event
 - Cocktails/ Open Bars
 - Move-Out Schedule
- Y Submit set up details for event floor plans
 - Include use of lobby, food services, and registration areas
 - Review with Event Manager prior to distribution for booth sales, if applicable
- Y Obtain estimate of expenses for labor and equipment provided by PRCC
 - Security, EMT, Fire Marshall Inspection, Cleaning, Equipment Rental

1-2 WEEKS PRIOR

- Y Review and approve final floor plans for exhibits, registration and lobby areas
 - o 72 hours prior to event
 - o Any changes made to approved floorplan are subject to operational cost
- Y Provide final event specifications and room set ups
- Y Confirm catering guaranteed numbers
- Y Provide pending payments prior to move in

ON-SITE

- Y Review additional charges and complete final payment, if any

I hereby certify that I have reviewed and understand the PRCC Event Planning Guide and will submit any and all documents needed prior to move in date. Please sign and return to your Event Manager.

Print Name

Signature

Date

BOOKING POLICIES & GUIDELINE

POLICY PURPOSE

Provide booking guidelines and criteria by which Discover Puerto Rico, PRCC, and PRCD A will operate and communicate the parameters of the reservation system to users of the PRCC.

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 Center:

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

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

CANCELLATION GUIDELINES

- If Licensee cancels six (6) months or more before any Event, 50% of the Event Fee will be payable to AEG Management PR as liquidated damages.
- If Licensee cancels 90 calendar days or more (subject to (a) above) before any Event, 75% of the Event Fee will be payable to AEG Management PR as liquidated damages.
- If Licensee cancels less than 90 calendar days before any Event, 100% of the Event Fee will be payable to AEG Management PR as liquidated damages.

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.

- 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 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.

- 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, which is advertised to the public in the local media, and for which an admission charge is levied.
- 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.
- Miscellaneous Events: Events within this grouping include activities such as, but not limited to, proms, graduations, dances, dinners, musicals, 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.
- First Option: Provides a prospective client with the first right of refusal on specified space through a fixed date. If a Use 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 and deliver a written Use License Agreement and deposit for the space.
- 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 Use License Agreement contingent upon the space and/or dates being re-licensed under the defined procedure.
- 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.
- 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 and delivery of the Use License Agreement between the parties and may not be unilaterally cancelled by the Center.
- Confirmed: Hold on space that has been contracted through the execution and delivery of a Use License Agreement and receipt of deposits as outlined therein.

BOOKING GUIDELINES

- **Booking Responsibilities** - Reservations for a Convention Center space more than eighteen (18) months in advance of the requested dates are normally handled by Discover Puerto Rico and are subject to the guidelines in Sections V 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, the PRCC and Meet Puerto Rico will consider the relative merits of each potential booking on a case-by-case basis. The Authority, in conjunction with Convention Center Management and Discover Puerto Rico 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, Discover Puerto Rico working with the PRCC 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. Discover Puerto Rico 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.

RESERVATION PRIORITIES

- **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 the general public and which meet the following criteria or targets:
 - ✓ Will generate bookings with a minimum of 500 peak hotel nights; or
 - ✓ Will generate bookings with a minimum of 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 one (1) major catered food and beverage function

- **Reservations:** Date requests for First Priority Events may be made as far in advance as necessary or appropriate pursuant to the definitions above.
 - **Use License Agreement:** A signed, fully executed and delivered 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.
 - **Refusal Options:** As outlined in the definitions, all reservations will be subject to First and Second Options until a fully executed and delivered Use License Agreement is in place.
 - Preference may be given among First Priority Events to those events that confirm returning to the Center on an annual or more frequent basis.
- **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; or
 - ✓ Will require a minimum of 900 total hotel room nights; and
 - ✓ Will require a minimum gross of 40,000 square feet of convention center space; and
 - ✓ 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 District Authority that such events meet the Center's civic objectives. Exhibition and meeting spaces will be reserved at the time of commitment. Space allotment within the Center and dates will be considered firm upon execution and delivery of a Use License Agreement (or other agreement) with the District Authority or Management.

- **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.
- **In booking Second Priority Events,** preference will be given to groups who meet the guidelines specified herein for Special Consideration.
- **Use License Agreement:** A signed, fully executed and delivered 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.

- **Refusal Options:** As outlined in the definitions, all reservations will be subject to First and Second Options until a fully executed and delivered Use License Agreement is in place.

- **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 V-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 Meet Puerto Rico and PRCC Management.
 - **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.
 - **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.
 - **Use License Agreement:** A signed, fully executed and delivered Use 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.
 - **Refusal Options:** As outlined in the definitions, all reservations will be subject to First and Second Options until a fully executed and delivered Use 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, based on mutual agreement with Discover Puerto Rico. Guidelines for Special Consideration include, but are not limited to:

- Events held during off-peak demand times defined mutually by Meet Puerto Rico 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

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 at the 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:

- All tentative reservations can be cancelled by the Center subject to the provisions of First and Second Option as defined under Section II, E and F of Use License Agreement.
- 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.
- Discover Puerto Rico will be advised of cancellations.

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, E.

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 its right to execute a use license agreement with the Center.

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 District Authority and notification to Discover Puerto Rico. A copy of the most current version is available in the Center's executive office.

CONCERTS, EVENTS AND/OR OPEN TO THE PUBLIC GUIDELINES

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

For Electronic, Trap, or Reggaeton Events, C&C Security Services and Dynamic Consulting Group are the only security companies authorized to offer services. Other type of events may require crowd control companies, as well. Please consult with your Event Manager. Final approval by Director of Security is required.

Concerts and/or Parties open to the public basic guidelines:

- A valid promoters' License will be required for any event open to the public.
- Security requirements will vary upon event. As a general rule (1) guard for 100 attendees will be required or otherwise required.
- Amount of EMTs and Ambulances will vary per event and amount of attendees.
- All other rules, regulations and charges, as outlined in this Event Planning Guide will apply.

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

FACILITY OPERATIONAL GUIDELINES

AIR CONDITIONING

Air conditioning is included with your room rental for all Meeting Rooms, Ballroom, and Exhibit Halls. Standard room temperature is 72 degrees. AC will be available beginning one hour before event and continuing until one hour after end of event.

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. Air walls will not be moved with attendees in the room.

AISLES

Floor plans submitted must incorporate minimum aisle width requirements and are subject to approval.

For Exhibit Halls must have a minimum of 10' feet width per aisle must be available. Meeting rooms and Ballrooms must have a minimum of 6' feet width per aisle.

AMERICAN WITH DISABILITIES ACT (ADA) COMPLIANCE

The PRCC follows ADA requirements and stands ready to accommodate all visitors. The Center provides parking and ramp access, restroom facilities, Braille elevator buttons, phone and fire alarms for the hearing impaired, patrons with disabilities, and wheelchairs. Service animals are welcome to accompany those who need it in all areas visitors are allowed in.

ANIMALS

It is **PROHIBITED** to have live animals in the Center without proper written permission. Contact your Event Manager for rules and regulations. The paperwork needed, if approved, is: copies of vaccination certificate, health certificate, municipal license/certificate and a licensed trainer (who needs to be present during show). All animals should leave the facility in the same way and in the same condition they arrived. No mistreatment of animals of any kind is tolerated at the facility. **In accordance with ADA, service animals are permitted inside the facility.**

ATM MACHINES

For your convenience, the Center is equipped with two ATM machines located on the first floor near Parking/Information Desk and near first floor lounge.

AUDIO-VISUAL

The Facility's preferred in-house audio-visual provider, **Encore Global**, offers a full range of audio-visual services including multi-media projection, lighting equipment, sound reinforcement, video production, cameras, and more. Outside suppliers are permitted to operate in the PRCC with prior notification; however, use of the Meeting Room house sound system is the exclusive right of PRCC through the house A/V contractor. If your event selects a provider other than Encore Global but utilizes the house sound system, patch fees and labor costs for an audio technician will be applied at the prevailing rate. Please contact Encore Global for details (contact information follows below).

Outside suppliers will be required to comply with all **Contractor Requirements** on page 59. Please contact your Event Manager should you elect to contract the services of an outside supplier.

Encore Global

Hotel Services Division - PR Convention Center

100 Convention Blvd., San Juan, PR 00907

Ellis Quiles: ellis.quiles@encoreglobal.com | O +1-787-300-6737 | M +1-787-328-6395

BROADCASTING/PHOTO SHOOTING

Broadcasting fee is \$2,500 and photo shooting fee is \$1,000. **All clients must have a certificate of insurance before entering the building.**

BUSINESS CENTER SERVICES

For information regarding small package shipping, office products, and other services, you can contact your Event Manager to request quote and verify availability.

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.

CLEANING & HOUSEKEEPING

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 and attractive environment to host your event and welcome your members, registrants, patrons, and guests.

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

Trade Shows, Expo's or any event opened to the public and held at the Exhibit Halls or Ballroom are 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 Housekeeping Department will maintain all public common areas, i.e., lobbies, hallways, rest rooms, concessions, and meeting rooms except when said areas are utilized as exhibition space. PRCC operates with a standard "**clean hall to clean hall**" policy; therefore, loading docks, exhibition floor (including aisles and trash receptacles), offices, and registration area cleaning are the responsibility of Show Management and their contracted cleaner. If PRCC determines that the cleaning is not up to standard, the Event Manager 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 Event Manager will 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.

Helium balloons or adhesive backed decals may not be given away or utilized without the express permission of 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 charge each. The charge 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 and/or repairs in the Licensee's final settlement.

Y **Dumpster pulls** are charged to Show Management at a rate of \$500 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 (see p. 59). Please let your Event Manager know if you will be using an outside cleaning contractor.

- **Cleaning Labor (PRCC in-house)** – for cleaning rates please see [page 45](#).
*Please note that additional charges will apply for Supervisors. Please contact Event Manager for a proposal specific to your event.

The use of glitter or confetti is not allowed in the facilities. A special request may be presented with Event Manager for approval. Cleaning charges will apply.

CONTRACTORS

EXCLUSIVE CONTRACTORS: Have exclusive agreements with PRCC

- **Food and Beverage:** PRCC Food & Beverage Department managed thru Levy Restaurants, see [pages 30-31](#)
- **Telephone/Internet:** PRCC IT Department. Coordinate with Event Manager.
- **Electricity:** PRCC Engineering Department. Coordinate with Event Manager.
- **Emergency Medical Service:** PRCC, see [pages 26-27](#)
- **Security:** In-House Security Department or Preferred Security Companies. See list on [page 95](#)
- **Parking:** USA Parking Services. See contact info on [page 96](#)
- **Rigging:**
 - Ballroom – Encore Global
 - Exhibit Hall – Less than 100 pounds: Show Manager. More than 100 pounds: Encore Global or LA Rigging

CONTRACTORS' REQUIREMENTS

ALL contractors wishing to provide service to events at the Puerto Rico Convention Center are subject to approval by the PRCC prior to the event. Please refer to the **Rules and Regulation of Sub Contractor's Building Manual** starting on [page 59](#) for details. These rules apply to all contractors supplying all show services such as audio-visual, electrical, cleaning, and security.

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

Manager will notify the approval or disapproval of any contractor selected by the client. Contractors not previously approved will not be allowed to work on the property. Prior to all events at the facility, all clients must submit to the Event Manager a detailed contractor's working schedule. A briefing meeting will be scheduled by phone or in person to confirm general details of the event.

SUB-CONTRACTORS

All sub-contractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to ensure 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. For Rules and Regulations of Subcontractor's Building Manual see [page 59](#).

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 Marshall. If permitted, storage is allowed in 20' x 20' x 12'h (6.10m x 6.10m x 3.66m high) areas with appropriate aisles, and a 24 hour fire watch.

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

- Decorator equipment and ladders
- 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 equipment or materials stored at the facility.

DAMAGE WALK- THROUGH

Prior to the first move-in day, the Operations & Events Departments 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 and required cleaning resulting from the event.

You are encouraged to schedule a mutually convenient “walk through” appointment to verify the condition of the Facility prior your event. Notify the Event Manager of any damage that occurs throughout the course of the show. Show management will be informed of any damages with a damage report and a photograph when applicable. **A carpet damage fee will apply if damage to the carpet is identified.** The cost of repair of damages is the Licensee’s responsibility and the Center will make all repairs.

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. Your Event Manager will review the condition of the facility with you and/or your general service contractor in advance of move-in and after move-out.

- **EXHIBITS IN PERMANENTLY CARPETED AREAS** - 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, pallets, jacks and/or such equipment. **Any damages will be charged to the Licensee.**

ELECTRICAL AND UTILITY SERVICES

Electricity and water services are available through access points located in the Exhibit Halls.

All meeting rooms have electrical capabilities of at least 30amp.

Electrical Access is provided ONLY by PRCC, and your AV supplier distributes it. **NO PORTABLE GENERATORS OR BATTERIES are allowed inside the venue.** All power connections must be made directly through PRCC or an electrical certified distributor.

Licensee must notify Event Manager of the selected electrical contractor.

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. Utilization of permanent wall or column electrical outlets within public space, foyers and meeting rooms, requires prior written approval by Center management.

Electrical capability per rooms:

- Meeting Rooms: (4) 30amp per meeting room/section
- Ballroom A: (24) 30amp; (24) 20amp floor boxes
- Ballroom B: (18) 30amp; (6) 20amp floor boxes
- Ballroom AB foyer: (9) 30amp floor boxes
- Terrace: (7) 30amp; (5) 60amp; (25) 20amp
- Exhibit Halls ABC: on floor boxes up to 100amp on 169 boxes – (2) 30amp per floor box.
- **NO PORTABLE GENERATORS OR BATTERIES are allowed inside the venue. All power connections must be made directly through PRCC or an electrical certified distributor.**

EMERGENCY PHONE NUMBERS

PRCC – (787) 641-7722

Emergency Services – 911

Ambulance – (787) 754-2550

Fire Department – (787) 343-2330

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

EMERGENCY MEDICAL SERVICES

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

Based upon event type, mandatory EMT/Ambulance Service will be required during move-in and move-out; and ambulance service during show hours to administer emergency first aid treatment for:

- Events of 800 people or more
- Events held at the Exhibit Halls
- Athletic Events and/or any kind of competitions
- Events which involve children and/or minors (under 21 years old) or senior citizens
- Events which include service of alcoholic beverages
- At the discretion of the PRCC (Example: Galas, Graduations, Fashion Shows, Trade Shows, Expos, etc.)

NOTE: If the Ambulance must leave the building to take a patient from your event to the hospital, any medical emergency will be handled by 911.

Automated External Defibrillators (AED)

The PRCC is has AEDs strategically installed throughout the facility in public spaces. These devices enable public to provide immediate care with PRCC staff responds simultaneously to assist. Each AED is easily recognizable by the bright blue LED bulbs with the letters AED posted adjacent to the device. PRCC security team is well trained in emergency response procedures using AED & CPR applications.

EQUIPMENT INVENTORY AND RENTAL

The rates for the rental of equipment are available on pages 43-47. All PRCC equipment will be set up and operated by authorized PRCC personnel. Equipment is available as inventory permits. Any equipment needed above facility inventory is the responsibility of the licensee. Please contact your Event Manager for additional information.

EVENT OPERATIONS PLAN

Licensee shall conduct business in the Facility in a dignified and orderly manner with full regard for public safety and in conformity with all Rules and Regulations for facility users, including fire, safety and health rules, as may be imposed from time to time by Company and/or local authorities.

Licensee shall provide to Company, for Licensor's review and approval:

- A full and complete description of all set-up (including, without limitation, any staging, lighting, video boards, and/or rigging from or to the physical structure of the Facility or any fixture thereto required for the Event), electrical, communications systems, and plumbing work anticipated to be needed for the Event
- A Licensee Event Operations Plan in substantially the same form supplied by Licensor. See pages 52-55 for form sample to complete.
 - Licensee shall update the Plan from time-to-time as may be necessary or appropriate to address any changes in operating conditions.

Licensor reserves the right in its sole discretion to accept the Plan, or request modifications to ensure compliance with event rules imposed by the Licensor and all other applicable laws, regulations, codes, ordinances, orders or similar requirements.

EVENT SERVICES ESTIMATE

Request an Event Services Estimate from your Event Manager. Payments for event services fees are due and payable in accordance with the terms of the Use License Agreement; if not, they will be included in the client's final settlement due before move out.

EXHIBIT FLOOR

The 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 14' in high. Exhibit Hall A has an additional elephant door measuring 20' wide x 28' height which is not accessed from the loading dock.

There is a total of 24 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. Columns are 30 feet high and have a diameter of 4 feet.

FIRE DEPARTMENT REGULATIONS

According to the Puerto Rico Fire Department Rules & Regulations, created to comply with laws #43 of 6/21/1988 and #170 of 8/12/1988, floor plans must be approved by the Fire Marshal. It is required to submit a floor plan for Fire Marshal's approval for all events held at the PRCC. Every event at the Puerto Rico Convention Center must provide a Fire Marshal Certificate of Inspection.

Payment and floor plans need to be submitted to Hacienda at Edificio Intendente Ramírez #10, Sto. #1 Paseo Covadonga San Juan, PR 00902.

- Standard Event: Up to \$100 per event space
- Booth Space: \$20 per 10'x 10' booth inspection
- Handling fee: \$55

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.

FLAME RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, hay, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant or treated with an approved flame-retardant solution. Olicloth, tarpaper, sisal paper, nylon, orlon, and other plastic materials that are not retardant are prohibited. The Fire Department will test any other questionable material.

- **Obstructions:** Aisles and exits as designated on approved plans must be kept clean and clear of obstructions at all times. Booth constructions must be substantial and fixed in a specified area for the duration of the show. Easels, signs, products, chairs, etc. must not be placed beyond the booth area into aisles.

All fire hose cabinets, fire extinguishers, pull stations and emergency exits, including those inside exhibit space, must be visible and accessible at all times. Movable partitions separating meeting rooms and halls must be able to be closed in case of emergency.

- **Tents:**
 1. **NO SMOKING** signs must be installed.
 2. One fire extinguisher must be present for 500-1,000 square feet with one additional fire extinguisher per 2,000 square feet.
 3. Exits must be clearly marked and exit curtains must be contrasting colors.
 4. Tent must be resistant per NFPA 701, with documentation on site.
 5. The number of exits required by occupancy load:
 - a. 0-99- 2 exits per tent
 - b. 200-499- 3 exits per tent
 - c. 500-1,000- 4 exits per tent
 6. Any cooking device must be vented to the outside by approved method.
 7. Any heating device must be outside, and air ducted in by approved method.
 8. Proper aisles must be maintained.
 9. Submittal of site and interior plan is required and must be submitted a minimum of 60 days prior to the event for approval.
 10. A minimum 12' fire lane must be maintained on all sides, free of guide ropes or other obstructions.
- **Open Flame Devices:** (candles, etc.)

Open flame devices are prohibited. Exceptions: (a) They may be used as a part of a theatrical production, but only with the approval of the Fire Department. (b) Open flame may be used in approved and stable candle holders on individual dining tables. Maximum per table is six (6).

1. Liquid or solid fueled lighting devices containing more than 8 ounces must self-extinguish and not leak fuel at a rate of more than 0.25 teaspoon per minute if tipped over.
2. The holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than 0.25 teaspoon per minute when the device or holder is not in an upright position.
3. Fuel canisters must be safely sealed for storage.
4. Candelabra with flame-lighted candles shall be securely fastened in place to prevent overturning and located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
5. Lighted handheld candles are prohibited.

FLOOR LOAD CAPACITIES

Standard space capacities can be found on [pages 48-51](#). Please consult your Event Manager for more details on non-standard capacities.

FLOOR PLAN APPROVAL

The Center's exhibit and registration floor plan approval process incorporates policies mandated by the local Authorities 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 no later than one month prior to the event. 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 authorities will be considered final.

FOOD AND BEVERAGE SERVICES

SEE RULES & REGULATIONS FOR F&B GUIDELINES ON [PAGES 70-71](#)

The Food and Beverage Department managed by Levy Restaurants, 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 Sales Manager. 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.

- **All Food and Beverage orders must be paid prior to event**
- **Sampling** of products is allowed if it is related to the show:
 - Beverages are limited to a maximum 2 oz. container
 - 3 oz. product
 - Food items are limited to “bite size”
 - Items dispensed are limited to products manufactured or produced by the exhibiting firm
 - Advanced written authorization is required if products are to be sampled. Contact the Sales Manager for details
 - See sampling form attached to **PRCC Menu**
- **Buyout** of products can be requested in order to provide products that are available within the PRCC menu. If approved, there’s a charge of \$250 per product.
- **Concession Vouchers (PRCC Dollars)**, is a bond of the redeemable transaction type which is worth a certain monetary value and may be spent only at PRCC concessions up to the value amount of the voucher. The voucher can be used for any items available at the concession.

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

Increasing food warranty less than 72 hours prior to or during the event will apply additional charges and a rate of 20% operational costs.

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 only and may not be blocked. Adequate freight elevators are conveniently located for freight transport. Contact your Event Manager with questions about freight transport.

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.

FOYER

Foyer spaces are considered public spaces and can only be used based on building availability and approval of Event Manager.

Should the space be available, charges include equipment rental, Fire Marshal Inspection, electricity, cleaning and others. It is prohibited to place booths, furniture or any kind of equipment in front of any of the artwork inside the PRCC.

All furniture in the lobby and foyer areas are not to be moved or removed.

GRATUITIES

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

GREEN SUSTAINABLE INITIATIVE

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

The Sustainability Committee is committed to discover and implement new methods to achieve sustainability and environmental responsibility. Under their leadership, the PRCC began to implement an extensive recycling program, energy and water conservation and several other green initiatives for the benefit of the employees, clients, visitors, suppliers and nearby community. This is the beginning of a healthier and livable future. See PRCC complete Sustainability Guide on [pages 99-100](#).

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 (MSDS).

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 your 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 8:30AM to 5:00PM (787) 641-7722
- Our standard operating hours for client-leased spaces are 7:00AM to 11:00PM daily. For any special requests, please discuss with your Event Manager.

INSURANCE

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 Puerto Rico Convention Center not later than 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, Legends Global 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 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 on pages 65-66. It is very important that the wording of the Description of Operations includes all the additional insured mentioned, event name, and date. The certificate holder must be identical as shown in our documentation.

INTERNET & WIFI CONNECTIVITY

Internet and networking is an exclusive service provided by PRCC IT Department. For pricing and frequently asked questions, please review page 45 and contact your Sales Representative.

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. If keys are not returned, a charge of \$100.00 will be included at settlement. In compliance with NFPA Life Safety Code doors cannot be blocked, chained, or altered in any way. The PRCC reserves the right (at all times) to access any area if necessary.

LACTATION ROOMS

PRCC recognizes public accommodation for all breastfeeding mothers (Law #155) in any authorized public locations. For those requiring additional privacy, the Center has one lactation room for nursing mothers, located on the first floor lobby near passenger elevator.

LIGHTING

EXHIBIT HALLS

Exhibit Halls are equipped with LED lighting for bright, efficient, and instant illumination.

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 event 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 the Event Manager.

LOADING DOCK

There is a total of 24 loading docks at the Center based on availability. 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 this with your Event Manager.

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 Office at (787) 300-6760.

METAL DETECTORS

The usage of metal detectors is exclusive of the PRCC and the use is require for all events, including loading dock area.

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 on their own 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 Licensee. 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.

PARKING: SELF AND VALET

The Convention Center District has approximately 4,300 on-site parking spaces that are available at first come, first-serve basis and are shared with the Cola Music Hall, Distrito T-Mobile, hotels and restaurants nearby.

Parking rates for self-parking starts at \$4.50, and are subject to changes based on events taking place in the District area.

Shuttle Trolleys are available for pick-up and drop-off throughout the parking lots and the neighboring facilities. If your event will be providing shuttle busses to and from the Convention Center, please notify event manager to designate proper pick-up/drop-off/staging areas.

For more information and to request quotes, contact:

- Hector de Jesus, hdejesusmorales@spplus.com
- Karidad Serrano: cserranojay@metropolis.io

For events taking place in Exhibit Halls and Ballrooms, the Convention Center can provide access to private vehicles through the loading dock area upon availability. Should you need parking passes, please contact your Event Manager directly.

PYROTECHNICS

The use of pyrotechnic is strictly prohibited inside of building.

PLUMBING

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

PRESS/GOVERNMENT OFFICIALS

Your Event Manager should be notified whenever you expect members of the press and government officials to attend your event. If a security sweep ahead of the event is necessary, we need to coordinate with the Security department.

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 Marshal**. 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 workstations 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. The use of chalk to mark the carpet is prohibited. Additionally, installations of carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance.

- **FOOD & BEVERAGE PORTABLE CONCESSION STANDS:** Portable concession stands can be placed based on your event's needs and expected attendance. Contact your Event Manager for details on available options and locations.

PUERTO RICO SALES TAX

The Treasury Department (Departamento de Hacienda) of Puerto Rico requires specific paperwork before the opening of a show. At the end of this document you will find the Puerto Rico Sales Tax letter detailing the specific requirements and additional information as a reminder. See [page 58](#) for more information.

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

RESERVATION REQUEST FORM

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

RIGGING

Rigging at the PRCC must be approved in advance by the Convention Center Management and must comply with industry standards. **Encore Global** has sole exclusivity over all rigging at the ballroom. For Exhibit Halls, **LA Rigging** and **Encore Global** have rigging exclusivity for anything over 100 pounds. The client can only take over rigging in the Exhibit Halls for light weight aisle signs, banners used for trade shows or consumer shows.

ROOM SET-UPS & CHANGE-OVERS

Suggested capacities for meeting facilities are provided on [pages 48-51](#). The chart reflects the maximum amount of seating allowed with a standard head table set in each room. Capacities will vary with the addition of staging, food service tables, dance floors, or audio-visual requirements. Contact your Event Manager to confirm room capacities prior to preparing room specifications.

Charges will apply to any change to floor plans 72 hour or less prior to event. All request of services or equipment made by licensee must be paid prior to end of event.

- A. Meeting Rooms - **One basic set-up is included in the rental of all meeting rooms: theater, classroom, conference, or banquet style; a head table for two and one registration table outside the room. Any additional equipment such linens, podium, dance floor, linens 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 on [pages 43-47](#).** Any change/additions in the set-up, i.e., classroom to theater style, during your event will result in an additional charge. **Please refer to the Services Section for rates. Linens will be provided for banquet tables if there is a service of Food and Beverage in that specific room.** PRCC will not rent equipment to exhibitors or booth component.
- The meeting rooms at the PRCC were designed to be operated principally as general assembly and meeting room facilities and generally not as exhibit facilities. Exhibits permitted in the meeting rooms are traditionally limited to table tops or pop-up exhibits. Exhibits of a more elaborate nature should be approved by the PRCC prior to the date of the event.
 - The movement of equipment and supplies into the meeting room is limited to items that can be hand carried or dollied. **NO forklifts or electric carts will be allowed on the carpet.** Freight access is through the loading docks.

- B. Ballrooms - All uses of the Ballroom will be subject to equipment rental and/or set-up / breakdown labor charges. One basic set-up is included if the rental of ballroom is theater, classroom, conference, or banquet style. 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. Linens will be provided for banquet tables if there is a service of Food and Beverage. PRCC will not rent equipment to exhibitors or booth component.
- C. Exhibit Halls - All uses of the 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. Linens will be provided for banquet tables if there is a service of Food and Beverage. The PRCC will not rent equipment to exhibitors or booth component.

PRCC does not provide tablecloth or linens for classroom tables as a regular meeting room set. Linen can be provided for an additional charge. Late fees will apply to any linen requests within a 7 day window of the event.

Additional room sets will be quoted on a per chair/ per table and labor call basis, following a review of your overall requirements if change orders are needed. All changes on the day of event will result in additional charges for a labor call basis

NOTE: For security reasons all chairs at Ballrooms, Meeting Rooms, and Exhibits Halls always need to be hooked.

NOTE: Rental of spaces includes the initial room set-up at no charge. Room set changes requested after initial set are subject to a changeover fee. This fee applies to each time a roomset is requested to change. The fee is waived for room sets requested going to or from full- service catered meal functions.

SECURITY

SEE RULES AND REGULATIONS ON SECURITY GUIDELINES on [pages 81-82](#).

The Puerto Rico Convention Center maintains in-house security for the premises only. The Building Security Staff maintains 24-hour security coverage for 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 at (787) 300-6760. Following notification of any incidents, building Security Staff will initiate appropriate reports and investigations.

Security is required depending on the type of event. It is mandatory for events with **more than 1,000 attendees**. Event Security can be arranged through the PRCC or with a preferred qualified security contractor. All outside security contractors must comply with the Contractor Requirements and be selected from the prequalified list located on [page 95](#), as approved by the PRCC Security Office.

The safety and security of all patrons of the Puerto Rico Convention Center is the highest priority of the staff and management of the PRCC. Towards that goal, the PRCC maintains a list of preferred qualified security companies approved to provide services for events held at the PRCC, see [page 95](#) for more information.

Each qualified security company is available to assist the show manager in determining and designing adequate security coverage for specific show needs. Criteria such as number of patrons, entrances/exits used, traffic and pedestrian flow, transportation access, volume and product display are used to develop the staffing plan. **No armed security, other than On Duty Police Officers, are permitted at the PRCC.**

POLICE DETAIL

Any arrangement for armed security needs to be arranged through the Security Department. The Security Director needs to approve armed security personnel. Only persons pre-approved by the Security Office are allowed to work in the center as armed security.

SIGNAGE AND DECORATIONS

Standing banners are accepted and recommended. Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc. to painted surfaces, columns, fabrics, ceilings or decorative walls in the Convention Center. Convention Center permanent signs, banners, etc. may not be blocked or distorted in any manner. Temporary signs may not be attached in any manner to permanent Center signage. Learn about branding placement opportunities on [pages 92-94](#).

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. **NO EXTERIOR** banners are permitted. Consult your 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. Distribution of flyers in public areas such as parking lots, foyer, and lobby areas is permitted.

The use of helium balloons is prohibited. Costs associated with violation of this are the responsibility of the Licensee, as described herein before.

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. Parking of shuttles and busses around the Convention Center District area is prohibited. For parking arrangements, please contact **USA Parking Services**.

SMOKING POLICY

The Puerto Rico Convention Center is a smoke-free building (law #40, March 2007); no smoking of any kind is permitted in the building.

SPONSORS

Signage: Currently, the Puerto Rico Convention Center has permanent sponsor signage inside Exhibit Halls (A, B, and C) and in other public areas. Sponsor permanent signage cannot be taken off or be blocked. For more information, please contact your Event Manager.

Artwork: Currently, the Puerto Rico Convention Center has permanent artwork around the public areas. All artwork cannot be taken off or be blocked. For more information please contact your Event Manager.

TAPE

The Center requires the use of SURETAPE **PC 628 GAFFERS** tape or an approved equivalent thereto. This tape can be purchased thru your Event Manager upon previous request. 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.

Every cable must be taped down for the security of our guests and employees.

TELECOMMUNICATIONS

The telecommunications services at the facility are coordinated through the PRCC IT Department. This includes all remote high-speed Internet services. The facility can provide Internet connectivity at any speed from 10Mbps up to 1000 Mbps. All Meeting Rooms and Ballrooms are equipped with Ethernet connections and capabilities. Telephones are installed and billed according to order specifications. Please contact the PRCC IT Department for assistance or to get a customized quote.

TEMPORARY STRUCTURES

All structures and related sub-assemblies must be designed, assembled, and configured so that the entire temporary structure and related components are structurally sound and seismically stable.

Structures 20' in height and/or 20' in width in any direction (overhead beams, signage, truss, cantilevers, etc) are required to be certified by a structural engineer. **All said structures must be designed and built as per all applicable national, state, and local building and fire codes.**

See [pages 87-88](#) for more information.

TRAFFIC CONTROL

Traffic control for all areas within the Convention Center District will be provided by **USA Parking Services**. Please discuss any concerns for your event with your Event Manager and Security department. The Center reserves the right to require minimum levels of traffic control staffing at Licensee's expense.

TREASURY DEPARTMENT

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

- Copy of Merchant Registry Certificate – Model SC2918
- Original Certificate for Exempt Purchases FORM 2916 – on [pages 52-58](#) you will find the forms with instructions in English and Spanish.

All exhibitors must comply with this requirement as well.

EQUIPMENT, SERVICES, AND UTILITIES

Terms & Conditions

1. Prices subject to change without notice.
2. All equipment is to be set up by the PRCC personnel and remains in the property of the PRCC.
3. Certain items may be provided free of charge as part of license agreement.
4. Additional charges may apply on additional equipment requested on the spot.
5. Some quantities are limited; please check with your Event Manager for availability.
6. Rental of equipment such as forklift, boom lift and pallet jacks is upon availability and staffing ahead of time; please coordinate with your Event Manager.

Charges will apply to any change to floor plans 72 hour or less prior to event or during event. Please contact your Event Manager to confirm rates.

EQUIPMENT	PRICE
CHAIRS	
Padded Chair (Meeting Rooms & Ballroom)	\$2.50/ea
Padded Folding Chairs (Exhibit Hall)	\$2.50/ea
Bleachers 96'x15'	\$3,108 (w/chairs)
Bleachers 48'x15'	\$1,554 (w/ chairs)
MEETING ROOM RISERS	
6' x 8' section (16", 24" or 32" high)	\$72.00/section
PERFORMANCE STAGING	
4' x 8' section (36" – 54" high)	\$88.00/section
<i>*Largest capacity (40' x 60')</i>	
Wheelchair accessible ramp (40 ft long)	No Charge
Wheelchair installation and dismantle	\$500
TABLES & LINENS	
<i>All tables have plastic laminate tops</i>	
Classroom Tables: 18" x 6' and 18" x 8'	
No Linen	\$10.00/ea
Rectangular Table: 30" x 6' and 30" x 8'	
No Linen	\$10.00/ea

Banquet 72" Round	No Linen	\$10.00/ea
Low Cocktail 36" Round	No Linen	\$10.00/ea
High Cocktail 30" Round	No Linen	\$10.00/ea
Linen for classroom rectangular tables		\$7.50/ea
Linen for 6', 8' tables		\$13.00/ ea
Linen for round tables – White		\$16.00/ea
Linen Late Order		\$250.00/fee
<i>*Need to be confirmed 2 weeks before event</i>		

Tables and chairs are not rented for Exhibit Halls or Events with exhibitor's component.

Linen fee is not charged for spaces with F&B function. Linens are not ironed.

MISCELLANEOUS (Upon Availability)

Flag with Pole (US & Puerto Rico)	\$25.00/day
Acrylic Podium	\$65.00/day
Rope & Stanchion Section (6 – 8 ft)	\$12.00/day
Bike Barricade Section	\$16.00/day
Dance Floor 3' x 3'	\$6.50/section

SERVICES	PRICE
HOUSEKEEPING & JANITORIAL	
Compactor – First Pull	\$675.00/ea
Compactor – Additional Pulls	Ask for Quote
Recycling & Trash Cans – 50 gals	\$5.00/ea per day
Aisle Cleaning Hall A & C (no booths)	Ask for Quote
Aisle Cleaning Hall B (no booths)	Ask for Quote
Aisle Cleaning Ballroom A	Ask for Quote
Aisle Cleaning Ballroom B	Ask for Quote
Booth Cleaning 10x10	Ask for Quote
Booth Cleaning 10x20	Ask for Quote
Booth Cleaning 20 x 20	Ask for Quote
Post Event Cleaning: Exhibit Hall A&C	\$750.00/day
Post Event Cleaning: Exhibit Hall B	\$950.00/day
Post Event Cleaning: Standard Meeting Rooms	\$250.00/day
Post Event Cleaning: Ballrooms	\$500.00/day
SET UP & OPERATIONS	
Set Up Labor	\$25.00/hr per personnel (4 hr min)
Change Over Fee	Ask for Quote
On-Site Set Up Requests	Ask for Quote
Building Overtime Fee (Before 7am or after 11pm)	\$250 per hour
SECURITY	
Emergency Medical Technician (4 hr min)	\$42.00/hr
Ambulance Service (4 hr min)	\$110.00/hr
Security Officer (4 hr min)	\$20.00/hr
Security Supervisor (4 hr min)	\$28.00/hr (for 5+ officers)
Fire Marshall Inspection (no booths)	\$100.00/per room
Fire Marshall Inspection (booths or table tops)	\$20.00/per booth
Fire Marshall Inspection Handling Fee	\$55.00/per inspection
Rekey	\$25.00/ea
Master Key	\$35.00/ea
Additional Keys	\$15.00/ea
Lost Keys	\$100.00/ea
INTERNET & NETWORKING	
Wi-Fi per day	
10 Mbps	\$600.00
20 Mbps	\$850.00
30 Mbps	\$1,000.00
50 Mbps	\$1,400.00
100 Mbps	\$2,000.00
200 Mbps	\$3,400.00

300 Mbps	\$4,000.00
500 Mbps	\$6,400.00
1000 Mbps /1 GB	\$7,400.00

Wi-Fi per multi-day event (3-7 days)

10 Mbps	\$1,900.00
20 Mbps	\$2,500.00
30 Mbps	\$3,100.00
50 Mbps	\$4,100.00
100 Mbps	\$6,300.00
200 Mbps	\$10,500.00
300 Mbps	\$12,000.00
500 Mbps	\$19,000.00
1000 Mbps /1 GB	\$22,000.00

Ethernet/Hardline Installation

Mbps capacity cost + \$125 labor

Frequently Asked Questions:

Is there free wireless internet at the Convention Center?

Yes, free limited Wi-Fi (1Mb) is available in the common areas and lobbies with seating available (such as Don Q Lounge, Alto Grande, Lateral foyers, Mezzanine foyer, and Ballroom foyer) of the convention center.

Choose the network named "PRCC Free Wi-Fi".

Is wireless internet access available in all meeting/event areas of the Convention Center?

Yes, wireless internet access is available for purchase by client for participant use in all meeting rooms, exhibit halls and ballrooms.

How do I know what bandwidth I need for my event?

Let your Sales Representative know:

- How many devices do you expect will use internet?
- Will you want Wi-Fi and/or Hardline?
- What will you need the internet for?
 - o Streaming or Downloads
 - How many devices will be streaming or downloading at the same time?
 - o Basic email and social media usage

Can clients bring independent portable hotspot device to establish Wi-Fi within their event?

No. PRCC has exclusive rights to all internet services.

Independent portable Wi-Fi devices such as Hotspots and MiFi are not permitted. Should the client bring their own devices for internet they are subject to a penalty fee for not complying with facility regulations and procedures. Fee will be determined on event basis.

If a client orders a hardline, is it secure? Will they be on a shared network?

Yes, hardlines are secure and exclusive to the client/event. We provide bandwidth with no networking sharing. Labor is inclusive for internet and telecom services cost.

Is there an option to run more than one Ethernet/hardline cable per room?

Yes, this needs to be discussed and handled through Operations/IT department. The max amount per cable available is 300 feet.

ENGINEERING

Lifts with Operator

Fork Lift	\$65.00/hr (4 hr min)
Scissor	\$75.00/hr (4 hr min)
Boom Lift	\$100.00/hr (4 hr min)

Operator/ Spotter \$25.00/ per hour

Building Illumination \$2,500.00/day

Colors: Red, Green, Yellow, Blue, Pink

Requires 3-week notice

Additional Labor \$55.00/hr

UTILITIES

PRICE

Potable Water Fill/Empty

0-500 gallons	\$125.00/day
500+ gallons	Ask for Quote

Cold Water Connection \$150.00/day

Drain Connection \$100.00/day

Water Connection (each) \$25.00/day

Electrical Equipment

20 AMP Outlet	\$120.00
30 AMP Outlet	\$300.00
60 AMP Outlet	\$660.00
100 AMP Outlet	\$840.00
200 AMP Outlet	\$1,200.00
400 AMP Outlet	\$1,600.00

NO PORTABLE GENERATORS OR BATTERIES are allowed inside the venue. All power connections must be made directly through PRCC or an electrical certified distributor.

Electrical extension 30 AMPS \$60.00/each

Electrical extension 100 AMPS \$150.00/each

Building Specs, Floor Plans & Capacity Charts

Its design is suggestive of a wave in motion. Its colors reflect the vibrant natural palette of the Caribbean. And at 600,000 total sq. ft. (55,742 sq. m.), attracting over 576,565 trade and public show visitors annually, its size ranks it as the largest meeting facility in the region. The Puerto Rico Convention Center accommodates groups of 10 to 10,000 in true world-class style, with soaring interior and exterior function spaces that can be customized and optimized for nearly any event.

Situated in the heart of San Juan on the Isla Grande peninsula, the Center is just steps from a rich array of cultural attractions, historic treasures and architectural masterpieces dating back to Puerto Rico's 500-year-old Spanish roots. Combine that classic character with our vast range of contemporary and stylish dining, shopping, hotels, attractions and nightlife choices – and you get a destination with one-of-a-kind- flavor found only here.

As the home of Fortune 100/500 companies that engage in business all over the world. San Juan also offers a buttoned-down business atmosphere – including Caribbean's most sophisticated technology and telecommunications resources such as satellite feeds, high-speed internet, video conferencing, and more.

FACILITY OVERVIEW

- Total Space – 600,000 sq. ft. (55,742 sq. m.)
- Exhibit Hall – 152,700 sq. ft. (14,186 sq. m.) divisible into three exposition spaces
- Ballroom – 39,500 sq. ft. (3,670 sq. m.) divisible into two rooms
- Meeting Space – 36,400 sq. ft. (3,363 sq. m.)
 - 16 separate meeting rooms can be divided into 29 breakout rooms
- Loading Dock – Accommodates 22 trailers, 6 with automatic levelers
- Broadband and wireless high-speed internet connectivity
- Videoconferencing available

DIGITAL LINKS

-  [Event Logistics](#)
- Virtual 360 Tours
 - [Level One >](#)
 - [Level Two >](#)
 - [Level Three & Ocean View Terrace >](#)

Level One – Exhibit Hall

LEVEL ONE - EXHIBIT HALL

	FEET OR SQUARE FEET				METER OR SQUARE METERS			
	Area	Lenght	Width	Height	Area	Lenght	Width	Height
Exhibition Hall (Total)	152,700	268	574	30	14,186	81.7	175	9.1
Exhibit Hall A	40,500	268	152	30	3,763	81.7	46.3	9.1
Exhibit Hall B	71,300	268	270	30	6,624	81.7	82.3	9.1
Exhibit Hall C	40,900	268	152	30	3,800	81.7	46.3	9.1
Meeting Rooms (Total)	14,900	-	-	-	1,384	-	-	-
Meeting Rm 101 (Total)	3,200	60	60	16	297	18.3	18.3	4.9
101-A	1,600	59	30	16	149	18	9.1	4.9
101-B	1,600	61	30	16	149	18.6	9.1	4.9
Meeting Rm 102 (Total)	3,818	49	89	16	355	14.9	27.1	4.9
102-A	1,300	47	29	16	121	14.3	8.8	4.9
102-B	1,300	49	30	16	121	14.9	9.1	4.9
102-C	1,200	51	30	16	111	15.5	9.1	4.9
Meeting Rm 103 (Total)	3,100	60	58	16	288	18.3	17.7	4.9
103-A	1,500	60	30	16	139	18.3	9.1	4.9
103-B	1,600	60	28	16	149	18.3	8.5	4.9
Meeting Rm 104 (Total)	4,800	60	90	16	446	18.3	27.4	4.9
104-A	1,500	60	31	16	139	18.3	9.4	4.9
104-B	1,700	60	30	16	158	18.3	9.1	4.9
104-C	1,600	60	30	16	149	18.3	9.1	4.9
Conference Room	546	-	-	-	51	-	-	-
Concourses	9,564	-	-	-	889	-	-	-
Prefunction	4,826	-	-	-	448	-	-	-

	BOOTH	SEATING CAPACITIES			
		Theater	Banquet	Classroom	Reception
	10' X 10'				
Exhibition Hall (Total)	794	16,576	7,560	7,605	12,000
Exhibit Hall A	210	4,020	1,980	2,145	3,500
Exhibit Hall B	372	6,510	3,600	3,315	6,500
Exhibit Hall C	212	4,140	1,800	2,145	3,500
	8' X 10'				
Meeting Rooms (Total)	-	-	-	-	-
Meeting Rm 101 (Total)	16	334	160	160	336
101-A	8	156	80	99	168
101-B	8	156	80	9	168
Meeting Rm 102 (Total)	18	353	200	198	400
102-A	5	112	60	81	137
102-B	6	121	60	81	137
102-C	7	102	50	58	126
Meeting Rm 103 (Total)	18	344	200	186	337
103-A	9	172	80	93	168
103-B	9	172	80	93	169
Meeting Rm 104 (Total)	22	456	280	260	505
104-A	7	156	80	99	158
104-B	7	156	80	99	179
104-C	8	156	80	99	168
Conference Room	30 PPL	50	20	30	50
Concourses		-			
Prefunction		-			

Level Two – Meeting Rooms

LEVEL TWO - MEETING ROOMS

	FEET OR SQUARE FEET				METER OR SQUARE METERS			
	Area	Lenght	Width	Height	Area	Lenght	Width	Height
Meeting Rooms (Total)	22,687	-	-	-	2,108	18.3	17.7	4.9
Meeting Rm 201 (Total)	3,200	60	58	16	297	17.7	8.8	4.9
201-A	1,600	58	29	16	149	17.7	8.8	4.9
201-B	1,600	58	29	16	149	14.9	25.6	4.9
Meeting Rm 202 (Total)	3,600	49	84	16	334	14.3	7.6	4.9
202-A	1,300	47	25	16	121	14.3	7.6	4.9
202-B	1,300	47	25	16	121	15.5	8.8	4.9
202-C	1,000	51	29	16	93	13.7	9.6	4.6
Meeting Rm 203	1,400	45	32	15	130	14	9.6	4.6
Meeting Rm 204	1,400	46	32	15	130	8.2	5.5	4.6
Meeting Rm 205	450	27	18	15	42	9.1	9.1	4.6
Meeting Rm 206	800	30	30	15	74	8.2	11.9	4.6
Meeting Rm 207	1,100	27	39	15	102	18.3	28.7	4.9
Meeting Rm 208 (Total)	4,900	60	94	16	455	18.3	8.8	4.9
208-A	1,600	60	29	16	149	18.3	8.8	4.9
208-B	1,700	60	29	16	158	18.3	9.1	4.9
208-C	1,600	60	30	16	149	18.3	27.4	4.9
Meeting Rm 209 (Total)	4,900	60	89	16	455	18.3	9.1	4.9
209-A	1,600	60	30	16	149	18.3	9.4	4.9
209-B	1,700	60	31	16	158	18.3	9.1	4.9
209-C	1,600	60	30	16	149	18.3	5.5	4.9
Meeting Rm 210	400	29	18	15	37	9	5.5	4.6
Meeting Rm 211	537	32	18	15	50	9	28.3	4.6
Mezzanine Suite	3,966	42	93	-	368	12.8	-	-
Concourses	21,763	-	-	-	2,022	-	-	-
Prefunction	5,123	-	-	-	476	-	-	-

	BOOTH	SEATING CAPACITIES			
		Theater	Banquet	Classroom	Reception
	8' X 10'				
Meeting Rooms (Total)	-	-	-	-	-
Meeting Rm 201 (Total)	16	288	160	190	336
201-A	8	144	80	90	168
201-B	8	144	80	90	168
Meeting Rm 202 (Total)	12	328	180	200	389
202-A	6	126	60	84	137
202-B	5	126	60	84	137
202-C	3	105	50	56	115
Meeting Rm 203	7	147	70	80	147
Meeting Rm 204	7	150	90	96	147
Meeting Rm 205	-	38	20	30	40
Meeting Rm 206	-	72	40	49	84
Meeting Rm 207	-	106	60	60	116
Meeting Rm 208 (Total)	22	600	280	327	516
208-A	9	158	80	99	168
208-B	8	169	80	99	180
208-C	8	169	80	99	168
Meeting Rm 209 (Total)	22	441	280	315	516
209-A	8	156	80	99	168
209-B	7	156	80	99	180
209-C	8	156	80	99	168
Meeting Rm 210	-	50	20	27	35
Meeting Rm 211	-	50	20	27	50
Mezzanine Suite	-	320	180	195	400
Concourses	-	-	-	-	-
Prefunction	-	-	-	-	-

Level Three – Ballroom

LEVEL THREE - BALLROOM

	FEET OR SQUARE FEET				METER OR SQUARE METERS			
	Area	Lenght	Width	Height	Area	Lenght	Width	Height
Ballroom (Total)	39,551	145	278	26-45	3,674	44.1	84.7	8-14
Ballroom A	25,563	150	170	26-45	2,375	45.7	51.8	8-14
Ballroom B	13,988	151	92	26-45	1,300	46.0	28	8-14
OV Terrace	12,832	203	84	-	1,192	61.9	25.6	-
Prefunction	22,651	-	-	-	2,104	-	-	-

	SEATING CAPACITIES			
	Theater	Banquet	Classroom	Reception
Ballroom (Total)	4,648	2,130	2,676	3,934
Ballroom A	2,340	1,320	1,710	2,450
Ballroom B	1,260	590	858	1,288
OV Terrace	-	600	-	1,200
Prefunction	-	-	-	-

SAMPLES: FORMS & CERTIFICATES

CERTIFICATE FOR EXEMPT PURCHASES

Form AS 2916.1 <small>Rev. Oct 9 15</small> 	Commonwealth of Puerto Rico DEPARTMENT OF THE TREASURY CERTIFICATE FOR EXEMPT PURCHASES AND FOR SERVICES SUBJECT TO THE 4% SPECIAL-SUT (Tangible Personal Property, Exempt Services and Services Subject to the 4% Special-SUT) Transaction date: Month _____ Day _____ Year _____	For seller's use Invoice, receipt or transaction number: _____ _____
The purpose of this Certificate for Exempt Purchases and for Services Subject to the 4% Special-SUT (Certificate) is to release the merchant seller from his or her obligation of collecting and remitting the sales and use tax (Basic-SUT) or the 4% SUT on services rendered to other merchants and designated professional services (4% Special-SUT) on the sale for which this Certificate is issued. Also, in the case of business to business services subject to the 4% Special-SUT, this Certificate has the purpose of establishing the obligation of the merchant seller of collecting and remitting the 4% Special-SUT, instead of the Basic-SUT.		
PART I MERCHANT SELLER'S INFORMATION		
Seller's name _____ Address _____ <div style="display: flex; justify-content: space-between;"> Municipality, State _____ Zip Code _____ </div>		
PART II PURCHASER'S INFORMATION		
1.a. I certify that I am engaged in business in Puerto Rico and that my Merchant's Registration number is: <input style="width: 100px;" type="text"/> - <input style="width: 50px;" type="text"/> b. The North American Industry Classification System (NAICS) code that appears on my Merchant's Registration Certificate is <input style="width: 50px;" type="text"/> and the activity's description is the following: _____ 2. If you are an agency of the Commonwealth of Puerto Rico or the Federal Government, provide your employer identification number: <input style="width: 100px;" type="text"/> 3. If you are a diplomat, provide the tax exemption number that appears on the exemption card issued by the United States Department of State: <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/> and the expiration date: Month _____ Day _____ Year _____ 4. If you are an individual affected by a disaster (Section 6080.12 of the Puerto Rico Internal Revenue Code of 2011, as amended (Code)), provide your driver's license or passport number: <input style="width: 100px;" type="text"/> 5. Indicate the reason for the exemption or exclusion and provide the requested information, as applicable: a. <input type="checkbox"/> Reseller (exemption from Municipal SUT only) b. <input type="checkbox"/> Eligible Reseller c. <input type="checkbox"/> Manufacturing Plant d. <input type="checkbox"/> Business to Business Services (subject to the 4% Special-SUT) e. <input type="checkbox"/> Capitalized Repair Services (subject to the 4% Special-SUT) f. <input type="checkbox"/> Commonwealth of Puerto Rico (Agency _____) g. <input type="checkbox"/> Federal Government (Agency _____) h. <input type="checkbox"/> Farmer (Bona Fide Farmer's Number _____) i. <input type="checkbox"/> Direct Pay Permit (Total Exemption Certificate Number _____) j. <input type="checkbox"/> Housing Cooperative Ruled by Act 239-2004 k. <input type="checkbox"/> Diplomat (Country or Mission _____) l. <input type="checkbox"/> Special Acts (Act No. _____) m. <input type="checkbox"/> Exportation n. <input type="checkbox"/> Individual Affected by a Disaster (Section 6080.12 of the Code) o. <input type="checkbox"/> Residents' Associations, Board of Owners of Residential Condominiums, and Associations of Residential Owners p. <input type="checkbox"/> Social Interest Housing Residential Projects that receive federal or state rent subsidies q. <input type="checkbox"/> Member of the same controlled group or group of related entities engaged in industry or business in Puerto Rico r. <input type="checkbox"/> Entity engaged in the repair, maintenance and conditioning of airships with exemption decree under Act 73-2008 s. <input type="checkbox"/> Person located in a foreign trade zone and engaged exclusively in the fuel storage or processing t. <input type="checkbox"/> Designated professional services provided to a labor or workers' organization u. <input type="checkbox"/> Entity exempt from any kind of taxes by means of its Organic Law (Act No. _____, Section _____) v. <input type="checkbox"/> Subcontracted services provided as part of a construction project w. <input type="checkbox"/> Subcontracted telecommunications services provided to telecommunications companies 6. I am engaged in the business of _____ and I mainly sell _____ 7. I am purchasing: a. <input type="checkbox"/> Tangible personal property for resale (exemption from Municipal SUT only) b. <input type="checkbox"/> Raw materials c. <input type="checkbox"/> Machinery and equipment used in manufacturing d. <input type="checkbox"/> Services provided to a business (subject to the 4% Special-SUT) e. <input type="checkbox"/> Capitalized repair services of tangible personal property and real property (subject to the 4% Special-SUT) f. <input type="checkbox"/> Tangible personal property according to special exemption granted under classifications 5.f. through 5.n. indicated above. g. <input type="checkbox"/> Services acquired according to special exemption granted under classifications 5.f. through 5.w. indicated above, if applicable. 8. Describe the tangible personal property, services, raw materials, or machinery and equipment that you are purchasing: _____ _____		

Retention: Six (6) years. Continued on back.

Event Planning Guide is subject to change without notice

PART III PURCHASER'S CERTIFICATION	
<p>I hereby declare under penalties of perjury that this certificate has been examined by me, and that to the best of my knowledge and belief all the information provided herein is true, correct and complete. I also certify that:</p> <ul style="list-style-type: none"> ▪ I am entitled to claim an exemption as indicated on line 5 of Part II, or I am duly authorized to represent the purchaser in the signature of this Certificate for Exempt Purchases and for Services Subject to the 4% Special-SUT. ▪ I will only use this certificate to buy taxable items or services for which I am entitled to claim an exemption or exclusion or to document that I am subject to the 4% Special-SUT. ▪ If I acquire taxable items, but I use or consume them for non-exempt purposes in Puerto Rico, I will report and pay the use tax directly to the Department of the Treasury. ▪ That the Exemption Certificate, Reseller Certificate, Eligible Reseller Certificate or any other Waiver evidencing the exemption is in force at the date of the purchase transaction. 	
Purchaser's name	Purchaser's signature
Address	
Municipality	State Zip Code
Telephone	

Retention: Six (6) years.

INSTRUCTIONS

This form must be completed by:

1. A purchaser registered in the Merchant's Registry of the Department of the Treasury, that holds a valid Reseller Certificate, Eligible Reseller Certificate or Exemption Certificate and purchases tangible personal property for resale (exemption from Municipal SUT only), raw materials and equipment used in manufacturing
2. A purchaser registered in the Merchant's Registry of the Department of the Treasury, that receives services from another merchant that is also registered in said registry, including those subcontracted services (that is, when the merchant providing the service, Contractor, provides such services through another merchant, Subcontractor), and such services are subject to the 4% Special-SUT (except the designated professional services, even if these services are provided to other merchants, and the services indicated in Section 4010.01(bbb)(1) of the Code)
3. A merchant that receives capitalized repair services to tangible personal property or real property, that are subject to the 4% Special-SUT
4. An agency of the Commonwealth of Puerto Rico or the Federal Government that acquires taxable items for its official use, including services subject to the 4% Special-SUT
5. A bona fide farmers, duly certified by the Department of Agriculture, that acquires services, agricultural goods, and machinery and equipment used for said agricultural activity
6. A merchant that holds a Total Exemption Certificate, which allows him or her to pay the sales and use tax directly to the Secretary of the Treasury instead of paying it to the seller;
7. A housing cooperative ruled by Act 239-2004, that acquires materials, equipment or services to render the services compatible with its ends and purposes, provided that in order for the cooperative to be eligible for the Basic-SUT or 4% Special-SUT exemption, as applicable, on the services received, its units must be used at least 85% for residential purposes;
8. A diplomat who holds a valid exemption card issued by the United States Department of State, that entitles him or her to claim an exemption from the sales and use tax

9. A person covered by any special act that provides an exemption from the payment of the sales and use tax
10. A person who acquires taxable items for use or consumption outside of Puerto Rico
11. An individual affected by a disaster who acquires taxable items that constitute basic need articles required for the restoration, repair and needs supply and damages caused by reason of the disaster
12. A residents' associations, board of owners of residential condominiums, and associations of residential owners, as defined in Section 1101.01(a)(5)(A) of the Code, for the common benefit of its residents, provided that the units of the association or board are used at least 85% for residential purposes
13. A social interest housing residential project that receives federal or state rent subsidies, which residents pay directly a maintenance fee, that holds a current Exemption Certificate issued by the Department
14. A person engaged in industry or business or for the production of income in Puerto Rico that receives services from another person engaged in industry or business or for the production of income in Puerto Rico and is part of a controlled group of corporations or a controlled group or group of related entities, as defined in Sections 1010.04 and 1010.05 of the Code, including partnerships or excluded members engaged in industry or business or for the production of income in Puerto Rico, that if applying the group of related entities rules, will be considered a component member of such group
15. A person engaged in the repair, maintenance and conditioning of airships business that is covered by an exemption decree under Act 73-2008, known as the "Economic Incentives for the Development of Puerto Rico Act", or any previous or subsequent similar act that makes purchases of raw material, machinery and equipment used in manufacturing or receives services
16. A person engaged exclusively in the storage or processing of gasoline, jet fuel, aviation fuel, gas oil or diesel oil, crude oil, partially elaborated or finished products derived from oil, and any other hydrocarbon mixture, mentioned in Subtitle C of the Code, provided that the storage or handling of fuel takes place in a foreign trade zone or subzone, as this term is defined in Section 3010.01(a)(16) of the Code, that acquires services
17. A labor or workers' organization organized under the provisions of Act 130 of May 8, 1945, as amended, known as the Puerto Rico Labor Relations Act, and Act 45-1998, as amended, known as the Labor Relations for Puerto Rico Public Service Act, that receives designated professional services, provided that it is in compliance with subparagraphs (A), (B) or (C) of paragraph (4) of subsection (a) of Section 1101.01 of the Code
18. A public or private entity, which Organic Law provides that it is exempt from any kind of taxes, that receives services
19. A merchant that subcontracts services as part of a commercial, touristic or residential construction project
20. A merchant engaged in providing telecommunications services that subcontracts telecommunications services

The purchaser must provide this form to the seller at the moment of the purchase together with copy of the Merchant's Registration Certificate, Reseller Certificate, Eligible Reseller Certificate, Exemption Certificate or any other document evidencing the exemption requested on this Certificate. The purchaser must keep a copy for his or her records. This Certificate should not be sent to the Department of the Treasury.

Instructions to the Purchaser

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

If you intentionally issue a fraudulent Certificate for Exempt Purchases and for Services Subject to the 4% Special-SUT, you will be responsible for the payment of the sales and use tax, and the applicable penalties.

Instructions to the Merchant Seller

If you are a seller registered in the Merchant's Registry of the Department of the Treasury and accept a Certificate for Exempt Purchases and for Services Subject to the 4% Special-SUT, you will be released from your obligation of collecting and remitting the Basic-SUT or the 4% Special-SUT or will be required to collect and remit the 4% Special-SUT instead of the Basic-SUT, as applicable. You are required to keep a copy of this certificate in your files for a period of 6 years, counted from the filing date of the Sales and Use Tax Monthly Return, in which the transaction for which this Certificate is completed is reported.

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

Additional Information

Exempt sales or sales subject to the 4% Special-SUT which are not supported by a valid Certificate for Exempt Purchases and for Services Subject to the 4% SpecialSUT will be subject to the corresponding Basic-SUT.

For additional information regarding this certificate, please contact the Department of the Treasury at 787-722-0216, option 8, or visit any of the Merchant's Service Centers.

CERTIFICATE OF LIABILITY INSURANCE

ACORD ™		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) 5/8/2022	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER XYZ BROKERAGE FIRM DIRECCION DIRECCION				Contact Name: BROKER CONTACT INFORMATION Phone: (787)000-0000 Fax: E-mail address: Producer Customer ID#: INSURER(S) AFFORDING COVERAGE NAIC #			
INSURED				INSURER A: NAME OF INSURANCE COMPANY			
INSURED NAME				INSURER B: NAME OF INSURANCE COMPANY			
MAILING ADDRESS				INSURER C:			
MAILING ADDRESS				INSURER D:			
				INSURER E:			
				INSURER F:			
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
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.							
INBR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENL AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>			POLICY NUMBER	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS-COMPIOP AGG \$1,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON OWNED AUTOS			POLICY NUMBER	MM/DD/YY	MM/DD/YY	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) MEDICAL PAYMENTS
	<input type="checkbox"/> UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> Claims-Made <input type="checkbox"/> Deductible <input type="checkbox"/> Retention \$						EACH OCCURRENCE AGGREGATE RETENTION
	WORKERS COMPENSATION						
	A EMPLOYERS LIABILITY <input checked="" type="checkbox"/> STOP GAP			POLICY NUMBER	MM/DD/YY	MM/DD/YY	E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
	OTHER						
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLE/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS							
EVENT NAME, DATES (Move-In, Show, & Move-Out)							
CERTIFICATE HOLDER AEG Management PR, LLC &/or Puerto Rico Convention Center &/or Puerto Rico Convention Center District Authority, Its Officers, Agents & Employees 100 Convention Center Blvd. San Juan, Puerto Rico 00907				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. Authorized Representative			

REQUIREMENTS FOR CERTIFICATE OF INSURANCE

1. Provide originals only – SCANS ARE ALLOWED.
2. Name of insured on certificate must be **identical** to name on the Use License Agreement.

3. Certificate Holder must read:

AEG MANAGEMENT PR, LLC
PUERTO RICO CONVENTION CENTER DISTRICT AUTHORITY
PUERTO RICO CONVENTION CENTER
100 Convention Blvd
San Juan, PR 00907

4. Description of Operations on the certificate must disclose

Additional Insured Include: AEG MANAGEMENT PR, LLC, Puerto Rico Convention Center, Puerto Rico Convention Center District Authority, their directors, officers, members, agents, employees, affiliates and subsidiaries.

Event name, Dates (Move-in, Show, & Move-out)

5. Cancellation – no less than 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 Legends Global, 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 AM *Best's Manuals*.

6. Type of Insurance

Comprehensive General Liability - \$1,000,000 Bodily Injury and Property Damage per occurrence. Coverage shall include: Premises and operations, contractual, personal injury, Independent contractors, and broad form property damage including completed operations

Automobile Liability

Hired and Non Owned Policy \$1,000,000

Bodily Injury

\$500,000 Per Person

Property Damage

\$250,000 Per Accident

\$1,000,000 Combined Single Limit

Employers' Liability

\$100,000 Each Accident

\$100,000 Each Employee

\$500,000 Aggregate

Worker's Compensation - Puerto Rico Statutory Limits

PUERTO RICO SALES TAX

All exhibitors selling merchandise from the show floor or taking orders on a retail basis must have a valid Puerto Rico Registration Certificate and must adhere to the local laws regarding sales/use tax collections for the City and Commonwealth of Puerto Rico. The registration certificates should be requested 30 days prior to the event (Form SC 2914.1 and Registro de Detallistas). Treasury Department imposes a 10.5% SUT (Sales & Use Tax) and San Juan Municipality imposes a 1% SUT. Giveaways are taxable based on cost. It is the responsibility of the individual exhibitor to obtain their own certificates.

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

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

For more information contact the following offices:

Departamento de Hacienda (Treasury Dept)
PO Box 9024140
San Juan, PR 00902-4140
(787) 721-2020 ext. 4017 or 4018
www.hacienda.gobierno.pr

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

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

- Name of the Show:
- Name of the Facility: Puerto Rico Convention Center
- Address: 100 Convention Boulevard, San Juan, PR 00907
- Name of the Exhibitor and Booth Number

Shipping Information

Please make sure the company selected is aware of the local procedures. A commercial Invoice and Air waybill will be needed in order to clear the shipment at the ports.

RULES & REGULATIONS: SUB-CONTRACTOR BUILDING MANUAL

This document reflects the policies and regulations developed and applied by the Puerto Rico Convention Center for subcontractors working at the Facility. Any rules and regulations imposed by show management for specific events are in addition to those stated in this document. The Facility rules and regulations are **applicable**, but not limited, to all **General Service Contractors** and Service Providers as defined below. The Puerto Rico Convention Center reserves the right to change, modify, or add to these rules and regulations without prior notice.

DEFINITIONS

- **Puerto Rico Convention Center Facility:** Consists of the Puerto Rico Convention Center (herein referred to as “Facility” or “Center”).
- **Legends Global:** The Manager of the Puerto Rico Convention Center (herein referred to as “Operator” or “LEGENDS”).
- **Show Management:** The organization or individual contracting for the use of the Facilities (herein referred to as “Licensee”).
- **Service Provider(s):** Any company, business entity or individual providing event related services directly to exhibitors or show management in addition to those provided by the General Service Contractor.
- **Contractor(s):** Consolidation of terms referring to all General Service Contractors and Service Providers.

The Facility is organized so that an Event Manager is assigned to every event. The Event Manager is the primary contact for the General Service Contractors, EACs, Service Providers and Licensees. All communication must take place between the Contractors and the Event Manager relative to activities taking place on-site. For information on Event Manager assignments, call 787-300-6700.

GENERAL RULES

Loading dock operating hours are from 7AM until 11PM. Move-Ins and Move-Outs must be done within these hours. Any variances needed must be approved by the Operator and may include additional fees.

1. Smoking and recreational drugs are **PROHIBITED** within the perimeters of the facility. The Center is a non-smoking facility.
2. Weapons and firearms are **PROHIBITED**.
3. Outside food is **PROHIBITED**. The Center provides an exclusive in-house food and beverage services.
4. Appropriate dress code will be enforced at all times (i.e. shirt, pants, and closed-toe shoes)
5. All sub-contractors will need to supply and provide their own equipment (i.e. hand-trucks, carts, ladders, tape, scissors, fire extinguisher). PRCC will not loan or supply equipment.
6. No soliciting is permitted in the Center or on Center premises.
7. Flyer distribution is not permitted in public areas. Adhesive backed decals & stickers may not be distributed in the Center. Costs associated with the cleanup & related materials are the Licensee's responsibility.
8. 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.
9. Vehicles approved to be inside the facility for exhibition need to have $\frac{1}{4}$ or less in the gas tank. Once the vehicle is at its designated display site, the battery needs to be disconnected, fire extinguishers needs to be visible/accessible next to vehicle, and a drop cloth must be placed under the car due to possible leakages. Insurance may be requested. Contact your Event Manager for details.
10. Furniture at public areas cannot be removed unless previously approved by LEGENDS . If approved there will be a charge.
11. None of LEGENDS , the Authority, or the PRCC is responsible for any equipment, materials, etc. stored at the Facility.
12. Dragging or moving of any equipment on or across the terrazzo floor is **PROHIBITED**. Any damages will be billed to Licensee.
13. Exterior banners are **PROHIBITED** outside the Facility unless approved by PRCCDA.
14. We reserve the right to refuse entry to anyone.

ABANDONED PROPERTY

The Service Provider 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 will be liable for the cost incurred in disposing of any materials left abandoned, including those that were not timely removed by the close of the show.

ANIMALS & PETS

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 are permitted and the owner will be fully responsible for their animals. 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, **Encore Global**. Outside suppliers must comply with ALL Contractor Requirements including, but not limited to:

- Working with the appropriate Electrical Suppliers
- Ensure all loading dock needs are shared with Event Manager ahead of event for approval
- Cover all loose wires and cables with GAFFER Tape or Cable Jacket
- Provide Fire Extinguisher at AV Booth or Area. If not, \$150 fine.
- Cannot store AV boxes in Back of House, unless previously approved by LEGENDS

BUILDING EQUIPMENT

Contractors may not use, move, rearrange, or compress Facility equipment including, but not limited to: tables, chairs, brooms, risers, staging, ladders, podiums, trash receptacles, and tilt trucks without express written permission from the Operator. All Facility equipment used without permission will be confiscated or rental charges or fees may apply.

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.

- Any alteration or activity that could leave lasting effects or damage in the Center is not allowed.

- Licensees and Service Providers will do a walk-through inspection with the Building Engineer (or his/her designee) on the 1st move-in day and the last day of move-out to check for damages. Licensee will be invoiced for any damages incurred during move-in, show, and move-out days.
- All Center equipment (i.e., forklift, scissor lift, pallet jacks, or any type of carts) is not for loan or use by subcontractors. These items can be rented with and operator to the Licensee upon availability.
- All operators of forklifts, scissor lifts, boom lifts, genie lifts, or any lifts are required to have all appropriate valid certifications. Contact your Event Manager for details.
- All electrical cords should be taped down immediately after placement. See “TAPE” section on page 84 for approved tape product.
- Equipment and materials should not be leaned or placed against walls or any painted surfaces. Reasonable distance and care should always be maintained.
- 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.
- Escalators and passenger elevators are provided for use by the public and may not be blocked or used to transport equipment or freight.
- The function space is to be returned in the same condition as it was received.
- A fire watch is mandatory when smoke or fog machines (water based and location must be approved) are used inside the Center. Please coordinate with your Event Manager.
- 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.
- Exterior banners are **PROHIBITED** outside the Facility without written request. Please contact your Event Manager in regard to the Signage Program.
- 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.

- Unless prior written approval is granted by the Operator, no one under the age of sixteen (16) is allowed on the exhibit floor and/or loading dock at any time, especially during move-in and move-out.
- 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.
- Dragging or moving of any equipment on or across the terrazzo floor is **PROHIBITED**. Any damages will be billed to Licensee.
- Any equipment or structure with a ceiling such as tents requires a smoke detector and fire extinguisher.
- Use of glitter and/or confetti is not permitted in the Center without the prior written approval of the Operator. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility
- All floor load capacities should be strictly observed. Any variations should be approved in writing by the Operator. Floor load capacity is: 350lb per sq.ft.

CARPET PROTECTION & INSTALLATION

The following policies, regulations and limitations apply to all permanently carpeted areas of the Facility. These include lobbies, swing spaces, Ballrooms, corridors, and Meeting Rooms.

- All permanently carpeted areas must be protected from damage caused by material handling equipment, lifts, installation or dismantling activities or similar actions by the Contractor or Service Providers. The means of protection must be agreed to in advance of move-in by the Operator. Forklifts are not permitted on the second and third floors in the Puerto Rico Convention Center without prior written approval from Operator.
- Responsibility for protecting all carpeted areas rests solely with the Contractor of the Service Provider responsible for performing the work in carpeted locations. This applies to areas receiving crates, pallets, freight, boxes, road cases, or other large/heavy material likely to cause carpet damage.
- No cutting of carpet, foam core or other materials is permitted on carpeted areas without protection.
- Only approved tape may be used on carpeted areas.

- Chalk cannot be used on the carpet.
- Scissors, boom, and all other lifts requires 100% protection from damaging the carpet including tire wrapping or Ironman Visqueen.
- The use of paint, glue, inks, dyes, oil, solvents, or other industrial liquids or adhesives is not permitted at the Facility without protecting the carpet 100%. This applies for Ballroom, Meeting Rooms and foyer. Ask your Event Manager for options.
- Electric vehicles may not be parked on carpeted surfaces for charging. Charging location needs to be approved by the Operator.
- Motor vehicles used for display must be pushed to their designated locations. A drop cloth large enough to cover the entire undercarriage of the vehicle must be used during display. Vehicles may not be started or moved under power for any reason while on carpeted surfaces.
- Any items that are likely to snag carpet fibers or leave a residue may not be used on carpeted areas without 100% protection. This includes paint, adhesives, soil, grass, flowers, chalk, water, non-permitted tape, screws, nails, Velcro, rough lumber, metal glass, or other similar items.
- Sticky Visqueen, (**self-adhesive**) may not be used on any building surface at any time. It is not permitted to cover the carpet with any plastic film, as it may potentially damage carpet's surface pile,
- Exceptions to any of these policies must be granted in writing in advance by the Operator. No exceptions will be granted after the fact, and immediate removal of materials will be required.
- The cost to repair damage to carpeted areas will be billed to the Licensee. Failure to promptly pay for damage will result in suspension or cancellation of the Contractors permit and result in withdrawal of permission to enter or work in the Facility until outstanding balances have been paid.
- Initial enforcement will be provided through the LEGENDS staff. If satisfactory compliance is not evident immediately upon receipt of these policies, additional staff will be scheduled to monitor activities in these areas at the Contractor's expense.

- Carpet installation is subject to the Operator's approval. Minimum requirements are: Type of Carpet 5oz or higher per sq. ft. Only approved gaffer tape may be used. PRCC personnel will conduct a walk thru with the provider to approve carpet installment. Any delays on set-up will be charge to the licensee.

CLEANING SERVICES PROVISIONS

The Operator 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. Operator is responsible for the cleaning of areas where F&B service is provided including concession stands and 20' from the concessions.

Cleaning company subcontractors have the responsibility to provide their own equipment and supplies (trash bins, cleaning supplies and vacuums, etc).

All subcontracting cleaning staff must have proper identification while on the premises and properly uniformed as well. Also, subcontracted staff must abide by all rules and regulations established by the Operator.

If interested in PRCC's in house Cleaning Service, contact your Event Manager for an estimate.

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 ensure 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 carpeted 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. If the PRCC has to remove it, the Licensee will incur in extra charges.
5. Wet vacuums, extractors, etc. are necessary for the removal of liquid spills.
6. Pallet jacks may be necessary for the removal of certain bulk trash items.
7. Electrical cords, extension cords, adapters, etc. are necessary to provide electrical connection to cleaning equipment.

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 Operator 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, Visqueen, construction materials, and crates.
7. Cleaning of spills, at all times.
8. Cleaning of loading docks and removal of bulk trash.

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, the Operator shall charge the client for labor and materials necessary to properly maintain contracted space.

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 Operator at any time.
4. Obstructing dumpster(s) at any time which would impact the removal of the dumpster(s); all expenses incurred will be billed to Licensee.
5. Overloading dumpster(s) above the rim; all expenses incurred to level the dumpsters will be billed to Licensee.

CONTRACTOR BREAK AREAS

Contractor personnel, regardless of jurisdiction, affiliation, or employer, may not take breaks or lunch in public areas of the Facility.

Contractor personnel may use the employee cafeteria as capacity permits. The hours of operations of the Cafeteria are Monday thru Friday 11:30AM-1:30PM. It is the responsibility of the respective employer to monitor their personnel in this regard. Please coordinate in advance with your Event Manager. Event Manager will advise on cost of lunch.

Walkthroughs: Failure to accompany an Event Manager on a walk through will result in acceptance of all damages as noted during the walk through. If the Operator determines that the **General Service Contractor, EAC or Service Provider is responsible for causing damage of any kind, the party agrees to reimburse the Operator for the cost of repair or replacement upon submission of invoice.** This includes any residual items left in the Facility including, but not limited to, tape adhesives, paints, or other materials. Failure to promptly pay for damages will result in suspension or cancellation of the Contractor's permit and result in withdrawal of permission to enter or work in the Facilities until all outstanding balances have been paid.

DEBRIS BOXES

Open-top debris boxes are available for use by the General Service Contractor for the disposal of non-compactable materials. The Operator will schedule the delivery and removal of these boxes on an as-needed basis. The General Service Contractor is encouraged to inspect the debris boxes daily as the cost of removal and dumping will be billed back to them directly. Contractors are encouraged to remove all recyclable materials for appropriate recycling efforts.

ELEVATORS & ESCALATORS

Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement. All deliveries should be made using the service elevators. The repair for any damage to elevators or escalators as a result of freight movement will be charged to Licensee.

EMERGENCY

In the event of an emergency, all work should cease until further notice. Please listen for instructions via the public address system or, if safe, wait for instructions from your Event Manager. Please be advised that in the event of a major disaster, the Puerto Rico Convention Center is a designated mass care facility. All materials, equipment, and available personnel may be incorporated into the disaster relief operation. Do not begin operations for rescue or continue event-related work until you have been instructed to do so by your Event Manager or Authorized Governmental Agency. Please contact your Event Manager for more information regarding emergency procedures.

STAFF ENTRANCE

All Contractor or Service Provider personnel must enter the Facility through the official Facility employee entrance on Caguax Street, the Loading Dock ramp in PRCC south. Contractor's employees may not enter or exit the Facility through doors on Front of the House. If Contractor personnel enter or exit the Facility through any location other than the designated entrances and exits, additional security will be employed by the Facility to control these areas.

The cost for additional security will be billed back to the General Service Contractor, EACs or Service Providers.

All Service Provider personnel must identify themselves at the Security Checkpoint.

EQUIPMENT LAYOVER REQUESTS

The Facility does not provide or reserve permanent storage areas for Contractors. The Operator reserves the right to approve all proposed layover areas. All requests for storage or equipment layovers must be made by the General Service Contractor in writing, at least two (2) weeks in advance of an event. Please see “Storage” on [page 82](#) for more information.

ELECTRICAL

All electrical cords should be taped down immediately after placement. See [page 84](#) “TAPE” section for approved tape product.

EXHIBITOR APPOINTED CONTRACTORS (EACs)

Show Management is responsible for registering, badging, and managing EACs on-site. Exhibit Halls serve as the designated point of entry and operation for EACs. Show Management is advised to provide adequate space for EACs to conduct business on the show floor or service desk area in the North side of the Facility. The Operator reserves the right to reserve or revoke space for EAC check-in, storage, and operations. A list of the Contractor’s employees assigned to work in the Facility is required at least 24 hours in advance and must be approved by the Events Manager.

EXTERIOR TREATMENT/WINDOW WRAP

Written approval is required from the PRCC for ANY exterior treatment to the Facility. To be considered for approval, three copies of a full-color rendering with final copy, product identification and a production plan for the installation, removal and window cleaning is to be submitted to the responsible Event Manager no less than 30 days prior to installation. If approved, the rendering will be signed, dated and one copy of the rendering and production plan will be returned. Revisions to the approved layout must be submitted for approval. Messages are limited to event identification and promotion only and MAY NOT CONTAIN ANY ADVERTISING. Please refer to Branding Placements Program for costs.

INTERIOR GLASS TREATMENT

The application of any material to interior glass surfaces (e.g. escalator side panels, etc.) must receive written approval from the Operator prior to application thereof. No adhesives of any kind can be used in attaching anything to the glass. The material must be completely removed by the Contractor during event move-out. Any costs incurred by Operator as a result of such application will be the responsibility of the Contractor.

FACILITY PROTECTION

Contractors must use the utmost care to protect all surfaces in the Facility from damage. Protection may include padding, the use of non-marring products, Non-Sticky Visqueen, plywood, rubber bumpers and tires, drop cloths and proper supervision is required at all times. The use of tapes, nails, tacks, staples, putty, glue, Velcro, or adhesives on podiums, glass and/or painted surfaces is strictly prohibited. In addition, Velcro or similar products are not allowed on air walls or fabric surfaces. Please contact your Event Manager for more information.

FIRE MANAGEMENT PLAN

All Contractors' employees will always comply with the rules and regulations as stated in the Puerto Rico Convention Center Fire Management Plan for the Facility and will acknowledge the authority of the Facility's Fire Marshal ([page 28](#)). Failure to comply with these rules will result in the suspension or cancellation of the Contractor's permit to operate within the Facility.

Battery-operated candles are preferred. If using regular candles, they must be completely covered or placed in a vase with water.

The following materials are prohibited without written consent of the Operator: 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.

Any equipment or structure with a ceiling requires a smoke detector and fire extinguisher.

A fire watch is mandatory when smoke or fog machines are used inside the Convention Center.

FLOOR PLANS – FIRE MARSHAL APPROVAL

The Operator requires two (2) copies of the floor plans for all areas intended for use by the Contractors. Floor plans must be submitted no less than twenty-one (21) days before the first day of move-in. All changes to the general layout must be maintained for all designated areas of use. Unapproved variations to such plans will require immediate dismantling.

The Operator reserves the right to dismantle, rearrange, or remove any previously approved features if a threat to life safety, egress, or general traffic flow is perceived on-site. Failure to comply with Facility fire and safety regulations will result in the immediate closure of the event or the suspension and cancellation of the Contractor's permit to operate within the Facilities. Please refer to the PRCC Fire Management Plan for more information ([page 28](#)).

1. Aisle dimensions/locations are subject to Fire Marshal approval. Aisles must be a minimum of 10' wide within the exhibition floor.
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 exclusive use of 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 in lobbies or pre-function areas.

FOOD AND BEVERAGE

1. All food, beverages, and concessions are operated and controlled exclusively by the Operator's Food & Beverage Department, managed by Levy Restaurants. F&B from outside **is not permitted** in any of the Facility's premises.
2. As per company policy it is not permitted to take any Food and Beverage outside of the Facility.
3. All Food and Beverage prices are subject to change without prior notification.
4. All Food and Beverage requested must be paid before the event date. Increases to F&B guarantees have to be approved in writing and will be billed to the Licensee. These increases must be paid by the Licensee immediately.
5. 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 the event.
 - c) Food items must be administered and limited to "sampling" or "bite" size portions. Please distribute or fill out authorization request sample Food and Beverage and/or Beverage form located in Forms Sections.
 - d) Beverage items must be distributed in containers no greater than three (3) ounces, and no more than two (2) ounces of product may be distributed per container. **This sampling must be related to Business or event.**
 - e) Food and/or beverage items used as traffic generators (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 Operator.
- h) Securing of all necessary licenses, permits, etc. is the responsibility of Licensee/exhibitor.
- i) Costs associated with the disposal of trash, waste, etc. from exhibitor sampling are the responsibility of licensee and/or exhibitor.
- j) Serving alcohol at booths must be done exclusively by an F&B booth attendant/bartender. Regulations regarding ID requirements must be in place.
- k) Exhibitors are not allowed to sell any Food and Beverage products at any time during the event.
- l) **Corkage fees** applies to beverage brought from outside.

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 Operator 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.

HANDCARRY LIMITATIONS

Exhibitor hand carry of small items through the lobby entrance is limited to items easily carried by hand in a single trip without the use of freight handling equipment. Small luggage handling carts may be permitted through the lobby entrance. However, such carts must not be used on escalators.

HAZARDOUS MATERIALS

Use, display, or storage of hazardous materials within the Facility is restricted and subject to written approval by the Facility Fire Marshal. MSDS (Material Safety Data Sheet) documentation must be supplied to the Operator prior to product arrival. Transportation, storage, security, disposal, and MSDS documentation is the sole responsibility of the material owner.

The Operator reserves the right to remove and properly dispose of all undocumented hazardous materials brought into or left in the Facility. All Contractors are required to properly secure and remove all hazardous materials brought into the Facility.

Failure to properly document, store, or dispose of hazardous materials may result in the suspension or cancellation of the Contractor's permit to operate within the Facility.

HOURS OF OPERATION

Administrative Office hours of operation at the Facility are Monday – Friday from 8:30AM to 5:00PM; the loading dock opens from 7:00AM until 11:00PM. Security Control office operates 24 hours. Permission to operate outside of those hours must be granted by the Operator no less than two (2) weeks prior to the intended use. All expenses related to operating outside of the standard times will be billed directly to the requesting entity. The Operator reserves the right to close all freight entrances and reduce lighting levels beyond our normal working hours.

IDENTIFICATION BADGES AND WRISTBANDS

All Contractor, EAC, and Service Provider Personnel, including supervisors must possess and visibly display a photo ID issued by the employer. Failure to produce or display such identification will result in removal of such employee from the Facility. Contractors, EAC's, and Service Providers will also issue colored wristbands to all employees that are color-specific for move-in, event, and move-out periods. Information as to these colors will be provided to the Operator in advance of the first move-in day of an event.

INCIDENT REPORTS

All Preferred Qualified Security Companies are responsible to document any incidents during move-in, event and, move out days. A copy of the report must be delivered to the Operator's Security Office on a daily basis.

INSURANCE

A valid Certificate of Insurance and an Additional Insured's Endorsement Form must be on file in the office of the Operator for all Contractors operating within the Facility. General Service Contractors, EAC's, and Service Providers must obtain and keep current a comprehensive Public Liability Policy with combined single limits of \$1 million (\$5M for Electrical Contractors), naming AEG Management PR, LLC, the Puerto Rico Convention Center District Authority, the Trustees of the PRCC Project, and the directors, members, officers, agents employees, affiliates and subsidiaries of each of the above.

Such insurance will provide coverage for general liability, product, and operations liability, personal injury liability, Workers' Compensation, and used, owned, and non-owned automobile liability. All policies shall be with companies whose ratings are acceptable to the Operator. Certificates of insurance shall provide that they may not be canceled or materially altered without thirty (30) days advance written notice to the Operator.

Each Certificate of Insurance must demonstrate the following coverage:

- *Comprehensive General Liability and Automobile Insurance* with limits not less than \$1 million each occurrence, combined single limit, for bodily injury and property damage including coverage for personal injury, contractual, and operation of mobile equipment. Automobile Liability Insurance with limits not less than \$500,000 each occurrence, combined single limit, for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles including loading and unloading operations.
- *Workers' Compensation Insurance* covering General Contractors', EACs' and Service Providers' employees.

INDEMNIFICATION

Provider agrees to indemnify, hold harmless and defend LEGENDS GLOBAL, the Puerto Rico Convention Center District Authority, the Trustees of the Puerto Rico Convention Center, and the directors, members, officers, agents, employees, affiliates, and subsidiaries of each of the above ("Indemnities") from and against any and all liabilities, damages, actions, costs, losses, claims, and expenses (including reasonable attorneys' fees) on account of personal injury, death or damage to or loss of property or profits arising out of or resulting, in whole, or in part, from any act, omission, negligence, fault or violation of law or ordinance of Provider of its employees, agents, subcontractors, exhibitors or any other person entering the Facility with the implied or express permission of Provider. Such indemnification by Provider shall apply unless such damage or injury results from the negligence, gross negligence or willful misconduct of Operator, its employees or subcontractors.

LAWS TO BE OBSERVED

All Contractors shall at all times comply with Federal, State, and local laws, OSHA ordinances, rules and regulations, and Facility rules and regulation. Failure to comply with the above-mentioned items will result in suspension or cancellation of the Contractors' permit and result in withdrawal of permission to enter or work in the Facility.

LIFTS

All forklifts, scissor lifts, cranes, etc. utilized within the Facility must comply with emission standards as established by appropriate government agencies and the Facility's Air Quality Program. This must be accomplished by observing proper maintenance practices and installation of catalytic converters or diesel scrubbers on all lifts or cranes. The following regulations apply to all persons and vehicles operating within the Facility:

- All lifts used in the Facility must have “**non-marking**” tires.
- The Operator must grant permission in writing and in advance for all gasoline operated lifts. Notification to all employees must be made before operating these lifts within the Facility.
- Lift deliveries must be coordinated with your Event Manager.
- All lifts and motorized vehicles must obey the 5-mph maximum speed limit within the Facility.
- No vehicles may be left in emergency exits, storerooms, traffic lanes or on unprotected carpet.
- The General Service contractor must post safely-related signage at all high traffic intersections.
- No forklifts are allowed on granite or terrazzo surfaces except at the concourse pass-through.
- No forklifts, lifts or motorized vehicles are allowed on unprotected carpeted surfaces- see “Carpet Protection” on [pages 63-65](#).
- Forklifts may not use emergency exits or exit doors-all freight must travel through portals reserved for freight access.
- Forklifts operated on the street must have proper safety equipment including head and taillights.
- Forklifts must pass all emissions and safety standards as required by OSHA and the Facility including reverse indicators and seatbelts.

- Forklifts are permitted in Halls A, B and C equipped with non-marking tires. They may be used in permanently carpeted areas with prior authorization from the Operator. Authorization will be subject to the use of carpet protection material. This also applies to the use of electric or standard pallet jacks, electric vehicles, and dollies.

All Contractors are responsible for the proper operation of all motorized vehicles, their employees and subcontractors. It is the responsibility of the employer to provide training in proper operation of all motorized vehicles. Failure to abide by these rules may result in the suspension or cancellation of the Contractors' permit to operate within the Facility. The Operator reserves the right to remove, at the expense of the owner, all equipment or personnel not complying with these regulations. All personnel driving a motor vehicle must present a valid driver's license and valid certification to the Security Department.

LOBBIES

The Facility requires 2 copies of the lobby and public corridor floor plans if any equipment is to be placed in these areas by the Contractor. Strict adherence will be maintained to the standard Fire Marshal approved floor plans for all lobby and corridor areas. Unapproved variations to such plans will require **dismantling**. Please see "Floor Plans – Fire Marshal Approval" on [page 28](#).

LOADING AND UNLOADING OF EQUIPMENT AND MATERIALS

Loading Dock operating hours: 7:00AM - 11:00PM

The General contractor reserves the loading docks for use during the occupancy period of the specific event for which they are responsible. The Operator reserves the right to utilize the loading docks at any time without prior notice.

Unless prior approval is granted, no one under the age of eighteen (18) is allowed on the exhibit floor/loading dock during move-in and move-out.

MOTORIZED VEHICLE SAFETY & SPEEDING (BICYCLES, ELECTRIC CARTS & SEGWAYS)

General Service Contractors, EACs, and Service Providers **must enforce** safe speed limits for all vehicles operating in the Facility including, but not limited to, trucks, forklifts, bicycles, electric carts, segways, delivery vehicles, etc. **In the Puerto Rico Convention Center perimeters, the use of bicycles, electric carts, and segways is limited to the exhibit halls and may only be used during move-in and move-out days. Is not authorized to use in the Cargo Zone or Back of the House areas.** Bicycles, electric carts, and segways may not be used in any public areas. General Service Contractors must always keep all electric carts off carpeted areas, including carts assigned to show management. BICYCLES MUST BE WALKED DOWN ENTRANCE RAMPS, NOT RIDDEN.

The General Service Contractor must post safety-related signage at all high traffic intersections. The Operator reserves the right to remove all equipment or personnel not complying with these regulations.

It is the responsibility of all Contractors to convey this policy to their employees and subcontractors. The Operator reserves the right to revoke all privileges regarding bicycles, electric carts, and segways without notice.

MOVE-IN AND MOVE-OUT

General Service Contractors, EACs, and Service Providers may operate within the Facility only during the move-in and move-out times stated in the Use License Agreement issued to the client. Any exceptions must be requested in writing at least **two (2) weeks** in advance of an event. Move-in and out by exhibitors through the PRCC lobby is limited to hand-carried items. NO carts or dollies are permitted through lobby areas or on the passenger elevators or escalators. Parking is not permitted in the driveways at any time. **It is the responsibility of the General Service Contractor to monitor exhibitor hand carry traffic.**

NOVELTY

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. There are laws, rules, and regulations that can apply to such sales and all must be followed in order to be considered for authorization.

PAINT

Contractors must provide complete protection from paint and paint products in all areas of the Facility, including the Exhibit Floor. Under no circumstances may spray paints, airless sprayers, power painters, airbrushes, or similar tools be used within the Facility. All paint and paint related products are considered hazardous materials and must be stored and disposed of properly. Please see "Hazardous Materials" on [page 71-72](#) for more information.

PALLETS

All pallets and crates must be removed from the Facility upon move out. Failure to do so will result in the disposal of the items at the expense of the Contractor.

POVs (PRIVATELY OWNED VEHICLES)

Pre-approved Privately Owned Vehicles may be permitted to enter the Facility through designated areas. The Operator must approve POV entrance in advance. POVs may not park or stage in unapproved areas of the Facility. All illegally parked vehicles will be towed at the expense of the owner, immediately and without warning.

RECYCLING PROGRAM

All general Service Contractors, EACs and Service Providers will comply in good faith with the Facility's Recycling Program, which is designed to achieve operating goals established by the Municipality of San Juan. The Facility provides many outlets to dispose of recyclables, including but not limited to plastic, cardboard, mixed paper and aluminum (cans). Please contact your Event Manager for more information. See PRCC Sustainability Guide on [pages 99-100](#).

RIGGING

Safety is the primary concern of the Operator related to hanging and rigging in the Facility. Hanging and rigging carry a significant liability for the responsible party. It is our goal to eliminate any potential problems in advance. In this regard, we have appointed Encore Global and LA Rigging to have authority over all hanging and rigging. It is the responsibility of the Contractors to inform all rigging personnel of Facility rigging policies. These rules and regulations are applicable, without exception, to everyone using the Facility for hanging and rigging. Failure to follow these rules and regulations will result in the immediate requirement to correct or remove all items which do not comply with Facility rigging policies. The time required of the House Rigger to review non-complaint rigging will be billed to the Contractor. The Operator assumes no liability for rigging and hanging performed in the Facility.

Definitions:

- Hanging: Straight down (dead hang) from any approved hang point (eyebolt) or sign cable in the Facility limited to 100lbs. Hanging may be performed by employees or subcontractors of the General Service Contractors who are completely knowledgeable with the house hang points and rules and regulations.
- Rigging: Hanging which requires bridling, side loads, trusses and/or exceeds 100lbs. Qualified and trained riggers must perform all rigging. Rigging must meet OSHA and A.N.S.I. regulations and conform to the manufacturer's specifications. All rigging is subject to inspection by the Operator.
- Hang Point: Rated and approved points designated by the Operator to sustain loads.
- Bridling: Bridles between 45 and 90 degrees with the use of a ¾" Crosby Swivel eye may not exceed 1,500lbs.

General Rigging Regulations:

- Only Contractors specifically approved to rig may perform this operation within the Facility.
- Each Contractor must appoint a single person who is responsible for all rigging and hanging, and provide the name of the designee to the Operator.
- Plans and locations for any items hung or rigged which weigh 100lbs or more must be submitted to the Operator for review at least thirty (30) days in advance of move-in. Plan review does not guarantee the safety of the actual rigged item. Failure to provide plans may result in the on-site denial or removal of said rigging.
- All hanging and rigging hardware fasteners and gear must be O.S.H.A and A.N.S.I. approved.
- All specific protective equipment must be mandatory (not optional). Staff not complying with protective equipment can be subject to warnings and up to removal from the Facility. If required specific valid equipment is not available the equipment cannot be used in the Facility.
- All custom rigging, (i.e., hand-swaged slings (Nico Press or Arm)) must have an owner's identification.
- All requests for rigging outside of our approved hanging locations must be made in writing to the General Manager no less than thirty (30) days in advance.
- 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.
- **Rigging in Exhibit Halls of any items in excess of 100 lbs must be done by Encore Global or LA Rigging. Rigging of any item in the Ballroom is the exclusive right of Encore Global.**
- All operators of scissor lift, boom lift, genie lift, forklift or any lifts must have all appropriate certifications.

- 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.
- The Center will not provide any lifts or gear for rigging in exhibit halls. 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 the authorized supplier.

Hang Point Locations & Ratings:

- A Schedule Rigging Services form must be submitted with a scaled rigging plot 20 days prior to load in (31 days prior to load in to avoid penalty rates). If the form is received less than 20 days prior to load in, overtime time rates will be charged.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points.
- All drawings must be received electronically. Hard copies will be accepted in a scale of no smaller than 1/8"-1".

Exhibit Hall/Ballroom Standards:

- The Ballrooms are equipped with permanent rigging points rated for 1000lbs. Please refer to the CAD files for exact locations of the rigging points. There is NO RIGGING OTHER THAN THE PERMANTENT RIGGING POINTS INSTALLED.
- No rigging is allowed from the air-wall tracks.
- Encore Global or LA Rigging must take all connections to the ceiling or supporting structure of the Facility.
- Only Encore Global or LA Rigging rigger may move flown equipment.
- Additional weight cannot be applied to flown equipment after Encore Global or LA Rigging riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.
- Encore Global will exclusively operate the Counterweight (FLY-RAIL) system.

Encore Global and LA Rigging On-site Practices:

- Encore Global or LA Rigging based on the scope of the work decides the number of riggers required for your event.
- Encore Global or LA Rigging will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment.
- Encore Global or LA Rigging will not “dead hang” items over 100lbs or 10 feet in length with a scissors lift. Chain hoists or crank towers must be used.
- A scissors lift is required for all rigging calls at the PRCC. All lifts used in this facility must have white, non-marking, tires and be in good repair. Construction or outdoor lifts will not be allowed in.
- All operators of scissor lift, boom lift, genie lift, forklift or any lifts are required to have all appropriate certifications.
- All equipment and materials flown must pass ANSI guidelines and be approved.
- Any dynamic (moving) element requires an arrester device.
- A steel “safety” is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts, etc.) must be forged, unless approved by Encore Global and the Operator.

PARKING

Parking in the loading dock basin or on dock ramps is prohibited and violators will be towed at the owner’s expense and without prior warning. **All service contractors’ employees can park on the street at their own risk or pay regular day fee at the PRCC exclusive parking.** Please contact USA Parking if you would like to arrange for pre-paid parking for employees.

Parking is not provided at the Facility. No parking is allowed in the driveways, ramps, or any other area of the Facility. Any unauthorized vehicles parked in the Facility will be towed immediately at the owner’s expense and without prior notice.

It is the Contract’s responsibility to enforce parking regulations and restrict violations from working in the Facility, if necessary.

PUBLIC AREAS

- 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.
- Public furniture cannot be moved.
- The use of inflatables as decoration is prohibited in all public areas, including foyers, main entrance.
- Booths, furniture, or any kind of equipment are prohibited from being placed in front of any of the art inside the PRCC.
- The artwork cannot be moved, covered or removed.
- All furniture in the lobby and foyer areas are not be moved or removed.

SAFETY & 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 or anyone acting on behalf of 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 (21) days prior to the event.

7. All service contractors and other event related labor must enter/exit the Center via the designated employee entrance and are to be properly identified.
8. Center's security reserves final rights to admit access of any event personnel to any Center space.
9. Licensee and/or sub-contracted security company is responsible for overseeing any equipment, materials, etc. during move-in, event, and move-out hours (including overnight). This includes all Meeting Rooms, Ballroom, Exhibit Halls, public, and pre-function (foyer) areas as well.
10. The PRCC does not allow armed security or personnel in the Facility.
11. At no time may exit doors be blocked or obstructed with freight, equipment, display material, or trash.
12. No glass containers are permitted on the Exhibit Floor, Meeting Rooms or Ballrooms without the prior written approval of the Operator.

Facility will be towed immediately at the owner's expense and without prior notice.

It is the Contractor's responsibility to enforce parking regulations and restrict violations from working in the Facility, if necessary.

Event Security Contractors must follow and enforce ALL building rules and regulations.

STORAGE

Limited storage is available (with prior written authorization) within specifically marked areas on the loading dock equipment or supplies. Stored items may not block doorways, exits or fire equipment. All other Service Providers and EACs must check with the General Service contractor for available storage within the specifically marked areas. All equipment and materials including ladders, tools and construction materials will be confined to the specific areas of the exhibit hall or display areas for which the client has been contracted. If the Operator designates any additional areas for temporary storage of such equipment or materials, this will be communicated to the Contractor's representative upon check-in either by the General Service Contractor, the Fire Marshal, or Event Manager. Unless otherwise notified, all equipment not placed in approved storage areas must be removed from the Facility prior to the opening of the event. Storage in service corridors is strictly **PROHIBITED**. Empty crates may NOT be stored inside the Facility during show days.

Also, the following areas may not be used for storage under any circumstances:

- Emergency exits, elevators, and stairwells
- Facility storerooms and storage areas
- Mechanical spaces
- Air wall pockets
- Traffic lanes
- Restrooms
- Food & Beverage locations and holding kitchens
- Public lobby areas and corridors
- Freight free aisles, compactors, and debris boxes
- Administration offices

The Operator reserves the right to retain or relinquish all storage areas based upon need. In addition, all equipment left in the Facility or in areas not approved for storage by Contractors will be removed and disposed of at the expense of the owner.

SMOKING

The Puerto Rico Convention Center is a non-smoking facility and smoking is PROHIBITED in the entire Facility including: the Exhibition Halls, Ballrooms, Meeting Rooms, restrooms, pre-function areas, back-of-the-house, and loading dock area. Smoking is not permitted in any public area. The Puerto Rico Health Department conducts random inspections and will fine individuals and their employer for violations of this policy. All Contractors must advise their employees and enforce the “Non-Smoking” regulations in the Facility. If necessary, the Operator will assign security personnel to control smoking at the expense of the respective employer. The Operator reserves the right to remove any person not complying with this policy. Authorized smoking areas are located crossing the street in the back of the loading dock areas of the PRCC.

TAPE

All tape used within the Facility must be approved. Service Contractors must provide and use **BRON BT100** tape for all granite and terrazzo surfaces and **SHURTAPE PC 628 GAFFERS** tape on Facility carpet when laying decorator carpet or other materials over these surfaces. The use of transfer tape is strongly discouraged and subject to advance approval in writing by the Operator.

Carpeting installed by Contractors must be taped down or secured with specific attention to safety factors and must be done in such a way as to minimize potential tripping hazards, bubbling and/or ripples.

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 be billed for all labor and expense. If carpet is damaged by the use of inappropriate cleaning chemicals, Licensee will be billed for any carpet replacement.

TAXES, LICENSES, CERTIFICATES & PERMITS

Contractors must obtain and keep current all business licenses, certificates, and permits as may be required by Federal and local laws or regulations and shall pay all taxes required including sales tax. All Service Providers working on-site are required to produce proof of a permit issued by the Operator showing compliance with the Facility's permit requirements. Proof of a valid permit must be provided upon arrival to check point or upon request by any PRCC official.

Prior to providing services the Facility, each Contractor must return to the Operator on signed copy of the most recent edition of the "PRCC General Service Contractors, EACs, and Service Provider Rules and Regulations" indicating acceptance of these rules and regulations **plus** the following items:

- Merchant Registry
- Certificate of Insurance: and an Additional Insured Endorsement form
- C-10 contractor's License (if applicable)

Failure to provide proof of a valid permit will result in dismissal of all Service Provider's personnel from the site until such proof is provided and accepted. Please contact your Event Manager for further details.

TRASH REMOVAL AND EXHIBIT FLOOR CLEANING

The General Service Contractor is responsible for removing trash and recyclables from the exhibit floor at the conclusion of each event, returning the floor area(s) to the Operator in the same condition as received, excepting normal wear and tear. This applies to any tape residue, paint or other damage to or discoloration of the floor and any debris that is left on the floor or in the loading docks. Cleaning of Exhibit Floor and contractor-carpeted areas (such as lobbies) during move-in, event, and move-out is the responsibility of the General Services Contractor through an approved booth cleaning company. Proof of an agreement for booth cleaning will be provided to Operator upon request. While costs for compactor pulls are billed directly to the Licensee, Operator will invoice General Service contractors for debris box removal.

Operator maintains a comprehensive recycling program in compliance with state law and city ordinance. All General Contractors, EAC's, and Service Providers hereby agree to cooperate in the implementation of this program in making all reasonable efforts to divert waste from the disposal stream.

The Operator reserves the right to determine the cleanliness of the Exhibit Floor. Should the Operator determine the Facility floor to have been returned in an unacceptable condition, the area(s) will be cleaned by Operator, including removal of any remaining debris or materials, tape or tape residue, or any materials requiring special handling (such as toxic or hazardous substances), and all costs will be billed directly to Licensee.

TEMPORARY STRUCTURES

Licensee and Licensee's designated general contractor or audiovisual supplier is responsible for assuring that temporary structures are designed and built with the highest structural integrity according to building code to safeguard the facility and personnel following the Temporary Structures Guidelines on [pages 87-91](#).

VEHICLES FOR DISPLAY

Any vehicle displayed in a show must:

1. Submit a Certificate of Insurance. Please refer to the forms sections on [page 56](#) for an example (if it is not covered by the Insurance presented for the event.)
2. The unit should have ¼ tank or less of gas or diesel in order to enter the Facility.
3. Once the car is positioned, the contractor should disconnect battery cables.

4. Place a plastic/pamper/drop cloth/carpet under the car to cover any possible leakage. Any damage to our floor or carpet will be at Licensee's expense.
5. Cars placed on the PRCC's carpet need to have the tires covered in plastic.
6. At no time during show hours are vehicles to be moved.
7. Any vehicles, material, equipment, etc. in fire lanes or blocking exits, etc. will be removed at Licensee's expense and without prior warning.
8. No refueling of vehicles is permitted within fifty (50) feet of the PRCC.
9. An extinguisher is required next to the vehicle while in exhibition.

TEMPORARY STRUCTURES GUIDELINES

All structures and related sub-assemblies must be designed, assembled, and configured so that the entire temporary structure project and all related components are structurally sound and seismically stable. Furthermore, all said structures must be designed and built as per all applicable national, state, and local building and fire codes.

Licensee and Licensee's designated general service contractor are responsible for assuring that temporary structures are designed and built with the highest structural integrity according building code to safeguard the facility and personnel.

CRITERIA

Temporary structures and exhibits with any of the following elements is required to have a stamped, engineered plan (see next section for detailed requirements) and is subject to requirements of this guideline. These structures involve the review/approval by (a) Building Staff Department AND (b) the PR Fire Marshal.

- 2-story structures
- Platforms and stages exceeding 30 inches in height above the floor intended to carry live load, or stair/steps exceeding 48 inches in height above the floor intended to carry live loads.
- Expansive (20' or more) 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video wall structures exceeding 15'H (single screen) or contains multiple screens.
- Structures that exceed 12' in height or stairs/steps over 30 inches tall constructed in an **exterior area** of the venue.

DESIGN PLAN REQUIREMENTS

Design plans drawn to scale at a minimum size of 11"x17" are to be sent (email or mail) to your Event Manager at the Puerto Rico Convention Center with the following no later than two (2) weeks prior to move-in.

- Event name and dates;
- Exhibitor name and booth # (or location);

- Floor plan noting location of the structure
- Inclusion of all required architectural and structural details in order to be reviewed and approved by licensed Structural or Civil Engineer registered in the United States
- Engineer’s original “wet stamp”, signature, and current date of license expiration;
- Perspective/isometric drawings as necessary to best define the project

Please note that the PRCC Fire Marshal will not review any temporary structure plans without an engineer’s wet-stamp.

SUBMISSIONS PROCESS

STEP (1). Notify your Event Manager of any exhibits or activations that fall under the temporary structure with the following information:

- Name of exhibiting company
- Location of structure
- Type of temporary structure based on criteria on this guideline.

STEP (2). Submit engineered plans, floor plan and concept designs for each structure to your Event Manager.

IMPORTANT: SUBMISSION PROCESS MUST BE COMPLETED NO LATER THAN (2) WEEKS PRIOR TO MOVE-IN DAY. LATE SUBMISSIONS MAY NOT BE CONSIDERED FOR REVIEW.

INSPECTIONS

Final approval of temporary structures is contingent on an onsite inspection conducted by Building & Safety Department and Fire Marshal. Inspections are scheduled on the last move-in day falling on Monday-Friday between 7:30am-3:00pm. Inspections that are required outside of these days and hours or if scheduled on a holiday is subject to a special inspection fee of \$350.00 and is billable to Licensee. In the event that the on-site inspection identifies a violation or discrepancy to the building or fire code, Licensee or exhibitor are solely responsible for making the respective corrections prior to show open.

GENERAL DESIGN GUIDELINES

Structural elements to consider include, but not limited to, the following.

- **Staging.** Live load rating of the stage, platform, or 2nd story deck. The code requires a **minimum** rating of 125 lbs. per sq. ft.
- **Stairs.** Stair detail showing the rise and tread depth of each stairway. The code requires the **maximum** rise (measurement from the top of one step to the top of the next step) to be 7 inches. The code requires the minimum tread depth (measurement of tread from front to back, or heel to toe), to be 11 inches along any portion of the step(s). Spiral stairways are not allowed at the PRCC. The minimum width (clearance) for stairways is 36 inches. Handrails that protrude into the stairway must be considered when determining clearance. The clearance must be measured from the edge of the handrail to the opposing handrail/guard rail.
- **Guard Rails.** Guard railing detail showing height of railing and the internal make up (construction) of the railing. The code requires the guard railing to be a minimum 42 inches high on platforms, decks, stairways, and stair landings. The internal construction and make-up of the guard railing must be such that a 4 inch sphere cannot pass through any portion of the guard railing, and engineered to withstand the force of person(s) falling into said railing, thereby protecting them from falling through. The code requires all stairs taller than 30 inches to have a handrail installed at a height of 34 to 38 inches above the step(s).
- **Towers and Narrow Walls.** For proper seismic stability, the height to base ratio in each direction (width and depth) should be a maximum of 3 to 1 respectively. If a wall or tower is 15' high, the base dimensions should be at least 5' wide and 5' deep. Towers or walls designed to have a greater ratio than 3 to 1 can be seismically secured by installing seismic support cables from the top of the structure to rigging points in the ceiling (where available), or by possibly adding weight to the base and lowering the center of gravity.
- **Covered Structures.** Exhibits containing structures that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an automatic fire sprinkler system. The allowable amount of covered area in PRCC meeting rooms may be substantially less than 750 sq. ft. Please refer to the facility's Covered Areas guidelines for more information.
- **Door Handles.** All door handles must be a lever type handle to accommodate those with disabilities. The old cylindrical type of handle (door knob) is no longer approved.

- **Maximum Occupancy – Exhibit Floor Level.** Rooms and/or spaces created within an exhibit that have only one exit path from the room or space are limited to a maximum occupancy of 49 persons. All spaces designed for occupancy greater than 49 persons must have at least two (2) exits located at opposite ends of the room/space. Note: Depending on conditions and design, the Fire Marshal may require a 2nd exit with occupancy of less than 49 persons.
- **Maximum Occupancy – Elevated Decks.** Two (2) story structures that have only one (1) stairway accessing the 2nd level are limited to a maximum occupancy of nine (9) persons. To achieve a greater occupancy than nine (9) persons, two (2) “separate” stairways that access the 2nd level from two (2) opposing sides must be provided. The concept here is to create another form of exiting from the 2nd level in the event one (1) exit becomes blocked.
- **Corridors.** The maximum length for any corridor or series of corridors allowing only one way in and out (dead-end) is 20’. To further clarify, the distance a person must travel from the end of a corridor or narrow pathway (dead-end) to an open space containing an exit cannot exceed 20’. Corridors longer than 20’ must be open on both ends to allow exiting. Conference rooms or exhibit spaces that extend beyond a 20’ corridor may require a second exit within the room/space. Exhibitors planning the use of corridors are urged to send renderings and drawings of their proposed plan while in the concept design phase to assure that said design will be approved.
- **Exit Plan.** Exhibits that are 400 sq. ft. or larger must submit an “exit plan” for the Fire Marshal’s review and approval. Drawings shall be represented in “plan view” and shall contain arrows that denote all of the paths in & out of the booth space or PRCC meeting room space. The exit plan shall also show the respective dimensions (clearances) of doors, corridors, and other pathway structures that limit the exit path. Dimensions must be in feet and inches.
- **Recessed Exit Doors.** Exit doors must swing open in the direction of traffic exiting the exhibit. Exit doors shall remain unlocked during all show hours, and during all times in which people are in the respective booth. Exit doors cannot swing open (protrude) into any egress aisle designated by the Fire Department. Exit doors that must lead to the egress aisles must be recessed so that exiting into the aisle is accomplished while preventing the door from physically swinging into the fire aisle.

- **Stair and Turntable Delineation.** The front edge of the first and last step in a series of stairs must be delineated with a contrasting color to indicate the beginning and end of each respective stairway. Where landings are used, the stairway on each side of the landing (above & below) must be delineated. Regarding turntables or other approved moving floor structures, the entire surface of any moving turntable must be in contrast to the finish of the surrounding (stationary) floor to clearly delineate the moving element. Delineation may be done by means of color, texture, material, etc., as long as an acceptable contrast and delineation is accomplished.

- **Fire Alarm & Suppression Devices.** Exhibitors with booth spaces containing any PRCC fire related alarm or suppression device(s) such as: pull alarms; fire bells; fire hose cabinets or reels; fire extinguishers; sprinkler heads; fire sprinkler shut-off valves; etc., must design their exhibit in such a manner that does not impede or limit the operation, and/or access to said devices. Exhibitors are encouraged to check with the general service contractor to determine if fire related devices are located within their booth space. Further, all signage associated with said devices and/or any of the building's permanent "EXIT" signs must be visible to the public from various vantage points as intended. Exhibitors can seek approval, via written request, to cover exiting signs with temporary supplemental signage that accomplish the intended purpose of the original sign(s). Request must include renderings/drawings and related details of the proposed project. Exhibitors are responsible for creating and installing all approved temporary supplemental signage.

SIGNAGE PLACEMENT PROGRAM

This is a first come, first serve option and it applies to any client renting space at the Facility. The established prices are based on the days of the event only and only include the rental of the surface. These do not include installation or dismantling fee. All signage needs to be installed during your Move In and removed during the Move Out. Client will be responsible to take measurements and submit design & type of materials to the Event Manager for approval.

The material used on this signage must be low tack. Previous to the installation of the Signage, the supplier has to conduct a test of the material and the surface where this is going to be placed to make sure that the material will not harm or leave any mark on the surface. Licensee and service contractors are responsible for the removal of all tape and residue marks from the exhibition windows, doors, railings, columns, staircases, concourse and meeting room floors. The use of high residue tape is prohibited on terrazzo floors, carpeted areas, windows, wall, ceiling, doors and floor. Tape or residue left on ANY surface will be removed by the Center and the cost for the removal will be billed to Licensee.

DESIGNATED AREAS

Building Illumination

Colors: Red, Green, Yellow, Blue, Pink
Requires 3-week notice

\$2,500.00



Terrace Windows

\$500.00



Side Doors

\$500.00



Third Floor Railing

↕ 114' from glass to white wall
↕ 89' from glass to glass
↔ 97' from glass to glass
\$300.00



ADDITIONAL AREAS

Escalator Railing (560"↔x22"↕)
\$350.00



Staircase Railing (41"x39")
\$350.00



Escalator center area
\$250.00



Floor Decals
\$250.00



Foyer Columns (95"↔x158"↕)
\$500.00



Bathroom Mirrors
\$150.00 per set



LED BILLBOARDS (Managed by SPIDER Billboards)

Indoor Screen

3'H x 57'W 3.1mm HD

Daily & Monthly Rates available

Contact **SPIDER MEDIA** for costs.

Indoor, Plaza and Marquee

Complete Circuit:

Plaza: 23'H x 16'W 8mm HD Marquee: 6'H x 14'W 8mm H

Daily & Monthly Rates available

Highlights:

- Full coverage of the District Area for more impact
- Across from Convention Center, Distrito T-Mobile, Coca Cola Music Hall, restaurants, and other entertainment attractions
- 8mm newest technology with video capacity
- Available synchronization between all displays (4)
- Category Exclusivity
- Only 8 ads per loop
- Video available in all displays



Contact:

Salim Merheb (787) 649-5652

Nallely Correa (305) 842-6008

nana@spiderbillboards.com

PRINTING COMPANIES

Inclusive Management Services, Inc. (IMS)

Hugo Gonzalez

hgonzalez@imsshow.com

214-564-4246

Color Spot PR

(787) 707-0081

Expo Caribe

Carlos De Alba

787-288-3535; 787-585-1043

Info@expocaribbean.com

FASTSIGNS® of Guaynabo, PR

(855) 490-2413

Sun Colors

(787) 995-3900

PREFERRED QUALIFIED SUPPLIERS

SECURITY COMPANIES

St James Security

Maria De Lourdes Gonzalez
(939)281-4878
Maria.gonzalez@stjamessecurity.com

C&C Security Services**

Charlie Castro (787)509-1616
Richard Baquero (787)509-3737
(939)204-1696
rbaquero@ccsecurityservices.com

Dynamic Consulting Group**

Carlos Rosario
(787) 594-4546
dynamicdcg@gmail.com

Allied Security

Mercedes Bellaflores
(787) 692-5897
Mercedes.bellaflores@aus.com

Genesis Security

Yasel Morales
(787) 590-9616
ymorales@genesissecuritypr.com
contact@genesissecuritypr.com

Polygon Security Group, LLC

Manuel Pellerano
(787) 717-3889
mpellerano@polygonesecuritygroup.com

Kingsman Security (via PRCC)

Angel D. Pagan
(787)590-1462
adpagan@kingsmansecuritypr.com

Ranger American

Josie Morales Figueroa
(787)999-6017
jmorales@rangeramerican.com

WA Security Solutions Corp.

William Nuñez
(787)449-2238
Wnr0206@hotmail.com

JH Security & Law Prevention

José Hernández Rivera
(939)638-4304
hernandez076@gmail.com

**** The only security companies authorized to offer services for Electronic, Trap, or Reggaeton events. Final approval by PRCC Security is required.**

DECORATOR COMPANIES

Esquilín Entertainment Group

Wanda Esquilín
(787) 232-0392
desquilin@gmail.com

Inclusive Management Services, Inc.

Hugo Gonzalez
hgonzalez@imsshows.com
214-564-4246

Expo Design

Liliana Correa
(787) 522-7300 | (787) 362-1300
convenciones@expodesignpr.com

Cube Group Events

Decorator & Registration Management
Pedro Fernández
(787) 568-766
pedro@cubegroupevents.com

Expo Gallery

Denisse González; Kenneth Cintrón
(787) 779-2222
denisse@expogallerypr.com
kenneth@expogallerypr.com

Quest PDG

Simon Carrillo
(787) 306-0777
simon@questpdg.com

Expo Caribe

Carlos De Alba
787-288-3535; 787-585-1043
Info@expocaribbean.com

TVEX

Rolando Roman
(787)630-1200
rroman@tvex.live

RIGGING COMPANIES

Encore Global *(Exclusive for Ballroom)*

Ellis Quiles
(787) 328-6395
ellis.quiles@encoreglobal.com

LA Rigging

Luis Raúl
(787) 960-3744

SELF AND VALET PARKING

USA Parking

Héctor De Jesus
hdejesusmorales@spplus.com

SCOOTERS AND WHEELCHAIR RENTAL

Medway PR

787-668-9792
Medwaypr@yahoo.com

To Go Wheelchair and Medical

787-608-9000
www.togowheelchairrental.com

AUDIOVISUAL COMPANIES

ENCORE (PRCC Preferred Vendor)

Ellis Quiles
(787)-328-6395 ellis.quiles@encoreglobal.com

Sandor Melendez
(787)-674-7733
sandor.melendez@encoreglobal.com

Lighting Design, Inc.

Robert Machado
(787)-640-8930
machadoluces@gmail.com

Expo Caribe

Carlos De Alba
(787)-288-3535; (787)-585-1043
info@expocaribbean.com

AVPSS

Edgar López
(787)-784-7676; (787)-605-0991
edgar@avpss.com

TVEX

Rolando Roman
(787)-630-1200
rroman@tvex.live

Audiovisual Consultants

Manuel Torres
(787)-640-0345
manuelpr36@gmail.com

Francisco Ramos
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francisco@avconsultantspr.com

Xtreme Production Resources

Edward Pringle
(787)-632-9342
info@xtremepr.net

UBI Sound

Jeannette Martinez
(787)-463-7369
ubisound@gmail.com

Corporate Event Solutions

Mariano Fonseca
(787)-525-2115
mfonseca@corporateeventssolutions.com

Music Xpress

Eduardo Avilés
(787)-306-5083
eadeliz@gmail.com

Show Experience Audiovisual

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merharry@gmail.com

J & R Audiovisual

Jennifer Pacheco
(787)-550-3733
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Samuel Sanchez
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Good One

Felix Cabrera
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E-Productions

Adrián del Rio
(787)-354-1768
adr@eproductionsvc.com

Stage Vission

Carlos Meléndez
(787)-944-1234

carloevents2005@yahoo.com

Colton AV Services LLC. (KAVS)

Javier Colton
(787)-408-5582

javier.colton@gmail.com

JF Sound Corp.

Junito Fuentes
(787)-579-4054; (939)-599-5242

jf_sound@hotmail.com

Ricky Audio Corporation

Ricardo Heredia
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AVL Group

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info@avigroup.net

RT Events and Sound

Raymond Torres
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Le Hardy Sound

José Le Hardy
(787)-627-5958

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Caribbean Audio Group

Wil Lopez
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JR Sound

Joseph R. Núñez
(787)-449-0573

jricardonunez@yahoo.com

180 Audiovisual Solutions

Emmanuel Morales
(787)-322-7010

info@180avs.com

Expo Gallery

Denisse González; Kenneth Cintrón
(787) 779-2222

denisse@expogallerypr.com

kenneth@expogallerypr.com

SUSTAINABILITY GUIDE

At Legends Global, we recognize the live experience industry has an impact on the environment and community. Through our Sustainability Guide and Continuous Improvement Programs, we strive to identify, understand, and address these impacts to achieve continual improvement year after year. Our areas of focus: waste management, energy and water conservation, sustainable procurement, and community engagement. Not because we have to, but because it is at the core of who we are.

We believe that providing sustainable and inclusive environments is key to what our team members, clients, partners, and communities value, and we recognize that our commitment to improving our standards and measures in these areas is an ongoing journey.

FACILITY STATS



With over **20,000** solar panels and programmable LED lighting, the facility is **20%** more energy efficient compared to 2017. The plant grid produces approximately 750,000KWhr/Month, which is equivalent to CO2 produced by **8,770** trees grown for 10 years.



With low-flow bathrooms and motion-sensor sinks, the facility has **reduced** water use by **12%** annually. On-going efforts to fulfill a rainwater harvesting program will reduce use by an additional **15%**.



23% overall waste diversion rate compared to 2018, prior to establishing guidelines and alternatives to clients.

BE A WASTE REDUCTION PARTNER

PRCC provides recycling and trash stations for exhibitors, decorators, and visitors that include separate streams for recyclables and landfill materials; composting stations are only available in the food and beverage prep areas.

At the PRCC, we can provide recycling and trash pull services throughout and at the conclusion of your event. Please refer to [page 45](#) and be in touch with your Event Manager for a quote.

RECYCLING & COMPOSTING CHECKLIST

The PRCC provides several containers for mixed recycling, composting, and landfill. If it is on the checklist, it doesn't belong in landfill. When in doubt, throw it out.

RECYCLABLE	COMPOSTABLE
Y Aluminum cans	Y Yard debris*
Y Clean paper	Y Food scraps
Y Cardboard signage	Y Charitable goods (books, t-shirts, office supplies, décor, potted plants, garden supplies, craft materials)
Y Plastic shrink wrap, sheet plastic, bubble wrap	Y Charitable foods (pet food, dry goods, prepared, perishable and frozen food)
Y Plastic bottles and containers	
Y Plastic plant pots	
Y Styrofoam peanuts (must be bagged)	
Y Vinyl tablecloths	
Y Wood pallets*	
Y Lumber and wood scraps*	
Y Brick, concrete, and construction* debris	
Y Scrap metal	
Y Grease*	

*Additional charges may apply to handle this material

LANDFILL

Consider using recyclable and/or biodegradable products to avoid landfill materials

- Y Plastic food service ware
- Y Plastic beverage cups
- Y Plastic utensils
- Y Plastic and foam core signage
- Y Food packaging
- Y Vinyl banners**
- Y Foam core signage**

**This type of signage is nonrecyclable; if utilized, please take these back with you

