



PUERTO RICO CONVENTION CENTER, SAN JUAN

AUGUST 27 & 28, 2011

EXHIBITOR CONTRACT

COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

_____ ZIPCODE _____

TELEPHONE: _____ CEL _____ FAX: _____

EMAIL: _____

BOOTH PRICE: \$1,650.00 (EACH) CORNER BOOTH PRICE: \$1,850

Includes:

Booths are 10' x 10' consisting of a back drape and 5 ampere electrical outlet. If any additional electricity is necessary, the exhibitor must make special arrangements with the company assigned to provide such service.

NOTES:

- A) To reserve the booths, 50% of the total cost must be received on or before may 30, 2011. **The total payment must be received 30 days prior the event to guarantee your space.**
- B) Any cancelation must be made 45 days before the event (thursday, july 14, 2011). If made after these days, it is responsibility of the company signing to pay the total amount separated.
- C) All exhibitors agree to obey all rules and regulations of the Convention Center security and of any governmental agency (ex: Department of the Treasury, Fire Department, etc.) contained in the Exhibitor Rules & Regulations. **Please see the attached document.**
- D) The Puerto Rico Bakery Association (AIPPR), Puerto Rico Restaurant Association (ASORE), their Board of Directors nor the Puerto Rico Convention Center will be responsible for the obligation to cancel the event due to natural causes or any other causes out of our control.

PAYMENT FORM

BOOTH: # _____ TOTAL TO BE PAID: \$ _____

Check Deposit# _____

Credit Card (5% processing charge) _____

Exp date: _____ security code _____ Type __ VISA __ Mastercard

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

TITLE: _____

REPRESENTATIVE AIPPR AND/OR ASORE: _____

DATE: _____

Bakery & Restaurant Show

Of the Caribbean 2011

EXHIBITION RULES & REGULATIONS

TO ALL EXHIBITORS:

Thank you for your participation in the exposition. We ask you to carefully read this document even if you have participated in earlier years. This may contain new information. AIPPR & ASORE are not responsible for those who could not promote their company because of not reading this document. This is a preliminary document which may contain changes in the future if required by any governmental agency and/or the exposition.

EVENT INFO:

Place: Puerto Rico Convention Center, San Juan PR

Assembly: FRIDAY AUGUST 26 FROM 8:00 AM. - 11:30PM.

Event Dates:

- Saturday, August 27, 2011, from 10:00 AM to 6:00 PM.
- Sunday, August 28, 2011, from 10:00 AM to 5:00 PM.

Disassembly: SUNDAY AUGUST 28 FROM 5:00PM TO 10:00PM & MONDAY AUGUST 29 FROM 8:00AM TO 11:30AM.

AIPPR NOR ASORE ARE RESPONSIBLE FOR ANY MERCHANDISE OR MATERIALS LEFT IN THE EVENT HALL AFTER HOURS OF DISASSEMBLY.

To reserve the space, a deposit of 50% and must be paid on or before may 3, 2011. The final balance must be received on or before July 1, 2011. If the final balance is not received by the date before mentioned, AIPPR / ASORE reserves the right to cancel the space & retain the deposit.

“Booths”:

- Booth sizes are 10' x 10' including 5 ampere electrical outlet.
- All booths will be inspected by the Fire Department to make sure they obey safety standards.
- **The company in charge of booth assembly, electricity and / or any additional necessities like chairs, tables etc., please contact ASORE or AIPPR for details.**

Security:

- There will be security from Friday, 26 of August – 8:00A.M till Monday, 29 of August 11:30pm.
- AIPPR, ASORE nor their Board of Directors are responsible for any theft, robbery and/or damages caused to or sustained by the exhibitor's property.
- It is suggested that you have an endorsement of an insurance policy to cover any damages that may occur during the event.

Requirements for all exhibitors from the Department of the Treasury of Puerto Rico:

1. **Merchant registration Certificate** (Just as stipulated by law, every merchant has to provide a certificate of registration at the moment of the signature of this contract).
2. If the company exhibiting does purchase orders for sales and/or orders of their products or services during the event, the buyer is obligated to present their **Certificate of Exempt Purchases**. On the contrary, the provider is responsible in retaining the 7% tax. Delivery of merchandise is not permitted during the event incase of any sales between the provider / exhibitor and the buyer.
3. Governmental agencies are exempt.
4. Offices in charge of orienting any exhibitor with questions and/ or doubts may contact "Pubic Events of the Department of Treasury". Telephone: (787) 277-3900 / 3901.
5. If your company comes from out of Puerto Rico, you must present your **Certificate of Corporation** and if you will be selling a product / service you must be subscribed as a Merchant of Puerto Rico.
6. To subscribed as a Merchant of Puerto Rico: www.haciendagobierno.pr/ivu
7. "Food & Beverage Sample Form" (Puerto Rico Convention Center).

RULES FOR PARTICIPANTS:

1. The use of television sets and video equipment must be at a moderate volume to avoid disrupting of neighboring exhibits.
2. All of the exhibitors certify that their company's products / services comply with all the regulations and applicable laws of Business inside the exhibition.
3. It is prohibited to dispose of greases or oils in the bathrooms, green areas, and sidewalks or on the grounds of the Puerto Rico Convention Center.
4. It is prohibited to cook using gas equipment, ONLY electrical equipment and those cooking in their booth area are required to have a fire extinguisher inside the booth.
5. The exhibition, tasting, promotion or sales of any products/services are only authorized if exhibiting inside your booth area. Invitees may not realize sale of any products/services and those who do will be expelled from the event by security.
6. Every exhibitor must obey all requirements stipulated in this contract, on the contrary AIPPR/ASORE reserves the right to not permit this exhibitors' participation at the event.

If any questions or doubts arise, you may contact Sra. Margarita Calderón from AIPPR at 787-843-5725 (Ofic.) 787-633-3714 (cell) or via e-mail at directorejecutivo@prtc.net . or aippr@prtc.net.

You may also send a fax to 787-842-1663

I HAVE RECEIVED RULES AND REQUIREMENTS: _____

COMPANY: _____

REPRESENTATIVE ASORE/AIPPR: _____

DATE: _____