



Del Caribe 2009

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 14 FROM 8:00 AM. - 11:30PM.

Event Dates:

- Saturday, August 15, 2009, from 10:00 AM to 7:00 PM.
- Sunday, August 16, 2009, from 9:00 AM to 6:00 PM.

Disassembly: SUNDAY AUGUST 16 FROM 6:00PM TO 12:00MN & MONDAY AUGUST 17 FROM 6:00AM TO 12:00PM.

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% of the total cost (\$825.00 per booth) is required and must be paid on or before June 15, 2009. The final balance must be received on or before July 1, 2009. 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. is Caribbean Exhibits, Contact at 787-640-2451.**

Security:

- There will be security from Friday, 14 of August – 8:00A.M till Monday, 17 of August 12:00pm.
- 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**.