



# 2017

## What Exhibitors Must Know



COMPROMETIDOS CON UNA  
**Salud Óptima**

**Sheraton Puerto Rico  
Hotel & Casino,  
Convention Center  
Boulevard**

**October 18 to 21, 2017**

# What exhibitors must know...

According to the selected booth exhibitors will receive:

Regular-\$3,500*	Preferential-\$4,500*	Best-\$5,500*
<ul style="list-style-type: none"> <li>8" x 10" space with electrical installation (110v., 5amps)</li> <li>One (1) table with tablecloth (2" x 6") and two chairs per booth.</li> <li>Registration for two (2) persons for the full convention.</li> <li>One (1) EXPO pass.</li> <li>One (1) E- Blast (optional)</li> <li>Free Wi-Fi Internet Access</li> </ul>	<ul style="list-style-type: none"> <li>8" x 10" space with electrical installation (110v., 5amps)</li> <li>One (1) table with tablecloth (2" x 6") and two chairs per booth.</li> <li>Registration for two (2) persons for the full convention.</li> <li>Two (2) EXPO pass.</li> <li>Two (2) E- Blast (optional)</li> <li>Free Wi-Fi Internet Access</li> </ul>	<ul style="list-style-type: none"> <li>8" x 10" space with electrical installation (110v., 5amps)</li> <li>One (1) table with tablecloth (2" x 6") and two chairs per booth.</li> <li>Registration for three (3) persons for the full convention.</li> <li>Three (3) EXPO pass.</li> <li>Three (3) E- Blast (optional)</li> <li>Free Wi-Fi Internet Access</li> </ul>



**EXHIBITORS WITH REGULAR, PREFERENTIAL AND BEST SPACES:**

Companies that purchased regular, preferential and best spaces will receive *Full Package ID's to participate in all the conference activities.* These include:

- Concurrent and plenary sessions including educational credit hours
- All Social Activities
- Meals and Breaks
- Entrance to Exhibitor's Area and Exhibitor's Cocktail

Each ID will include only the name of the Company. No exceptions will be made.

*\*\*Exhibitors with Full Packages who wish to receive Continuing Education Credits, will fill out a special form at the Registration Area.*

**EVENT SPACE USAGE GUIDELINES:**

**Setup Date:**                                    **October 18, 2017**                                    **9:00am - 4:00pm**  
**Dismantling Date:**                                    **October 20, 2017**                                    **4:00pm - 9:00pm**

**Exhibition Hours and other details...**

Date	Time	Activities
October 18	9:00am - 5:00pm	Booth Set Up and Registration
	5:00pm - 7:00pm	Welcome Reception
October 19	7:00am - 8:30am	EXPO Continental Breakfast
	9:30am - 10:30am	EXPO Center Opening Ceremony
	9:30am - 5:00pm	Exhibition
	11:30am - 1:00pm	Exhibitor's Lunch at the Lunch Spot
	2:00pm - 3:00pm	EXPO Break
	5:00pm - 7:00pm	Networking Cocktail at EXPO
October 20	7:00am - 4:00pm	EXPO Exhibition
	7:00am - 9:00am	EXPO Continental Breakfast
	10:00am - 11:00am	EXPO Coffee Break
	12:00pm - 2:00pm	Exhibitor's Lunch at the Lunch Spot
	3:00pm - 4:00pm	EXPO Coffee Break
	4:00pm - 9:00pm	Booth Dismantling
	5:00pm - 9:00pm	Inaugural Ceremony and Reception

The following are the guidelines to be used by any company utilizing our event areas:

- Exhibitors utilizing the event space are fully responsible for any damages (caused by the exhibitor) to the space during its use.

- Exhibitors using carpeted, tiled or marble areas for set-up are required to lay Plywood and Visqueen in the entrance area during move-in and move-out.
- To protect the safety and security of all Hotel guests and property, Exhibitors will obtain Hotel's advance written approval before using items in event and function space that could create noise, noxious odors or hazardous effects (e.g., loud music, smoke or fog machines, dry ice, confetti, candles, or incense) and before engaging in any activities outside of the reserved function rooms (e.g. registration table). Exhibitors will obtain any required Fire Marshall or other safety approvals, and will pay any expenses incurred by Hotel as a result of such activity, such as resetting smoke or fire alarms or unusual cleanup costs.
- Helium balloons are not permitted.
- No storage of any kind is allowed behind back drapes, display walls, or inside the display area. The maximum quantity of operation and advertising material that may be stored inside the exhibit is a one-day supply.
- All material, including scenery, drapes, signs used in the construction of an exhibit booth must be flame-retardant.
- No hazardous demonstrations, such as welding, cooking with natural gas or electricity, heater demonstrations, will be permitted without the written approval of the hotel management.
- All fire hose cabinets, fire extinguishers, pull stations and emergency exits must be visible and accessible at all times. It is unlawful to lock or fasten, or block any door or other means of exit.
- All main and cross aisles, corridors, stairways and other exit areas must maintain the required width of eight (8) feet during event hours. No protrusions into the aisles are permitted.
- Smoking is not permitted in hotel premises including the Pool Areas and Balconies.
- Exhibits with enclosed ceilings are neither permitted, nor double-deck booths, helium balloons and/or signs capable of obstructing the sprinkler system and/or the smoke detector systems.

### **Parking:**

The hotel has no parking in the loading dock area. Exhibitors have to park vehicles in the parking lot of the hotel (\$14.00 per day) or the Puerto Rico Convention Center (\$7.00 per day). You may validate your parking ticket at the Registration Area.

### **Group's employees:**

Proper attire and behavior is expected from the crew at all times while on property. This includes the wearing of shirts, long hair pulled back, no foul language, and no smoking on property.

## Conference Center Loading Information:

To protect the carpet, walls and column décor, please adhere to the following: When using freight movement equipment, a protective sheet of plastic, tarpaulin, plywood or comparable material must be used to prevent damages from tires, leaks and oil. The customer assumes all responsibility for any floor covering damage. No pins tacks or adhesive are permitted on the walls, doors or columns.

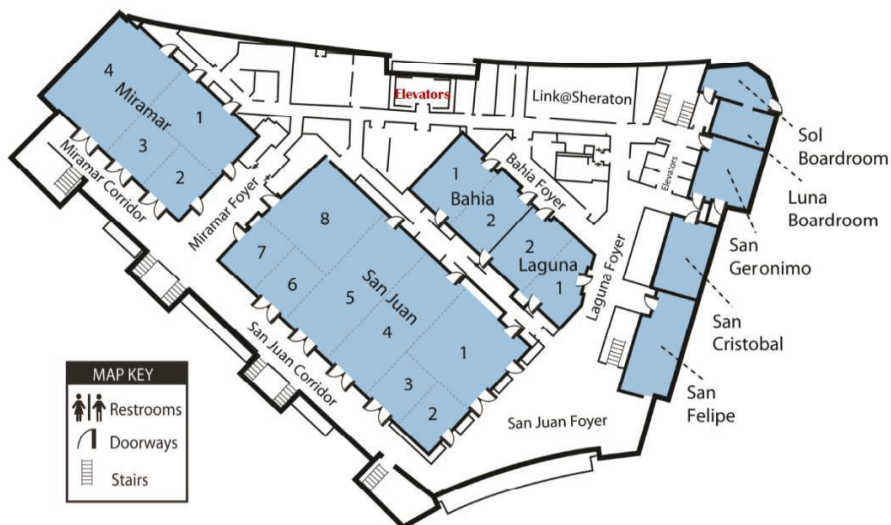
## The following is general information regarding our loading dock area:

- Loading Dock Gate Dimensions= 21' W x 15' H
- Loading Dock Ramp Dimensions= 5' 10" W x 5' L
- Two (2) Elevators with the Capacity of 4,500 pounds
- Elevator Dimensions= 6' W x 8' D x 9' H
- Elevator Doors Dimensions= 4'W x 7'H
- Phones= Line Hook-ups are available
- Electrical= 120/208V outlets are available

## Loading Dock Important Information:

Located at the back of the hotel, with two areas for loading. You may leave the vehicle in this area while you are unloading the equipment. After that, and during set up, you must park your vehicle at the hotel parking lot or in the nearby areas. Parking is not allowed at the back of the house street. **This street belongs to the district area and you may be fined by the district authorities, if you leave your vehicle in this area.** It is mandatory to register with the hotel's Security Department before using the loading dock area and entering the hotel. The Security Department is located next to the Loading Dock area in the employee entrance. All visitors must have visible a Visitors Pass at all times when inside the Sheraton Puerto Rico Hotel & Casino.

2<sup>nd</sup> Floor Meeting Space



**Directions from the Loading Dock to the 2nd Floor Meeting Space**

- 1. Once all equipment has been unloaded enter the doors located on the left hand side of the Loading Dock.
- 2. Make a left in the next entrance (Elevators).
- 3. Please use the Cargo Elevators located on the right hand side of this area.
- 4. Once inside the elevator go up to the 2nd Floor (Meeting Space).
- 5. Once on the second floor, please refer to the floor plan below.

**AUDIO VISUAL SERVICES (PSAV):**

The Sheraton Puerto Rico Hotel & Casino maintains a full service, on-site audiovisual production company through Presentation Services (PSAV). If you require additional electricity, telephone lines or Internet services, please contact them directly.

**Contact Information:**  
**Presentation Services**  
**(PSAV):** Mr. Ángel Vargas  
 C-787-599-2298  
 e-mail: [avargas@psav.com](mailto:avargas@psav.com)

**SHIPPING AND RECEIVING:**

The hotel has a package room (shipping and receiving department) that provides the storage, pick-up and transfer of materials (less than 200 lbs.) from any internal location within the hotel. Any materials either received or shipped out shall incur per-piece handling fees based on weight:

Size	Price for In-bound
0-5 pounds	\$5.00 each
6-20 pounds	\$10.00 each
21-50 pounds	\$15.00 each
51 over	\$25.00 each
Crates/Display Cases/ Misc	\$50.00 each

**\*\*Pallets Storage for more than 3 days: per day/per pallet charge- \$25 each day.**

**Samples:**

Exhibitors may provide samples in their booths. This has to be discussed and approved by the Hotel. A daily fee will apply.

All exhibitors must contact and pay the hotel charges with credit card before the set up on October 18, 2017.

## **CONTACTS INFORMATION:**

### **Sheraton Hotel**

Brenda Santiago  
Sheraton Meeting and Event Manager  
Telephone- (787) 993-3621, Fax (787) 993.3605  
Email- [brenda.santiago@sheraton.com](mailto:brenda.santiago@sheraton.com)

### **Exhibit Rental**

#### **Expo Displays Caribbean Inc.**

Jeannette Rodríguez  
[www.expocaribbean.com](http://www.expocaribbean.com)  
Telephone- (787) 288-3734, Fax – (787) 786-8649

Basic booth will be provided. We have provided this information in case you should need additional equipment, such as tables, lighting, counters, Shipping and Receiving, Etc.

### **Event Planner**

Merna Morales  
[bplanner@aol.com](mailto:bplanner@aol.com)  
Telephone- (787) 706-0442, Fax- (787) 706-0480