



2022

What Exhibitors Must Know

Sheraton Puerto Rico Hotel & Casino
Convention Center Boulevard
October 19 – 21

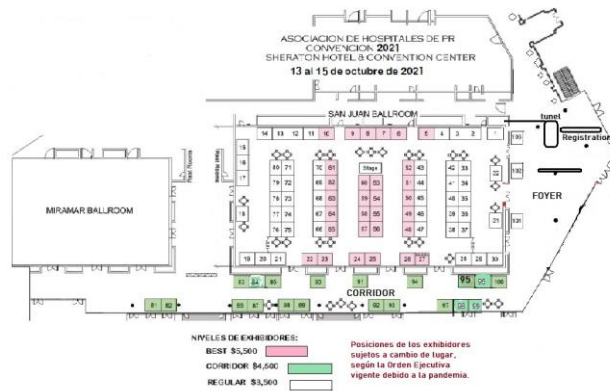
Donde Tu Salud Es PRIMERO

What exhibitors must know...

According to the selected booth exhibitors will receive:

Regular-\$4,000*	Preferential-\$5,000*	Best-\$6,000*
<ul style="list-style-type: none"> • 8" x 10" space with electrical installation (110v., 5amps) • One (1) table with tablecloth (2" x 6") and two chairs per <i>booth</i>. • Registration for two (2) persons for the full convention. • One (1) EXPO pass. • One (1) E- Blast (optional) • Free Wi-Fi Internet Access 	<ul style="list-style-type: none"> • 8" x 10" space with electrical installation (110v., 5amps) • One (1) table with tablecloth (2" x 6") and two chairs per <i>booth</i>. • Registration for two (2) persons for the full convention. • Two (2) EXPO pass. • Two (2) E- Blast (optional) • Free Wi-Fi Internet Access 	<ul style="list-style-type: none"> • 8" x 10" space with electrical installation (110v., 5amps) • One (1) table with tablecloth (2" x 6") and two chairs per <i>booth</i>. • Registration for three (3) persons for the full convention. • Three (3) EXPO pass. • Three (3) E- Blast (optional) • Free Wi-Fi Internet Access

ALL ITEMS SUBJECT TO CHANGE



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 Reception

Each ID will include only the name of the Company.

***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 13, 2021 9:00am - 4:00pm
Dismantling Date: October 15, 2021 4:00pm - 9:00pm

Exhibition Hours and other details (subject to change)

Date	Time	Activities
October 13	9:00am - 5:00pm	Booth Set Up and Virtual conferences
October 14	7:00am - 8:30am	EXPO Continental Breakfast and Registration
	8:30am - 9:30am	Conference
	9:30am - 5:00pm	Exhibition (EXPO)
	10:00am - 11:00pm	Opening Ceremony and EXPO networking break
	11:00am - 12:00pm	Conference
	4:00pm - 5:00pm	Networking Reception at EXPO

October 15	7:00am - 4:00pm	EXPO Exhibition
	7:00am - 8:30am	EXPO Continental Breakfast
	9:00am to 10:00am	Conference
	10:00am to 10:30am	Conference
	10:30am - 11:00am	EXPO Networking Break
	11:00am to 12:00pm	Conference
	12:00pm - 1:30pm	Onsite Lunch
	1:30pm to 2:30pm	Conference
	2:30pm - 4:00pm	EXPO Coffee Break
	4:00pm - 9:00pm	Booth Dismantling
	4:00pm - 5:30pm	Concert Reception (A Son de Guerra)

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 or the Puerto Rico Convention Center. 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.

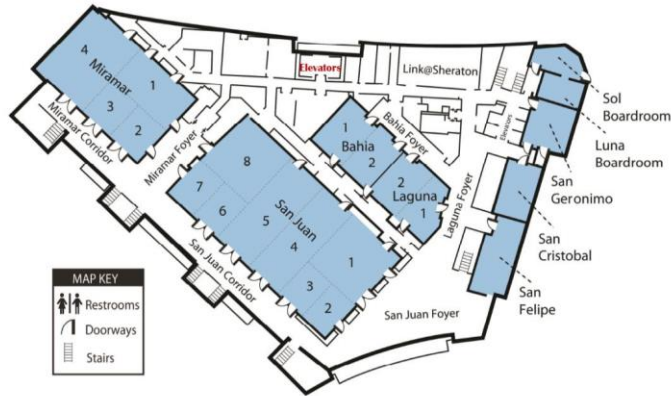
The following is general information regarding our loading dock area:

- 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.

2nd 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): Sandor Melendez

sandor.melendez@encoreglobal.com

(787) 674-7733

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: (subject to change by hotel)

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 13, 2021.**

CONTACTS INFORMATION:

Sheraton Hotel

Joel Burgos
 Sheraton Director of Events
 Telephone- O 787-993 3621 M 787-342-3628
 Email- Joel.Burgos@sheratonhotels.com

Exhibit Rental

TVEX

Omar Nuñez
onunez@tvex.live
 Telephone- 787-451-4129

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
bplanner21@gmail.com
 Telephone- (787) 706-0442
 Cell- (787)645-9914
 Fax- (787) 706-0480