



Bakery & Restaurant Show

Of the Caribbean 2010

**PUERTO RICO CONVENTION CENTER, SAN JUAN
AUGUST 21 & 22**



EXHIBITOR'S CONTRACT

COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

_____ ZIP CODE _____

TELEPHONE: _____ CEL _____ FAX: _____

E-MAIL: _____

BOOTH PRICE: \$1,650.00 (EACH)

BOOTH PRICE (Corner) : \$1,850 (EACH)

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 3, 2010. **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 (July 7, 2010). 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.
- E) This contract is not transferable and no company can pay the booth of any other company without the written consent and approval of ASORE and AIPPR.

PAYMENT FORM

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

Check Deposit # _____

Exp date: _____ security code _____ Type: VISA Mastercard

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

TITLE: _____

REPRESENTATIVE AIPPR AND/OR ASORE: _____

DATE: _____

Bakery & Restaurant Show **Of the Caribbean 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 20 FROM 8:00 AM. - 11:30PM.

Event Dates:

- Saturday, August 21, 2010, from 10:00 AM to 6:00 PM.
- Sunday, August 22, 2010, from 10:00 AM to 5:00 PM.

Disassembly: SUNDAY AUGUST 22 FROM 5:00PM TO 10:00PM &
MONDAY AUGUST 23 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% of the total cost before is required and must be paid on or before may 3, 2010. The final balance must be received on or before July 1, 2010. **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 (110 volts) 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 [\(Please contact ASORE or AIPPR for more details\)](#).**
- **Additional requirements of carpets, lighting, decorations, chairs, shelves, ect. Can be brought directly by you or if it is of your preference, you can contract this services with [\(Please contact ASORE or AIPPR for more details\)](#).**

Security:

- There will be security from Friday, August 20 from 8:00A.M till Monday, August 23 to 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 require a **Hold Harmless Agreement** and a **Certificate Of Liability** in the amount \$ 500,000.00 issued by your insurance company (Please request this document to your insurance company). Both documents must release the Puerto Rico Restaurant Association (ASORE) and The Industrial Association of Bread of Puerto Rico (AIPPR), 30 days before the event date. It is essential that any exhibitor return this document to the date indicated, 19 July 2010. Omitting this requirement will render the participation of the exhibitor of the event.
- **We will also require an Insurance Endorsement for exhibitors wishing to bring motor vehicles as part of their display.** This document must be 30 days before the date of the event. It is a requirement that every exhibitor return this document to the date indicated, 19 July 2010. Omitting this requirement precludes the entry of vehicles to the display area. Includes specifications attached to this insurance endorsement (see Annex A).

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

1. **Merchant registration Certificate** (as stipulated by law, every dealer must provide a Merchant Registration Certificate at the time of signing the contract except (i) if is not making sales of taxable items at retail or (ii) it don't take orders from purchases of taxable items that are going to be mailed or delivered in Puerto Rico. To register as traders please access: www.haciendagobierno.pr/ivu .
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 (must have a copy available during the event)**. 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. 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.
4. 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. (www.haciendagobierno.pr/ivu)

5. "Food & Beverage Sample Form" (Puerto Rico Convention Center) (Annex B) attached).

Note: The services provided by the companies that are Federal Government Agencies are exempt from sales and use tax

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, ONLY the company that has contracted space may undertake such activities in the space contracted.
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.
7. This contract is not transferable and no company can pay the booth of any other company without the written consent and approval of ASORE and AIPPR.

If any questions or doubts arise, you may contact Srta. Caroll M. López Beltrán from ASORE at 787-783-9640, 787-206-6144 (cell phone) or via e-mail at cmlopez@aorepr.net . You may also send a fax to 787-783-9641.

I HAVE RECEIVED RULES AND REQUIREMENTS: _____

COMPANY: _____

REPRESENTATIVE ASORE/AIPPR: _____

DATE: _____

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REQUIREMENTS FOR CERTIFICATE OF INSURANCE

1. Originals only - **NO** photocopies.
2. Name of insured on certificate must be **identical** to name on the License Agreement.
3. **Description of Operations**
Must disclose:
 - Additional Insured Include:** SMG, Greater Puerto Rico Convention Center, Puerto Rico Board of County Commissioners, San Juan, Puerto Rico, Their Officers, Directors, Agents and Employees
 - Event name, Dates (Move-in, Show, & Move-out)
4. **Certificate Holder -**
SMG
Puerto Rico Convention Center
100 Convention Center Blvd.
San Juan, Puerto Rico 00907
5. **Cancellation -** must be for 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 SMG, their officers, directors, employees and agents. Said insurance shall be maintained with firms duly authorized to do business in the State of Florida and holding a rating of A or better in the current *Best's Manuals*.
 - A. **Worker's Compensation**
Puerto Rico Statutory Limits
 - B. **Employers' Liability**
\$100,000 Each Accident
\$100,000 Each Employee
\$500,000 Aggregate
 - C. **Comprehensive General Liability**
\$1,000,000 Bodily Injury and Property Damage Combined Single Limit. Coverage shall include Premises and Operations, Contractual, Personal Injury, Independent Contractors and Broad Form Property Damage including Completed Operations.
 - D. **Automobile Liability**

Bodily Injury	Property Damage
\$500,000 Per Person	\$250,000 Per Accident
	\$1,000,000 Combined Single Limit

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE: 6/4/99

<p>PRODUCER</p> <p style="text-align: center;">XYZ BROKERAGE INC. 123 PINE TREE DRIVE San Juan, PR 00910</p>		<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</p> <p style="text-align: center;">COMPANIES AFFORDING COVERAGE</p>		
<p>INSURED</p> <p style="text-align: center;">TENANT'S NAME MAILING ADDRESS</p>		<p>COMPANY A _____ INSURANCE COMPANY _____</p> <p>COMPANY B _____</p> <p>COMPANY C _____</p> <p>COMPANY D _____</p>		
<p>COVERAGES 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.</p>				
TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXTERMINATION DATE	LIMITS
<p>GENERAL LIABILITY</p> <p><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT <input type="checkbox"/> _____</p>	XXXXXXXXXX	MM/DD/YY	MM/DD/YY	<p>GENERAL AGGREGATE 1,000,000 PRODUCTS COMP/OP AGG 1,000,000 PERSONAL & ADV INJURY 1,000,000 EACH OCCURRENCE 1,000,000 FIRE DAMEAGE (1 FIRE) 50,000 MED EXP (1 PERSON) 5,000</p>
<p>AUTOMOBILE LIABILITY</p> <p><input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____</p>	XXXXXXXXXX			<p>COMBINED SINGLE LIMIT 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE</p>
<p>GARAGE LIABILITY</p> <p><input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> _____</p>				<p>AUTO ONLY (EA ACCIDENT) \$ _____ OTHER THAN AUTO ONLY \$ _____ EACH ACCIDENT \$ _____ AGGREGATE \$ _____</p>
<p>EXCESS LIABILITY</p> <p><input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____</p>				<p>EACH OCCURRENCE \$ _____ AGGREGATE \$ _____</p>
<p>WORKER'S COMPENSATION AND EMPLOYER'S ALIABILITY</p> <p>THE PROPRIETOR _____ PARTNER/EXECUTIVE _____ INCL OFFICERS _____ EXCL</p>	XXXXXXXXXX			<p>WC STATUTORY LIMITS EL EACH ACCIDENT 100,000 EL DISEASE—POLICY LIMIT 500,000 EL DISEASE-EACH EMPLOYEE 100,000</p>
<p>OTHER</p>				
<p>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS Additional Insured Include: SMG, Puerto Rico Convention Center, Puerto Rico Convention Center District Authority, Their Officers, Directors, Agents and Employees Event name, Dates (Move-in, Show, & Move-out)</p>				
<p>CERTIFICATE HOLDER</p> <p>SMG LP II /PRCDA PUERTO RICO CONVENTION CENTER 100 Convention Center Blvd. San Juan, Puerto Rico 00907</p>		<p>CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION OF 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES</p> <p>AUTHORIZED REPRESENTATIVE OR AON RISK SERVICES, INC. OF ILLINOIS</p>		



Puerto Rico Convention Center / SMG
 100 Convention Center Blvd.,
 San Juan, PR 00907



An SMG managed facility
Food & Beverage Sales Department
 Phone: 787-641-7722 Fax: 787-300-6736

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Authorization Request Sample Food and/or Beverage Distribution Form

Catering by SMG has the exclusive food and beverage distribution rights within the Puerto Rico Convention Center. Exhibitors and sponsoring may distribute **SAMPLE** food and/or beverage products with prior written authorization **ONLY**. Requests must be submitted a minimum of 4 weeks in advance. **NOTE:** All samples **MUST** receive prior approval and confirmation by the Food and Beverage Director. At the discretion of the Puerto Rico Convention Center, exhibitors who do not comply will be asked to remove the items from the facility or be subject to fees and/or commissions.

GENERAL CONDITIONS:

- 1) Items dispensed are limited to products manufactured or produced by the exhibiting firm.
- 2) All items distributed are limited to **SAMPLE** sizes.
 - a. Beverages limited to maximum of 3 ounces in 4 ounces or smaller container
 - b. Food items limited to "bite-size" (1 oz. or less)
- 3) Use of cooking equipment must have prior approval from the facility.
- 4) Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- 5) Food and Beverage items used as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) **MUST** be purchased from the Puerto Rico Convention Center Food & Beverage department. Please contact our Catering Sales department with questions on traffic promotion items.
- 6) The applicable named below acknowledges they have sole responsibility for use, service and disposal of such items in compliance with all applicable laws. State law prohibits the sampling and distributing of alcoholic beverages. Accordingly, the applicant agrees to indemnify and forever hold harmless SMG Food & Beverage, Puerto Rico Convention Center and its agents from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use distribution or other dispensed food and beverage items.

Name of Event _____ Event Date (s) _____ Booth # _____

First Name _____ Telephone _____ Fax _____

Address _____

City _____ State _____ Zip _____

On-site Contact _____ On-site Cell Num. _____

Product(s) you wish to dispense: _____

Size of portion to be dispensed _____ Quantity Distributed _____

Proposed container for dispensing _____

Signature _____ Date _____

SERVICES RIQUERED: Please notify SMG Food & Beverage Department at 787-641-7722 ext 2137 regarding any special service requests related to your sample distribution. A State Sales Tax and Service Charge applies to all charges and services where applicable.

Approved _____ Date _____
 F&B Director, SMG