



Event Planning Guide

Policies and Rental Rates noted herein are subject to change without notice.



787-641-7722 / info@prconvention.com

Dear Valued Customer and Guest:

Welcome to the Antiguo Casino de Puerto Rico.

We are pleased that you have selected the Antiguo Casino de Puerto Rico to host your event and we look forward to serving you each step along the way to its successful conclusion.

We take pride in the appearance and efficient operation of the facility. We have designed this Event Planning Guide to help you along the Event Planning process. All the questions you may have concerning your event and this facility are contained in the following pages.

Our experienced staff will lend additional information and guidance throughout the planning stages of the event. We encourage you to communicate with your Event Manager once the event it's executed, as often as necessary.

Sincerely,

Jorge Pérez
General Manager
Puerto Rico Convention Center

HISTORY OF THE ANTIGUO CASINO DE PUERTO RICO

The Antiguo Casino de Puerto Rico is one of the island's oldest and most beautiful buildings. It is a structure that holds unique architectural features, as well as the glory and splendor of the early 20th century.

First inaugurated in 1917, the Antiguo Casino was originally designed as the first social club for the growing Puerto Rican society at the time. The Antiguo Casino has been a beacon on the entrance to the Old City, serving diverse groups of society. Founding members envisioned a club where professional and socialites' would feel welcomed, serviced and pampered. Soon and for decades after, the Antiguo Casino became the preferred location for official government ceremonies and social receptions. It was used as a social center for military officials by the United Services Organization (USO) during World War II and after the war, became the first Puerto Rican School Musical Arts. In 1955, it housed the first Institute of Puerto Rican Culture.

Boasting beaux arts architectural features and eye catching ornate plasterwork, the Antiguo Casino retains the elegance and opulence of another period.

The restoration process began early in 2010 when the Puerto Rico Convention Center's team first stepped into the building. It is with great honor to be involved in this iconic restoration and to operate this magnificent building to bring back to life this historic landmark.

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EVENT MANAGEMENT AND COORDINATION

Following the execution of the Use License Agreement/Contract, the Antiguo Casino will assign you an Event Manager to work with the event planning and implementation. The Event Manager will be in contact and will remain as the primary liaison until the conclusion of the event.

The major function of the Event Manager is to gather all event information and disseminate the information to the different Departments. These departments include Engineering, Security, Housekeeping, Set up, Food & Beverage, and if applicable, Audio-Visual, EMT and Telecommunications/Internet.

RESERVATION POLICIES

FACILITY USE APPLICATION

In order to request space in the Antiguo Casino, a Tentative Hold Reservation Request Form must be submitted to the Sales Department.

The Antiguo Casino may decline to approve any application for any event or Producer on the basis of credit references, financial ability or prior experience, or to a Producer who has failed to perform any obligations under a prior agreement with the Antiguo Casino or similar facility, has cancelled or failed to proceed with a confirmed reservation in Antiguo Casino or a similar facility, or whose conduct is, in the opinion of the Management, detrimental to the best interest of the PRCC/PRCDA/AEG.

RESERVATION STATUS

Tentative Reservations are subject to the approval of the Antiguo Casino Management. All tentative reservations can be cancelled by the Antiguo Casino Management.

FIRST OPTION RIGHT OF REFUSAL

Should a group or event of equal priority submit a Tentative Hold Reservation Request Form for all or part of the same dates and/or space being held as a tentative under a First Option, the Second Option group or event shall be given the right to confirm the dates and/or space contingent upon the First Option group or event releasing the dates and/or space under the definition of First Option.

To activate the First Option Right of Refusal process, the Second Option group or event must submit a Tentative Hold Reservation Request Form complete with a full deposit which will only be refundable if the First Option holder exercises their right to execute a license agreement with the Antiguo Casino.

SUBJECT TO CHANGE

Booking Policies of the Antiguo Casino are subject to change without notice at the discretion of the management.

TREASURY DEPARTMENT

In accordance with the Local Treasury Department (Departamento de Hacienda de Puerto Rico) laws you are required to provide the following documentation for all events that are to take place at the Antiguo Casino.

- Copy of Merchant Registry Certificate- Model SC2918.
- Original Certificate for Exempt Purchases FORM 2916 – attached at the end of this document you will find the document in English and Spanish.
- Valid Promoters licensee, if applicable (ticketed event).

BROADCASTING/PHOTOSHOOTING

Broadcasting fee is \$2,500 and photo shooting fee is \$1,500. Contact your event manager for details.

BUSINESS/HEALTH PERMITS/TAXES

It is the Licensee's responsibility to procure all necessary permits. The Antiguo Casino will assist in providing the facility's related information necessary for submission, but the facility will not secure such permits on behalf of Licensee.

FOOD AND BEVERAGE - SALES DEPARTMENT

Where applicable, following the designation of available dates and space, a Food and Beverage Sales Representative will contact you to offer options for your event and will prepare a Menu Quote for your approval. All Food and Beverage orders must be pre-paid. Customized menus can be designed to tailor your event to your expectations. Prices are current and may be confirmed seven (7) months prior to your event. Menu selections should be finalized with the F&B Sales Department four weeks in advance, if possible. The Food and Beverage Department is prepared to offer the finest quality products and service for all functions from coffee breaks to exquisite gala banquets. Catering menus are available from the F&B dept. The Antigua Casino offers complimentary water service for 4 speakers per event. For any special water station service, i.e. glasses, or water coolers, the Food & Beverage Department can accommodate the service for an additional charge.

FOOD TASTINGS

We will offer the opportunity to experience our executive chef's unique menu on a food tasting four to six weeks prior to the event.

- Food tasting is complimentary for two (2) people on events of 50- 75 guests and four (4) people of events of 75 guests or more.
- Food tastings must be scheduled and confirmed with your F&B Sales Manager at least four to six weeks prior to the date requested.

Food Tasting is provided for a maximum of three (4) hors d'oeuvres and one (1) soup, salad and entree.

GUARANTEE

In arranging for private functions, the attendance must be specified at least four (4) weeks prior to the event. Final attendance guaranteed cannot be decreased once the contract has been signed. In case the guarantee is not received on the requested time, the expected attendance contracted will be used as the guaranteed. You will be able to increase the guarantee up to 72 hours prior to the event. If the guarantee is increased within the twenty- four (24) hours of an event, the Antigua Casino will charge an additional \$5.00 per person, plus applicable service charge. Any increase in guarantee must be approved by the Event Manager. The client will be charged according to the guarantee, or number of persons served, whichever is greater.

CAKE CUTTING

Cake cutting is complimentary at the Antigua Casino de Puerto Rico.

RULES AND REGULATIONS

All food and beverages are operated and controlled exclusively by the PRCC Food & Beverage Department. As per company policy it is not permitted to take any Food and Beverage outside of the Facility. All Food and Beverage prices are subject to change without prior notification. All Food and Beverage orders must be paid before the day of the event. A 10% Late Charge Fee will apply if guarantee increases during 72 working hours prior to the event. The 22% of Facility Fee and 7% of Sales tax will be added to the order. Serving alcohol must be done exclusively by an F&B attendant/bartender. Corkage fee applies to beverage brought from outside. Clients are not allowed to sell any F&B products at any time during the event.

IMPORTANT NOTE: Alcohol consumption during pregnancy has been determined to be harmful to the fetus and can cause birth defects, low birth weight and Fetal Alcohol Syndrome, which is one of the leading causes of mental retardation. For more information contact your doctor or call 1-800-981-0023. Circumstances and operations not covered in these rules and regulations will be subject to interpretation, stipulations and decisions deemed necessary and appropriate by the Antigua Casino's management.

FACILITY GUIDELINES

OUTDOOR CATERED EVENTS

The Event Manager has the right to make a decision to relocate any event indoors. The decision will be based on the weather conditions that he or she will obtain from the National Weather Service. For evening activities, the “weather call” will be made by 2:00pm or at least four (4) hours prior to the event. Once the decision has been made, it is final. All outside catered events up to fifty (50) guests are subject to a setup fee of \$200 and functions of more than fifty (50) guests are subject to \$250.00 set up fee. Select weddings prefer to have their ceremony in our beautiful courtyard (for a maximum of 150 ppl.). This location charge does not include the use of chairs.

IMPORTANT NOTE: Activities held at the courtyard, may have music entertainment until 12:00am.

SET UP FEE

See equipment, services and utilities section on page 12.

DECORATIONS AND SUBCONTRACTED POLICY

The banquet room will be available for the setup the same day of the event, depending on the starting time and all decorations must be finished one (2) hours prior to the event. There are various self-parking nearby. Please contact you Event Manager for parking options. Open flames are not permitted on banquet rooms; all candles must be floating candles. The use of "glitter" is not permitted in the facility. Helium balloons or adhesive backed decals may not be given away or utilized without the permission of the Events Department. Any costs incurred by the Casino for the removal of these items will be charged to the Licensee in the final settlement. Any balloon that has to be taken down from the ceiling is \$200 each. The cost for any adhesive backed decal left behind will vary depending on the situation.

IMPORTANT NOTE: All deliveries must unload at the loading dock, located at Ave. Muñoz Rivera. Unloading equipment of any kind through the front door of the building is strictly prohibited. Due to limited space, no parking is allowed at the loading dock.

SIGNAGE AND DECORATION

Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc., to painted surfaces, columns, fabrics, ceiling or decorative walls in the Antiguo Casino. Painting is not allowed inside or outside the Building. Casino’s Permanent signs, banners, logos etc., may not be blocked by any reason. Temporary signs may not be attached in by any reason to permanent Casino signage. Standing banners are allowed in the Casino, although there are restrictions as to what, where, when and how the banners may be hung. Under no condition will signs or banners be taped, hung or otherwise attached to the Antiguo Casino’s glass curtain wall. NO EXTERIOR banners are permitted. City Ordinance restricts any signage to be hung outside of the Antiguo Casino. Consult the Event Manager with the details of every banner to be hung. The Casino requires the use of SURETAPE PC 628 GAFFERS tape or approved equal. Licensee and service contractors are responsible for the removal of all tape and residue marks from the ballroom concourse and meeting room floors. The use of high residue tape is prohibited on marble floors. It is understood and agreed that the Antiguo Casino premises will be left in neat and orderly condition and based on time and labor, you may incur in additional charges for the removal of any decoration materials by the Event Manager at the close

of the event. Items of decoration may not be attached to any wall, floor, window or ceiling with nails, staples, tape or any other substance in order to prevent damage to the property and for security reasons since it is a Historical Building.

IMPORTANT NOTE: Tape or residue left on any surface will be removed by the Antiguo Casino’s staff and cost of removal will be billed to the Licensee.

MUSIC AND ENTERTAINMENT

Music and DJ’s contracted for your event should contact the Event Manager directly to notify any electrical requirements so it may be properly arranged. Special requirements such as tables and chairs for the entertainment set up must be canalized through the Event Manager. The Antiguo Casino reserves the right to control music level.

AUDIO VISUAL

The Facility’s preferred in-house audio visual provider, **PSAV® Presentation Services**, offers a full range of audio-visual services including: multi-media projection, lighting equipment, sound reinforcement, video production, cameras and more. Outside suppliers are permitted to operate in the Antiguo Casino with prior notification. Outside suppliers will be required to comply with all Contractor Requirements. Please contact your Event Manager for more information.

ROOM SETUP AND CAPACITIES

Setup

Basic set-up is included as part of the F&B service. Please contact your event Manager for further details. The rental of all meeting rooms includes: theater, classroom, conference, or banquet style and a head table for two and one registration table outside the room. Any additional equipment such as skirting, tablecloths for classroom tables, or extra tables can be provided at an additional charge. Additional costs may also be incurred for changes and/or additions. Any changes and/or additions in the set-up (i.e. classroom to theater style) during your event will result in an Additional Charge. (Please note that the Antiguo Casino does not provide tablecloth or skirting for classroom tables as a regular meeting room set. Linen can be provided for an additional charge.) Linens will be provided for banquet tables if there is a service of Food and Beverage.

Room Capacities

Capacities for meeting facilities are provided in the chart reflects maximum amount of seating allowed with a standard head table set in each room. Capacities may vary depending on food service tables, or audio-visual requirements. Contact the Event Manager to confirm room capacities prior to preparing room specifications

	Sq. Ft.	Theater	Banquet	Classroom	Reception
Room 105	1504’	110	80	77	100
Rom 106	1504’	110	80	77	100
Ballroom	8966’	482	300	200	800

FLOOR PLAN APPROVAL

The Antiguo Casino's floor plan approval process incorporates policies mandated by the local Authority and must be approved. The Event Manager can provide guidelines for floor plan layout. A copy of the proposed floor plan, drawn to scale, needs to be submitted to the Event Manager. Copies of the proposed floor plan will be submitted for Security's and Fire Marshall's approval. Non-approved floor plans will be returned to Licensee with explanations. Licensee must re-submit a revised copy of the floor plan for final approval.

IMPORTANT NOTE: ALL NFPA Life Safety Code guidelines are observed by the Antiguo Casino as well as all federal, state and local fire codes that apply to public assembly facilities. The decisions of the local authority will be considered final.

PUBLIC AREAS

Events using public areas, such as registration, temporary advertising, etc., must be identified on the Floor Plan in advance to be approved by the Event Manager. Please note that clear access must be maintained for concurrent events restrooms, elevators for disability access, and all exit or entrance doors.

IMPORTANT NOTE: Motorized vehicles, forklifts, gas or electric carts, etc., may not be operated in the Antiguo Casino. Additionally, installation of carpet runners, show marble floor or other temporary floor coverings must be approved in advance.

CLEANING SERVICES

The Antiguo Casino de Puerto Rico staff takes great pride in the care of the facility. Every aspect of the facility is meticulously maintained to provide you with a clean attractive environment to host your event and welcome your members, registrants, patrons and guests. A representative from the Antiguo Casino's Operations staff will review the condition of the facility with you and/or your general service contractor in advance of move-in and after move-out.

IMPORTANT NOTE: If the facility is not returned in the same condition as received, the Antiguo Casino's staff will clean, make necessary repairs and include the estimated cost for such cleaning in the Licensee's final settlement.

EQUIPMENT, SERVICES AND UTILITIES

Licensee must notify the Event Manager of the selection of the electrical contractor. The Event Manager charges for electrical connections (amperage) in the Meeting Rooms and Ballroom, which are included in the final settlement. The Event Manager will prepare an estimate during the show with the total. Please see prices below.

Equipment	Rate
Acrylic Podium	\$45.00 per day
Riser (4'x8' section) (Only 4 sections available)	\$24.00
Chair Cover (White)	\$3.50 each & per day
Stage – Only Authorized Supplier (Ask your Event Manager for more Information)	

Services	Rate
Emergency Medical Technician (4 hour minimum) - Exclusive	\$37.00/hr
Ambulance Service (4 hour minimum) - Exclusive	\$125.00/hr
Food & Beverage Waiter (8 hour minimum)	\$25.00/hr
Security Officer (4 hour minimum)	\$18.00/hr

Utilities (Electrical)	Rate
20 Amp Outlet	\$100.00
30 Amp Outlet (1outlet available @ Mezzanine)	\$250.00

SECURITY

SECURITY/EVENT MANAGER

The Building Security Staff maintains 24-hour security coverage for the Antiguo Casino's perimeter areas. Building Security Staff will also secure exterior and interior access doors as well as monitor internal traffic flow. All incidents of injury, vandalism, fire, theft, etc. should be reported to the Security Office immediately and your Event Manager. Following notification of any incidents, building Security Staff will initiate appropriate reports and investigations. Security is required for all events. Event Security can be arranged through your sales or event manager. All emergency exits must be completely free from storage. Storage of equipment within the facility is not allowed.

All lost and found articles are logged and placed in our Security Office located at PRCC. We attempt to identify the owner and return all articles. To inquire about lost items contact the Security or your Event Manager.

EMERGENCY PHONE NUMBERS

PRCC – (787) 641-7722

Emergency Services – 911

Ambulance – (787) 754-2550

Fire Department – (787) 343-2330

Police Department (National Police) – (787) 343-2020

*Your event manager will provide the additional key contact information.

HOURS OF OPERATION

The standard hours of operation for the administrative staff are Monday through Friday from 8:30 a.m. to 5:30 p.m. (787-641-7722).

Our standard hours of operation for client-leased spaces are 8:00am to 2:00am of the next day. For any special requests discuss with your Event Manager.

DAMAGES

The client is responsible for any damages done to the premises caused by any of its guests, attendees or any independent contractors hired by the client. A list of all hired independent contractors must be provided to the Event Manager at least (72) hours in advance.

Prior to the first move-in day, the Operations Department will schedule a facility inspection to verify the condition of the Antiguo Casino. At the conclusion of the event move-out, a final inspection will identify and specify any damages resulting from the event.

Notify the Event Manager of any damage that occurs throughout the course of the event. Show management will be informed of any damages with a damage report and a photograph when applicable. The cost of repair of damages is the Licensee's responsibility and the Antiguo Casino will make all repairs. The Antiguo Casino is not responsible for any equipment or materials stored at the facility.

EMERGENCY MEDICAL SERVICES

As a means to provide the most dependable emergency services, the Emergency Medical Technician (EMT) and Ambulance services are an exclusive in-house service. This will insure the safety of participants at the events taking place at the Antiguo Casino de Puerto Rico.

Based upon the type of event held at the Antiguo Casino, a mandatory EMT will be required during move in, show hours and move out to administer emergency first aid treatment.

Events at the Antiguo Casino require EMT Services during move in, event and move out. Please contact your Event Manager for request of this service.

FIRE PROTECTION SYSTEM

The Antiguo Casino de Puerto Rico has fire extinguishers located throughout the facility. Exit doors, exit lights, and fire extinguishers are prohibited from being concealed, obstructed, or tampered with at any time.

GENERAL FIRE CODE REGULATIONS

The Antiguo Casino mandates a strict adherence to the NFPA Safety Code. The decision of the Fire Marshal is final.

1. Licensees, show management, and all other parties comply with all Federal, Commonwealth, Municipal and Center mandated fire codes which apply to public assembly facilities.
2. The following materials are prohibited without written consent of Casino: electrical cooking equipment; open flame devices; welding, cutting or brazing equipment; ammunition; radioactive devices; pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents/explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment.
3. The Antiguo Casino may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, service contractor, etc. and reserves the right to submit such information to the Fire Department for approval.
4. Smoke and/or hazardous machines are not allowed inside the Casino.

FLAME TEST:

1. All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshal. Materials that cannot be treated for flame retardancy shall not be used.
2. Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.
3. Compressed flammable gas, helium tanks, flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater laser, blasting agents, and explosives shall be prohibited within the building.
4. Liquid Propane is not permitted inside the facility except when used as fuel to propel a vehicle into the facility. In this case, the tanks must be removed immediately after placement.
5. Oil cloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
6. All electrical equipment must conform to the National Electrical Code and be UL approved.

PARKING AND TRAFFIC CONTROL

Parking is coordinated exclusively through the Events Department. Valet parking is available, please ask your Event Manager for details. Several hourly rate self-parking lots are located in the vicinity of the Antiguo Casino.

LOADING DOCK

To maintain safe and efficient operations, the Antiguo Casino will retain complete control over the loading dock. Licensee is responsible for all associated labor and space costs. The Antiguo Casino does not maintain a marshalling yard on its premises.

IMPORTANT NOTE: Licensees will be required to supply a detailed agenda covering all move-in and move-out activities, including anticipated freight deliveries, general service contractor materials and supplier access times. The Antiguo Casino may mandate changes in said agenda to maintain the smooth operation of your event and any other events operating concurrently in the Facility.

GENERAL RULES AND REGULATIONS

1. Use of the Antiguo Casino equipment, supplies and other materials is limited to the Antiguo Casino personnel unless approved in writing by the Antiguo Casino's Management.
2. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during event move in/out.
3. Open flames are not permitted in the facility. Only floating candles are permitted.
4. All floor load capacities should be strictly observed. Any variations should be approved in writing by Antiguo Casino.
5. The sale or distribution of novelty merchandise is prohibited without prior written approval of Antiguo Casino. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Antiguo Casino.
6. Holes may not be drilled, cored or punched into any part of the Antiguo Casino, interior or exterior areas.
7. Animals and pets are not permitted in the Antiguo Casino except in conjunction with an approved event, exhibit, display, show, etc. In accordance with the ADA, service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals. The paperwork needed if approved: copies of vaccination certificate, health certificate, municipal license/certificate and a licensed trainer (needs to be present during the event).
8. All facility utilities are property of the Antiguo Casino and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Antiguo Casino. Costs for repairs, damages, etc., resulting from unauthorized use of utilities are Licensee's responsibility.
9. No soliciting is permitted in the Antiguo Casino or around the premises.
10. Antiguo Casino management will terminate any and all events and activities deemed unsafe. The Antiguo Casino will remove disruptive parties as necessary.
11. The Antiguo Casino provides an exclusive in-house food and beverage services. No other caterers will be allowed.
12. Alcoholic beverages may not be brought into the Antiguo Casino without prior written permission. The Antiguo Casino may prohibit the consumption of alcoholic beverages at any time. Corkage fee will apply to any beverages brought from outside.
13. Unless prior approval is granted, no one under the age of eighteen (18) is allowed on the loading dock during move-in and move-out.
14. Adhesive backed decals and stickers may not be distributed in the Antiguo Casino. Costs associated with the cleanup and related materials are the Licensee's responsibility.
15. Any equipment with a ceiling is prohibited in the Antiguo Casino premises.
16. The Antiguo Casino is not responsible for any equipment, materials, etc., left unattended.
17. The Antiguo Casino Dumpster is exclusively for the use of the Antiguo Casino. Decorators and other suppliers must be responsible of their own waste (flower boxes, stems, foam boxes,

oasis, plastics, etc.). A \$500 charge will be added to the Licensee at the event settlement if any suppliers or other parties utilize the Dumpster.



CERTIFICATE FOR EXEMPT PURCHASES

Invoice, receipt or
transaction number:

Transaction date: Month _____ Day _____ Year _____

The purpose of this Certificate for Exempt Purchases is to release the merchant seller from his or her obligation of collecting and remitting the sales and use tax on the sale for which this Certificate for Exempt Purchases is issued.

PART I MERCHANT SELLER'S INFORMATION

Seller's name _____

Address _____

Municipality, State _____

Zip Code _____

PART II PURCHASER'S INFORMATION

1.a. I certify that I am engaged in business in Puerto Rico and that my Merchant's Registration number is:

b. The North American Industry Classification System (NAICS) code that appears on my Merchant's Registration Certificate is and the activity's description is the following: _____.

2. If you are an agency of the Commonwealth of Puerto Rico or the Federal Government, provide your employer identification number:

3. Indicate the reason for the exemption or exclusion and provide the requested information, as applicable:

- a. Reseller
- b. Manufacturing Plant
- c. Business to Business Services
- d. Federal Government (Agency _____)
- e. Commonwealth of Puerto Rico (Agency _____)
- f. Farmer (Bona Fide Farmer's Number _____)
- g. Direct Pay Permit (Total Exemption Certificate Number _____)
- h. Savings and Credit Cooperative or Cooperative Ruled by Act No. 239 of September 1, 2004
- i. Special Acts (Act No. _____)

4. I am engaged in the business of _____ and I mainly sell _____.

5. I am purchasing:

- a. Tangible personal property for resale
- b. Raw materials
- c. Machinery and equipment used in manufacturing
- d. Services provided to a business
- e. Tangible personal property according to special exemption granted under classifications 3.d. through 3.i. indicated above.

6. Describe the tangible personal property, services, raw materials, or machinery and equipment that you are purchasing:

PART III PURCHASER'S CERTIFICATION

I hereby declare under penalties of perjury that this certificate has been examined by me, and that to the best of my knowledge and belief all the information provided herein is true, correct and complete. I also certify that:

- I am the merchant, or I am duly authorized to represent the merchant purchaser in the signature of this Certificate for Exempt Purchases.
- I will only use this certificate to buy taxable items for which I am entitled to claim an exemption or exclusion.
- If I acquire taxable items, but I use or consume them for non-exempt purposes in Puerto Rico, I will report and pay the sales and use tax directly to the Department of the Treasury.

Purchaser's name _____

Purchaser's signature _____

Address _____

Municipality _____

State _____

Zip Code _____

Telephone _____

INSTRUCTIONS

Who must complete this form?

This form must be completed by:

1. A purchaser registered in the Merchant's Registry of the Department of the Treasury, that holds a valid Exemption Certificate and purchases tangible personal property for resale, raw materials, or machinery and equipment used in manufacturing;
2. A purchaser registered in the Merchant's Registry of the Department of the Treasury, that receives services from another merchant that is also registered in said registry;
3. An agency of the Commonwealth of Puerto Rico or the Federal Government that acquires taxable items for its official use;
4. A bona fide farmer, duly certified by the Department of Agriculture, that acquires agricultural goods and machinery and equipment used for said agricultural activity;
5. A merchant that holds a Total Exemption Certificate, which allows him or her to pay the sales and use tax directly to the Secretary of the Treasury instead of paying it to the seller;
6. A savings and credit cooperative and a cooperative ruled by Act No. 239 of September 1, 2004, that acquires items and services; and
7. A person covered by any special act that provides an exemption from the payment of the sales and use tax.

The purchaser must submit this form to the seller at the moment of the purchase. This form should not be sent to the Department of the Treasury.

Instructions to the Purchaser

In order to be valid, all parts of this certificate must be completed. In addition, this certificate must be signed by the owner, partner, corporate official or other person duly authorized to represent the purchaser.

If you intentionally issue a fraudulent Certificate for Exempt Purchases, you will be responsible for the payment of the sales and use tax, and the applicable penalties.

Instructions to the Merchant Seller

If you are a seller registered in the Merchant's Registry of the Department of the Treasury and accept a Certificate for Exempt Purchases, you will be released from your obligation of collecting and remitting the sales and use tax. You are required to keep a copy of this certificate in your files for a period of 6 years, counted from the filing date of the Sales and Use Tax Monthly Return, in which the exempt transaction is reported.

For your convenience, a space is provided in the upper right corner of this form so that the merchant seller can identify the invoice, receipt or transaction number related to the transaction for which this Certificate for Exempt Purchases is issued.

Additional Information

Sales which are not supported by a valid Certificate for Exempt Purchases will be subject to the sales and use tax.

For additional information regarding this certificate, please contact the Department of the Treasury, visit any of the Taxpayer's Service Centers, or refer to the provisions of Internal Revenue Circular Letter No. 06-18.

Modelo SC 2916 Rev. 27 ago 13	Estado Libre Asociado de Puerto Rico DEPARTAMENTO DE HACIENDA CERTIFICADO DE COMPRAS EXENTAS (Propiedad Mueble Tangible y Servicios Exentos)	Para uso del vendedor Número de factura, recibo o transacción:
---	--	--

Fecha de la transacción: Día _____ Mes _____ Año _____

El propósito de este Certificado de Compras Exentas es relevar al comerciante vendedor de su obligación de cobrar y remitir el impuesto sobre ventas y uso en la venta con respecto a la cual este Certificado de Compras Exentas se emite.

PARTE I INFORMACION DEL COMERCIANTE VENDEDOR	
Nombre del Vendedor	
Dirección	
Municipio, Estado	Código Postal

PARTE II INFORMACION DEL COMPRADOR	
1. a. Certifico que llevo a cabo negocios en Puerto Rico y que mi número de Registro de Comerciantes es:	
b. El código del sistema de clasificación de la industria norteamericana (NAICS) que aparece en mi Certificado de Registro de Comerciantes es _____ y la descripción de la actividad es la siguiente: _____	
2. Si es una agencia del Gobierno del Estado Libre Asociado de Puerto Rico o del Gobierno Federal, provea su número de identificación patronal:	
3. Si es un diplomático, provea el número de tarjeta de exención emitida por el Departamento de Estado de los Estados Unidos: _____ y la fecha de expiración de la misma: Día _____ Mes _____ Año _____	
4. Si es un individuo afectado por un desastre (Sección 6080.12 del Código de Rentas Internas de Puerto Rico de 2011, según enmendado (Código)), provea su número de licencia de conducir o pasaporte:	

5. Indique la razón para la exención o exclusión y provea la información solicitada, según aplique:	
a. Revendedor (IVU Municipal)	h. Agricultor (Número de Agricultor Bona Fide _____)
b. Revendedor Elegible	i. Permiso para Pagar el Impuesto sobre Ventas y Uso Directamente al Secretario (Número de Certificado de Exención Total _____)
c. Planta Manufacturera	j. Cooperativa de Vivienda Regida por la Ley 239-2004
d. Servicios Provistos de Negocio a Negocio (excepto los servicios indicados en la Sección 4010.01(nn)(2)(A) del Código)	k. Diplomático (País o Misión _____)
e. Servicios Provistos por Personas cuyo Volumen de Ingresos es Menor o Igual de \$50,000	l. Leyes Especiales (Ley Núm. _____)
f. Gobierno Federal (Agencia _____)	m. Exportación
g. Gobierno del Estado Libre Asociado de Puerto Rico (Agencia _____)	n. Individuo Afectado por un Desastre (Sección 6080.12 del Código)
	o. Distribuidor al Por Mayor de Manufacturero

6. Estoy dedicado al negocio de _____ y principalmente vendo _____.	
7. Estoy comprando:	
a. Propiedad mueble tangible para la reventa (IVU Municipal)	
b. Materia prima	
c. Maquinaria y equipo utilizado en la manufactura	
d. Servicios provistos a un negocio (excepto los servicios indicados en la Sección 4010.01(nn)(2)(A) del Código)	
e. Propiedad mueble tangible de conformidad con exención especial bajo las clasificaciones 5.f. a 5.o. arriba indicadas.	
f. Servicios de reparación provistos por personas con volumen de ingresos menor o igual de \$50,000 (Sección 4020.05(a)(1) del Código)	
g. Servicios de reparación capitalizables de propiedad mueble tangible y propiedad inmueble	
8. Describa la propiedad mueble tangible, los servicios, la materia prima, o la maquinaria y equipo que está comprando:	

PARTE III CERTIFICACION DEL COMPRADOR	
Declaro bajo penalidad de perjurio que este certificado ha sido examinado por mí, y que según mi mejor información y creencia toda la información provista en el mismo es cierta, correcta y completa. Además, certifico que:	
<ul style="list-style-type: none"> ▪ Soy titular de derecho a exención por la razón indicada en la línea 5 de la Parte II, o estoy debidamente autorizado para representar al comprador en la firma del presente Certificado de Compras Exentas. ▪ Utilizaré este certificado solamente para comprar partidas tributables para las cuales tengo derecho a exención o exclusión. ▪ Si adquiero partidas tributables, pero luego las uso o consumo para fines no exentos en Puerto Rico, informaré y pagaré el impuesto sobre uso directamente al Departamento de Hacienda. ▪ Que el Certificado de Revendedor Provisional, Certificado de Revendedor o el Certificado de Revendedor Elegible está vigente a la fecha de la transacción de la compra. 	

Nombre del comprador		Firma del comprador	
Dirección		Teléfono 20 _____	
Municipio	Estado	Código Postal	

REQUIREMENTS FOR CERTIFICATE OF INSURANCE

Originals only. NO photocopies.

Name of insured on certificate must be identical to name on the License Agreement.

Certificate Holder must read:
AEG MANAGEMENT PR, LLC/ PRCDA
Antiguo Casino de Puerto Rico
Ponce de León Esq. Norzagaray
San Juan PR, 00901

Description of Operations on the certificate must disclose Name & description of the event and dates.

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 AEG, their officers, directors, employees and agents. Said insurance shall be maintained with firms duly authorized to do business in Puerto Rico and holding a rating of A or better in the current Best's Manuals.

A. Comprehensive General Liability
\$1,000,000 Bodily Injury and Property Damage per occurrence. Coverage shall include: Premises and operations, contractual, personal injury, Independent contractors and broad form property damage including completed operations

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

C. Employers' Liability
\$100,000 Each Accident
\$100,000 Each Employee
\$500,000 Aggregate

D. Worker's Compensation
Puerto Rico Statutory Limits

<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>

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.

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 = OCCUR <input checked="" type="checkbox"/> <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT <input type="checkbox"/> _____</p>	XXXXXXXXXX	MM/DD/YY	MM/DD/YY	<table style="width:100%; border-collapse: collapse;"> <tr> <td>GENERAL AGGREGATE</td> <td style="text-align: right;">1,000,000</td> </tr> <tr> <td>PRODUCTS COMP/OP AGG</td> <td style="text-align: right;">1,000,000</td> </tr> <tr> <td>PERSONAL & ADV INJURY</td> <td style="text-align: right;">1,000,000</td> </tr> <tr> <td>EACH OCCURRENCE</td> <td style="text-align: right;">1,000,000</td> </tr> <tr> <td>FIRE DAMEAGE (1 FIRE)</td> <td style="text-align: right;">50,000</td> </tr> <tr> <td>MED EXP (1 PERSON)</td> <td style="text-align: right;">5,000</td> </tr> </table>	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
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<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			<table style="width:100%; border-collapse: collapse;"> <tr> <td>COMBINED SINGLE LIMIT</td> <td style="text-align: right;">1,000,000</td> </tr> <tr> <td>BODILY INJURY (Per person)</td> <td></td> </tr> <tr> <td>BODILY INJURY (Per accident)</td> <td></td> </tr> <tr> <td>PROPERTY DAMAGE</td> <td></td> </tr> </table>	COMBINED SINGLE LIMIT	1,000,000	BODILY INJURY (Per person)		BODILY INJURY (Per accident)		PROPERTY DAMAGE					
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<p>GARAGE LIABILITY</p> <p><input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> _____</p>				<table style="width:100%; border-collapse: collapse;"> <tr> <td>AUTO ONLY (EA ACCIDENT)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>OTHER THAN AUTO ONLY</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>EACH ACCIDENT</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>AGGREGATE</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	AUTO ONLY (EA ACCIDENT)	\$ _____	OTHER THAN AUTO ONLY	\$ _____	EACH ACCIDENT	\$ _____	AGGREGATE	\$ _____				
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<p>WORKER'S COMPENSATION AND EMPLOYER'S ALIABILITY</p> <p>THE PROPRIETOR <input type="checkbox"/> PARTNER/EXECUTIVE <input type="checkbox"/> INCL OFFICERS <input type="checkbox"/> EXCL <input type="checkbox"/></p>	XXXXXXXXXX			<table style="width:100%; border-collapse: collapse;"> <tr> <td>WC STATUTORY LIMITS</td> <td></td> </tr> <tr> <td>EL EACH ACCIDENT</td> <td style="text-align: right;">100,000</td> </tr> <tr> <td>EL DISEASE—POLICY LIMIT</td> <td style="text-align: right;">500,000</td> </tr> <tr> <td>EL DISEASE-EACH EMPLOYEE</td> <td style="text-align: right;">100,000</td> </tr> </table>	WC STATUTORY LIMITS		EL EACH ACCIDENT	100,000	EL DISEASE—POLICY LIMIT	500,000	EL DISEASE-EACH EMPLOYEE	100,000				
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EL DISEASE-EACH EMPLOYEE	100,000															
OTHER																

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Additional Insured Include: AEG MANAGEMENT PR, LLC, Antiguo Casino de Puerto Rico, Their Officers, Agents and Employees
Event name, Dates (Move-in, Show, & Move-out)

<p>CERTIFICATE HOLDER</p> <p style="background-color: yellow;">AEG MANAGEMENT PR, LLC Autoridad del Distrito del Centro de Convenciones Antiguo Casino de Puerto Rico Ponce de León Esq. Norzagaray San Juan, Puerto Rico 00901</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> <hr/> <p>AUTHORIZED REPRESENTATIVE OR AON RISK SERVICES, INC. OF ILLINOIS</p>
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PUERTO RICO SALES TAX

All exhibitors selling merchandise from the show floor or taking orders on a retail basis must have a valid Puerto Rico Registration Certificate and must adhere to the local laws regarding sales/use tax collections for the City and Commonwealth of Puerto Rico. The registration certificates should be requested 30 days prior to the event (Form SC 2914.1 and Registro de Detallistas). Treasury Department imposes a 10.5% SUT (Sales & Use Tax) and San Juan Municipality imposes a 1% SUT. Giveaways are taxable based on cost. It is the responsibility of the individual exhibitor to obtain their own certificates.

Any taxable item temporarily introduced to PR which is directly related to trade shows, conventions, seminars or for other purposes and re-exported from PR by the same person who imported the same, is exempt as long the return is done within 60 days from the date of importation to PR.

It is in your best interest to get the registration certificates because they will be needed in order to do business in Puerto Rico. If you have an affiliate in Puerto Rico they should have the Registration Certificate from the Treasury Department (you will need a duplicate for your booth) and you will only need to register at the Municipality of San Juan.

For more information contact the following offices:

Departamento de Hacienda
(Treasury Department)
PO Box 9024140
San Juan, PR 009702-4140
Telephone (787)721-2020
www.hacienda.gobierno.pr

San Juan Municipality
PO Box 9024100
San Juan, PR 00902-4100
Telephone (787)757-7300 ext.4017-4018
www.sanjuancapital.com

For your convenience, the Treasury Department will be inspecting the shipments from the Puerto Rico Convention Center. Taxes will be collected at the end of the show based on the declared value of the merchandise in the bill of lading. In order to facilitate the release of the containers from the ports, please make sure all the shipments include the following information:

Name of the Show
Name of the Facility
Address

**Puerto Rico Convention Center
100 Convention Boulevard
San Juan, PR 00907**

Name of the Exhibitor
Booth number

SUBCONTRACTOR BUILDING MANUAL

All sub-contractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to insure a safe workplace. All sub-contractor employees must use the designated employee entrances/exits and must have proper identification badges for access to authorized areas.

The following policies and procedures have been revised to avoid any possible financial penalties and/or unnecessary problems with our valued customers and contractors.

FACILITIES & EQUIPMENT RULES AND REGULATIONS

1. Any alteration or activity that could leave lasting effects or damage in the Antigua Casino is not allowed.
2. Licensee Service Contractor will do a walk-through inspection with the Building Engineer on the first move-in day and the last move-out day to check for damages. Licensee will be invoiced for any damages incurred during move-in, show, and move-out days.
3. All Antigua Casino equipment (i.e. pallet jacks, or any type of carts) is not for loan or use by subcontractors.
4. All electrical cords should be taped down immediately after placement. See “Signage and Decorations” section on page 8 for approved tape product.
5. Equipment and materials should not be leaned or placed against walls or any painted surfaces. Reasonable distance and care should be maintained at all times.
6. The use of nails, staples, tacks, tape, etc., is prohibited on walls, air-walls, columns and ceilings. Holes may not be drilled, cored, or punched into any surface of the Antigua Casino. Licensee will be charged for all repair expenses.
7. Escalator is provided for use by the general public and may not be blocked or used to transport equipment or freight.
8. The function space is to be returned in the same condition as it was received.
9. Smoke or fog machines are not allowed inside the Antigua Casino.
10. Helium balloons are PROHIBITED inside the Casino. A \$200 fee will be charged for each balloon that has to be taken down from the ceiling.
11. Exterior banners are PROHIBITED outside the facility.
12. Entrance Unit and/or Registration counter placement is limited to the actual entrance of show space. No other location can be used without prior written approval of the Operator.
13. Unless prior written approval is granted by the Antigua Casino, no one under the age of eighteen (18) is allowed on the building and/or loading dock during move-in and move-out.
14. Service Contractors are required to protect the marble floor and the rest of the facility at all times and leave the premises in perfect condition after move out. Equipment being used for the events should be approved by the Event Manager. Please contact your event manager if you have any questions or concerns.

I have read these regulations and will enforce them when working at the Antiguo Casino de Puerto Rico. I understand that failure to enforce them may result in financial penalties.

Please sign and return the original to the Event Manager.

Signature

Print Name

Company

Date