



## Bakery & Restaurant Show

October 6 – 7, 2018  
Exhibit Space Rental Agreement



COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

- **A 50% nonrefundable deposit** will be required upon signing the agreement. Full payment for the booth space must be received within forty-five (45) days prior to the show set up, that is, **Monday, August 24, 2018**, to guarantee the reserved space. **Any request to cancel booth space must be made in writing and will be subject to the provisions of the Exhibitor Rules attached herewith.**
- The Bread Baking Industry Association of Puerto Rico (AIPPR), the Puerto Rico Restaurant Association (ASORE), their Boards of Directors, and the Puerto Rico Convention Center will assume no responsibility for any cancellations or changes in the show dates due to acts of God or causes beyond their control.
- All exhibitors will be required to comply with the security rules and regulations of the Convention Center and the pertinent government agencies (such as the Department of the Treasury and the Fire Department, among others) contained in the exhibitor's rules and regulations. **SEE ATTACHED EXHIBITOR RULES.**
- **This agreement is nontransferable and no company may pay for another company's booth space or spaces** without the written consent and approval of ASORE and AIPPR.
- It shall be an **essential requirement** for every exhibitor to submit its **Merchant Registration Certificate, Certificate of Liability Insurance, and Food & Beverage Sample Form** (if applies) **on or before Friday, September 21, 2018**. Failure to meet this requirement will prevent access to the exhibit hall during set up.

### **BOOTH SPACE RESERVATION:**

Number of booth spaces 10x10: \_\_\_\_\_

Booth Price: x **\$1,650.00** Corner Booth: **+\$200 (\$1,850 corner price)**

Booth No. \_\_\_\_\_

Total: \_\_\_\_\_

**AMOUNT INCLUDED WITH SIGNED AGREEMENT:** \_\_\_\_\_

**BALANCE DUE:** \_\_\_\_\_

#### **FORM OF PAYMENT**

- CHECK # \_\_\_\_\_
- Credit Card: MC \_\_\_\_\_ VISA \_\_\_\_\_ OTHER \_\_\_\_\_
  - Cardholder name: \_\_\_\_\_
  - Card number: \_\_\_\_\_
  - Expiration date: \_\_\_\_\_
  - Signature: \_\_\_\_\_

**The person signing this agreement hereby guarantees that he/she is duly authorized to enter into this agreement and agrees to comply with the stipulated participation rules.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### EXHIBITOR RULES

#### TO ALL EXHIBITORS:

Please read these rules carefully. The Bread Baking Industry Association of Puerto Rico (AIPPR) and the Puerto Rico Restaurant Association (ASORE) will assume no responsibility if exhibitors are unable to promote their companies for failing to learn and comply with these rules. These rules may be subject to changes.

#### Information about the Bakery and Restaurant Show:

**Location:** Puerto Rico Convention Center, San Juan, PR

**Set-up days:** Thursday, October 4 and Friday, October 5, 2018 from 8:00 A.M. to 8:00 P.M.

#### **Exhibition dates and hours:**

- Saturday, October 6, 2018, from 9:00 A.M. to 6:00 P.M.
- Sunday, October 7, 2018, from 10:00 A.M. to 6:00 P.M.

**Breakdown:** Sunday, October 7, from 6:00 P.M. to 10:00 P.M and Monday, October 8, 2018, from 8:00 A.M. to 11:00 A.M.

**NEITHER AIPPR, ASORE NOR SMG (Puerto Rico Convention Center) WILL BE RESPONSIBLE FOR ANY ITEMS OR PROPERTY LEFT UNATTENDED AFTER BREAKDOWN.**

#### BOOTH SPACES:

- No cancellations shall be accepted once full payment for the exhibit space rental agreement is received. Payment of the exhibit rental space constitutes our commitment to you that your booth space will be ready for the show, according to the specifications stated in this document. If you need to cancel your exhibit space rental agreement you must notify so at your convenience in writing. However, any payment made shall not be refunded.
- Booth space size is **10x10**. Each space has **five (5) ampere power outlets (110 volt)**.
- Assistance for rental space set up, utilities, and any other additional needs you may have, shall be provided through:**



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- You may bring carpet, illumination, decor, seats, stands, etc.; however, if you need assistance you may contact [Esquilín Entertainment Group \(EE Group\)](#)
  - [Yuzzie Esquilín a yesquillin@gmail.com](mailto:yesquillin@gmail.com) o llamando al 787-257-3871 fax 787-710-3579
  
- Disposing of oils or fats in restrooms, green areas, sidewalks, or the surrounding areas of the Convention Center is prohibited. You may use the area designated for such purposes by the Convention Center.
  
- Each booth space shall be inspected by the Fire Department to ensure compliance with its rules. According to the Fire Department regulations, **any booth using electrical cooking equipment** (such as ranges, ovens, grills, microwave ovens, among others) **must have one fire extinguisher per every 10x10 space.**
  
- If offering food or beverage samples, you must fill out the **Food & Beverage Sample Form** from Puerto Rico Convention Center (Attachment B). The exhibitor's staff must remain within their booth areas at all times.
  
- **Any exhibitor offering samples of alcoholic beverages represents and certifies to ASORE and BBIAPR that he/she holds any and all licenses and authorizations required by the Government of Puerto Rico for such purposes. Any exhibitor offering samples of alcoholic beverages without holding the corresponding license or authorization, despite having represented to hold the same shall be subject to having his/her exhibit shut-down until he/she provides ASORE and AIPPR with proof of compliance with such requirement.**
  
- The booth's height and signs must not affect the visibility and appearance of adjacent booths. Your company must comply with the Convention Center regulations and the Show's rules regarding this matter.
  
- All exhibitors must certify that both their companies and the products or services they represent comply with all the applicable laws and regulations. In the event of noncompliance with this clause, the Exhibitor shall assume full responsibility for



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any event related to the Exhibitor's noncompliance with the rules and regulations, holding ASORE and AIPPR harmless from any liability.

- Every exhibitor must meet the requirements set forth in this agreement. AIPPR/ASORE reserve the right to refuse the setting up of a booth that is not compliant with the rules and requirements described herein.
- A list with the names of the staff working at the show must be furnished two weeks before the holding of the event (**Friday, September 21, 2018**).
- Any employee who is not registered shall not participate in the event.

### **SOUND**

- Loudspeakers or sound systems whose high volume could adversely affect activities taking place in other booths, the business environment, and camaraderie will not be allowed at the Event.
- Each exhibitor may use a sound system, insofar as the volume of such system does not interfere with the activities held in adjacent booths. **Loudspeakers** and other sound systems **must be placed so that the sound remains within the booth, not the aisle.**
- The sound or noise generated by loudspeakers **shall not exceed 85** decibels to be measured **from the aisle facing the booth.**
- Exhibitors must be aware that the music played in their booths, whether live or recorded, may be subject to copyright laws.

### **SECURITY**

- Security will be provided during booth **setup and breakdown** from 8:00 A.M. on **Thursday, October 4, 2018 until 11:00 A.M. on Monday, October 8, 2018.**
- AEG Management (Puerto Rico Convention Center) the Bread Baking Industry Association of Puerto Rico (AIPPR), the Puerto Rico Restaurant Association (ASORE), and/or their Boards of Directors will not be responsible for any damage, loss, theft arising during, or in connection with, the exhibitor's participation in the event or for any act of vandalism, fire, power outage, accident or other event.



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### **DOCUMENTS REQUIRED FOR SETUP**

- A Hold Harmless Agreement and a Certificate of Liability Insurance in the amount of one million dollars (\$1,000,000) issued by your insurance company shall be required. Both documents must hold the following **three (3)** entities, to wit: **Bread Baking Industry Association of Puerto Rico, the Puerto Rico Restaurant Association, and AEG Management PR, LLC.** harmless. It is an essential requirement for every exhibitor to submit these documents by **Friday, September 21, 2018**. Failure to meet this requirement will prevent the exhibitor's participation in the event.
- Exhibitors wishing **to display motor vehicles as part of their exhibition** will be required to furnish an insurance addendum to such purposes, which must be submitted on or before **Friday, September 21, 2018**.
- A **Merchant Registration Certificate** (as required by law, every merchant must provide a certificate of registration upon signing the agreement
- U.S. companies must provide **a copy of their Certificate/Articles of Incorporation** and must be registered in the Register of Merchants (<https://ivuregistro.hacienda.gobierno.pr/RegistroComerciantes/MensajeRegistro.aspx>) regardless of whether they intend to sell taxable items or take purchase orders of taxable items to be sent or delivered to Puerto Rico.

**Wanda Rodríguez**, Executive Director Assistant, Asociación de Industriales del Pan (AIPPR) al (787) 787)843-5725, vía fax al (787)842-1663 o por email a [aippr@prtc.net](mailto:aippr@prtc.net)

## Liability Insurance Sample

### Attachment A

ACORD CERTIFICATE OF LIABILITY INSURANCE DATE: 6/4/99

<b>PRODUCER</b> XYZ BROKERAGE INC. 123 PINE TREE DRIVE San Juan, PR 00910		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.		
<b>INSURED</b> TENANT'S NAME MAILING ADDRESS		<b>COMPANIES AFFORDING COVERAGE</b> COMPANY A _____ COMPANY B _____ COMPANY C _____ COMPANY D _____		
<b>COVERAGES</b> 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
<b>GENERAL LIABILITY</b> <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	XXXXXXXXXX	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE 1,000,000 PROP DAMEAGE (1 FIRE) 50,000 MED EXP (1 PERSON) 5,000
<b>AUTOMOBILE LIABILITY</b> <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	XXXXXXXXXX			COMBINED SINGLE LIMIT 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE
<b>GARAGE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO				AUTO ONLY (EA ACCIDENT) \$ _____ OTHER THAN AUTO ONLY \$ _____ EACH ACCIDENT \$ _____ AGGREGATE \$ _____
<b>EXCESS LIABILITY</b> <input type="checkbox"/> ANY AUTO				EACH OCCURRENCE \$ _____ AGGREGATE \$ _____
<b>WORKER'S COMPENSATION AND EMPLOYER'S ALIABILITY</b> THE PROPRIETOR _____ PARTNER/EXECUTIVE _____ INCL OFFICERS _____ EXCL	XXXXXXXXXX			<b>WC STATUTORY LIMITS</b> EL EACH ACCIDENT 100,000 EL DISEASE—POLICY LIMIT 500,000 EL DISEASE-EACH EMPLOYEE 100,000
<b>OTHER</b>				
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS</b> 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)				
<b>AEG Management, LLC, 100 Convention Center Blvd. San Juan, Puerto Rico 00907</b> <b>ASORE, 1498 Ave. Roosevelt Suite 205 Guaynabo PR 00968</b> <b>AIPPR, Coliseo Shopping Center 2525, Ave. Eduardo Ruberté Ponce, Puerto Rico 00728</b>		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 AUTHORIZED REPRESENTATIVE OR AON RISK SERVICES, INC. OF ILLINOIS		

Verify that the the policy expires after the date of show.

It is important to include the Puerto Rico Convention Center, AIPPR, and ASORE, see instructions above.



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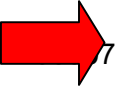


### REQUIREMENTS FOR CERTIFICATE OF LIABILITY INSURANCE

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**

 AEG Management PR, LLC (AEG Facilities), 100 Convention Center Blvd. San Juan, Puerto Rico  
ASORE, 1498 Ave. Roosevelt Suite 205 Guaynabo PR 00968  
AIPPR, Coliseo Shopping Center 2525, Ave. Eduardo Ruberté Ponce, Puerto Rico 00728

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

\$500,000 Per Person

##### Property Damage

\$ \$250,000 Per Accident

\$1,000,000 Combined Single Limit

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Asociación de Industriales del Pan (AIPPR)  
(787) 787)843-5725, vía fax al (787)842-1663 o por e mail a [aippr@prtc.net](mailto:aippr@prtc.net)