



ASOCIACIÓN DE HOSPITALES
DE PUERTO RICO
1942

2023

What Exhibitors Must Know

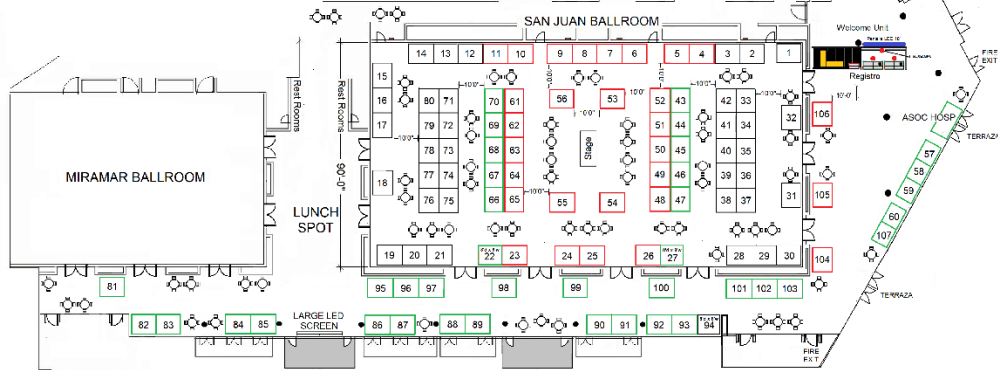


SHERATON
CONVENTION CENTER
OCTOBER 18-21, 2023

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ASOCIACION DE HOSPITALES DE PR
CONVENCION ANUAL 2023
SHERATON HOTEL & CONVENTION CENTER



IMPORTANT: If in this file contains a drawing or design not included, the intellectual property of Expo Caribe and shall not be used by other parties in any circumstances without the written permission of Expo Caribe. All drawings are artist concepts and not have reviews by the Convention Department of Expo Caribe 2022.

Exhibit booths 8' d x 10' w x 8' h
Booth spaces 422, 27 & 94 are 8' d x 8' w x 8' h
Cocktail tables

Date: November 7, 2022
Rep: Jeanette Rodriguez
File Name: Asoc Hospitales Conv. Anual 2023
Ver 1

According to the booth selection, Exhibitor's will receive:

Regular - \$4,500	<ul style="list-style-type: none"> • 8' x 10' space with electrical installation (110v, 5amps) • One (1) table 2' x 6' with tablecloth • Two (2) chairs • Two (2) Full Business Package* (see description below) • One (1) EXPO Pass** (see description below) • 1 eblast (must be uses by December 31, 2023) • Free WiFi Internet access
Preferential - \$5,000	<ul style="list-style-type: none"> • 8' x 10' space with electrical installation (110v, 5amps) • One (1) table 2' x 6' with tablecloth • Two (2) chairs • Two (2) Full Business Package* (see description below) • Two (2) EXPO Pass** (see description below) • 2 eblasts (must be uses by December 31, 2023) • Free WiFi Internet access
Best - \$6,000	<ul style="list-style-type: none"> • 8' x 10' with electrical installation (110v, 5 amps) • One (1) table 2' x 6' with tablecloth • Two (2) chairs • Three (3) Full Business Packages* (see description below) • Three (3) EXPO Pass** (see description below) • 3 eblasts (must be uses by December 31, 2023) • Free WiFi Internet access

NOTE: All items subject to change

Number of Full Packages and Expo Passes varies by sponsorship level (Regular, Preferential, Best):

* FULL BUSINESS PACKAGE provides access to:

- All Plenary and Concurrent sessions (NOTE: Exhibitors interested in receiving *Continuing Education Credits* must fill out a special form at the Registration Desk)
- All Social Activities (Except Friday night reception)
- All Breakfasts, Lunches, and Coffee Breaks (Wednesday to Friday)
- Unlimited entrance to Exhibitor's Hall
- Access to Exhibitor's Reception: Business Networking Cocktail Party
- Optional- Continued Education Credits

NOTE: Each ID will include only the name of the Company and are transferable between company representatives.

** EXPO PASS (only for Sponsors) provides access to:

- Breakfasts, Lunches, and Coffee Breaks (only Thursday and Friday)
- Unlimited entrance to Exhibitor's Hall
- Access to Exhibitor's Reception: Business Networking Cocktail Party (Thursday)
- Could buy on the Event at the Registration Desk

NOTE: Each ID will include only the name of the Company and are transferable between company representatives.

Event Space Usage Guidelines:

Set-up Date & Time	October 18, 2023	9:00am - 5:00pm
Dismantling Date & Time	October 20, 2023	4:30pm - 9:00pm

Guidelines for utilizing event areas:

- Exhibitors are fully responsible for any damage caused to the space during its use unless such damage is caused by another party.
- Exhibitors need to obtain advance written approval from the hotel before using items that could create noise, noxious odors, or hazardous effects (e.g., loud music, smoke or fog machines, dry ice, confetti, candles, incense, etc.). Exhibitors need to obtain any required Fire Marshall or other safety approvals prior to the event and must pay for any expenses incurred by the hotel as a result, such as resetting smoke or fire alarms or unusual cleanup costs. Also, approval must be secured before engaging in any activities outside of the reserved function rooms (e.g., registration table).

- Exhibits with enclosed ceilings or double-deck booths are not permitted.
- Helium balloons are not permitted.
- Signs that obstruct the sprinkler system and/or the smoke detector are prohibited.
- No storage of any kind is allowed behind back drapes, display walls, or inside the display area. The maximum amount of operation and advertising material allowed inside the exhibit is a one-day supply.
- All material, including scenery, drapes, and signs used in the construction of an exhibit booth must be flame-retardant.
- No hazardous demonstrations (welding, cooking with natural gas or electricity, heater demonstrations) are permitted without written approval of hotel management.
- All fire hose cabinets, fire extinguishers, pull stations and emergency exits must always be visible and accessible. It is unlawful to lock, 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 on hotel premises including the Pool Area and Balconies.
- Exhibitors using carpeted, tiled or marble areas are required to lay *plywood* and *visqueen* at the entrance area during move-in and move-out.

Important Loading Dock 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.
- 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, caused by the customer, from tires, leaks and oil. The customer assumes all responsibility for any floor covering damage caused by the customer. No pins tacks or adhesive are permitted on the walls, doors, or columns.

Loading dock dimensions and features:

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

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

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

Parking

The hotel has no parking in the loading dock area. Exhibitors must 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.

Working crew guidelines:

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

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:

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 charge \$25 each day.**

Samples: Exhibitors may provide samples in their booths. This must 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, 2023.**

CONTACT INFORMATION:

Venue:

Sheraton Puerto Rico Hotel & Casino

www.sheratonpuertoricohc.com

Carmen Tamayo Lobo

Senior Meeting & Events Manager

Telephone: Office: (787) 993 3522, Mobile: (787) 232-5122

Email - carmen.tamayolobo@sheraton.com

Exhibit Rental:

Expo Displays Caribbean, Inc.

www.expocaribbean.com

Jeannette Rodríguez

Account Manager

Telephone: Office: (787) 288-3734, Mobile: (787) 607-2935

Email - jrodriguez@expocaribbean.com

Event Planner:

Business Planners

Merna Morales

President

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