



**2017 EXHIBIT HALL
CONTRACT, TERMS
& CONDITIONS**

>> For faster registration log on to: <http://members.shrmp.org>

Booth # _____

Name: _____

Position: _____ Company: _____

Address: _____

Phone: _____ fax: _____ E-mail: _____

I. Price per booth for show period are as follow

- ___ \$1,600.00 Exhibitor 8'x10'
- ___ \$4,000.00 Duplex area
- ___ \$2,000.00 Prime area
- ___ \$ 6,400.00 Islas (4 exhibitors)

Payment must be received by SHRM PR on or before April 29, 2017 to qualify for Early Bird. NO SPACE ASSIGNMENT WILL BE MADE UNTIL FULL PAYMENT IS RECEIVED WITHOUT EXCEPTIONS.

Marketing mobile \$500.00 per day (only 5 spaces) Please choose preference: ___ Thursday ___ Friday

II. EXHIBIT & SET-UP HOURS

| | |
|-------------------------------|---|
| Tuesday, September 19, 2017 | 7:00 am - 11:30 pm Set-Up San Juan Ballroom for 1-8 exhibitors |
| Wednesday, September 20, 2017 | 7:00 am- 11:30 pm Set-Up Continues |
| Wednesday, September 20, 2017 | 6:00 pm -11:30 pm Set- Up Miramar Foyer, san Juan Corridor, Miramar Corridor exhibitors |
| Thursday, September 21, 2017 | 7:30 am – 7:45 am - Exhibitors Ceremony • Grand Opening / 8:00 am - 7:30 pm Exhibition |
| Friday, September 22, 2017 | 7:30 am- 6:30 pm- Exhibition |
| Friday, September 22, 2017 | 8:00 pm – 11:30 pm - Dismantle |

III. PAYMENT

Upon signature of this agreement full payment of total booth cost shall be paid to: **Society for Human Resource Management
Puerto Rico Chapter
PO Box 361761
San Juan, PR 00936-1761**

| |
|--|
| Payment Method: Check <input type="radio"/> Visa <input type="radio"/> MC <input type="radio"/> Amex <input type="radio"/> |
| Credit Card Number: _____ |
| Expiration Date: _____ |
| Name as it appears on the card: _____ |

Remember to bring commercial register Certificated.

NOTE: Spaces will not be assigned. Each contract should be with the payment attached.

We acknowledged receipt of Official Exhibit Floor Plan and price structure and wish to ensure space according to the following choice:

CHOICE BOOTH

First _____

Second _____

Third _____

If space request is no longer available, will you accept a comparable location chosen by SHRM PR?
Yes _____ No _____

We are Manufacturer Distributor Dealer Service Other (Specify) _____

Official Exhibitor badges are requested at all times to access and conduct business at the Exhibit Area. Each Exhibit area entitles the Company to receive three (3) Badges. Please indicate the names of booth Attendees: _____

Badges will be given to Exhibitor contact. Exhibitors are responsible for the effective management of badges within booth attendees.

No exemptions will be done in case of lost badges.

IN WITNESS WHEREOF, the parties here to have executed this Agreement, effective: DATE: _____

ACCEPTED AND APPROVED

BY: _____
Please Print

BY: _____
Exhibitor Coordinator

BY: _____
Signature

FOR SHRM PR USE ONLY:

Payment date: _____ Check No: _____

Date: _____ By: _____

BOOTH LOCATION: _____

CANCELLATION POLICY

Cancellations must be in writing. 50% of Exhibitors Fee will be refundable for cancellations received before Tuesday, April 29, 2017. Cancellations received after this date are not refundable.

TERMS & CONDITIONS

SET UP & DISMANTLING

Exhibits set-up starts at 7:00 am Tuesday, September 19, 2017. All display must be completely assembled by 11:30 pm, Wednesday September 20, 2017. Exhibitors must begin dismantling at 8:00 PM, Friday, September 22, 2017 and materials must be removed from the exhibit area no later than 11:30 pm.

The exhibitors shall remove from the facilities all property, goods and effects belonging to them or caused by them to be brought upon the premises. If any such movement of property is not commenced within the above stated time, hotel administration shall have the right to store or cause to be stored any such property, for which the exhibitor shall pay a reasonable fee as charged by the Hotel, and all expenses incurred therefore. After 2:00PM, the company designated to assemble the exhibitors will remove all equipment and extra charge of \$100.00 per hour will be applied. If the equipment requires delivery to their office or warehouse, extra charges will be applied. SHRM PR will not be responsible for any damage or loss during this period. SHRM PR reserves the right to cancel an exhibitor space if assembling is not done within the specified time frame.

BUSINESS CONDUCT

All exhibitors have the same rights and privileges. It is the intent of SHRM PR to provide an Exhibit Area, which provides the proper atmosphere to conduct business. In respect to this commitment, noisy or high volume devices will not be permitted at the exhibit hall. Microphones will not be allowed. If an exhibitor plans to have any kind of presentation that requires use of microphones, music, or other similar, it is requested to coordinate it prior to contracting the booth with the SHRM PR Exhibit Area Coordinators. Under no circumstances loud noises or devices will be permitted. Shows, artistic presentations, musicians or any similar will only be provided as part of the SHRM PR Exhibit Hall Cocktail per SHRM PR coordination. This, will only take place at the Exhibit Hall designated Area in a way that does not interfere with the Exhibitor's businesses. SHRM PR reserves the right to call for an immediate termination of activities not permitted per this clause of our Exhibit Hall Terms and Conditions.

SECURITY

SHRM PR will provide security guard service as follow: Starting Tuesday, September 19, 2017, until Friday, September 23, 2017, at 12:00 midnight.

Important: Must have hold Harmless agreement or Certificate of Liability Insurance and send to SHRM-PR with contract.

The SHRM PR security service is not guarantee against loss by an exhibitor and in no way is the management of hotel or SHRM PR liable for any loss. Exhibitors desiring to insure their exhibits, merchandise and display materials against theft, fire, damage, destruction of goods, any injury to himself/herself, employees, or Conference participants, etc. must do so at their own expense. It is suggested that you contact your insurance broker, who for a nominal cost will secure for you an exhibit rider policy, which will provide all risk insurance covering your exhibit property and merchandise while you are absent from your home premises for Exhibition purposes.

At the time of entrance to the Hotel you will be requested to hand in a list of equipment, which you will use as part of the Exhibit. You must also identify the persons responsible for the equipment. Once you have been cleared through this process you will gain access to the Exhibition area.

EFFECTIVE DATE

The effective date of this agreement starts on contract signing through, October 19, 2017.

COMMUNICATION

All inquires concerning this agreement shall be made through SHRM PR office, phone: 787-767-2141.

BOOTH AREA/ ELECTRICITY

The exhibitor has 10'wide x8'depth, 1 electric plug with 100 watts with a maximum of 5 amps. If you need anything else please contact the person in charge of the exhibition area. The supplier or the hotel will bill for any excess of electricity use. Fee does not include skirt table, chair, tables, and/or taxes.

PROMOTION & PUBLICITY

Extensive advertising and promotion will be made to SHRM's PR membership through flyers, regular newsletters and other publications of the society. In addition, a listing of all exhibitors will be included in a special newspaper supplement prepared and distributed prior to and during the conference. Exhibit will be promoted in all Conference advertising materials.

OTHER TERMS & CONDITIONS

1. This offer is made under the conditions that Sheraton Puerto Rico Hotel & Casino, San Juan Convention District places the exhibit space applied for herein at the SHRM PR 44th Annual Conference, and that SHRM PR holds its Conference event at the above-mentioned location on September 21-22, 2017.
2. Subletting or licensing of space by the exhibitor or use of the space not authorized by SHRM PR is prohibited.
3. All booth arrangement shall conform in all respects to the dimensional and heights (up to 8 feet only) requirements as indicated in floor plan. Booth Specifications:
Height: 8' Width x 10'
4. No signs or advertising devices shall be displayed outside the exhibit space unless previously approved by SHRM PR. The distribution by exhibitors of any printed matter, samples or other articles, shall be restricted to his/her exhibit booth.
5. NO exhibitor shall use any inflammable decorations or covering. All fabrics or other materials used for decorations or covering of tables or riders shall be flame proof.
6. The exhibitor agrees to make no claim, for any reason whatsoever, against SHRM PR, the conference sponsors or other contractors for loss, theft, damage, and destruction of goods, any injury to himself/herself, employees or any Conference participants. Nor the Exhibitor will make any claim for any damage of any nature or characters, including damage by reason of failure to provide space for exhibit, or for removal of the exhibit, or for failure to hold the convention as scheduled, or for changes in the program.
7. Exhibitors are liable for any damage caused to the building, floors, walls and columns, to standard booth equipment, or to other exhibitor's property. Exhibitors may not apply paint, lacquer, adhesive, or any other coating to building columns and floor, or to standard booth equipment.
8. The exhibitor agrees to fully accept the responsibility for compliance with local, city, and state fire, health ordinances regarding the installation and operation of equipment. This includes use safety guards and devices where necessary to prevent personal accident to spectators. Fireproof materials should be used in displays. The necessary fire precaution will be responsibility of the exhibitors.
9. During all show hours each exhibitor must keep at least one attendant in the booth.
10. During all exhibits hours, only CEO's representative and (2) attendants will be accepted in the booth.
11. The Exhibitor agrees and accepts to use the space contracted (8 X 10) during all show hours for products represented by his company.
12. All Exhibitors must open their booth on Thursday, September 21, 2017 at 8:00AM.
13. Children are not allowed to be In the exhibit area, under any circumstances.
14. We will not allow "marketing mobile" at the exhibition hall unless previous approval by SHRM-PR .
15. No short pants, beach sandals, T-shirts without sleeves, will not be allowed at the exhibit area.
16. Visitors without exhibit ID, will not be permitted Inside exhibition area.
17. Exhibitors/ Companies who will be bringing food and beverage, including the cars areas, MUST have their space floor covered. With a plastic rug.
18. SHRM-PR will reserve the right in a extreme need to make changes or modifications at the exhibition area.
19. Music if any, not to loud.