



## 2010 ANNUAL MEETING GUIDELINES FOR EXHIBITORS

In 2010, the Exhibit Hall for the Caribbean Cable and Telecommunications Association Annual Meeting will be staged in the **Rio Mar Ballroom 3, 4 & 5 of the Wyndham Rio Mar Resort.**

This room can adequately accommodate 68 tabletops (6 feet by 30 inches) and 18 (8 feet by 10 feet) spaces for booth set-ups.

Booth space rental consists only of a space measuring 8 feet by 10 feet. Two chairs and a table will be provided in the event you do not have an exhibit, but you must request these items on your registration form. Exhibit space will be assigned on a first-come, first-served basis. **The final deadline for reserving exhibit space is Monday, January 18, 2010.** Exhibit space assignments will be made after January 18.

**We strongly recommend that you bring exhibit materials with you as luggage.** However, if you will be shipping equipment or materials to the Resort, we offer the following guidelines:

Submit by fax the documentation listed below **at least 15 working days** prior to the convention setup date, to the Wyndham Rio Mar's Traffic/Purchasing Department at (787) 888-6242 or 888-6695, Attention to Lissette Landestoy, Director of Purchasing:

- \***Commercial Invoice (used and new articles must have a value)**
- \***Freight Forwarder Name / Shipping Company Information**
- \***Bill of Lading or Airway bill**

- **Equipment/ articles/materials shipped must be labeled as follows:**

WYNDHAM RIO MAR BEACH RESORT & SPA

\*CCTA 2010 GROUP / Michelle Rivera /Conference Service Manager

6000 Rio Mar Blvd. Rio Grande, Puerto Rico 00745-6100

\*\*Attn: Hotel Guest Name/ Hold for: Person retrieving packages

Label Packages- Box #\_\_ of \_\_

- **Importing and Exporting Convention Materials (i.e., exhibit equipment)**

Equipment/articles/materials brought into Puerto Rico on a temporary basis specifically for use during a conference, and then returned by the same shipper to its original destination are subject to inspection by U.S. Customs upon arrival and departure. The articles are allowed to be on the island for a period of 60 days and guaranteed with a bond. The Wyndham Rio Mar Beach Resort has purchased a bond and will permit our Conventions to use this bond at a nominal fee of 1% of the declared value (provided you have faxed the outlined documentation). **This will be billed to your room account.** Please note, this bond is applicable only for articles that arrive on Puerto Rico and returned to mainland. Also, you remain responsible for returning these articles; failure to do so will result in an assessment of 7% tax as well as additional fines levied by the Commonwealth of Puerto Rico.

The following information must be submitted to the Treasury Department (Hacienda) by **each exhibitor 30 DAYS PRIOR TO THE CONVENTION** (for registration on-line, visit [www.hacienda.gobierno.pr/ivu](http://www.hacienda.gobierno.pr/ivu)):

- Form SC 2914.1 (English) SC2914 (Spanish) **Application for Certificate of Merchant Registration and Exemption Certificate (Fill out the Form – the requested code for the NAICS is 541900). It is important to print out your certificate with confirmation number and bring it To the property in order to set-up your booth.**
- Commercial Invoice/Packing List
- House Air Way Bill (HAWB) (agreement between the exhibitor and the carrier importing the goods) or copy of Contract with Hotel.

- Master Air Way Bill (MAWB) or Shipping documents.
- **SALES & USE TAX ON MERCHANDISE – Please note that the Municipal Tax only applies when there is selling of merchandise**
- Selling of merchandise during exhibitions, educational seminars, and meetings in general will be subject to State and Municipal tax not to exceed 7% (5.5% State and up to 1.5% Municipal). All companies and/or individuals engaging in a sales transaction must possess a valid registration certificate from Puerto Rico.

### **Registration Process:**

- Fill-out SC2914.1 form (English) SC2914 form (Spanish) Certificate of Merchant Registration
- Certificate should be requested 30 days prior to the event
- Certificate of Merchant Registration will be issued by the Treasury Department (Hacienda)
- **Same process applies for Municipality of Rio Grande**

Note: Printed promotional materials, magazines, books, medicines, and food (except chocolates) are exempt from the tax. If shipping these kinds of articles, you must still fax the commercial invoice and bill of lading.

### **Carriers (Federal Express, UPS, DHL, USPS, and Emery Worldwide etc.)**

- All equipment shipped to Puerto Rico via the above-mentioned carriers is subject to U.S. Customs inspection; therefore, neither 10:30am delivery nor early bird service is available. All carriers deliver to the Resort usually during the afternoon between 1:00pm-5:00pm, Monday to Friday; there is no Saturday/Sunday pickup or delivery service.
- Shipping, taxes and handling charges must be prepaid door-to-door.
- If any tax payment is required prior to delivery, The Wyndham Rio Mar Beach Resort will advance the tax on your behalf and debit your room account for a minimal fee of 8% of the total in excess of US\$100.00.
- \*Handling Fees apply upon Shipping & Receiving; please see **SHIPPING & RECEIVING FORM** for details.

### **DISCLAIMER:**

- Every Merchant must file a Sales and Use Tax Return upon completion of exhibition and/or event. Failure to comply with the Puerto Rico Sales and Use Tax will result in fines and penalties. The Wyndham Rio Mar Beach Resort, its employees, and/or its associates are not responsible for the above-mentioned forms, payment and/or submission of documents to the local Treasury Department (Hacienda).

For more information, contact the following offices:

#### **Treasury Department (Hacienda)**

P.O. Box 9024140

San Juan, PR 00972-4140

Tel.: (787) 721-2020

**For registration: 1 (888) 721-5551**

**[www.hacienda.gobierno.pr](http://www.hacienda.gobierno.pr)**

**click on: Certificados de Agente Retenedor (Registration Certificate)**

#### **San Juan Municipality**

P.O. Box 9024100

San Juan, PR 00902-4100

Tel: (787) 757-7300 ext. 4017, 4018

**[www.sanjuancapital.com/chavito.asp](http://www.sanjuancapital.com/chavito.asp)**

**click on: Registro de detallistas impuesto de ventas (Registry for Merchants)**

#### **All other Municipalities**

**[www.gobierno.pr](http://www.gobierno.pr)**

**click on: directorios (directories) then municipios (municipalities)**

**If you have any further questions, please call or email Lissette Landestoy:**

**Tel. (787) 888-6240 or 888-6000 ext.5223.**

**Email: [llandestoy@wyndham.com](mailto:llandestoy@wyndham.com)**