

ANTIGUO CASINO
D E P U E R T O R I C O
EST. 1917

EVENT PLANNING GUIDE

Policies and rental rates noted on the Event Planning Guide (EPG) are subject to change without notice. This EPG and its contents are incorporated by direct reference in your use license agreement.

787.690.5482 | cmarrero@levyrestaurants.com
787.641.7722 | info@prconvention.com
#1 Ave. Juan Ponce de León, San Juan, PR 00901

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Welcome!

Dear Valued Customer & Guest,

¡Bienvenido! Thank you for choosing the Antiguo Casino de Puerto Rico (AC), we're pleased you've selected us to host your event. Let us help you make this event a success!

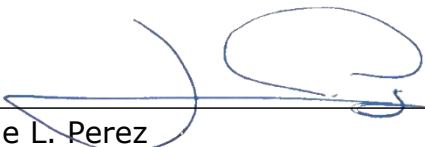
We take pride in running an efficient operation while maintaining the exquisite appearance of this iconic venue. So, to better assist and provide answers to any inquiry you may have concerning your event and this facility, we have created this **Event Planning Guide** to help you along the process and help you execute your most successful event ever. Our goal is to provide you with the highest levels of service and personal attention. The resources of our experienced team will be available to you throughout your event planning and implementation stages.

At AC, we will provide our clients, visitors, and staff with a comprehensive plan that ensures their health, safety, and well-being. AC has implemented ASM Global's VenueShield, an industry-leading program that activates new protocols, enhances procedures, and best practices. With VenueShield and the GBAC Star Facility accreditation, it is our goal to instill the highest levels of safety, security, and consumer confidence.

I encourage you to communicate with your Event Manager once the event use license agreement is executed, and as often as necessary. Keeping the doors of communication open will help ensure the success of your event. It will be our pleasure to assist you!

Once again, we are incredibly pleased that you have selected the Antiguo Casino de Puerto Rico to host your event and we hope you enjoy the breathtaking wonders the Antiguo Casino de Puerto Rico has to offer. We look forward to serving you each step along the way to its successful conclusion.

Sincerely,



Jorge L. Perez
General Manager
AEG Management PR
ASM Global



History of the Antiguo Casino de Puerto Rico

The Antiguo Casino is among Puerto Rico's most beautiful and oldest buildings. At the heart of Old San Juan, this structure boasts from the scenery with unique architectural features that reminisce the glory and splendor of the early 20th century. With classic beaux arts architectural features, eye catching ornate plasterwork and a show stopping chandelier, this exquisite venue has kept alive the elegance and opulence of another period.

First inaugurated in 1917 it was originally designed as a social club, the first of its class created for the growing Puerto Rican society of the time. The founding members envisioned a club where professional and socialites would feel welcomed and pampered, all while providing impeccable service and keeping attention to detail.

During World War II, the building was used as an officers' club by the United States Army. Shortly after the war in 1946, it housed the first Puerto Rican School of Music, after the school was relocated in 1955, it housed the first headquarters of the Institute of Puerto Rican Culture until 1970. Soon and for decades after, thanks to its original vision, the Antiguo Casino became the preferred venue for official government ceremonies and social receptions. In 2010, management of the venue was turned to Puerto Rico Convention District Authority and the restoration process began to bring back to life this historic landmark.

Now, under the administration of ASM Global we are proud to keep hosting our distinguished guests, continuing our legacy of being home to thousands of unforgettable celebrations and responsible for creating everlasting memories with each event.

Remember: If you can dream it, we can do it!



Reservation Procedures

Event Management and Coordination

Following the execution of the Use License Agreement/Contract, the AC 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 contact 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.

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

Reservation Status

Tentative Reservations are subject to the approval or cancellation of the AC 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 – on pages 22-30 you will find the forms with instructions in English and Spanish.
- Valid Promoters license. if applicable (ticketed event).

Broadcasting/Photoshooting

Broadcasting fee is \$2,500 and photo shooting fee is \$1,500. Contact your event manager for details. This charge does not apply if you are hosting an event at Antiguo Casino.

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 License.

****All vendors and suppliers must comply with this requirement as well.****



Food & 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 (4) 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 can be made available by the F&B department.

The Antiguo Casino offers complimentary water service to up four (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 three (3) months prior to the event.

- Food tasting is complimentary for two (2) people on events of 50-90 guests and three (3) people of events of 100 guests or more.
- Food tasting must be scheduled and confirmed with your F&B Sales Manager at least three (3) months prior to the date requested.
- Tastings are available from Wednesday through Friday. Weekends are not available. Hours between 11:30am and 2:00pm based on availability.
- A signed contract is required before the tasting.
- Tastings are only for plated options not for Chef Tables (Buffets)
- Tastings provided a maximum of four (4) hours d'oeuvres, two (2) soups, one (1) salad and two (2) entrees.
- For additional meals, a surcharge of \$250.00 will be applied.



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 Antiguo Casino will charge an additional \$20.00 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 Antiguo Casino de Puerto Rico.

Beverage Guidelines

Serving alcohol must be exclusively by an F&B attendant/bartender. Bar service is available for a maximum of 5 hours, with 1 bartender for every 50 people. Bar service includes ice, water, soft drinks, and mixers.

Additional bars and bartenders may be arranged.

Corkage fee will apply to any beverages (750mL) brought from outside.

- \$30 per bottle of wine
- \$40 per bottle of liquor

Clients are not allowed to sell any F&B products at any time during the event.

The client must take all the full bottles (not consumed) that were brought as a corkage service at the end of the event.

F&B 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 11.5% of Sales tax will be added to the order.



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 decide to relocate any event indoors. The decision will be based on the weather conditions that are obtained 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 \$200.00 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 150ppl). This location charge does not include the use of chairs.

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

Decorations and Subcontracted Policy

The banquet room will be available for the setup the same day of the event, depending on the stating time and all decorations must be finished two (2) hours prior to the event.

- 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

Damage Fee: 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 \$200.00 each. The cost for any adhesive backed decal left behind will vary depending on the situation.

****The removal of the decoration must be at the end of the event.****

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. There are various self-parking nearby. Please contact you Event Manager for parking options.



Signage and Decoration

As a historical landmark, the Antiguo Casino has limitations to placement of signage and decorations.

- Signs, decorations, and related materials may not be taped, glued, tacked, stapled, or nailed to painted surfaces, columns, fabrics, ceiling, or decorative walls.
- Painting is not allowed inside or outside the building.
- Casino's permanent signs, banners, and logos may not be blocked for any reason.
- Temporary signs may not be attached for any reason to existing permanent signs.
- Standing banners are allowed in the Casino, although there are restrictions as to what, where, when and how the banners may be placed.
- Under no condition will signage or decoration be permitted to be placed to the Antiguo Casino's glass curtain wall.
- Exterior banners are NOT permitted. City Ordinance restricts any signage or decoration to be placed outside of the Antiguo Casino.

Consult the Event Manager with the details of every signage and decoration placement for approval.

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.

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 arranged with Event Manager. The Antiguo Casino reserves the right to control music level.

Audio Visual

Outside suppliers are permitted to operate in the Antiguo Casino with prior notification. Outside suppliers are required to comply with all Contractor Requirements (see page 17-18). For preferred vendors, see page 36.

Room Setup and Capacities

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. Set up changes with less than 72 hours before the event will have an additional \$500 charge. 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.



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.

	DIMENSIONS		MAXIMUM CAPACITY			
	AREA	LENGTH X WIDTH	THEATER	BANQUET	CLASSROOM	COCKTAIL STYLE
MAIN LOBBY	16,531	57' x 29'				
SALONS THE PLAZA SALON & GARDEN SALON	1,504	28' x 44'	110	80	77	100
BALLROOM	8,966	46' x 110'	482	350*	200	400
PLAZA TERRACE	405	27' x 15' x 2'				
GARDEN TERRACE	1,200	30' x 40'				
GARDEN	20,000					

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 staff takes great pride in the care of the facility. All standard cleaning is performed by our in-house crew.

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), which are included in the final settlement. The Event Manager will prepare an estimate during the show with the total.

Available equipment for rent:

- Acrylic Podium, \$45.00 per day
- Riser Section (4'x8'), \$24.00 per section per day
 - o Up to 4 sections available



Security

Security/Event Manager

The Building Security Staff maintains 24-hour security coverage for the Antigua 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

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 (Fridays and Saturdays) 8:00am to 1:00am (Sundays thru Thursdays). 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 Antigua 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.

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

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 and valet services are coordinated through the Events Department based on supplier and parking lot availability.

Several hourly rate self-parking lots are in the vicinity of the Antiguo Casino.

Antiguo Casino exclusive suppliers for Parking and Valet services:

- ACUDEN
- Hacienda Lot



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

Subcontractor Building Manual

ALL contractors wishing to provide service to events at the Antiguo Casino are subject to approval prior to the event. These rules apply to all contractors supplying all show services such as audio-visual, electrical, cleaning, and security.

The Licensee is required to notify the Event Manager of the contractors selected prior to the event for the purpose of initiating and securing the appropriate agreements. Your Event Manager will notify the approval or disapproval of any contractor selected by the client. Contractors not previously approved will not be allowed to work on the property.

Prior to all events at the facility, all clients must submit to the Event Manager a detailed contractor's working schedule. A briefing meeting will be scheduled by phone or in person to confirm general details of the event.

Sub-Contractors

All sub-contractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to ensure 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.

1. Smoking and recreational drugs are **PROHIBITED** inside the perimeters of the facility.
2. Weapons and firearms are **PROHIBITED**.
3. Appropriate dress code will be enforced at all times (i.e. shirt, pants, and closed-toe shoes)
4. The 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.
5. 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.
6. Open flames are not permitted in the facility. Only floating candles are permitted.



7. All floor load capacities should be strictly observed. Any variations should be approved in writing by Antiguo Casino.
8. 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.
9. Holes may not be drilled, cored, or punched into any part of the Antiguo Casino, interior or exterior areas.
10. 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 people with disabilities 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).
11. 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.
12. No soliciting is permitted in the Antiguo Casino or around the premises.
13. Antiguo Casino management will terminate any and all events and activities deemed unsafe. The Antiguo Casino will remove disruptive parties as necessary.
14. The Antiguo Casino provides an exclusive in-house food and beverage services. No other caterers will be allowed.
15. 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 anytime. Corkage fee will apply to any beverages brought from outside.
16. 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.
17. 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.
18. Any equipment with a ceiling is prohibited in the Antiguo Casino premises.
19. The Antiguo Casino is not responsible for any equipment, materials, etc., left unattended.



20. 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.



Samples: Forms and Guidelines

Event Operations Plan

Licensees must complete this Licensee Event Operations Plan and return to Licensor no less than 30 days prior to the Event. ****NOTE**This form is only required during bio-hazardous infectious disease outbreaks.**

EVENT DETAILS			
Event Name			
Event Location			
	Address	City	Zip
Party Responsible for Organization Oversight			
	Address	City	Zip
	Contact Person	Email	Phone
Event Dates	Start Date		End Date
Anticipates Number of Attendees	Per Day Total		Grand Total
Event Type	<p>___Static: Events where the attendees primarily event, watch and depart</p> <p>___Interactive: Event where attendees create traffic flow and interact with each other</p> <p>___Participant: Events where attendees primarily participate in an activity or production</p> <p>___Community: Events with many activities, population centers and likely random traffic pattern</p>		
EMPLOYEES, VOLUNTEERS, PLAYERS, PERFORMERS, ACTORS, ETC.			
Checklist	<p>___ Symptom checking system (checklist or verbal), including temperature check when feasible</p> <p>___ Face covering are worn in setting where other social distancing measures are difficult to maintain</p> <p>___ Ensure that face coverings are available</p>	<p>___ Provide accommodations to high-risk employees & volunteers; minimize face-to-face contact, assign tasks that allow these individuals to maintain a 6-foot distance from other employees or customer</p> <p>___ Comply with distancing and hygiene guidelines</p>	



TRACKING ATTENDANCE

Please describe your plan to track attendance to support contact tracing.

SOCIAL DISTANCING

Please describe your plan to maintain appropriate social distancing throughout the event.

HIGH RISK ATTENDEES

Please describe your plan to accommodate high-risk attendees.

SIGNAGE

Please describe your plan to include signage throughout your event, number of signs and locations.

PAYMENT OPTIONS

Encourage contactless payment; disinfect between transactions at facility stores/gift shops and comply with other retail recommendations, please describe your plan for payment

HYGIENE & SANITIZATION

Please describe your plan to provide hygiene and regular sanitization throughout the event.



CONCESSIONS	
Checklist	<input type="checkbox"/> Encourage contactless payment
	<input type="checkbox"/> Serve pre-packaged food, to the extent reasonable
	<input type="checkbox"/> Maintain 6-foot distancing for all lines
ADDITIONAL SAFEGUARDS	
<i>Please share any additional measures or planned safeguards enacted throughout the event.</i>	
SIGNATURE	
<i>Please provide the signature of the organizational representative that will be responsible for ensuring event oversight.</i>	
Printed Name	Title
Signature	Date



Certificate for Exempt Purchases (ENGLISH FORM)

Form AS 2916.1 <small>Rev. Oct 9 15</small> 	Commonwealth of Puerto Rico DEPARTMENT OF THE TREASURY CERTIFICATE FOR EXEMPT PURCHASES AND FOR SERVICES SUBJECT TO THE 4% SPECIAL-SUT (Tangible Personal Property, Exempt Services and Services Subject to the 4% Special-SUT) Transaction date: Month _____ Day _____ Year _____	For seller's use Invoice, receipt or transaction number: _____ _____ _____
The purpose of this Certificate for Exempt Purchases and for Services Subject to the 4% Special-SUT (Certificate) is to release the merchant seller from his or her obligation of collecting and remitting the sales and use tax (Basic-SUT) or the 4% SUT on services rendered to other merchants and designated professional services (4% Special-SUT) on the sale for which this Certificate is issued. Also, in the case of business to business services subject to the 4% Special-SUT, this Certificate has the purpose of establishing the obligation of the merchant seller of collecting and remitting the 4% Special-SUT, instead of the Basic-SUT.		
PART I MERCHANT SELLER'S INFORMATION		
Seller's name _____ Address _____ <div style="text-align: right; margin-right: 100px;">Municipality, State Zip Code</div>		
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. If you are a diplomat, provide the tax exemption number that appears on the exemption card issued by the United States Department of State: and the expiration date: Month _____ Day _____ Year _____ 4. If you are an individual affected by a disaster (Section 6080.12 of the Puerto Rico Internal Revenue Code of 2011, as amended (Code)), provide your driver's license or passport number: 5. Indicate the reason for the exemption or exclusion and provide the requested information, as applicable: a. <input type="checkbox"/> Reseller (exemption from Municipal SUT only) b. <input type="checkbox"/> Eligible Reseller c. <input type="checkbox"/> Manufacturing Plant d. <input type="checkbox"/> Business to Business Services (subject to the 4% Special-SUT) e. <input type="checkbox"/> Capitalized Repair Services (subject to the 4% Special-SUT) f. <input type="checkbox"/> Commonwealth of Puerto Rico (Agency _____) g. <input type="checkbox"/> Federal Government (Agency _____) h. <input type="checkbox"/> Farmer (Bona Fide Farmer's Number _____) i. <input type="checkbox"/> Direct Pay Permit (Total Exemption Certificate Number _____) j. <input type="checkbox"/> Housing Cooperative Ruled by Act 239-2004 k. <input type="checkbox"/> Diplomat (Country or Mission _____) l. <input type="checkbox"/> Special Acts (Act No. _____) m. <input type="checkbox"/> Exportation n. <input type="checkbox"/> Individual Affected by a Disaster (Section 6080.12 of the Code) o. <input type="checkbox"/> Residents' Associations, Board of Owners of Residential Condominiums, and Associations of Residential Owners p. <input type="checkbox"/> Social Interest Housing Residential Projects that receive federal or state rent subsidies q. <input type="checkbox"/> Member of the same controlled group or group of related entities engaged in industry or business in Puerto Rico r. <input type="checkbox"/> Entity engaged in the repair, maintenance and conditioning of airships with exemption decree under Act 73-2008 s. <input type="checkbox"/> Person located in a foreign trade zone and engaged exclusively in the fuel storage or processing t. <input type="checkbox"/> Designated professional services provided to a labor or workers' organization u. <input type="checkbox"/> Entity exempt from any kind of taxes by means of its Organic Law (Act No. _____, Section _____) v. <input type="checkbox"/> Subcontracted services provided as part of a construction project w. <input type="checkbox"/> Subcontracted telecommunications services provided to telecommunications companies 6. I am engaged in the business of _____ and I mainly sell _____. 7. I am purchasing: a. <input type="checkbox"/> Tangible personal property for resale (exemption from Municipal SUT only) b. <input type="checkbox"/> Raw materials c. <input type="checkbox"/> Machinery and equipment used in manufacturing d. <input type="checkbox"/> Services provided to a business (subject to the 4% Special-SUT) e. <input type="checkbox"/> Capitalized repair services of tangible personal property and real property (subject to the 4% Special-SUT) f. <input type="checkbox"/> Tangible personal property according to special exemption granted under classifications 5.f. through 5.n. indicated above. g. <input type="checkbox"/> Services acquired according to special exemption granted under classifications 5.f. through 5.w. indicated above, if applicable. 8. Describe the tangible personal property, services, raw materials, or machinery and equipment that you are purchasing: _____ _____ _____		

Retention: Six (6) years.

Continued on back.



PART III PURCHASER'S CERTIFICATION									
<p>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:</p> <ul style="list-style-type: none"> • I am entitled to claim an exemption as indicated on line 5 of Part II, or I am duly authorized to represent the purchaser in the signature of this Certificate for Exempt Purchases and for Services Subject to the 4% Special-SUT. • I will only use this certificate to buy taxable items or services for which I am entitled to claim an exemption or exclusion or to document that I am subject to the 4% Special-SUT. • If I acquire taxable items, but I use or consume them for non-exempt purposes in Puerto Rico, I will report and pay the use tax directly to the Department of the Treasury. • That the Exemption Certificate, Reseller Certificate, Eligible Reseller Certificate or any other Waiver evidencing the exemption is in force at the date of the purchase transaction. 									
Purchaser's name	Purchaser's signature								
<table border="1"> <tr> <td colspan="3">Address</td> <td>Telephone</td> </tr> <tr> <td>Municipality</td> <td>State</td> <td>Zip Code</td> <td></td> </tr> </table>		Address			Telephone	Municipality	State	Zip Code	
Address			Telephone						
Municipality	State	Zip Code							

Retention: Six (6) years.

Instructions

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 Reseller Certificate, Eligible Reseller Certificate or Exemption Certificate and purchases tangible personal property for resale (exemption from Municipal SUT only), raw materials 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, including those subcontracted services (that is, when the merchant providing the service, Contractor, provides such services through another merchant, Subcontractor), and such services are subject to the 4% Special-SUT (except the designated professional services, even if these services are provided to other merchants, and the services indicated in Section 4010.01(bbb)(1) of the Code)
3. A merchant that receives capitalized repair services to tangible personal property or real property, that are subject to the 4% Special-SUT
4. An agency of the Commonwealth of Puerto Rico or the Federal Government that acquires taxable items for its official use, including services subject to the 4% Special-SUT
5. A bona fide farmers, duly certified by the Department of Agriculture, that acquires services, agricultural goods, and machinery and equipment used for said agricultural activity



6. 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;
7. A housing cooperative ruled by Act 239-2004, that acquires materials, equipment or services to render the services compatible with its ends and purposes, provided that in order for the cooperative to be eligible for the Basic-SUT or 4% Special-SUT exemption, as applicable, on the services received, its units must be used at least 85% for residential purposes;
8. A diplomat who holds a valid exemption card issued by the United States Department of State, that entitles him or her to claim an exemption from the sales and use tax
9. A person covered by any special act that provides an exemption from the payment of the sales and use tax
10. A person who acquires taxable items for use or consumption outside of Puerto Rico
11. An individual affected by a disaster who acquires taxable items that constitute basic need articles required for the restoration, repair and needs supply and damages caused by reason of the disaster
12. A residents' associations, board of owners of residential condominiums, and associations of residential owners, as defined in Section 1101.01(a)(5)(A) of the Code, for the common benefit of its residents, provided that the units of the association or board are used at least 85% for residential purposes
13. A social interest housing residential project that receives federal or state rent subsidies, which residents pay directly a maintenance fee, that holds a current Exemption Certificate issued by the Department
14. A person engaged in industry or business or for the production of income in Puerto Rico that receives services from another person engaged in industry or business or for the production of income in Puerto Rico and is part of a controlled group of corporations or a controlled group or group of related entities, as defined in Sections 1010.04 and 1010.05 of the Code, including partnerships or excluded members engaged in industry or business or for the production of income in Puerto Rico, that if applying the group of related entities rules, will be considered a component member of such group
15. A person engaged in the repair, maintenance and conditioning of airships business that is covered by an exemption decree under Act 73-2008, known as the "Economic Incentives for the Development of Puerto Rico Act", or any previous or subsequent similar act that makes purchases of raw



material, machinery and equipment used in manufacturing or receives services

16. A person engaged exclusively in the storage or processing of gasoline, jet fuel, aviation fuel, gas oil or diesel oil, crude oil, partially elaborated or finished products derived from oil, and any other hydrocarbon mixture, mentioned in Subtitle C of the Code, provided that the storage or handling of fuel takes place in a foreign trade zone or subzone, as this term is defined in Section 3010.01(a)(16) of the Code, that acquires services
17. A labor or workers' organization organized under the provisions of Act 130 of May 8, 1945, as amended, known as the Puerto Rico Labor Relations Act, and Act 45-1998, as amended, known as the Labor Relations for Puerto Rico Public Service Act, that receives designated professional services, provided that it is in compliance with subparagraphs (A), (B) or (C) of paragraph (4) of subsection (a) of Section 1101.01 of the Code
18. A public or private entity, which Organic Law provides that it is exempt from any kind of taxes, that receives services
19. A merchant that subcontracts services as part of a commercial, touristic or residential construction project
20. A merchant engaged in providing telecommunications services that subcontracts telecommunications services

The purchaser must provide this form to the seller at the moment of the purchase together with copy of the Merchant's Registration Certificate, Reseller Certificate, Eligible Reseller Certificate, Exemption Certificate or any other document evidencing the exemption requested on this Certificate. The purchaser must keep a copy for his or her records. This Certificate 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 and for Services Subject to the 4% Special-SUT, 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 and for Services Subject to the 4% Special-SUT, you will be released from your obligation of collecting and remitting the Basic-SUT or the 4% Special-SUT or will be required to collect and remit the 4% Special-SUT instead of the Basic-SUT, as applicable. 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 transaction for which this Certificate is completed 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 is issued.

Additional Information

Exempt sales or sales subject to the 4% Special-SUT which are not supported by a valid Certificate for Exempt Purchases and for Services Subject to the 4% SpecialSUT will be subject to the corresponding Basic-SUT.

For additional information regarding this certificate, please contact the Department of the Treasury at 787-722-0216, option 8, or visit any of the Merchant's Service Centers.



Certificate for Exempt Purchases (SPANISH FORM)

Modelo SC 2916 <small>Rev. 7 oct 15</small> 	Estado Libre Asociado de Puerto Rico DEPARTAMENTO DE HACIENDA CERTIFICADO DE COMPRAS EXENTAS Y DE SERVICIOS SUJETOS AL IVU-ESPECIAL DE 4% (Propiedad Mueble Tangible, Servicios Exentos y Servicios Sujtos al IVU-Especial de 4%) Fecha de la transacción: Día _____ Mes _____ Año _____	Para uso del vendedor Número de factura, recibo o transacción: _____ _____ _____
<p>El propósito de este Certificado de Compras Exentas y de Servicios Sujtos al IVU-Especial de 4% (Certificado) es relevar al comerciante vendedor de su obligación de cobrar y remitir el impuesto sobre ventas y uso (IVU-Básico) o el IVU de 4% sobre la prestación de servicios rendidos a otros comerciantes y servicios profesionales designados (IVU-Especial de 4%) en la venta con respecto a la cual este Certificado se emite. Además, en el caso de servicios provistos de negocio a negocio sujetos al IVU-Especial de 4%, este Certificado tiene el propósito de establecer la obligación del comerciante vendedor de cobrar y remitir el IVU-Especial de 4%, en lugar del IVU-Básico.</p>		
PARTE I INFORMACIÓN DEL COMERCIANTE VENDEDOR		
Nombre del Vendedor _____ Dirección _____ <div style="display: flex; justify-content: space-between;"> Municipio, Estado _____ Código Postal _____ </div>		
PARTE II INFORMACIÓN DEL COMPRADOR		
1.a. Certificado 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. <input type="checkbox"/> Revendedor (exención sobre IVU Municipal solamente) b. <input type="checkbox"/> Revendedor Elegible c. <input type="checkbox"/> Planta Manufacturera d. <input type="checkbox"/> Servicios Provistos de Negocio a Negocio (sujetos al IVU-Especial de 4%) e. <input type="checkbox"/> Servicios de Reparación Capitalizables (sujetos al IVU-Especial de 4%) f. <input type="checkbox"/> Gobierno del Estado Libre Asociado de Puerto Rico (Agencia _____) g. <input type="checkbox"/> Gobierno Federal (Agencia _____) h. <input type="checkbox"/> Agricultor (Número de Agricultor Bona Fide _____) i. <input type="checkbox"/> Permiso para Pagar el Impuesto sobre Ventas y Uso Directamente al Secretario (Número de Certificado de Exención Total _____) j. <input type="checkbox"/> Cooperativa de Vivienda Regida por la Ley 239-2004 k. <input type="checkbox"/> Diplomático (País o Misión _____) l. <input type="checkbox"/> Leyes Especiales (Ley Núm. _____) m. <input type="checkbox"/> Exportación n. <input type="checkbox"/> Individuo Afectado por un Desastre (Sección 6080.12 del Código) o. <input type="checkbox"/> Asociación de Residentes, Consejo de Titulares de Condominios Residenciales y Asociación de Propietarios Residenciales p. <input type="checkbox"/> Proyectos Residenciales de Vivienda de Interés Social que reciben subsidios de renta federal o estatal q. <input type="checkbox"/> Miembro de un mismo grupo controlado o grupo de entidades relacionadas dedicado a industria o negocio de Puerto Rico r. <input type="checkbox"/> Entidad dedicada al negocio de reparación, mantenimiento y acondicionamiento de naves áreas con decreto de exención bajo la Ley 73-2008 s. <input type="checkbox"/> Persona localizada en una zona de libre comercio extranjero y dedicada exclusivamente al almacenamiento o procesamiento de combustible t. <input type="checkbox"/> Servicios profesionales designados provistos a una organización sindical u obrera u. <input type="checkbox"/> Entidad exenta de toda clase de impuestos y contribuciones por Ley Orgánica (Ley Núm. _____, Sección _____) v. <input type="checkbox"/> Servicios subcontratados provistos en virtud de un proyecto de edificación w. <input type="checkbox"/> Servicios subcontratados de telecomunicaciones provistos a empresas de telecomunicaciones 6. Estoy dedicado al negocio de _____ y principalmente vendo _____. 7. Estoy comprando: a. <input type="checkbox"/> Propiedad mueble tangible para la reventa (exención sobre IVU Municipal solamente) b. <input type="checkbox"/> Materia prima c. <input type="checkbox"/> Maquinaria y equipo utilizado en la manufactura d. <input type="checkbox"/> Servicios provistos a un negocio (sujetos al IVU-Especial de 4%) e. <input type="checkbox"/> Servicios de reparación capitalizables de propiedad mueble tangible y propiedad inmueble (sujetos al IVU-Especial de 4%) f. <input type="checkbox"/> Propiedad mueble tangible de conformidad con exención especial bajo las clasificaciones 5.f. a 5.n. arriba indicadas. g. <input type="checkbox"/> Servicios adquiridos de conformidad con exención especial bajo las clasificaciones 5.f. a 5.w. arriba indicadas, si aplica. 8. Describa la propiedad mueble tangible, los servicios, la materia prima, o la maquinaria y equipo que está comprando: _____ _____ _____		

Conservación: Seis (6) años.

Continúa al dorso.



PARTE III CERTIFICACIÓN DEL COMPRADOR			
<p>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:</p> <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 y de Servicios Sujeto al IVU-Especial de 4%. • Utilizaré este certificado solamente para comprar partidas tributables o servicios para los cuales tengo derecho a exención o exclusión o para documentar que estoy sujeto al IVU-Especial de 4%. • 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 Exención, Certificado de Revendedor, Certificado de Revendedor Elegible o cualquier otro Relevo del Cobro que evidencie la exención está vigente a la fecha de la transacción de la compra. 			
Nombre del comprador		Firma del comprador	
Dirección			Teléfono
Municipio		Estado	Código Postal

Conservación: Seis (6) años.

Instrucciones

Este formulario deberá ser completado por:

1. Todo comprador inscrito en el Registro de Comerciantes del Departamento de Hacienda, que posea un Certificado de Revendedor, Certificado de Revendedor Elegible o Certificado de Exención válido y que efectúe compras de propiedad mueble tangible para la reventa (exención sobre IVU Municipal solamente), materia prima y equipo utilizado en la manufactura
2. Todo comprador inscrito en el Registro de Comerciantes del Departamento de Hacienda, que reciba servicios de otro comerciante inscrito en dicho registro, incluyendo aquellos servicios que hayan sido subcontratados (esto es, cuando el comerciante proveedor del servicio, Contratista, provee dichos servicios a través de otro comerciante, Subcontratista), y dichos servicios estén sujetos al IVU-Especial de 4% (excepto los servicios profesionales designados, aunque estos sean provistos a otros comerciantes y los servicios indicados en la Sección 4010.01(bbb)(1) del Código)
3. Todo comerciante que reciba servicios de reparación capitalizables a propiedad mueble tangible y propiedad inmueble, que estén sujetos al IVU-Especial de 4%.
4. Toda agencia del Gobierno del Estado Libre Asociado de Puerto Rico o del Gobierno Federal que adquiera partidas tributables, incluyendo servicios sujetos al IVU-Especial de 4%, para uso oficial por dichas agencias



5. Todo agricultor bona fide, debidamente certificado por el Departamento de Agricultura, que adquiera servicios, insumos agrícolas, maquinaria y equipo utilizado para dicha actividad agrícola
6. Todo comerciante titular de un Certificado de Exención Total, el cual le permita pagar el impuesto sobre ventas y uso directamente al Secretario de Hacienda en lugar de pagarlo al vendedor
7. Toda cooperativa de vivienda regida por la Ley 239-2004, que adquiera materiales, equipos o servicios que sean adquiridos para la prestación de los servicios que sean compatibles con sus fines y propósitos, disponiéndose que para que la cooperativa sea elegible para la exención del IVU-Básico o IVUEspecial de 4%, según aplique, sobre los servicios que recibe, las unidades de la misma deben ser utilizadas por lo menos 85% para fines residenciales
8. Todo diplomático que posea una tarjeta de exención válida emitida por el Departamento de Estado de los Estados Unidos, la cual le permita reclamar exención del impuesto sobre ventas y uso
9. Toda persona cubierta por alguna ley especial que la exima del impuesto sobre ventas y uso
10. Toda persona que adquiera partidas tributables para uso o consumo fuera de Puerto Rico
11. Todo individuo afectado por un desastre que adquiera partidas tributables que constituyan artículos de primera necesidad requeridos para la restauración, reparación y suministro de las necesidades y daños ocasionados por razón del desastre
12. Toda asociación de residentes, consejo de titulares de condominios residenciales o asociación de propietarios residenciales, según definido en la Sección 1101.01(a)(5)(A) del Código, para el beneficio común de sus residentes, siempre y cuando las unidades de la asociación o consejo sean utilizadas por lo menos 85% para fines residenciales
13. Todo proyecto residencial de vivienda de interés social que reciba subsidios de renta federal o estatal, cuyos residentes paguen directamente una cuota de mantenimiento, que posea un Certificado de Exención vigente emitido por el Departamento
14. Toda persona dedicada al ejercicio de una actividad de industria o negocio o para la producción de ingresos en Puerto Rico que recibe servicios de otra persona dedicada al ejercicio de una actividad de industria o negocios o para la producción de ingresos en Puerto Rico y que forma parte de un grupo controlado de corporaciones o de un grupo



controlado de entidades relacionadas, según definido en las Secciones 1010.04 y 1010.05 del Código, incluyendo sociedades o miembros excluidos dedicados al ejercicio de una actividad de industria o negocio o para la producción de ingresos en Puerto Rico, que de aplicarse las reglas de grupo de entidades relacionadas, se consideraría un miembro componente de dicho grupo

15. Toda persona dedicada al negocio de reparación, mantenimiento y acondicionamiento de naves áreas que esté cubierto por un decreto de exención otorgado bajo la Ley 73-2008, conocida como la "Ley de Incentivos Económicos para el Desarrollo de Puerto Rico", o cualquier ley análoga anterior o subsiguiente que efectúe compras de materia prima, de maquinaria y equipo utilizado en la manufactura o reciba servicios
16. Toda persona dedicada exclusivamente al almacenamiento o procesamiento de gasolina, "jet fuel", combustible de aviación, "gas oil" o "diesel oil", petróleo crudo, productos parcialmente elaborados y terminados derivados del petróleo, y cualquier otra mezcla de hidrocarburos, mencionados en el Subtítulo C del Código, siempre y cuando el almacenamiento o manejo del combustible se lleve a cabo en una zona o sub-zona de libre comercio extranjero ("Foreign Trade Zone"), según este término está definido en la Sección 3010.01(a)(16) del Código, que adquiera servicios
17. Toda organización sindical u obrera organizada bajo las disposiciones de la Ley 130 de 8 de mayo de 1945, según enmendada, conocida como la Ley de Relaciones de Trabajo de Puerto Rico, y la Ley 45-1998, según enmendada, conocida como la Ley de Relaciones del Trabajo para el Servicio Público de Puerto Rico, que recibe servicios profesionales designados, siempre y cuando esté en cumplimiento con los incisos (A), (B) o (C) del párrafo (4) del apartado (a) de la Sección 1101.01 del Código
18. Toda entidad pública o privada, que en su Ley Orgánica se haya dispuesto que están exentas de toda clase de impuestos y contribuciones, que reciba servicios
19. Todo comerciante que subcontrate servicios como parte de un proyecto de edificación de una obra comercial, turística, industrial o residencial
20. Todo comerciante dedicado a proveer servicios de telecomunicaciones que subcontrate servicios de telecomunicaciones.



El comprador deberá entregarle este formulario al vendedor al momento de la compra junto con copia del Certificado de Registro de Comerciante, Certificado de Revendedor, Certificado de Revendedor Elegible, Certificado de Exención o cualquier otro documento que evidencie la exención que solicita en este Certificado. El comprador deberá conservar una copia para sus récords. Este Certificado no debe ser enviado al Departamento de Hacienda.

Instrucciones al Comprador

Para que sea válido, deberá completar el certificado en todas sus partes. Además, este certificado deberá estar firmado por un dueño, socio, oficial corporativo u otra persona debidamente autorizada para representar al comprador.

Si usted intencionalmente emite un Certificado de Compras Exentas y de Servicios Sujetos al IVU-Especial de 4% fraudulento, será responsable del pago del impuesto sobre ventas y uso, y de las penalidades aplicables.

Instrucciones al Comerciante Vendedor

Si usted es un vendedor inscrito en el Registro de Comerciantes del Departamento de Hacienda y acepta un Certificado de Compras Exentas y de Servicios Sujetos al IVU-Especial de 4%, estará relevado de su obligación de cobrar y remitir el IVU-Básico o IVU-Especial de 4% o estará obligado a cobrar y remitir el IVU-Especial de 4% en lugar del IVU-Básico, según aplique. Estará obligado a conservar copia de este certificado como parte de sus expedientes por un período de 6 años, contado a partir de la fecha de presentación de la Planilla Mensual de Impuesto sobre Ventas y Uso, en la cual la transacción para la cual se completa este Certificado sea informada.

Para su conveniencia, se provee un espacio en la esquina superior derecha de este formulario en el cual el comerciante vendedor podrá identificar el número de factura, recibo o transacción relacionado a la transacción para la cual este Certificado se emite.

Información Adicional

Las transacciones de venta exentas o sujetas al IVU-Especial de 4% que no estén sustentadas por un Certificado de Compras Exentas y de Servicios Sujetos al IVU-Especial de 4% válido estarán sujetas al cobro del IVU-Básico correspondiente.

Para información adicional relacionada con el uso de este certificado deberá comunicarse con el Departamento de Hacienda al 787-722-0216, opción 8, o visitar cualquiera de los Centros de Servicio al Contribuyente.



Certificate of Liability Insurance

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE: 6/4/99	
PRODUCER <div style="text-align: center;">XYZ BROKERAGE INC. 123 PINE TREE DRIVE San Juan, PR 00910</div>		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. COMPANIES AFFORDING COVERAGE			
INSURED <div style="text-align: center;">TENANT'S NAME MAILING ADDRESS</div>		COMPANY A <u>INSURANCE COMPANY</u> COMPANY B _____ COMPANY C _____ COMPANY D _____			
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	
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY _____ CLAIMS MADE <input type="checkbox"/> OCCUR _____ <input checked="" type="checkbox"/> OWNER'S & CONTRACTOR'S PROT _____	XXXXXXXXXX	MM/DD/YY	MM/DD/YY	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	
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO _____ ALL OWNED AUTOS _____ SCHEDULED AUTOS _____ HIRED AUTOS _____ NON-OWNED AUTOS _____	XXXXXXXXXX			COMBINED SINGLE LIMIT 1,000,000 BODILY INJURY (Per person) _____ BODILY INJURY (Per accident) _____ PROPERTY DAMAGE _____	
GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO _____				AUTO ONLY (EA ACCIDENT) \$ _____ OTHER THAN AUTO ONLY \$ _____ EACH ACCIDENT \$ _____ AGGREGATE \$ _____	
EXCESS LIABILITY _____ ANY AUTO _____				EACH OCCURRENCE \$ _____ AGGREGATE \$ _____	
WORKER'S COMPENSATION AND EMPLOYER'S ALIABILITY THE PROPRIETOR _____ PARTNER/EXECUTIVE _____ INCL OFFICERS _____ EXCL _____	XXXXXXXXXX			WC STATUTORY LIMITS EL EACH ACCIDENT 100,000 EL DISEASE—POLICY LIMIT 500,000 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)					
CERTIFICATE HOLDER 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		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			



Requirements for Certificate of Insurance

1. Provide originals only – SCANS ARE ALLOWED.
2. Name of insured on certificate must be **identical** to name on the Use License Agreement.
3. **Certificate Holder must read:**
AEG MANAGEMENT PR, LLC
PUERTO RICO CONVENTION CENTER DISTRICT AUTHORITY
ANTIGUO CASINO DE PUERTO RICO
Ponce de León Esq. Norzagaray
San Juan, PR 00901
4. **Description of Operations on the certificate must disclose**
Additional Insured Include: AEG MANAGEMENT PR, LLC, Antiguo Casino de Puerto Rico, Puerto Rico Convention Center District Authority, their directors, officers, members, agents, employees, affiliates and subsidiaries.
Event name, Dates (Move-in, Show, & Move-out)
5. **Cancellation** – no less than 30 days.
 - a. 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 ASM Global, 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 AM *Best's Manuals*.
6. **Type of Insurance**
 - 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 \$500,000 Per Person	Property Damage \$250,000 Per Accident \$1,000,000 Combined Single Limit
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 - c. **Employers' Liability**

\$100,000 Each Accident
\$100,000 Each Employee
\$500,000 Aggregate
 - d. **Worker's Compensation** - Puerto Rico Statutory Limits



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 into 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 on 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.

Departamento de Hacienda (Treasury Dept)
PO Box 9024140
San Juan, PR 00902-4140
(787) 721-2020 ext. 4017 or 4018
www.hacienda.gobierno.pr

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

For your convenience 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: Puerto Rico Convention Center (Antiguo Casino)
- Address: 100 Convention Boulevard, San Juan, PR 00907
- Name of the Exhibitor and Booth Number

Shipping Information

Please make sure the company selected is aware of the local procedures. A commercial Invoice and Air waybill will be needed in order to clear the shipment at the ports.

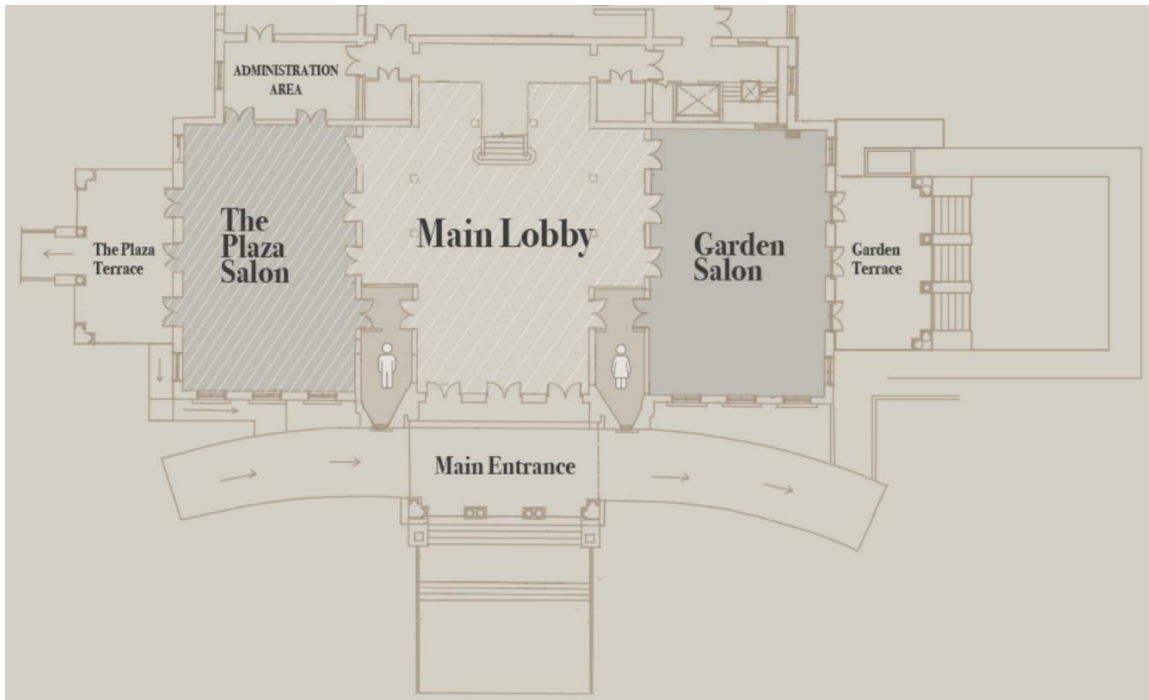


Building Specs, Floor Plans & Capacities

Virtual Tours and Digital Brochures

- [Digital Brochure & Floorplans >](#)
- [Virtual 360 Tours](#)

First Floor



Second Floor



Capacities

	DIMENSIONS		MAXIMUM CAPACITY			
	AREA	LENGTH X WIDTH	THEATER	BANQUET	CLASSROOM	COCKTAIL STYLE
MAIN LOBBY	16,531	57' x 29'				
SALONS THE PLAZA SALON & GARDEN SALON	1,504	28' x 44'	110	80	77	100
BALLROOM	8,966	46' x 110'	482	350*	200	400
PLAZA TERRACE	405	27' x 15' x 2'				
GARDEN TERRACE	1,200	30' x 40'				
GARDEN	20,000					



Preferred Qualified Suppliers

Valet Parking Services

Valera Parking

(787) 567-0707

rafavalet@yahoo.com

Audio Visual Services

Sky Sound Lightning (Stage Rental)

Rolando

(787) 593-4133 | (787) 435-7383

skysoundlighting@gmail.com

Music Wave

(787) 731-8023 | (787) 731-1442



Health & Safety Guidelines

The Antiguo Casino is pleased to offer a comprehensive reopening plan developed in partnership with leading venue and event management company, ASM Global, to ensure the highest levels of cleanliness and safety for our staff, guests, and communities.

Re-Opening Guide

VenueShield is ASM Global's new proprietary environmental hygiene protocol developed in partnership AECOM and is being deployed at more than 325 ASM Global facilities worldwide.

The VenueShield program offers best practices across work streams related to environmental hygiene, food service, customer journey, talent, public awareness, and technology and equipment, including state-of-the-art standard operating procedures (SOPs) for environmental hygiene.

The health and safety of everyone who enters the Antiguo Casino is our top priority. We are closely monitoring government policy changes, Centers for Disease Control (CDC), World Health Organization (WHO), and Puerto Rico Department of Health (PRDH), as we continue to make necessary changes to our policies and procedures. While some of our protocols have changed, we will continue to provide world-class service and experience as always.

Some of our new measures will include, but not limited to:

- Use of personal protective equipment (PPE)
- Food safety measures
- Surface cleaning
- Physical/social distancing
- Thermal cameras and temperature checks
- Hand sanitizing stations
- Reduced touch points
- Contactless transactions

Read [AC's Health and Safety Guidelines](#) to learn more about our health and safety practices.



Certified GBAC STAR Facility

The Antiguo Casino has obtained the **GBAC STAR Facility Accreditation** as of **September 2020**. Issued by the Global Biorisk Advisory Council, a division of the Worldwide Cleaning Industry Association (ISSA), GBAC STAR is the gold standard of prepared facilities. This accreditation means that our facility has:

- Established and maintained a cleaning, disinfection, and infectious disease prevention program to minimize risks associated with infectious agents like the novel coronavirus (SARS-CoV-2)
- The proper cleaning protocols, disinfections techniques, and work practices in place to combat biohazards and infectious disease.
- Highly informed cleaning professionals who are trained for outbreak and infectious disease preparation and response.



Sustainability Guide

At ASM Global, we recognize the live experience industry has an impact on the environment and community. Through our Sustainability Guide and Continuous Improvement Programs, we strive to identify, understand, and address these impacts to achieve continual improvement year after year. Our areas of focus: waste management, energy and water conservation, sustainable procurement, and community engagement. Not because we have to, but because it is at the core of who we are.

We believe that providing sustainable and inclusive environments is key to what our team members, clients, partners, and communities value, and we recognize that our commitment to improving our standards and measures in these areas is an ongoing journey.

The Antiguo Casino provides recycling and trash stations for exhibitors, decorators, and visitors that include separate streams for recyclables and landfill materials; composting stations are only available in the food and beverage prep areas.

