



EXHIBITOR INFORMATION

Set-Up: Begins on Thursday, November 18.

Exhibitor Hours:

Thursday, November 18: 12:00pm-7:00pm Additional networking hours during the Welcome Reception from 7:00-9:00 pm (different location within the hotel – location TBD)

Friday, November 19: 8:00am-6:00pm

- Scheduled session break from 3-3:30pm for attendees to visit exhibitors

Saturday, November 20: 8:00am-4:00pm

- Additional networking hours during the Local Special Event from 4:00-6:00 pm (different location within the hotel – location TBD)
- All attendees will be in the exhibit area for poster presentations at 1:00-2:30pm – a great time to network!

Sunday, November 21: 8:00am-10:30am (optional)

Security: Please take all personal and valuable items with you when you leave your exhibit table. At the end of each day, there will be an opportunity for you to keep your marketing materials in a locked room until the next morning. (The room will be open early each morning for breakfast set-up.) SSSS is not responsible for the items you are storing. *Please do not leave personal and valuable items. SSSS is not providing private security.*

Location: Royal Sonesta San Juan Lobby Floor Ballrooms

Expected In-Person Attendees: approximately 275

Mobile/Web App: You will receive an email with an invite to complete your exhibitor profile on the conference app, Whova. Feel free to add your website, logo, description and handouts (pdf) about your organization, which will be available to all attendees (in-person and virtual).

Expected Virtual Attendees: 150

Shipping: If you are shipping materials for your exhibit table, refer to the **SHIPPING INFORMATION** section.

Signs, Banners, and Displays: All signage must be floor displays, and should not be affixed to any part of the hotel.

AV / Electricity: If you require AV equipment, please contact SSSS at 610-443-3100.



Selling in Puerto Rico

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

Exhibitors can register online following these steps:

1. Click here <http://www.hacienda.gobierno.pr/ivu/registro-de-comerciante> to access the Puerto Rico Treasury Department. Click the fourth bullet point on this page, "Register to declare imports..."
2. Before submitting, print out a temporary certificate to keep with you at the conference. The Department of Treasury will send more information via mail regarding further steps if necessary.

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 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.

For more information contact the following offices:

Departamento de Hacienda (Treasury Department)
 PO Box 9024140
 San Juan, PR 009702-4140
 787-721-2020 ext. 4017 or 4018
www.hacienda.gobierno.pr

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



SHIPPING INFORMATION

IMPORTANT! Puerto Rico is considered International with some shipping companies. A commercial invoice and/or air waybill may be needed to clear the shipment. The shipment will be held until the proper paperwork is completed. Please consult with your preferred shipping vendor for more information. If shipping by FedEx and UPS, Puerto Rico is considered international. If shipping USPS, Puerto Rico is considered domestic.

Shipment Storage Fees: SSSS is not responsible for storage fees incurred due to early shipment of materials or handling fees imposed by the hotel. SSSS is not responsible in any way for any shipping costs for you to display at the conference. All materials handling, delivery, packing charges or actual transportation/shipping charges are the sole responsibility of the shipper to the hotel and not SSSS.

Return Shipment (your exhibit material): It is the responsibility of the exhibitor to arrange for return of shipment of exhibit material. Please bring your pre-printed shipping labels with you to the conference.

Expected Attendees: approximately 275

Exhibitor (material for your exhibit area): The shipment should arrive at the conference hotel **no later than Wednesday, November 17 and no earlier than Monday, November 15.**

Please address **Exhibitor** shipments as follows:

Royal Sonesta San Juan
5961 Isla Verde Avenue
Carolina, PR 00979
United States of America
Attn: Conference Services Manager / Mariela Burgos
Hold for Guest: **Place Your Name Here** / **Add Your Phone # Here**
SSSS Conf. (Nov 18-21, 2021) / Number all boxes (box ____ of ____)

Tote Bag Inserts: If you sponsored SSSS by purchasing the tote bag insert option, the shipment of the tote inserts should arrive at the conference hotel **no later than Tuesday, November 16 and no earlier than Monday, November 15.**

Please address **Tote Bag Insert** shipments as follows:

Royal Sonesta San Juan
5961 Isla Verde Avenue
Carolina, PR 00979
United States of America
Attn: Conference Services Manager / Mariela Burgos
Hold for: SSSS Conf Coord / Dawn Laubach (Nov 17-22, 2021)
Tote Bag Insert / **Add your Phone # Here** / Number all boxes (box ____ of ____)