

 **Hilton Hotels Corporation**
QUICK CONFIRMATION AGREEMENT
MANAGED HOTELS – PUERTO RICO

General Information and Conditions
For Exhibitors/Decoration/Music/Special Services

Please read carefully:

- Exhibitor setup includes a six feet table, two chairs and linen. Additional tables, chairs and linen are available on a rental basis.
- Audiovisual equipment and service are available on a rental basis (including extension cords and multi plugs).
- The Hotel does not allow the affixing of any items to the walls, floors or ceiling of the rooms with nails, staples, tape or other substance.
- Business services (copies, fax, and scanner) are available through the Business Center. A minimal charge applies.
- The Hotel is not responsible for any equipment or materials left by the client in our facilities.
- Decorations and Displays: We are not responsible for any loss or damage to property belonging to you or your attendees and do not maintain insurance covering it. All displays and/or decorations will be subject to our prior written approval and we reserve the right to contract and charge for Hotel staff to provide the labor for any installations or removal of such.
- Audiovisual/Rigging: If you choose to use a third party Audiovisual provider, you must also utilize the Hotel's technician (at varying charges depending on the size and length of the event) to oversee and control all electrical installations. All rigging installations must be performed by the Hotel certified rigger and rigging facilities provider.
- Fire Safety: All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance and fire exits. Any event which has vehicle displays, fog machines, fueled cooking demonstrations, laser, exhibits (including tabletop) or extensive productions must have a certified permit from the local Fire Marshall. For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the hotel. For outdoor fireworks, you must obtain and submit appropriate permits at least one week prior to the event. All associated fees for permits, floor plan approval and stand-by fire watch are your responsibility and final approved copies must be received by the Hotel at least three days prior to your event (one week for outdoor fireworks).
- Set Up: Any set up changes to an event room that has already been set as per instructions in the signed BEO, will incur a labor fee not less than \$100.00 and up to \$1,000.00.
- Deliveries: Arrangements for the delivery of packages should be made through the catering department. You must prepay all packages sent to the Hotel. Shipments must not be delivered earlier than two (2) working days prior to the first day of the event. Crates or exhibit materials should not be delivered before the set up date of the event. Packages that do not meet these requirements will not be received.

Hotel address: 1150 Caribe Avenue
Suite 201
Ponce, PR 00716

- Shipments: Arrangements for the shipment of packages should be made directly by each exhibitor. You must complete the shipping form and contact the carrier for pick up. All packages must be sealed and ready to ship. The Hotel will not seal, nor repair any packages.



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- **Outside Food and Beverage:** No food of any kind will be permitted to be brought into the Hotel from the outside. You must obtain prior approval from us before bring in any beverages from outside sources. If Hotel permits you to bring in alcoholic beverages, the Hotel may impose certain conditions and fees (including but not limited to corkage fees and/or service charges).
- **Security:** We have no insurance for and are not responsible for any loss or damage to your property. If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval. Such security personnel may not carry weapons.
- **Compliance with Laws:** Company agrees to comply with all applicable federal, state and local laws, including health and safety codes and federal anti-terrorism laws and regulations. Company agrees to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. Company represents, warrants and agrees that it is currently, and at the time of the event which is the subject of this contract will be, in compliance with all applicable local, state, federal regulations or laws, including but not limited to, all provisions of the Patriot Act and regulations or requests of the U.S. Department of Homeland Security and the Office of Foreign Assets Control in the U.S. Department of the Treasury. The Hotel may cancel this Agreement without any liability if in the Hotel's sole, reasonable determination, Hotel believes that it is necessary to do so in order to comply with its obligations under applicable laws, rules or regulations.
- **Indemnification & Insurance:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Hilton Hotels Corporation, and the owner of the Hotel and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Indemnified Parties") against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the Hotel. You further agree to obtain and keep in force General Liability Insurance covering the event described in this contract with limits of not less than \$1,000,000 per occurrence and to provide the Hotel with a certificate of insurance naming Hotel, Hilton Hotels Corporation, Hotel's Owner and each of such entity's owners, subsidiaries and affiliates as an additional insured for your event.
- **Promotional Considerations:** We have the right to review and approve any advertisements or promotional materials in connection with your function that specifically reference any name or logo of the Hilton family of Hotel brands. You represent and warrant that your activities conducted at the hotel and in connection with the function shall not infringe the patent, copyright or trademark rights or violate rights of privacy or publicity of any third party.

This General Conditions may not be amended or changed unless done so in writing and signed by Hotel Serrallés Inc. d/b/a Hilton Ponce Golf & Casino Resort. For the avoidance of doubt, emails, including emails that bear an electronic "signature block" identifying the sender, do not constitute signed writings for purposes of this Agreement.

The undersigned expressly agree and warrant that they are authorized to sign and enter into this contract on behalf of the party for which they sign.

<p>By: _____ [Organization Representative- Sign Above]</p> <p>Dated: _____</p>	<p>By: _____ [Hotel Representative - Sign Above]</p> <p>Dated: _____</p>
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