



PR
GRID

PUERTO RICO GRID
REVITALIZATION &
INVESTMENT FORUM

MAY 8-9, 2018
INTERCONTINENTAL SAN JUAN
PUERTO RICO



NEW ENERGY EVENTS CONTACTS



Erin Giunta

Director of Operations - all operational queries
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Jen Lavenhar

Director, Client Relations - all sponsorship queries
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Matthew Perks

CEO - all agenda related queries
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VENUE

InterContinental San Juan

5961 Isla Verde Avenue, San Juan, PR
 1-800-443-2009
www.icsanjuanresort.com

TIMETABLE

EXHIBIT SET UP

Monday, May 7
 Set up must be complete
 by 5pm.

SCHEDULE

12pm - 5pm

ROOM

Grand Ballroom B+C, 3rd Fl.

EVENT

Tuesday, May 8
 Wednesday, May 9

7:30am - 7:30pm
 8:30am - 12:45pm

Grand Ballroom A, B, C, 3rd Fl.
 Grand Ballroom A, B, C, 3rd Fl.

EXHIBIT BREAKDOWN

Wednesday, May 9

1pm - 4:30pm

Grand Ballroom B+C, 3rd Fl.

DELIVERY INFORMATION

Material should be scheduled to arrive at the venue between Friday, May 4 and Monday, May 7. Materials delivered before Friday, May 4 will be charged a \$10.00 per box per day fee. It is the sole responsibility of the sponsor to ascertain that their packages have arrived. New Energy Events accepts no responsibility for items lost, stolen, damaged or delayed in shipping, or onsite during the event.

All packages must be addressed as follows:

Attention: Convention Services Manager Gretchen Del Valle
Hold for Guest/Sponsor Name - PR Grid Revitalization and Investment Forum
InterContinental San Juan
5961 Ave. Isla Verde
Carolina, PR 00979
1-787-982-4317

EXHIBIT SET-UP/BREAKDOWN

Exhibit Set-Up

Your exhibition space will be pre-assigned and you will be notified of your location both before the event and on-site.

The materials you send to the hotel will be available in Grand Ballroom B+C for set up beginning Monday, May 7 at 12pm. You will be provided with a standard rectangular table, 2 chairs, and brown drape cloth for the table.

You will have access to an outlet for a standard monitor (300 amps or less) but you must provide your own extension cords. Should you have more electrical needs, please let Erin Giunta know (egiunta@newenergyevents.com) by April 30.

Exhibit Breakdown/Return Shipping

All items must be removed from the exhibitor area by 4:30pm on Wednesday, May 9. Your company is responsible for the set up and strike of the items you bring for your exhibitor table/-booth. FED EX is the preferred provider, and the hotel has shipping labels for outbound shipments. The hotel does not recommend using UPS.

AUDIO VISUAL EQUIPMENT

If you wish to hire any audio/video equipment for your stand, please contact the in-house audio visual team:

Isaac Varon Jr, CMP, ivaron@PSAV.COM

Director of Event Technology & Client Networks

PSAV®

Hotel Services Division, Isla Verde, PR

office: 787.982.4323 mobile: 787.249.9520 web: www.psav.com/intercontinentalsanjuan

MISCELLANEOUS

Printing Services

The InterContinental San Juan recommends **Aurora Printing** (787-769-3379) for your printing needs.

Internet Access

There will be **complimentary wifi internet access** available throughout the exhibit and meeting space. The event-specific wifi network and password will be provided on-site.

Security

Please do not leave any valuables on your stand during the day or night when it may be unattended. Any items left onsite are done so at your own risk. The event space/exhibition space will be locked when not in use during the course of the event.

General Regulations

Do not screw, nail or staple anything to the hotel walls or ceiling. All stand structures, signs, exhibits must be contained within your allotted area. All structures must be self-supporting.

Health & Safety

Sponsors must comply with the hotel's fire policy and regulations. Fire extinguishers will be provided in the exhibition area. Emergency exits must not be blocked.

