



SHIPPING & RECEIVING PROCEDURES

Shipping equipment and materials to Puerto Rico entails slightly different procedures than those to other destinations

If you are planning a **Meeting or Conference** where you will be shipping equipment or materials to the Resort for an event we offer the following guidelines:

Submit the documentation listed below **at least 10-15 working days prior to the convention's setup date**, to the Wyndham Grand Rio Mar's Traffic/Purchasing Department via fax

(787) 888-6240 or email purchasing-riomar@wyndham.com

*Commercial Invoice (used and new articles must have a value)

*Freight Forwarder or Carrier's Name / Shipping Company Information

*Bill of Lading or Airway Bill

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

WYNDHAM GRAND RIO MAR BEACH RESORT & SPA

*Name of Group or Convention/ Conference Service Manager

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

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

Label Packages- Box #__ of __

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

Equipment/articles/materials brought into Puerto Rico on a **temporary basis** specifically for use during a conference, and then returned by the same shipper to their original destination are subject to inspection by U.S. Customs upon arrival and departure. The articles are allowed to be on the island for a period of **60 days** and guaranteed with a bond. The Wyndham Rio Mar Beach Resort has purchased a bond and will permit our Conventions to use this bond at a nominal fee of 1% of the declared value (provided you have sent the outlined documentation). This will be billed to your master account. Please note, this bond is applicable only for articles that arrive to Puerto Rico and returned to mainland. Also, you still remain responsible for returning these articles; failure to do so will result in an assessment 11.5% tax as well as additional fines levied by the Commonwealth of Puerto Rico.

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

The following information needs to be submitted to the Treasury Department (Hacienda) by **each meeting organizer/planner and/or 30 days prior to the convention.**

- **Registration Process** for the Application for Certificate of Merchant Registration and Exemption Certificate:
 1. Fill-out SC2914.1 form (English) SC2914 form (Spanish) Certificate of Merchant Registration
 2. **Treasury Department Website:** www.hacienda.gobierno.pr/ivu
Click on: (Merchant Registration Certificate) Fill **out the form Section NAICS code place # 541900**.
 3. Certificate of Merchant Registration will be issued by the Treasury Department (Hacienda) automatically with a confirmation # (Print and provide copy to Resort Conference Service Manager).
- **SALES & USE TAX ON MERCHANDISE – Please note that the Municipal Tax only applies when there is selling of merchandise**

Selling of merchandise during exhibitions, educational seminars, and meetings in general will be subject to State and Municipal tax not to exceed 11.5% (10.5% State and up to 1% Municipal). All companies and/or individuals engaging in a sales transaction must possess a valid merchant registration certificate from Puerto Rico.

4. Same process applies for Municipality of Rio Grande

Carriers (Federal Express, UPS, DHL, USPS, etc.)

* All equipment shipped to Puerto Rico via the above mentioned carriers is subject to U.S. Customs inspection, therefore 10:30am delivery nor early bird service is available. All carriers deliver to the Resort usually during the afternoon between 1:00pm-5:00pm, Monday to Friday; there is **no** Saturday/Sunday pickup or delivery service.

* Shipping, taxes and handling charges must be prepaid door-to-door.

* If any tax payment is required prior to delivery, The Wyndham Rio Mar Beach Resort will advance the tax on your behalf and debit your master account for a minimal fee of 8% of the total in excess of US\$100.00.

* Handling Fees apply upon Shipping & Receiving; please see SHIPPING & RECEIVING FORM for details.

DISCLAIMER:

Every Merchant must file a Sales and Use Tax Return upon completion of exhibition and/or event. Failure to comply with the Puerto Rico Sales and Use Tax will result in fines and penalties. The Wyndham Grand Rio Mar Beach Resort, its employees, and/or

its associates are not responsible for the above mentioned forms, payment and/or submission of documents to the local Treasury Department (Hacienda).

For more information contact the following offices:

Treasury Department (Hacienda)

P.O. Box 9024140

San Juan, PR 00902-4140

Tel.: (787) 721-2020 ext. 3611/ (877)-684-3422

For registration: 1 (888) 721-5551

www.hacienda.gobierno.pr/ivu

click on: (Merchants' Registration and Exemption Certificate)

San Juan Municipality

P.O. Box 9024100

San Juan, PR 00902-4100

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

www.sanjuancapital.com/chavito.asp

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

All other Municipalities

www.gobierno.pr

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

If any further questions please call or email the Purchasing Department:

Tel. (787) 888-6240.

Email: purchasing-riomar@wyndham.com

Juan de Dios, Purchasing Manager

Email: jcorrea@wyndham.com

Mary Cardona, Purchasing Assistant

Email: ecardona@wyndham.com