



## REQUIRED DOCUMENTS FOR USE AND LEASE OF EXTRAORDINARY AND TEMPORARY FACILITIES

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### Proposal

1. Name of the event
2. Description and purpose of the activity
3. Official name of the organization concerned (if applicable), responsible person and contact information including an email address
4. Date and time of the event
5. Quantity of participants, profile and demographic information of the market, target of the event
6. Benefits that you will get to the Ports Authority, the aviation or maritime industry
7. Sponsors of the event
8. Impact Economic Projection and number of employees generated
9. Promotional exhibition that will take the event: details or plan of advertising and marketing that will use
10. Growth potential of the event
11. Sales projections and operating cost of the event
12. If be a continuous event or repeated annually, it proposed should be accompanied of the history of this: impact in others destinations, amount of habitants and amount of participating, impact economic, among others.
13. The proposal should be directed to:

Lcdo. Omar Marrero Díaz  
Executive Director  
Puerto Rico Ports Authority  
Attention: Property Development & Marketing Office  
Extraordinary and Temporary Events  
P O Box 362829  
San Juan, PR 00936-2829

