

# GENERAL MEETING POLICIES & PROCEDURES



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Bellagio Convention Services Department is honored that you have chosen us to host your event. Your Convention Services Manager (CSM) becomes the primary contact for all details involving function arrangements, reservations, and billing procedures, as well as providing recommendations for outside services if necessary.

These Policies and Procedures are being provided to help ensure that all Bellagio Hotel & Casino guests receive excellence in service. Please review them carefully.

This P&P may not cover all situations a group may encounter. Should you have specific needs or questions outside this list, please speak to your CSM to clarify any costs or requirements. Please see the Meeting Planners Guide for more detailed information regarding these policies/procedures.

**ACCESS AND RIGHT TO ENTER:** Representatives of Bellagio may enter and have access to the Function Space at any time. Additionally, officers and authorized employees of governmental agencies may enter the Function Space at reasonable times, when necessary, to perform their official duties.

**ADDITIONAL LABOR CHARGES:** Additional labor charges may be incurred if a group requests changes to the room setup after the room has been set. Bellagio Hotel & Casino will make every effort to accommodate the room setup changes; however, it will be based on business levels and the availability of our convention staff. At the time the change is requested, your CSM will advise whether the room setup change can be accommodated, the approximate time it will take to complete the changes, and the additional labor charges that will apply based on the size of the room.

**AMERICANS WITH DISABILITIES ACT:** Hotel shall, with respect to its performance required under your contracted agreement, to the best of its knowledge, comply with all laws including the Americans with Disabilities Act and the Hearing Capacity Act of January 26, 1992 and the regulations and guidelines. Group warrants to Hotel that the Client, its agents, contractors and employees, and their functions within the function space and hotel complex, in connection with your contracted agreement, will be in compliance with the requirements of the above referenced laws, except to the extent that the setup or operation is controlled by the Hotel. Meeting Group agrees to provide proper ramp access to all elevated exhibit booths and/or non-permanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.

We will work with you to meet the ADA requirements specific to your function. Segway scooters (at walking speed only) are permitted in public areas of the hotel only when the operator represents that the equipment is a mobility assistance device for a disability condition. Other operators without reported disability should be advised that the equipment is not accepted for use in Bellagio public areas, including but not limited to the tradeshow halls at the Bellagio Convention Center. Use of a Segway may be excluded in areas that are relatively high foot traffic venues. This includes the Casino, theaters, Event Center, restaurants and the Convention Center. In such cases of exclusion, a guest will be offered the use of a balanced wheeled mobility device such as a wheelchair or motorized scooter.

**ANIMALS:** Permission for any domesticated animal (cats and dogs) to appear in a convention or trade show must first be approved by you and then by the CSM. Additional insurance may be required. Non-domesticated/exotic animals will be considered on an individual basis. Consult your CSM regarding any non-domesticated/exotic animal requests. Seeing eye/assistance animals are always permitted.

**AUDIOVISUAL:** Encore is the exclusive provider for all small meeting rooms and breakouts. Encore is the preferred audio-visual provider for the production of General Sessions.

Outside Audio Visual Production companies may operate General Sessions within the Hotel if they follow our production guidelines and contractor vendor policies. Please contact your CSM and Encore representative for the most up-to-date production guidelines and contractor vendor policies.

Encore is the exclusive provider of all rigging and power equipment and services. This includes but is not limited to labor, trussing, chain motors, cables, span sets, and all other rigging-related equipment. Free climbing is not permitted at Bellagio Conference Center. For those ballrooms with enclosed ceilings, clients must work with existing rig points.

If electrical power drops, television cables, telephone cords, or other such cables and wires must be laid on the floor or in public traffic areas, appropriate cable bridges and/or low adhesive tape must be installed.

All 110-volt extension cords shall be three-wire (grounded), #14 or larger AWG copper wire. Cords must not support connectors. Two-wire "Zip Cords" are not permitted other than factory-installed appliance connectors; these may not exceed six (6) feet long and must be UL-approved.

Cube-tap adapters are prohibited. Multi-plug adapters must be UL-approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating. All temporary electrical wiring must be accessible and free from debris and storage materials.



## BAGGAGE HANDLING

### Individual Arrival/Departure:

**Arrival:** Guests arriving individually are greeted at the front door by a bell person and will be given a claim check for their luggage. The guest may then call from their guest room for delivery.

**Departure:** After 11:00 a.m. checkout, guests wishing to store luggage can do so at the Bell Desk at the Main Valet; gratuity is appreciated.

### Group Arrival/Departure:

Group arrivals via shuttle, charter bus, or other organized transportation are subject to a **mandatory** baggage handling charge (portage) of \$5.25 each way. This charge covers handling baggage arriving at and departing from the hotel.

If the group requires baggage delivery in an auxiliary area aside from the designated hotel bag drop area, an additional fee of \$0.50, both in and out, will apply.

**Satellite Luggage Storage:** The Bell Desk team can facilitate optional luggage storage in the convention space for \$5.00 per claim check. CSM can determine an appropriate location. There are two payment options:

**Client Paid:** Should the group choose to offer this service to attendees, we will charge the number of departures scheduled for the day of luggage storage.

**Guest Pays Own:** Guests can pay on their own with cash or credit card, no minimum required.

In this instance, the Bell Desk team would coordinate the cashier.

Group cannot arrange/manage their luggage storage room or hire an outside company to arrange/manage a luggage storage room. This must be a Bell Desk function.

**BALLOONS:** Helium balloons smaller than 36 inches in diameter are not allowed. Small air-filled balloons may be used for decoration or handouts. Large helium-filled balloons may be used if they are securely anchored. Helium balloons or blimps may not be flown inside the building. Mylar balloons are not allowed anywhere on the property. Helium gas cylinders must be secured upright on safety stands with gauges protected from damage. Overnight storage of helium or compressed air cylinders in the building is prohibited. Balloons may not be released outdoors due to airport flight patterns in the area. A cleaning fee will apply should balloons be left on the property after an event. Please advise your CSM if you should be using balloons.

**BALLROOM STAGES:** The facility is equipped with three (3) permanent stages. It is not permissible to place any exhibits, meetings, or offices on the stages. Food or beverages may not be placed on stages. All props, decorations, audiovisual equipment, sound reinforcement equipment, and lighting equipment must have Hotel approval. Labor charges vary with individual requirements. Your CSM must coordinate with Encore and approve any use of the convention stages.

**BROADCASTING/TAPING/RECORDING:** Group may not broadcast (live or on a delayed basis), tape, or record on hotel property for any purpose or by any means without receiving written permission from Hotel. Please get in touch with your CSM for details.

**FEDEX SHIPPING AND RECEIVING:** FedEx Office provides various services at reasonable rates, including shipping, equipment rentals, copying, and fax services. Pricing and shipping instructions are available in the Convention Service and Catering Meeting Planning Guide.

Freight will NOT be received or accepted by Hotel before a show. Shipments that require special handling (refrigeration, etc.) should be coordinated with your CSM or FedEx before shipping. Hotel shipping labels are available through your CSM upon request.

The Hotel Receiving Department will not accept the following:

1. Shipments that require a forklift to unload.
2. Shipments consigned to an exhibitor in a trade show booth. Hotel has the right to consign any shipments received for a trade show to the decorator handling said show. Show management will advise their exhibitors that additional handling charges may be incurred.
3. Compressed gas cylinders.

**CONFETTI:** Confetti canisters may be used on the property, subject to cleaning fees per cannon arrangements, which can be made through your CSM.

**OUTDOOR/POOLSIDE EVENTS:** Many of the Hotel's outdoor locations are available for private events. Each area has specific rental fees, time guidelines, and food and beverage minimums. Additional information can be provided upon request.

Due to the architectural nature of the pool(s) and patio(s) and for the safety of all guests, additional Bellagio lighting will be necessary for all pool and patio events. Lighting costs are based on the location use and planned event type and will be added to all final client invoices as installed.

A minimum of three (3) lifeguards per pool are required for all poolside events at a charge of \$295.00 per lifeguard.

A minimum of one (1) Security officer for each event is required for all pool events at a charge of \$55 per hour with a 4-hour minimum. The charge for late requests within two weeks is \$70 per hour with a four-hour minimum.

Hotel Management reserves the right to move the event inside in case of inclement weather on the day of the event. The final decision will be made no later than six (6) hours before the start of the event that day.

**CASH ADVANCES (PAID OUTS):** Cash advances may be obtained upon approval and receipt of a check or wire transfer of funds before the cash advance/payout. Cash advances will not be approved on credit card payments.

It is possible to receive a cash advance for up to 10% of your group deposit on-site; however, the Finance Department must approve this in advance.

MGM Resorts International is subject to strict State and Federal currency reporting and handling laws. Cash advances require positive identification and may be reportable to the Nevada Gaming Control Board, the U.S. Treasury, and the IRS. A Tax ID number must be provided on the necessary paperwork.

**CHARITABLE EVENTS:** Should the group wish to conduct a charitable event as part of their program, please ensure you reach out to your Convention Services Manager or Events Manager before developing events. Due to Nevada Revised Statutes under the oversight of the Nevada Gaming Control Board, strict policies determine how these types of events are defined and must be conducted; we may need to obtain approvals from our compliance team. Charitable events requiring approvals are silent auctions, raffles, bingo, and gaming tournaments (this is not an exhaustive list).

**CHECK-IN/CHECKOUT:** Check-in time is 3:00 p.m. and Check-out is 11:00 a.m. Rooms requested before check-in time will be accommodated based on availability at no additional charge. Guests wishing to guarantee an early check-in will have the option to pay an early check-in fee at the time of booking based on availability. Departure dates will be confirmed upon check-in. Guests have the option to change their departure date at this time. Should a guest depart before their scheduled and confirmed departure date, there will be a charge for one additional night's room and tax. For example, if a guest checks out three (3) days early from their confirmed departure date, they will be charged for one (1) additional night (not all three nights). Luggage can be stored complimentary for guests who have checked out but are not yet departing the hotel.

**CHILDCARE SERVICES:** The State of Nevada does allow childcare services on property when strictly regulated. Some many regulations and stipulations must be followed before the State can approve this. If you are considering having childcare services on the property, please get in touch with your CSM at least six (6) months in advance to initiate the approval process.

**CHIPS AND TOKENS:** Gaming Control Board Regulation 12.060 prohibits Hotel from selling chips and tokens for purposes other than gaming. If you wish to purchase casino chips for your group, please get in touch with your CSM for more details.

**CREDIT APPLICATIONS:** Direct billing privileges may be established for those accounts incurring \$10,000.00 or more in charges. Direct bill processing is completed 60 days before arrival. Our Finance Department will reach out to the billing contact and request that a credit application be completed if they cannot compile a passing creditworthiness score with the company information obtained during initial processing. If direct billing is approved, a master account will be established.

60 days before your program, you will receive a deposit invoice for 50% of your contractual estimated charges.

**DAMAGE TO PROPERTY:** Group shall be liable for any damage, normal wear and tear excluded, to the Meeting Space or to any other real or personal property of Bellagio Hotel & Casino, caused by the act or omission of Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers. Group will not, and shall not permit others to, drive nails, tacks, hooks, screws, or other items into any part of the Function Space, hotel equipment or property. Group shall return the Function Space to Bellagio Hotel & Casino in as good of condition and repair as the same shall have been found when licensed for Group's use. Nothing will be placed against or leaned against any wall in the ballrooms. All crates, exhibit panels and pallets must always be kept at least five (5) feet away from the walls. Group will be charged by Hotel for any damages incurred by their exhibitors or exposition company. Group shall always conduct its activities safely and carefully, with full regard to public safety, and will observe and abide by all applicable laws (including the Americans with Disabilities Act), ordinances, rules, regulations, and requests by duly authorized governmental agencies having jurisdiction, as well as those of the Board of Fire Underwriters or any similar body and Bellagio Hotel & Casino.

**DRONES:** There are minimal scenarios where drones will be allowed on property. This policy may be considered; however, prior review and approval (in writing) must be obtained from the Bellagio Risk Management Director and Convention Senior Leadership team. Any requests must be made at least 60 days before any event to allow for sufficient review time. This policy also applies to any unmanned vehicles.

**ELEVATOR ACCESS (GUEST ROOM FLOORS):** Elevators are restricted to registered guest access only. Guest room keys only grant access to the floor of that specific guest room. Guests not staying at Bellagio cannot access any guest room floors. Should you host a hospitality event in your guest room or suite, you will be responsible for arranging elevator access for your guests attending your event.

**EMERGENCY EQUIPMENT:** Hotel has alarm and sprinkler systems. Fire extinguishers and other emergency equipment are strategically located in all building areas. Hotel monitors all building emergency systems throughout the facility. All fire hose cabinets, strobes, and fire extinguishers must be kept clear, accessible, and free of obstructions always. The fire hose cabinets, strobes, and fire extinguishers are permanent fixtures of the facility and cannot be moved.

**EVENTS POLICIES:** The Events Department will contact the Group after receipt of the signed contract. The Event Manager becomes the primary contact for all planning and on-site details involving Food & Beverage functions.

**PLEASE NOTE:** A tentative program schedule of function room requirements is due to the Events Manager at least 90 days before the main arrival date. A final detailed program is due to the Events Manager no later than 45 days before the main arrival date. At the 45-day due date or upon receipt of the final detailed program, any unassigned meeting/function/exhibit space will revert to Bellagio. Any additional requests for function rooms will be based on available space. All Banquet Event Orders are to be completed, signed and returned to your Events Manager 15 business days before the first day of the program.

Our culinary team can curate menus to create celebrations worth remembering and memories worth celebrating.

In our environment of ever-fluctuating food costs, menu pricing will be guaranteed three (3) months before your program. Please note there is a three-course minimum for all plated lunches and dinners. For your planning purposes, our current per-person banquet prices are as follows:

Breakfast: \$44.00 – \$69.00

Lunch: \$75.00 – \$80.00

Dinner: \$115.00 – \$195.00

Guarantees for all catered functions must be provided to your Events Manager by 9:00 am PST based on the schedule below. If notice would fall on a holiday, the guarantees must be received by the first business day before the holiday.

If your guarantee is not received, you will be charged with a guarantee equal to the expected number on the Banquet Event Order or the number of people served, whichever is greater. We will set 3%, up to a maximum of 50 guests of your guaranteed number.

Functions 2,502–5,999 guests: Guarantees due five (5) business days prior.

Functions under 2,500 guests: Guarantees due three (3) business days prior.

To ensure compliance with County Board of Health food handling regulations, food will be consumed on Hotel premises at the contracted time, except for “to-go” or boxed meals, which will be arranged in advance.

Bellagio is the sole provider of all food and beverages served in the Convention Area.

In compliance with Nevada Liquor Laws, Bellagio is the only authorized licensee to sell and serve liquor, beer and wine on the Hotel premises. Bellagio reserves the right to refuse service to any person who appears to be intoxicated. Bellagio reserves the right to inspect the identification of any person attending events in the Convention Area. No one under 21 years of age will be served alcoholic beverages.

**TAX & SERVICE CHARGES & ADDITIONAL FEES:** Catered food and beverage prices are subject to a 19% service charge, which is nontaxable, and a 6% administrative fee, which is taxable at the prevailing sales tax rate, currently 8.375%. Tax-exempt organizations must provide a Certificate of State Exemption to the Events Office three (3) weeks before the event. Service charges and sales tax are subject to change without notice.

**FOOD & BEVERAGE CHARGES:** The following charges will be added to the Banquet Event Order. Labor charges are taxable under the IRS code and are subject to the prevailing sales tax of 8.375%

- Chefs – \$350.00 each
- Bartenders – \$350.00 each
- Cashier – \$350.00 each
- Attendants – \$175.00 each
- Sushi Chef – \$650.00 each
- Sommelier – \$650.00 each

Receptions, except those preceding a dinner, require a \$80.00 per person minimum expenditure in food, excluding beverage, tax and service charge. Reception Stations are charged on the total number of guests guaranteed.

Cash events require approval by Hotel in advance of the event. Minimum charges will apply.

**EVENT POP-UP:** An Event Pop-Up will be any NEW event the client adds within 72 hours of the event's start time. Any additions to an existing event will NOT be considered a NEW event. The event must also have Food and Beverage Selections to be considered a NEW Event Pop-Up. Pricing for all NEW Event Pop-Ups will be a 20% increase in the price of all Food and Beverage Items.

**REQUEST TO INCREASE SERVICE:** Increased Service is defined as any additional servers or bartenders requested above and beyond the Banquet Service Staffing Guidelines at each property. A request to increase service can be made at any meal period and for any required service. Additional labor and gratuity charges will be incurred.

**SET CHANGE:** A Set Change is a request to change the room set from the agreed set to a different one within 72 hours of the event's start time. If the room has not been set at the time of request, no fees will be incurred; however, if the room has been set, Labor Fees will be incurred. Additions or subtractions to an existing set or guarantee changes to the set will not be considered a set change.

**QUICK TURN:** A Quick Turn is any turn from one type of set to another in a short period. Time constraints are listed below.

- Any room under 40,000 square feet needs to be turned in under 2 hours.
- Any room over 40,000 square feet must be turned in under 3 hours.
- Any quick turn must be approved, and additional labor charges will be incurred.

**TABLETOP EXHIBITS:** Hotel will provide up to 15 tabletop displays (six or eight-foot tables), including standard linen and table skirting, two chairs, and one waste basket at no charge during the Meeting Group's program. A \$150.00 per display will be charged for 16–25 displays. Tabletop displays more than these numbers must be furnished by an outside decorator/exhibit company.

**EXHIBITOR SERVICES:** The Bellagio Exhibitor Service team is here to guide you through providing technical services, booth cleaning, and food & beverage services for all exhibitors during your show. We have created an online ordering system with the Exhibitor in mind, providing convenience in ordering services for your event. Areas exclusive to Exhibitor Services: Audiovisual, Truss & Rigging, Staging and Lighting, Electrical, Telecommunications, Broadband Internet Connections, Cleaning, Food & Beverage Showroom and Booth Cleaning and Computer Rentals. Tradeshow Policies and Procedures outlining additional costs will be sent once the Agreement has been fully executed.

**EXHIBIT AREA/TRADESHOW CLEANING:** Cleaning services are required for all areas used as exhibit space. Bellagio Exhibitor Services is the exclusive cleaning contractor in the facility, including aisle carpet, registration areas, and booth cleaning. If carpet is applied to our flooring, cleaning services will also be required.

The types of cleaning services we offer are:

- Carpet vacuuming
- Carpet shampooing
- Damp mopping and waxing
- Machine scrubbing and waxing
- Trash removal
- Porter service

Confetti, balloons, glitter, or other similar materials will incur additional cleaning fees.

Exhibitor Services will provide an estimate of cleaning costs for your event upon receipt of your Fire Marshal-approved floor plan and schedule of events. Please send both items to Bellagio Exhibitor Services at [exhibitorservices@bellagioresort.com](mailto:exhibitorservices@bellagioresort.com). Show Management is responsible for all costs, associated dumpster or compactor pulls, or any other associated waste removal during the event's move-in, show days, and move-out.

**EXHIBIT/TRADE SHOW:** 30 days before the show, the Bellagio Exposition Services will contact your CSM to review and confirm move-in and move-out times and dates.

A Facility Supervisor is required in all exhibit halls during load-in, load-out, and show hours. Costs associated with straight-time and overtime fees will be charged via Encore.

Before exhibit move-ins, a representative of the Meeting Group, your exposition company, and the Facility Supervisor will walk the area for an official inspection.

At this time, cleanliness and state of repair will be noted, and any cleaning or repairs needed will be scheduled. This is for all areas the Meeting Group will utilize (e.g., parking lot, driveways, loading dock, service hallways, foyers, and actual exhibit area including apron of a permanent stage, etc.)

The group's exposition company will provide adequate trash receptacles throughout the exhibit area during setup.

Your exposition company is responsible for designing a ramp control person to control the exhibit traffic flow around the Hotel move-in area. The Meeting Group's exposition company is required to cover the doorway entries with carpet and any other approved coverings deemed appropriate by the Convention Services Department.

Regarding forklift usage, the following procedures **must** be adhered to:

- A designated forklift must be assigned for indoor and outdoor movements. A single forklift cannot run in and out of the hotel ballrooms.
- A designated drop point will be located just inside the freight door. The drop point must be covered with carpet and 1/4" to 1/2" plywood. The size of the drop point should be in proportion to the size of the show.
- The tires of the designated indoor forklift must have NOMAR tires; no duct tape, vinyl tape, or other coverage is acceptable.
- All forklifts must be equipped with a fire extinguisher.
- No gas/diesel forklifts will be operated in any convention areas. Electric and propane forklifts only.
- Two-way carpet tape is not permitted. Only a low tack tape is permitted on ballroom carpets.

Before the show opening, after all booths are set, a representative of the Group, the Facility Supervisor and the exhibition company representative or his/her representative will walk the floor with the Fire Marshal-approved floor plan. The exhibition company will correct any violation before the show opens.

Bi-level or double-deck exhibits must adhere to the following:

- Exhibit construction plans must bear the stamp of a structural engineer.
- All covered or enclosed areas exceeding 100 NSF must be equipped with smoke detectors and fire extinguishers.
- The Las Vegas Fire and Safety Coordinator may restrict the size of a covered area and/or may require a fire watch.
- Booth construction must meet all applicable local building codes.
- Any equipment to be installed or hung in our convention space needs to be cleared by Hotel in advance of installment. The ballroom ceilings are designed to the following specifications:
  - Unistrut Track is designed to support 250 pounds under each thread point and 75 pounds between eight (8) foot centers.
  - Rigid Pick Points rated at 2,000 pounds.

At no time during the show will the exposition company be allowed to store freight and/or equipment, either their own or that of the exhibiting company, in any public area, service area, or the back dock of Hotel. This includes the outside perimeter of the Hotel, as well as the parking lot. No commercial vehicles may be parked overnight in the convention load-in area.

With approval from your CSM, the exposition company may store minimal equipment necessary to open the exhibit hall in a timely fashion (i.e., table skirts, wastebaskets, smoking stands, etc.). All equipment must be stored in an orderly fashion behind the Decorator Exhibitor Services Desk, in accordance with the fire code and causing no damage to the walls, fixtures, or other areas of Hotel.

All freight, equipment, and trailers must be taken off the property for the show's duration.

A Facility Supervisor will be assigned to monitor the actual move-in and move-out. This person will monitor areas like the loading dock, service corridors, and the exposition ballroom.

After each show move-out, a representative from the Group, the Group's exposition company, and the Facility Supervisor will walk the areas of the Hotel, both inside and out, for a final inspection.

All production and exhibition companies are responsible for removing waste materials after the show. Cleaning, trash removal, and dumpster rentals are exclusive to Bellagio Exposition Services. They will schedule all dumpster needs for pre- and post-show waste removal. The dumpsters will be an additional cost to the client's full cleaning estimate. Bellagio Exposition Services will remove any trash left behind or "dumped" in an unauthorized location, and appropriate costs will be charged to the client accordingly.

The group's exposition company must contain its employee/labor forces in the loading dock and exhibit areas. Back-of-the-house restrooms should also be utilized. These employees are prohibited from using public restrooms, other public facilities, or the Hotel staff dining room. Exposition companies' employees and laborers are prohibited from taking breaks in public areas.

Mutually agreed-upon damages caused by the Group or their exposition company will be recorded and submitted to your CSM, who will, in turn, coordinate the repairs with the Engineering Department. All labor and materials will be billed to the Group. Full payment is required within 30 days of billing date.

**EXTRA PERSON CHARGE:** Room rates are based on single or double occupancy. There is a \$50.00 per person per night charge for each third or fourth person sharing the same room/suite, regardless of age, with a maximum of four (4) guests per room/suite.

Rollaway Bed Rental — \$50.00 each per night. Refrigerator Rental — \$35.00 each per night.

**FIRE REGULATIONS:** One (1) month before the show, the Group's exposition company must submit floor plans of the proposed exhibit layout to the Clark County Fire Department, Fire Prevention Bureau for approval. A Fire Marshal-approved copy must be forwarded to your CSM no later than three (3) weeks before the exhibit move-in.

All required fire exits may not be blocked or used to move exhibit material in or out or as storage areas. All exits must be kept clean and unobstructed. The exhibition company must cover Exits Signs that are not True Exits.

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstructions. Booth construction shall be substantial and fixed in position in specified areas for the show's duration. Easels, signs, etc., shall not be placed beyond booth areas into the aisles.

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, Canvas, cloth, cardboard, leaves, or similar combustible materials and similar decorative materials shall be flame-retardant to the satisfaction of the Clark County Fire Marshal. **The certifications of these flame-retardant materials must be provided and forwarded to your CSM no later than (3) weeks before exhibit move-in.** Oilcloth, tarpaper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant, and their use is prohibited.



If substitutions of original materials must be made, such labor and materials required to bring the work up to code standard shall be provided by Group at no additional expense to Hotel. In the event the Group is unable to comply with these requirements, said convention shall be cancelled by Hotel without liability to Hotel.

During set up and move out of trade shows, the Hotel requires establishing and maintaining designated “No Freight” aisles. These aisles **must** be always clear.

Fire extinguishers, fire hose cabinets, and sprinkler closets must always be visible and accessible. Fire extinguishers may be blocked only if approved by the Fire Marshal and temporary extinguishers are supplied in the same area and are visible.

All internal combustion engine-driven vehicles or equipment displayed in the hall must have fuel filler caps locked or taped, batteries disconnected, and fuel tanks ¼ empty. A non-flammable drop cloth must be placed under the engine.

Anytime pyrotechnics or hazers are used, the Fire Safety System must be disabled or “put into test mode.” This process will require several personnel to be dedicated to watching for potential fire or smoke in the area where the Fire Safety System is disabled. Charges will apply for fire watch during rehearsals and show. In the case of Pyrotechnics/Flame Effects, a permit is required from the CCFD. Please submit your pyrotechnic/ hazing schedules to your CSM and Encore Manager 30 days before your event. Please note we cannot allow pyrotechnic displays outdoors if the wind speeds are 10 mph or greater. A copy of the operator’s certificate must be on file before the show.

Compressed gas cylinders are prohibited unless approved by the Fire Marshal; if approved, cylinders must be secured upright. Exhibitors are required to be available to receive and pick up any cylinders. Hotel will not store any cylinders on-site. Combustible materials may not be displayed at any time.

All packing containers, wrapping materials, and display materials must be removed from behind booths and placed in storage; all empty cartons must be removed for storage, or they will be removed as trash.

Fire Strobes are in our meeting rooms, public spaces, and exhibit halls. In accordance with the Fire Code, these strobes can NEVER be blocked without strobe extensions.

In addition to the exhibit floor plans noted above, Fire Marshal-approved plans are also required for all meetings or catered events of 300 persons or more. Approval of the plans will be charged by the Clark County Fire Department (See Meeting Planners Guide).

**GROUP ENTERTAINMENT:** The Group acknowledges that Bellagio Hotel & Casino has a reputation for offering high-quality entertainment and services to the public, is a publicly held company, is subject to regulation and licensing, and desires to maintain its reputation and receive positive publicity concerning the Group’s functions. Consequently, before contracting with any entertainer or production company to provide entertainment at its function(s), the Group shall obtain Bellagio’s written consent for the entertainment, which consent shall not be withheld. In contracting for entertainment, Group agrees that any such entertainment will comply with Bellagio’s standard policy regarding risqué or questionable material and that no disparaging remarks toward gaming, Bellagio Hotel & Casino, its directors, officer, or employees, or those of any affiliate of Bellagio Hotel & Casino shall be made.

**HOSPITALITY SUITES:** The guidelines below are to ensure the enjoyment and comfort of all our guests.

- To promote a restful environment for all our hotel guests, we request that you not schedule your hospitality suite to run past 11:00 p.m. Please ensure that any noise from music or entertainment is kept to a level that cannot be heard outside your guest room/suite.
- Clark County Fire Department regulations do not permit easels and signage in guestroom hallways.
- Should you require easels to display signs inside your guest room, please contact our Banquet Setup Department for rental.
- Maximum allowable seating will be determined by Banquet Setup or a Housekeeping Supervisor.
- Hospitality events require at least two (2) hours of notification for service before the scheduled start time.
- If your event is scheduled to start before 3:00 p.m., the suite must be reserved the day before for setup and availability. Appropriate charges will be applied.
- Any event scheduled to extend past the standard 11:00 a.m. checkout time will be charged for an additional day.
- The taping, tacking, or otherwise affixing of any materials to walls, floors, or ceilings is not permitted.
- Please be advised that all liquor, beer, wine, and food served by our staff in hospitality suites must be purchased through our In-Suite Catering Department. The terms of our liquor license preclude us from providing setup service for bars not purchased through the In-Suite Catering Department. Should it be discovered that liquor has been purchased from an outside source, corkage fees and applicable service charge will be charged.
- We are unable to remove or dismantle furniture in guestrooms.
- Room or suite numbers are available on the day of check-in. The room will be reserved under the group name or the name of the individual reserving the suite. Suite numbers cannot be issued in advance.
- Each standard guestroom is equipped with two (2) 20-amp outlets. Due to safety regulations, additional electrical service cannot be provided in guest rooms or suites.
- Suites are designed for networking and entertainment purposes. Exhibiting in suites is not allowed.
- You may register your suite as a hospitality suite with a representative from the front desk. If you would like the hospitality event displayed on a special television channel that can be accessed in all guest rooms, please get in touch with an In-Suite Catering coordinator.

**INSURANCE:** A copy of your certificate of insurance (COI) is due to Bellagio Hotel & Casino 30 days before your event. The certificate must list all days of your license of the facility and include the following coverage:

- Worker’s Compensation Insurance in accordance with Nevada Law covering your employees.
- Employer’s Liability
- Commercial General Liability
- Comprehensive Auto Liability



Please consult your contract and license agreement (if applicable) for coverage required for the above. All issuing insurance companies must have authorization to do business in Nevada. This certificate of insurance must state Bellagio Hotel & Casino, its parent company, subsidiaries, and affiliates are named as additional insured. The certificate is unacceptable if all these entities are not named.

Your exhibitor contract must indicate that exhibitors and your company/association shall indemnify and hold harmless Bellagio Hotel & Casino from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits. See the Indemnification paragraph in your Hotel Contract and/or as outlined in the License Agreement. NOTE: This policy applies to your organization and to any subcontractors you may utilize to provide services during your meeting/convention.

**LIVE ENTERTAINMENT TAX:** Live Entertainment Tax (LET) must be applied to any events where public admissions are being charged, and the event is defined as Entertainment per the Nevada Revised Statutes under the oversight of the Nevada Gaming Board. LET must be collected by Bellagio Hotel & Casino as we are required to collect and remit all taxes for entertainment events occurring on the premises. All events must be reviewed by the Bellagio Hotel & Casino Compliance Team to determine the applicability of LET. The current LET rate is 10%.

**LOST PROPERTY:** Bellagio Hotel & Casino shall not be responsible for losses by Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, performers, or any other party due to theft, damage to, or disappearance of equipment or other personal property, it being acknowledged explicitly that such equipment and property is not under the care, custody, or control of Bellagio Hotel & Casino.

## MEETING ROOM GUIDELINES

- Fastening or affixing objects to doors, walls, ceilings, painted surfaces, podiums, columns, fabric moveable walls, or decorative walls is not permitted.
- Carpet protection (Visqueen) must be in place before freight delivery, before construction of any display, and before using any motorized devices.
- No plants or furniture may be moved or relocated from the hallways or meeting rooms unless prior arrangements have been made with your CSM. A removal fee will be assessed for all relocations.
- Changes to meeting room setups are subject to additional labor charges.
- Sponsorship Decals can be placed on Tile floors, registration desks, windows, and tables for a placement fee

**SET CHANGE:** A Set Change is a request to change the room set from the agreed set to a different one within 72 hours of the event's start time. If the room has not been set at the time of request, no fees will be incurred; however, if the room has been set, Labor Fees will be incurred. Additions or subtractions to an existing set or guarantee changes to the set will not be considered a set change.

**QUICK TURN:** A Quick Turn is any turn from one type of set to another in a short period. Time constraints are listed below.

- Any room under 40,000 square feet needs to be turned in under 2 hours.
  - Any room over 40,000 square feet must be turned in under 3 hours.
  - Any quick turn must be approved, and additional labor charges will be incurred.
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- The standard meeting room amenities include water stations with notepads and pens inside of the meeting rooms. Additional amenities are available on request at an additional charge.
  - All room assignments are tentative and may be changed at the discretion of the Hotel, based on written notification to the group or if negotiated otherwise in the agreement. Sufficient space will be available to accommodate meeting/function/exhibit requirements. Hotel reserves the right to maximize space usage.
  - The meeting room's air walls cannot be secured. You are responsible for security in areas you have contracted. Hotel bears no responsibility for equipment left in the meeting rooms. Security is recommended in any rooms where you may be planning to leave valuable equipment (i.e., meeting rooms or display areas in public foyer space), and it is required for all trade shows. Security can be contracted to provide coverage. Please get in touch with your CSM for current rates.
  - Hotel maintains a standard inventory of equipment such as, but not limited to, banquet chairs, tables, risers, podiums, easels, dance floor and linens. All groups share this inventory in the facility, and it will not be dedicated to any one group. Should your equipment requirements be more significant than what can be provided, rental costs may be your responsibility.
  - Please check with your CSM before leaving audiovisual setups in meeting rooms overnight. 24-hour setup holds must be pre-arranged, and, in some instances, AV setups may have to be torn down and reset for subsequent meetings or functions. Security is recommended.
  - Hotel cleaning services are required for all areas where carpet is applied to our flooring.

**NETWORK AND INTERNET CONNECTIONS:** Group may not attach any hardware or software to any networking and internet access services provided by Hotel, or allow its attendees to do so other than hardware and software approved by the hotel or end-user equipment (such as laptops and mobile phones, but not routers or networking equipment) owned by attendees that agree to any applicable terms of use required to access the services. If the Group is permitted by the hotel to attach a router or other wireless networking equipment to the hotel's network, it shall not use a network identifier (i.e., a Service Set Identifier or SSID) that contains the hotel's name without approval from Bellagio Hotel & Casino, or other name to which the hotel reasonably objects. Bellagio Hotel & Casino may require Group or its attendees to remove any hardware or software from the hotel's network or otherwise prevent hardware or software from connecting to the hotel's network without notice and without refund.

**NEVADA CLEAN INDOOR AIR ACT/NO-SMOKING LAW:** The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking is not permitted in meeting and convention spaces; this includes all e-cigarettes and vapor cigarettes. Additionally, smoking is prohibited in restaurants, lounges where food is served, hotel lobbies, elevators, guest rooms and hallways, theaters, arenas, arcades, retail stores, and other indoor public spaces. If there is evidence of smoking in your room, you will incur a minimum deep cleaning fee charged to your account. The Casino floor and specific lounges where food is not served are exempt. Please get in touch with your CSM for more information.

## PARKING

**PARKING NOTICE:** MGM Resorts International, our goal is to provide convenient, safe, and secure parking for all our guests. We are investing in new parking technologies that create a better visitor parking experience.

\*Prices may be higher, and certain complimentary parking offers are not valid during special events. Parking fees are subject to change, and parking is subject to availability. Nevada residents receive up to 3 hours of complimentary parking with a valid NV driver's license at the exit gate, except during special events.

Parking Charges	Mon - Thurs	Fri - Sun
Daily Self-Parking	\$18	\$23
Daily Self-Parking (Registered Hotel Guest)	\$18	\$18
Valet Parking	\$35	\$40

**PARKING PASSES:** Parking Passes may be obtained by your CSM and charged to the Group Master Account.

**PAYMENT OPTIONS:** Payments by check must be drawn from a U.S. bank, payable in U.S. dollars. Deposits must follow the outlined format in the Hotel and/or License Agreement. All checks need to be received 14 days before the first scheduled arrival. You can also choose to submit a wire transfer. Accounting processes all pre-show deposits and prepares the final billing invoice. You are responsible for fully paying the final invoice within 30 days of receipt. (Terms may vary. Please consult your contract for complete payment information.)

**PRINTED MATERIALS:** We request that your CSM contact be placed on your mailing list to receive all materials concerning Hotel. This will allow us to share all printed materials in the possession of your prospective attendees with our staff.

Please be advised that any advertising utilizing the Hotel name, logo, or any request to use Hotel stationery must be approved before distribution, in writing, by Hotel.

**RETAIL SALES TAX:** The Nevada Administration Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to collect and remit the taxes for their respective event. This means you are responsible for these taxes.

If Group is tax-exempt, the State of Nevada requires a copy of the following on file with Bellagio Hotel & Casino:

- NEVADA tax-exempt sales tax permit providing the evidence of non-taxability.
- U.S. Government tax-exempt sales tax permit.

Please contact the Nevada Department of Taxation at (702) 486-2300 for further details.

**ROOM DELIVERIES:** The Hotel Front Services Department will happily arrange guest room deliveries between 10:00 a.m. and 10:00 p.m. Early morning deliveries before 10:00 a.m. should be flyers, periodicals, or any other door-hang item that can be delivered without the disturbance of knocking. Items will be placed inside the room after the guest has checked in. All deliveries will be charged \$3.50 per person for up to two (2) items and \$1.00 for each additional item per day per room (subject to change). Additional costs apply for name-specific items or items requiring assembly by the Bell Service Team.

The Hotel Front Services Department can also deliver newspapers and periodicals to guest rooms. These may be hung on the doorknob outside the room if placed in plastic Hotel newspaper sleeves. The delivery charge for this is \$3.50 per item, per day, per room (subject to change). Items may not be left outside on the floor or slipped under the door of the guest rooms.

**SALE OF MERCHANDISE:** Meeting Group may not utilize Hotel function space or property to sell merchandise or services without the prior written approval of and under the conditions established by the Hotel, Meeting Group, its agents, contractors, and employees. All permits and licenses required by law for such activity in Clark County are the sole responsibility of the Meeting Group.

**SECURITY:** For the safety of Bellagio and all guests, any vendor, client, and/or guests requiring Back of House (BOH) access must sign in and obtain a vendor badge before being permitted in BOH. Violators of this policy may be denied BOH access.

Security services can be requested via Bellagio Security, or an outside vendor may be used. Outside vendors are subject to approval by Bellagio Security management. Any surveillance equipment must be identified to Bellagio Security management.

The current Bellagio Security charges are \$55 per hour with a four-hour minimum. If less than 14 days' notice is given, the cost is \$70 per hour. If the event requires five (5) or more Officers, an additional Relief Officer/Supervisor is required. All pricing is subject to change without notice.

The Supervisor's responsibilities include:

- Scheduling the appropriate Security Personnel for the event
- Managing the Security Officers assigned to the event
- Ensures that all personnel receive their required breaks
- Ensures the safety of both the event attendees and the Security Officers

**SIGNAGE AND DISPLAY ADVERTISING:** Bellagio retains exclusive rights to all display advertising within the function space and all other spaces on the Hotel property. Group may not advertise within the function space, nor represent to any third party that it may advertise within the function space or on Hotel property, and may not place any signage or banners in the function space or on Hotel property without Hotel's prior written consent. If the Hotel grants its consent for the Group to advertise within the function space or on the Hotel property, it shall be a nonexclusive right to advertise; however, signage is restricted to the meeting area and should be pre-arranged with your CSM. It is the policy of Hotel that all signage approved must be professional and pre-approved flame retardant signs and banners, which must be professionally printed.

Signs or banners may not be taped, stapled, nailed, or tacked to hotel doors, walls, registration desks, etc. No flyers, advertising materials, or free samples shall be produced, placed, or distributed without the prior written approval of, and under the conditions established by, the Hotel, Group, its agents, contractors, and employees. They may not affix signage to any wall located on the Hotel property.

It is highly recommended to create a nylon, cloth, or vinyl sign with grommets evenly distributed to support the weight and width of the sign, along with a sewn-in pocket at the bottom to weigh the sign correctly. Paper banners are not permitted.

**TRADEMARK:** Neither party is authorized to use any trademark, trade name, or service mark owned or registered by the other party, its parent, subsidiaries, or affiliates. Neither party may, without prior written approval of the other party, copy, reproduce, distribute, or use any trade name, trademark, copyrighted material, or service mark of the other party, its parent, subsidiaries, or affiliates.