



CONVENTION SERVICES POLICIES AND PROCEDURES

These Policies and Procedures are being executed to help ensure that all guests of Hotel receive uniform excellence in service. In the event that a subcontractor is required, you must provide the information to your Convention Services Manager in order for them to make arrangements to work within our facility. Please review them carefully.

AMERICANS WITH DISABILITIES ACT

Pursuant to the ADA Act of January 26, 1992, 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.

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 the meeting and convention spaces. Additionally, smoking is not permitted in restaurants, lounges where food is served, hotel lobbies, elevators, guest room hallways, theaters, arenas, arcades, retail stores and other indoor public spaces. The Casino floor and certain lounges where food is not served are exempt.

Please contact your Convention Services Manager for more information.

EXHIBITS

Hotel will provide up to fifteen (15) table top displays (6 or 8 foot tables) including standard linen and table skirting, one chair and one waste basket at no charge during Meeting Group's program. A charge of \$150 per display will be charged for 15-25 displays. Table top displays in excess of these numbers must be furnished by an outside decorator/exhibit company. Hotel can provide phone lines, signage, AV equipment, etc. at a charge.

EXHIBITORS

Meeting Group agrees to provide Hotel with a copy of their contract with their exhibitors. Meeting Group further agrees to include a provision, which provides that their exhibitors agree to the terms and conditions contained in these Policies and Procedures.

The Hotel will not provide supplies for an exhibit booth. This includes ice, trays, easels, refrigeration storage, telephones, etc. These items must be ordered through the show decorator.

EXHIBIT EXCLUSIVE PROVIDER

ARIA Expo Services is the exclusive provider for the following exhibit services: Audio Visual, Truss & Rigging, Staging and Lighting, Electrical and Plumbing, Telecommunications, Broadband Internet Connections, Showroom and Booth Cleaning and Computer Rentals. Tradeshow Policies and Procedures outlining additional costs, including but not limited to, cleaning based on \$.12 per square foot for all convention space will be sent once the Agreement has been fully executed and a Convention Services Manager has been assigned.

Any damages caused by Meeting group, Meeting Group's exhibitor and/or exposition company will be the responsibility of the Meeting Group.

A facility supervisor will be assigned to monitor the actual move-in and move-out of its facility. The facility supervisor will monitor such areas as the loading dock, service corridors and the actual function space for the event. The cost to the Meeting Group is \$50.00 per hour, 6:00AM - 12:00 midnight and \$75.00 per hour, 12:00 midnight - 6:00AM.

EXHIBIT/TRADE SHOW MOVE-IN/MOVE-OUT

Thirty (30) days prior to a show, the Convention Services Manager will contact your exposition company to review and confirm the move-in and move-out times and dates.

Move-in/move-out times are between 6:00AM and 12:00 AM (midnight). Any exceptions to this time frame must be approved by the Convention Services Manager. Please note that move-in/move-out times for Hotel will be predicated upon other business in the hotel.

Prior to exhibit move-ins, a representative of Meeting Group, your exposition company and the Facilities 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 Meeting Group will be utilizing, e.g. parking lot, driveways, loading dock, service hallways, foyers, and actual exhibit area, (including apron of permanent stage), etc.

It is your exposition company's responsibility to designate the ramp control person to control the exhibit traffic flow around the Hotel move-in area.

At the conclusion of each show move-out, a representative from Meeting Group, your exposition company and the Facilities Supervisor will walk the areas of Hotel, both inside and out, for a final inspection.

Mutually agreed upon damages caused by Meeting Group or their exposition company will be recorded and submitted to the Convention Services Manager, who will, in turn, coordinate the repairs with the Engineering Department. All labor and materials will be billed to Meeting Group at cost and will be with the approval of Meeting Group and Hotel. Full payment is required within thirty (30) days of billing date.

EXHIBIT/TRADE SHOW MOVE-IN/MOVE-OUT (CONTINUED)

Meeting Group's exposition company will be responsible for leaving all areas of Hotel that the exposition company is responsible for, in the same condition, less normal wear and tear that they were in prior to move-in.

Meeting Group' exposition company is required to cover the doorway entries with carpet and any other approved coverings deemed appropriate by the Convention Services Department.

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

- A designated forklift must be assigned for both indoor movements and outdoor movements. A single forklift is not allowed to run both in and out of the hotel ballrooms.
- A designated drop point will be located just inside the freight door. The drop point is required to 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 will be 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 adhesive tape is permitted on ballroom carpets.

During exhibit shows, Hotel will only be responsible for areas where the hotel has provided food and beverage. ARIA Exposition services must be contacted to handle Booth and Aisle cleaning.

Prior to the show opening, and after all booths are set, a representative of Meeting Group, Facilities Supervisor, and the exhibition company representative or his/her representative will walk the floor with the Fire Marshal approved floor plan. Meeting Group will correct any violation prior to the show opening.

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 in excess of 1,000 square feet shall be provided with interior automatic sprinkler protection. A separate permit application shall be submitted for such structures.
- The Las Vegas Fire and Safety Coordinator may restrict the size of a covered area and/or may require fire watch.
- Booth construction must meet all applicable local building codes.
- Any equipment that is 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 of the thread points and 75 pounds between eight (8) foot centers.
 - Rigid Pick Points rated at 2,000 pounds.

EXHIBIT/TRADE SHOW MOVE-IN/MOVE-OUT (CONTINUED)

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 Hotel as well as the parking lot. No commercial vehicles may be parked overnight in the convention load-in area.

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

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

A NO-SMOKING policy will be in effect during all setup and tear down times. It is the responsibility of the exposition company to enforce this policy with their personnel.

All production/destination companies are required to pre-arrange the drop off of a dumpster in order to properly dispose of any waste material. Hotel will not permit any material to be left on the hotel premises. A Convention Services Representative of Hotel will indicate the exact location of the dumpster placement.

Meeting Group's exposition company will provide an adequate number of trash receptacles throughout the exhibit area during set up.

Meeting Group's exposition company must contain their employee/labor forces to the loading dock and exhibit areas. Back-of-the-house rest rooms should also be utilized. These employees are not permitted to use public rest rooms or other public facilities or the Hotel staff dining room.

Hotel will set up a water station and smoking area, with ashtrays, on the back dock during setup and tear down times. Any food and beverage consumption outside this designated area is not permitted.

ELECTRICAL

In-house architectural lighting is provided to exhibitors without charge.

CABLES AND WIRES

In the event 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 in length 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.

BALLROOM STAGES

Use of the permanent ballroom stages will need to be coordinated with the hotel's Technical Service Department and the Convention Services Manager.

FIRE REGULATIONS

One month prior to the show, the Meeting Group's exposition company is required to 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 the Convention Services Manager no later than three weeks prior to the exhibit move-in.

All required fire exits may not be blocked or used for moving exhibit material in or out, or used as storage areas. All exits must be kept clean and unobstructed.

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 duration of the show. 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 and similar decorative materials shall be flame retardant to the satisfaction of the Clark County Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, Orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.

ALL MATERIAL MUST BE ACCOMPANIED BY AN OFFICIAL FLAME RETARDANT CERTIFICATE AND PROVIDED TO THE CONVENTION SERVICES MANAGER PRIOR TO MOVE IN.

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

During set-up and move-out of trade shows, Hotel requires establishment and maintenance of designated "No Freight" aisles. These aisles **must** be clear at all times.

FIRE REGULATIONS (CONTINUED)

Fire extinguishers, fire hose cabinets and sprinkler closets must be visible and accessible at all times. Fire extinguishers may be blocked only if approved by the Fire Marshal and temporary extinguishers are supplied in the same area and are clearly 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 almost empty. A non-flammable drop cloth must be placed under the engine.

When pyrotechnic displays are used on property, a permit from the Clark County Fire Department is required. A copy of this permit should be given to the Convention Services Manager at Hotel prior to any related function. A competent and certified operator must be present for the firing of any pyrotechnics. A copy of the operator's certificate must be on file prior to the show.

Compressed gas cylinders are prohibited unless approved by the Fire Marshal; if approved, cylinders must be secured in an upright position.

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.

Combustible materials must not be displayed at any time.

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 as follows:

- Plans submitted prior to 14 days before the event are subject to a \$300 per plan fee.
- Plans submitted within 14 days of the event are subject to a \$450 per plan fee.
- Revisions to previously submitted plans within 14 days of the event are subject to an additional \$450 per plan fee.

Floor plans are final once approved by the Fire Department. No additional equipment, tables or decor may be added. However, the Fire Department will allow deletion of equipment, tables and decor from the final floor plan. Regulations of the Clark County Fire Department, Fire Prevention Bureau must be observed in their entirety.

SIGNAGE AND DISPLAY ADVERTISING

Hotel retains exclusive rights to all display advertising within the function space and all other space on the Hotel property. Meeting 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 prior written consent of Hotel. In the event Hotel grants its consent for Meeting Group to advertise within the function space or on Hotel property, it shall be a nonexclusive right to advertise, however signage is typically restricted to meeting area and should be pre-arranged with the Convention Services Manager. It is the policy of Hotel that all signage approved must be professional and pre-approved flame retardant signs and banners. Any signage or banners approved by Hotel may only be hung or posted by the Hotel Technical Services department.

Signs or banners may not be taped, stapled, nailed or tacked to any hotel doors, walls, registration desks, etc.

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 of the sign to properly weight the sign. Paper banners are not permitted.

WALLS

Nothing is to be placed against or leaned against any wall in the ballrooms. All crates, exhibit panels, and pallets must at all times be kept a minimum of five (5) feet away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Meeting Group will be charged by Hotel for any damages incurred by their exhibitors or exposition company.

SHIPPING AND RECEIVING

There is limited storage space at Hotel and **NO** freight will be accepted by Hotel in advance of a show. Shipments to Hotel more than three (3) days in advance of the arrival date will not be accepted. Shipments that require special handling (refrigeration, etc.) should be coordinated with the Convention Services Manager or the Business Service Center prior to shipping. Hotel shipping labels are available through your Convention Services Manager upon request.

The following will not be accepted by the Hotel Receiving Department:

1. Collect Shipments
2. Shipments that require a forklift to unload.
3. 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.

PACKAGES

Hotel has a full service Business Service Center that will handle all incoming and outgoing packages. Additional information and pricing will be provided one year prior to the main arrival dates.

For ease of handling, packages and boxes should not be larger than 24 square inches and should be less than 70 lbs. Any boxes larger or heavier must receive prior approval from you Convention Services Manager. There is a handling fee for each box sent to or from the hotel as follows (subject to change):

\$6.00	0 - 1 lbs. (letters)
\$10.00	2 - 15 lbs.
\$15.00	16 - 30 lbs.
\$20.00	31 - 50 lbs.
\$40.00	51 - 80 lbs.
\$60.00	81 - 100 lbs.
\$80.00	101 - 150 lbs.

*Over 150 lbs.: Round weight up to the nearest 100 and calculate at \$80 per 100 lbs.

Example: 151 lbs. = 200 lbs. - handling charge is \$160.00

Incoming packages and boxes to the Hotel are to be addressed as follows:

Ms. Jane Doe (Hotel Guest or Meeting Planner, Reservation #)
ARIA
3730 Las Vegas Blvd. South
Las Vegas, NV 89158
Function or Group Name

EXHIBITORS

Meeting Group agrees to provide Hotel with a copy of their contract with their exhibitors.

Meeting Group further agrees to include a provision which provides that their exhibitors agree to the terms and conditions contained in these Policies and Procedures.

Supplies for an exhibit booth will not be provided by the Hotel. This includes ice, trays, easels, refrigeration storage, etc. These items must be ordered through the show decorator.

CATERING SALES POLICIES AND PROCEDURES

FOOD AND BEVERAGE

To ensure compliance with County Board of Health food handling regulations, all food must be consumed on Hotel premises at the contracted time, except for "to-go" meals, arranged in advance. Hotel is the sole provider of all food served in the Convention Area. No food will be permitted to be brought into the Convention Area by a guest or any of the customer's guests or attendees.

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

TAX AND SERVICE CHARGE

All Food and Beverage prices are subject to a 21% service charge (subject to change) and 8.1% sales tax (subject to change). Service charge is not taxed. Tax-exempt organizations must furnish a Certificate of Exemption to the Catering Office at least two weeks prior to the event.

GUARANTEES

Guaranteed numbers of attendees for all functions must be received in the Catering Office three (3) business days prior to the function and four (4) business days for functions on Sundays and Holidays. Meeting Group will be charged the guaranteed number of attendees or the number of people actually served, whichever is greater. For groups with assigned seating, the final diagram must be submitted with your guarantee count. In addition, Hotel will not set more than 3% above your guaranteed number of attendees, not to exceed 50 people. If a guarantee count is not received, the number of guests indicated on the Banquet Event Order will be the guaranteed attendance. Reception stations are charged on the total number of guests guaranteed.

FLOOR PLANS

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 as follows:

- Plans submitted prior to 14 days before the event are subject to a \$300 per plan fee.
- Plans submitted within 14 days of the event are subject to a \$450 per plan fee.
- Revisions to previously submitted plans within 14 days of the event are subject to an additional \$450 per plan fee.

Floor plans are final once approved by the Fire Department. No additional equipment, tables or decor may be added. However, the Fire Department will allow deletion of equipment, tables and decor from the final floor plan. Regulations of the Clark County Fire Department, Fire Prevention Bureau must be observed in their entirety.

SERVICE CHARGES

- Chefs and Attendants – A labor charge of \$175.00 per Chef or Attendant will be added to the Banquet Event Order.
- Sushi Chef - A labor charge of \$400.00 per Sushi Chef will be added to the Banquet Event Order.
- Bartender – A labor charge of \$175.00 per Bartender will be added to the Banquet Event Order.
- Coffee Breaks with 35 persons or less will have a \$100.00 service charge added to the final arrangements.
- Meal functions with 35 persons or less will have a \$300.00 service charge added to the final arrangements.
- Cash Food and Beverage functions – Requires approval by Hotel Management in advance of function. Minimum costs do apply.
- Coat Check Facilities are available upon request. Attendants are \$175.00 for a four hour period.
- Receptions, except those preceding a dinner, require a \$68.00 per person minimum expenditure in food, excluding beverage, tax and service charge.

OUTDOOR/POOLSIDE EVENTS

- Some of the Hotel's outdoor locations are available for private parties.
- Each area has specific rental fees, time guidelines and Food & Beverage minimums. Additional information can be provided upon request.
- Lighting is required for all outdoor evening events. Lighting costs are based on the location used, type of event being planned and safety of your guests.
- Lifeguards are required for all poolside events at a charge of \$175 per lifeguard for a four hour period. The number of lifeguards will vary based on the size of the event.
- Cabanas may be requested based on availability for an additional charge.
- Hotel reserves the right to make the final decision to use indoor facilities in case of inclement weather on the day of the event.

MISCELLANEOUS

Merchandise for Sale

Any function with an admission charge or fee, or has merchandise for sale, must be approved and licensed with the Clark County License Board. A copy of the certificate must be presented to the Catering Office at least three (3) days prior to the event.

Loss or Damage

Hotel is not responsible for loss or damage to any property the organization or its guests bring to Hotel, before, during or after the use of the facilities.

GENERAL INFORMATION

CHECK-IN / CHECK-OUT

Check-in time is 3:00PM. If rooms are requested prior to check-in time, early arrivals will be accommodated, as rooms become available.

Check-out time is 11:00AM. Our Bell Staff can store luggage on a complimentary basis for those guests who have checked out but are not yet departing the hotel.

For those guests not wanting to stop at the Front Desk on the way out, the following Express Checkout options are available for your convenience:

- Text ARIACO to 63095
- E-mail checkout@arialasvegas.com
- Video Checkout on your TV (See page 49 in your Guest Services Directory for more information)
 - Video Checkout is available from 6:00 a.m. – 11:00 a.m only.

BAGGAGE HANDLING - GROUP

Guests arriving in a single group or in “batch” arrivals will arrive at the Tour Lobby. All arrivals through the Tour Lobby are subject to a mandatory baggage handling charge. Currently \$6.00 round trip per person and subject to change, this charge covers the handling of baggage both in and out of the hotel.

In the event group requires baggage delivery in an auxiliary area aside from the designated Hotel bag drop area, there will be an additional cost of \$0.50 both in and out.

BAGGAGE HANDLING - INDIVIDUAL

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 will then call from their room to prompt delivery.

ROOM DELIVERIES

The Hotel Front Services Department will be happy to arrange for guest room deliveries, daily, between the hours of 10:00am - 9:00pm. Items will be placed inside the room after the guest has checked in. All deliveries will be charged \$3.00 per room for the first item and \$2.00 for each additional item per room (subject to change).

The Hotel Front Services Department can also deliver newspapers and periodicals to guest rooms. These may be hung on the doorknob outside of the room if placed in plastic Hotel newspaper sleeves. The delivery charge for this is \$3.00 per room, plus \$.50 per poly bag.

Items may not be left outside on the floor or slipped under the door of the guest rooms.

SPA AND SALON

The exceptionally well-designed 80,000 square foot Spa at ARIA offers a unique blend of services, products, and experiences. Distinctive design features combining Aji stone, water gardens, and natural light create a sense of warmth, calmness and tranquility. The Spa features 62 treatment rooms that offer a full complement of treatments and therapeutic benefits. Amenities include a Fire Lounge across from the Fitness Center, two impressive meditation rooms, the “Ganbanyoku” stone bed and “Shio” salt infused rooms, as well as, a coed balcony with an outdoor therapy pool overlooking the guest swimming pools.

PHOTOGRAPHIC SERVICES

Hotel is fortunate to have its own in-house Photo Operations Department. From event documentation, portraits, digital printing, onsite group shot, or anything else that may be required, please call your Convention Services Manager for further details.

ENTERTAINMENT

Cirque du Soleil at ARIA presents VIVA ELVIS, a harmonious fusion of dance, acrobatics and live music, is a tribute to the life and music of Elvis Presley. Nostalgia, modernity and raw emotion provide the backdrop for his immortal voice and the exhilaration and beauty of his music. VIVA ELVIS focuses on the essential humanity of the one superstar whose name will forever be linked with the history of Las Vegas and the entire world of entertainment: Elvis Presley.

Ticket prices are currently \$175.00 for Category 1 seats, \$150.00 for Category 2 seats, \$125.00 for Category 3 seats, \$99.00 for Category 4 seats, and \$69.00 for Category 5 seats (exclusive of taxes). Performance dates, dark days, and ticket pricing are subject to change. Group tickets can be confirmed 90 days prior to the show date. A service fee of \$7.50 per ticket will apply to parties of 14 or less. There will not be a fee for group ticket requests of 15 tickets or more.

CHECK CASHING

Check cashing for all Hotel guests is handled at our casino cage. Hotel guests may cash personal checks totaling up to \$500.00 during their stay. A major credit card and valid U.S. driver's license must accompany the check. Higher limits must be arranged in advance and approved by our Credit Manager on an individual basis.

A company check made payable to ARIA Resort & Casino Holdings, LLC must have bank and hotel approval prior to arrival. A check of \$10,000.00 or more will only be cashed with a corporate tax identification number. Cashier checks are accepted only with prior approval.

Hotel will not accept the following:

- Two party checks
- Checks drawn on foreign banks
- Stale-dated or post-dated checks
- Temporary or starter checks

PRINTED MATERIALS

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

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

CATERED EVENTS

Hotel has an award winning culinary team that looks forward to making your meetings and functions outstanding! From hors d'oeuvres to entrees to chocolate showpieces, every possibility can be created to taste great and look incredible.

A Catering Manager will work with you to plan every facet of your functions and accompanying arrangements. Upon request, menus can be custom created with input from our chefs to make those very special celebrations even more memorable.

Should you require food and beverage arrangements in a hospitality suite, Hotel's In-Room Dining Manager can assist with those plans.

RESTAURANT RESERVATIONS

Individual restaurant reservations are strongly suggested for the specialty restaurants and can be made up to 60 days in advance by calling 702-693-7223. Please be advised that seating for groups is limited to specific times and dates and should be arranged with your Convention Service Manager. Preset menus may be required for large parties.

MGM RESORTS EVENTS

MGM Resorts Events is a division of MGM Resorts International offering decorating and entertainment services. No meeting or food and beverage event is too large or too small for creative wall treatments, florals, linens, custom designed props and signage. A fully staffed workshop provides convenient one stop shopping for all special events. For additional information, please contact MGM Resorts Events at 702-792-7798.

AUDIO VISUAL

Hotel's Audio Visual Department has the most experienced management and technical staff in Las Vegas and a comprehensive inventory of state-of-the-art equipment at very competitive prices. Our technical staff is available 24 hours a day, seven days a week.

Hotel's Audio Visual Department is the exclusive provider of Audio Visual equipment and labor. Meeting Group is encouraged to utilize the services of the producers, directors, designers, and show staff of its choice. Any equipment or labor Meeting Group proposes to utilize for the program at Hotel must be approved in advance by Hotel AV department.

BUSINESS SERVICE CENTER

The Hotel Business Service Center provides a variety of services at reasonable rates, including shipping, equipment rentals, secretarial services, typing, copying and fax services.

TELECOMMUNICATIONS

Hotel offers a wide variety of options for telecommunication needs. Single and multi-line telephones, fax lines, ISDN lines, and Polycom speakerphones are all provided through our Telecommunications Department. Your Convention Services Manager can provide you with pricing and additional information.

BALLOONS

Under no circumstances may mylar balloons be brought into the function space or onto the Hotel property.

SALE OF MERCHANDISE

Meeting Group may not utilize Hotel function space or property for the purpose of selling merchandise or services without the prior written approval of, and under the conditions established by 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 Meeting Group.

BROADCAST, TAPE OR RECORD

Meeting Group may not broadcast (either live or on a delayed basis), tape or record the function for any purpose or by any means without first receiving the prior written permission of Hotel.

ACCESS AND RIGHT TO ENTER

Representatives of Hotel may enter upon 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, in the performance of their official duties.

DAMAGE TO PROPERTY

Meeting Group shall be liable for any damage, normal wear and tear excluded, to the Function Space, or to any other real or personal property of Hotel, caused by the act or omission of Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers. Meeting Group will not, and shall not permit others to, drive nails, tacks, hooks, screws, or other items into any part of the Function Space or Hotel equipment or property. Meeting Group shall return the Function Space to Hotel in as good of condition and repair as the same shall have been found when licensed for Meeting Group's use.