

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 16-25 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

Bellagio Exposition Services (BES) 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 BES 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 midnight. The Convention Services Manager must approve any exception to this timeframe. 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 the Meeting Group, your exposition company and the BES 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 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 the Meeting Group, your exposition company and the BES Supervisor will walk the areas of Hotel, both inside and out, for a final inspection.

Mutually agreed upon damages caused by the 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 the Meeting Group at cost and will be with the approval of the Meeting Group and Hotel. Full payment is required within thirty (30) days of billing date.

The Meeting Group's exposition company will be responsible for leaving all areas of the 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.

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.

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.

Prior to the show opening, and after all booths are set, a representative of the Meeting Group, the Convention Services Manager, the Hotel Safety Manager, and the exhibition company representative or his/her representative will walk the floor with the Fire Marshal approved floor plan. The 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 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 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.

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, smoking stands, 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 Hotel representative will be assigned to monitor the actual move-in and move-out. This person will monitor such areas as the loading dock, service corridors and the exposition ballroom.

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. The dumpster locations are outlined as such; for the small ballroom - in the truck loading corridor; and for the large ballroom in the parking area outside the loading door. A Convention Services Representative of Hotel will indicate the exact location.

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.

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

The facility is equipped with three (3) permanent stages to be used solely for entertainment purposes. It is not permissible to place any exhibits, offices, or storage on the stages. There is to be no food or beverage placed on the stages. All props, decorations, audiovisual, sound reinforcement, and lighting equipment must have Hotel approval. Labor charges vary with individual requirements. The Convention Stage Manager must coordinate and approve any use of the convention stages.

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 DIRECTOR OF CONVENTION SERVICES 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 cancelled 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 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 Director 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 21 business days before the event are subject to a \$350.00 per plan fee.
- Plans submitted within 21 business days of the event are subject to a \$500.00 per plan fee.
- Revisions to previously submitted plans are subject to an additional \$500.00 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, which must be 28" high x 22" wide and must be professionally printed. Any signage or banners approved by Hotel may only be hung or posted by the Hotel Audiovisual department. Signs or banners may not be taped, stapled, nailed or tacked to any 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 Hotel, Meeting Group, its agents, contractors and employees, 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 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 freight will not 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

There will be a handling charge for incoming and outgoing packages. Contact the Business Services Center at 702-693-7070 for more information.

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 your Convention Services Manager. There is a handling fee for each box sent to or from the hotel as follows:

| | |
|---------|---------------------|
| \$ 6.00 | (Letters) 0 - 1 lb. |
| \$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 #)
Bellagio
3600 Las Vegas Blvd. South
Las Vegas, NV 89109
Function or Group Name