



THE ENTERTAINMENT AUTHORITY

**MGM GRAND**  
LAS VEGAS

Welcome to the MGM Grand Conference Center! It is our goal to ensure transparency with all possible costs for your event. Below is a list of our exclusive services as well as other services or policies that may impact your overall budget. Your Convention Services Manager or Event Manager would be happy to provide clarification or quotes for these services based on your needs.

## EXCLUSIVE SERVICES AT MGM GRAND

### AUDIO VISUAL, RIGGING EQUIPMENT & SERVICES

Encore is the exclusive provider of all rigging and power equipment and services. This includes, but is not limited to labor, truss, chain motors, cables, span sets and all other rigging related equipment. Group is also required to use Encore Event Technologies for all meetings and breakouts (excluding General Sessions) including, but not limited to projectors, screens, microphones, speakers, mixers, lighting and any other audio-visual equipment necessary for a breakout or meeting room.

### BAGGAGE CHECK

Group must utilize MGM Grand Bell Desk to coordinate any auxiliary luggage storage areas. Group cannot manage/arrange their own luggage storage area or hire an outside company. This must be a bell desk function. Please contact your CSM for possible auxiliary luggage storage area and associated costs.

### 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 room to prompt delivery.
- Departure: After 11:00 a.m. checkout, guests who wish to store luggage can do so at the Bell Desk located at Main Valet, gratuity appreciated.

### GROUP ARRIVAL/DEPARTURE

All organized transportation to/from the hotel is subject to a mandatory baggage handling charge of \$10.50 per person, subject to change. This charge covers the handling of baggage both arriving to and departing from the hotel. In the event group requires baggage delivery in an auxiliary area aside from the designated hotel bag drop area, an additional fee will apply. Groups who utilize organized transportation of 25 people or more will pay a mandatory portage based off total arrivals from the peak night on the room block.

- \$10.50 per person for full room block charged to the master account
- \$5.25 per person for arrival or departure only portage

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

# EXCLUSIVE SERVICES AT MGM GRAND

## BUSINESS CENTER

FedEx Office provides a variety of business services including shipping, equipment rentals, copying, and faxing. FedEx is the exclusive provider of in-bound and out-bound parcel shipping. FedEx Office is located in the MGM Grand main hotel lobby, and the first floor of the MGM Grand Conference Center

## CART FEE

The Bell Desk will assist with transferring non-luggage, non-consumable items going to or coming from a convention meeting room. This does not apply to guest luggage or any consumable items. There is a \$30.00 fee per cart per transfer, subject to change.

## CLEANING

Group is required to hire MGM Grand cleaning services at an additional cost for all areas used as exhibit space or areas requiring excessive cleaning, including all trash removal. This includes expo areas, carpeted meeting space, public foyers, registration areas, stores, and the parking lot. In addition, MGM Grand cleaning services must be used for all disinfection services as well as for providing and maintaining hand sanitizers inside the exhibit halls. Please contact your Convention Services Manager or Event Manager for further clarification or quotes for these services based on your needs.

## DEPARTURE AUXILIARY LUGGAGE HOLDING AREA

An optional auxiliary luggage holding area can be facilitated by the Bell Desk team for \$5.00 per claim check, charged for actual use with a minimum of 30% of in-house room block required.

- o Example: 1000 rooms peak on departure day, so a **minimum** of 300 x \$5.00 would be charged to the master account, up to the actual number of people using the service, whichever is greater.

This is an exclusive function of the MGM Grand Bell Desk. Group cannot arrange/manage their own luggage storage room or hire an outside company to arrange/manage a luggage storage room. Please contact your CSM to determine an appropriate location.

## ELECTRICAL/PLUMBING/COMPRESSED AIR/GAS

All electrical, plumbing, gas and compressed air services are considered exclusive services and will be provided by our exclusive vendor for all events. MGM Grand has jurisdiction over the installation, operations, maintenance, and repair of all portable electrical wiring and electrical equipment. This includes the installation and removal of overhead electrical signs, trusses, monitors, lights, and free-standing electrical signs.

## FOOD & BEVERAGE

MGM Grand is the exclusive provider for all food and beverage needs in meeting space and exhibit halls. All prices exclude the current sales tax and service charge. Catered food & beverage prices are subject to a 19% gratuity which is nontaxable and a 6% service charge, which is taxable at the prevailing sales tax rate, currently 8.375%. Guarantees for all catered functions must be given to your EM by 9:00 a.m. PST based on the schedule below. If notice would fall on a holiday, then guarantees must be received by the first working day prior to the holiday. If your guarantee is not received, you will be charged with a guarantee equal to the expected number set forth 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.

# EXCLUSIVE SERVICES AT MGM GRAND

- ✓ Functions 6000+ guests: Guarantees due seven (7) business days prior.
- ✓ Functions 2500-5999 guests: Guarantees due five (5) business days prior.
- ✓ Functions under 2500 guests: Guarantees due three (3) business days prior.

Events booked within a 72-hour period prior to service may incur an additional fee. All custom menu items will not be eligible for any discounts if that has been negotiated in your contract.

There are additional fees for Bartenders, Cashiers and Chef Attendants. Cash Bars have minimum sales requirements per day and drink tickets do count towards this minimum. The difference, if not met, will be charged to the master. Cash Concessions also have minimum sales requirements per day and the difference, if not met, will be billed to the master.

There may be some spaces (i.e. pools) that require rental and/or additional fees. Please speak to your Event Manager for more detail. All designated food seating areas in the Exhibit Hall must be approved by the Clark County Fire Department and copies of the floor plan must be on file with MGM Grand 10 days prior to move in. Outside contractors and suppliers must be informed that they are not allowed to consume food and/or beverages from the back of the house or from group functions other than your own.

Show Management must allow open space extending from the front of kitchen area when assigning exhibit space. This space allows adequate area for accessing the concessions, auxiliary food service stations. In addition, all auxiliary food service concession and seating areas must be incorporated on the floor plan and approved by the CCFD.

Draped back of house spaces, including Marquee Ballroom, must be provided on the floor plan for catering, should any meal functions be held inside the exhibit hall or if any booths have ordered substantial F&B. In addition, Show Management is responsible to provide pipe and drape to conceal these areas as well as any back of house thruways from the general public.

## INTERNET

MGM Grand is the exclusive provider of all internet connections including wireless (provided that attendees may use personal devices to connect to the Internet on unlicensed frequencies and third-party networks not controlled by MGM Grand or the Group or its affiliates).

## RECYCLING/WASTE

Show Management is responsible for all costs or any other associated waste removal during move-in, show days, and move-out of all areas being used for exhibit space. This includes any signage and all trash left behind by any exhibitor or EAC (including complete booths). Should an exhibitor leave significant trash that cannot be removed by our cleaning staff, Show Management will need to arrange for their GSC to remove the trash and absorb those additional costs.

## ROOM DELIVERIES

Room Deliveries Fees for individual guest room deliveries of non-baggage items start at \$5.00 (Fees are subject to change) per item per room and increase based on assembly requirements, number of items or special instructions. Deliveries will be placed inside the guest room between the hours of 9:00 am and 9:00 pm. We are not able to slide items under the doors or leave items outside the rooms.

## SECURITY

MGM Grand Security is operational 24 hours a day and becomes the communications center and command post in the event of an emergency. Security Officers are available to assist groups with private security needs. Please note that MGM Grand is the preferred security for meetings and events and does not permit the use of outside security companies without property approval. A minimum of 14 days' notice of your security requirements is required to ensure proper scheduling of personnel. For the safety of all guests, any vendor, client and/or guests requiring back-of-house access are required to obtain a security badge prior to being permitted in back-of-house areas.

MGM Grand security officer is currently \$55.00 per hour (subject to change).

If less than 14 days' notice to hire MGM Grand security officer is given, additional charges will apply.

If MGM Grand approves outside security, MGM Grand security management will establish a set fee for MGM Grand security and group security partnership. Approved outside security vendors must provide and be licensed to operate in the State of Nevada. MGM Grand is the sole provider of canine officers. Canine Officer is currently \$150.00 per hour (subject to change).

# EXCLUSIVE SERVICES AT MGM GRAND

Although security coverage within your contracted space is generally at your discretion, MGM Grand reserves the right to require specific coverage, when and where it is deemed to be necessary. Armed security is not permitted on MGM Grand premises.

For events with exhibits, the following coverage is required:

- After Hours Access – A security officer must be posted at any door being used for access once the facility is closed
- Overnight Security – Officers are required in each exhibit area on the overnight to ensure space/assets are secure
- Freight Doors – If at any time freight doors are open and MGM Grand Security is not in the dock areas, a security officer must be present. MGM Grand will not open any freight doors without security present

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## CONFERENCE CENTER FINANCIAL CONSIDERATIONS

The below is a listing of services, policies and procedures for the convention space that may have additional fees associated.

### ADDITIONAL EQUIPMENT RENTAL

MGM Grand maintains a standard inventory of equipment such as, but not limited to, banquet chairs, tables, risers, easels, dance floor and linens. This inventory is shared by all groups in the facility and will not be dedicated to any one group. Should your equipment requirements be greater than what can be provided, rental costs may be your responsibility.

### BALLOONS/CONFETTI

There are specific requirements on the size of balloons allowed and types used. A cleaning fee will apply to clear balloons after the event. Mylar is prohibited. Cleaning fees apply for confetti cleanup, per canon each time it is activated.

### DIAGRAMS

Should you require MGM Grand to draw diagrams for your event, charges will apply for this service for drawing and submitting to the Fire Marshal (if needed).

### EARLY DEPARTURE FEES

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, room/tax for one additional night will be charged. Luggage can be stored on a complimentary basis for guests who have checked out but are not yet departing the hotel.

### ELEVATOR ACCESS

Our 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 MGM Grand do not have access to any guest room floors. Therefore, if you decide to have a hospitality event in your guest room/suite, you will need to arrange elevator access for your guests attending your event. The host of the event must come to lobby and escort their guests up to their suite.

### EMT SERVICES

MGM Grand does not have an EMT on premise. We may require that you contract, at your expense, an EMT who is fully registered in the state of Nevada to dispense medicine, provide first aid care and bring the required supplies needed for first aid service. When required, this service must be provided by an approved vendor during the event move-in, show hours and move-out.

# CONFERENCE CENTER FINANCIAL CONSIDERATIONS

## 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.

## FIRE MARSHAL REGULATIONS/FLOORPLANS

All functions of 300 people or more, or those containing exhibits or displays, must have a Clark County Fire Department approved diagram. These diagrams must be created and submitted for approval at least 30 days in advance of the event. Should you require MGM Grand to draft and submit diagrams on your behalf; charges will be incurred for this service. Anytime pyrotechnics or hazers are used, the Fire Safety System will have to 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 in which 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.

## FIRE STROBES

Fire Strobes are in each of our meeting rooms and public spaces. In accordance with Fire Code, these strobes can NEVER be blocked without strobe extensions. Should you need to cover or block a strobe, you will need to arrange for strobe light extensions at an additional expense. Strobe light extensions are provided through our exclusive provider and your CSM can arrange this service for you and charge your master account for the service. We require notice of a need for strobe extensions at a minimum of 30 days before your program event dates. We will not be able to accommodate any last-minute requests for strobe extensions due to the nature of the submittal process.

## FURNITURE/PLANT MOVEMENTS

Your CSM can provide a diagram showing all locations of furniture groupings and plants. Should you wish to relocate any, charges will apply per furniture grouping and per plant moved.

## HEALTH & SAFETY

Every step we take toward a healthier, safer meeting experience is an important one.

There are few items that may incur additional costs:

- Hand sanitizers will be provided in public foyers and meeting space by MGM Grand at no additional cost. Inside Exhibit Areas, hand sanitizers are the responsibility of Show Management. Hand sanitizers must be provided and maintained by MGM Grand cleaning services.
- Hotel will provide overnight cleaning in meeting space at no cost. Should Group wish for additional cleaning services or sanitization throughout the day, additional costs may apply.

# CONFERENCE CENTER FINANCIAL CONSIDERATIONS

## LIVE ENTERTAINMENT TAX (LET)

Live Entertainment Tax 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. Live Entertainment Tax must be collected by MGM Grand as we are required to collect and remit all taxes for entertainment events occurring on premise. All events must be reviewed by MGM Grand Compliance Team to determine applicability of LET. The current LET tax rate is 9%. Below are some examples of live entertainment events that would be subject to LET tax (please note: this is NOT an all-inclusive list).

- Events with DJs, Bands or any live entertainment
- Sporting Events
- E-Gaming Events
- Dance/Sporting Competitions
- Pageants

The Nevada Gaming Board requires all ticketing systems to be approved by the Gaming Control Board. Therefore, all events subject to LET must use the MGM Grand Ticketing system to be compliant with the Nevada Gaming Board regulations. Please contact your CSM for more details and to put you in touch with our ticketing department to set up your ticket sales.

## MEETING ROOM KEYS

If you require meeting room keys, we will provide the first 30 keys complimentary. Any additional keys required will be charged at \$25.00 per key. You will be responsible for all damage or claims relating to the use of rooms accessed by these keys. A replacement charge of \$50.00 per key will be charged for all keys lost or altered (cut, hole punched, permanent marker, etc.). If an entire ballroom is required to be re-keyed, additional charges may apply.

## MEETING ROOM TURN FEES

Please review with your CSM your plans for meeting room sets and meeting room turns. Set up/labor charges may be incurred for any room sets or turns that are considered to be extraordinary or short-term in nature. Delays caused as a result of outside production or decoration companies may incur additional labor charges.

## OUTDOOR TENTING/EVENTS

When parking lots are used for outdoor exhibits or events, a charge will be assessed depending on the specifics for each event. You are responsible for obtaining any permits and the costs associated. In addition, Security is required on a 24-hour basis during load-in, show dates and load-out. Please reach out to your CSM or Event Manager for more details.

## PARKING

Vehicles that are self-parked at any MGM Resorts parking facility will be subject to a parking fee of \$20.00 per day.

All parking fees repeat every 24 hours. Parking fees increase Friday through Sunday and during special events, weekend rates do not apply to registered hotel guests. Self-parking is complimentary for MGM Rewards members level Pearl and higher and valet parking is complimentary for MGM Rewards members level Gold and higher. All complimentary parking is subject to availability.

For registered hotel guests, the 24-hour parking fee (self or valet) includes “in and out” privileges at the guest’s originating MGM resort Destination and includes the same “in and out” parking privileges at any other MGM resort Destination within the same 24-hour period, subject to availability. Parking fees are subject to change and parking is subject to availability.

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## PRE-KEY

There is a \$4.00 per reservation charge for any group requesting a pre-key for 10 or more reservations at MGM Grand/Signature. Please contact your CSM for further details.

# CONFERENCE CENTER FINANCIAL CONSIDERATIONS

## RESORT FEE

A daily resort fee of \$50.00 plus applicable tax will be applied to all reservations. The resort fee includes:

- In-room wireless internet access;
- Unlimited local, domestic long distance (the 50 United States and DC) and toll-free calls;
- Access to Paramount+ with SHOWTIME On Demand via in-room television;
- Airline boarding pass printing;
- Digital newspaper and magazine access;
- And fitness center access for guests 18+.

Amenities, such as fitness center access, are subject to availability and guest demand.

## SPONSORSHIP/BRANDING

The sponsorship opportunity guide can be obtained from your CSM. This guide details all possible locations, as well as the associated price for each opportunity, exclusive of production, installation and dismantle. Please note: Signs must be removed within 24 hours of the close of any program. If it is not, or you wish us to remove it, additional costs will apply.

## SPACE RENTAL

If you require additional meeting space outside of what is stated in your contract, additional rental fees will apply. Fees can also apply should you require space early or later than originally contracted.

## TELECOMMUNICATIONS

There are no permanent house phones located in meeting rooms. Should you require phone lines and services, they can be ordered with your CSM. Our telecommunications department can provide a variety of equipment and numbers can be provided in advance.

*For more detailed information on any of the items listed above, please reference our planning guide. For specific costs, please reach out to your CSM/EM. All prices, service charges and taxes quoted are subject to change without notice.*