



# PARK MGM

## CONFERENCE AND EVENTS POLICIES AND PROCEDURES

Park MGM Conferences & Events Team is honored that you have chosen us to host your event. Your Conference & Events Manager (CEM) (CEM) becomes the main 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 guests of Park MGM Resort & Casino 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 that fall outside of this list, please speak to your CEM to clarify any costs or specific requirements. For more detailed information regarding these policies/procedures, please see the Meeting Planners Guide.

**ACCESS AND RIGHT TO ENTER:** Representatives of PARK MGM 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.

**ADDITIONAL LABOR CHARGES:** Additional labor charges may be incurred if a group requests changes to the room setup after the room has been set. PARK MGM will do their best to accommodate the room setup changes; however, it will be based on business levels and availability of our convention staff. At the time the change is requested, your CEM will advise whether or not the room setup change can be accommodated, the approximate time it will take to complete the changes and if additional labor charges will apply.

**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. 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 Park MGM public areas, including but not limited to the tradeshow halls at the Park MGM Conference 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 Conference & Events Manager. Additional insurance may be required. Non-domesticated/exotic animals will be considered on an individual basis. Consult your Conference & Events Manager 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 CEM and Encore representative for 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 permissible at Park MGM Conference Center. For those ballrooms with enclosed ceilings, clients must work with existing rig points.

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.

#### **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 may then call from their room to prompt delivery.

**Group:** All group arrivals are subject to a mandatory baggage handling charge. 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 may also apply.

**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 the handling of baggage both arriving to and/or 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 of \$0.50 both in and out will apply. Current portage charge is \$5.25 inbound and \$5.25 outbound per person and subject to change.

**Satellite Luggage Storage:** An optional luggage storage in the convention space can be facilitated by the Bell Desk team for \$5.00 per claim check or minimum of 30% of the room block, whichever is greater. CEM can determine an appropriate location.

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.

**BALLOONS:** The use of helium balloons smaller than 36 inches in diameter is not allowed, but smaller air-filled balloons may be used for decoration and/or handouts. Large helium-filled balloons may be used only if they are securely anchored. No helium balloons or blimps may be flown inside the building. Mylar balloons are not allowed anywhere on property. Helium gas cylinders must be secured in an upright position on safety stands with gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is allowed. Balloons cannot be released out of doors due to airport flight patterns in the area. A cleaning fee may apply should the balloons be left on property after the event. Please advise your CEM should you be using balloons.

**BROADCASTING/TAPING/RECORDING:** Group may not broadcast (either live or on a delayed basis), tape or record on Hotel property for any purpose or by any means without receiving written permission from PARK MGM. Please contact your CEM for details.

**CASH ADVANCES (paid outs):** Cash advances may be obtained upon approval and receipt of check or wire transfer of funds prior to 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, this must be approved in advance by the Finance Department.

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, U.S. Treasury, and the IRS. A Tax ID number must be provided on the necessary paperwork.

**CHARITABLE EVENTS:** Should Group wish to conduct a charitable event as part of their program, please ensure you reach out to your Conference & Events Manager before confirming any details. Due to Nevada Revised Statutes under the oversight of the Nevada Gaming Control Board, there are strict policies determining how these types of events are defined and must be conducted. Prior to developing events, please ensure you advise your Conference & Events Manager as we may need to get approvals from our compliance team before proceeding. Some types of charitable events that would require approvals would be silent auctions, raffles, bingo, gaming tournaments (this is not an all-inclusive list).

**CHECK-IN/CHECKOUT:** Check-in time is 3:00 p.m. and checkout is 11:00 a.m. If rooms are requested prior to check-in time they will be accommodated based on availability. Any guest wishing to check in early will have the option to pay an early check-in fee to secure a room. 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 those additional nights will be charged. Luggage can be stored on a complimentary basis 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. There are many regulations and stipulations that must be followed before this can be approved by the State. If you are considering having childcare services on property, please contact your CEM at least six months in advance in order to initiate the approval process.

**CREDIT APPLICATIONS:** Direct billing privileges may be established for those accounts incurring \$10,000.00 or more in charges and if a credit application is submitted to the Finance department no later than 90 days prior to the first arrival date. If direct billing is approved, a master account will be established.

At least 90 days prior to your program, your CEM will draft an “estimated charges” worksheet for you. Once complete, accounting will work with you for all required deposits as outlined in the contract or license agreement. They will also advise you of your credit approval status.

**DAMAGE TO PROPERTY:** 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 PARK MGM, 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 PARK MGM in as good of condition and repair as the same shall have been found when licensed for Group’s use.

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 feet away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Group will be charged by Hotel for any damages incurred by their exhibitors or Exposition Company.

Group shall, at all times, conduct its activities in a safe and careful manner, 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 PARK MGM.

**DRONES:** Please be advised that drones are not allowed to be operated anywhere on PARK MGM property. There are very limited scenarios where this policy may be considered; however, prior review and approval (in writing) must be obtained from Risk Management Director and Convention Senior Leadership team. Any such requests must be made at least 60 days prior to any event to allow for sufficient review time. This policy also applies to any unmanned vehicles.

**ELEVATOR ACCESS (GUEST ROOM FLOORS):** 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 Park MGM or The Reserve at Park MGM do not have access to any guest room floors.

**EMERGENCY EQUIPMENT:** PARK MGM is equipped with alarm and sprinkler systems. Fire extinguishers and other emergency equipment are strategically located in all areas of the building. PARK MGM Security Office monitors all building emergency systems throughout the facility. It is imperative that all fire hose cabinets, strobes, and fire extinguishers be kept clear, accessible, and free of obstructions at all times. The fire hose cabinets, strobes and fire extinguishers are permanent fixtures of the facility and cannot be moved.

**EXCLUSIVE PROVIDERS:** PARK MGM is the exclusive provider for the following services: Audiovisual, Truss & Rigging, Staging & Lighting, Electrical & Plumbing, Food & Beverage, Telecommunications and Internet Connections (provided that attendees may use personal devices to connect to the Internet on unlicensed frequencies and third-party networks not controlled by PARK MGM or the Group or its affiliates). Any damages caused by Group, Group's attendees and Group's production/audiovisual supplier will be the responsibility of the Group.

**EXHIBITS:** PARK MGM will provide up to 15 tabletop displays (six or eight-foot tables) including standard linen and table skirting, one chair and one wastebasket at no charge during Group's program. A charge of \$150 per display will be charged for 16 - 25 displays. Tabletop displays in excess of these numbers must be furnished by an outside decorator/exhibit company. PARK MGM can provide phone lines, signage, AV equipment, etc. at a charge.

**FEDEX SHIPPING AND RECEIVING:** FedEx Office provides a variety of 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.

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 your CEM or FedEx prior to shipping. Hotel shipping labels are available through your Conference & Events Manager upon request.

Package labeling standards for incoming packages and boxes to Hotel are to be addressed as follows:  
Hold For Guest: (Guest Name) (Guest Cell Number)  
c/o FedEx Office at Park MGM 3770 South Las Vegas Boulevard Las Vegas, NV 89109  
(Convention / Conference / Group / Event Name)

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.
4. Compressed gas cylinders.

**FIRE MARSHAL REGULATIONS/FLOORPLANS:** Clark County Fire Department requires that a floor plan must be submitted for approval by the Fire Inspector and Temporary Occupancy permits secured for all meetings or catered events of 300 persons or more. A separate Motor Vehicle permit is also required for fuel-burning vehicles.

PARK MGM can generate the scale drawings, and apply for the permits on your behalf, provided we have all the necessary audiovisual and setup requirements at least 30 days prior to your load-in. Cars, props, and décor must be included on submitted floor plans. . Please see below for pricing structure.

Meeting / Function Space up to 14,999 square feet.

Plans submitted prior to 21 or more days before the event are subject to a \$540.00 per-plan fee.

Plans submitted within 20-10 days of the event are subject to a \$1,150.00 per-plan fee.

Plans submitted within 9-5 days of the event are subject to a \$1,800.00 per-plan fee.

Plans submitted less than 4 days prior to the event are subject to a \$2,600.00 per-plan fee.

Meeting / Function Space 15,000 square to 74,000 square feet:

Plans submitted prior to 21 or more days before the event are subject to a \$720.00 per-plan fee.

Plans submitted within 20-10 days of the event are subject to a \$1,550.00 per-plan fee.

Plans submitted within 9-5 days of the event are subject to a \$2,200.00 per-plan fee.

Plans submitted less than 4 days prior to the event are subject to a \$3,050.00 per-plan fee.

**FIRE MARSHAL REGULATIONS/FLOORPLANS CONTINUED:** Floor plans are final once approved by the Fire Department. No additional equipment, tables or décor may be added. However, the Fire Department will allow deletion of equipment, tables, and décor from the final floor plan. Regulations of the Clark County Fire Department, Fire Prevention Bureau must be observed in their entirety.

Any floor plans submitted by an outside production or decorating company must be reviewed and authorized by CEM prior to submitting. Production or decorating companies must send a copy of the Fire Marshall-approved plan to your CEM prior to actual move in. Set up will be delayed if we have not received the plans.

Any time 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. Please submit your pyrotechnic/hazing schedules to your CEM, 30 days prior to your event. Please note we cannot allow pyrotechnic displays outdoors if the wind speeds are 10mph or greater.

**INSURANCE:** A copy of your certificate of insurance (COI) is due to PARK MGM, 14 days prior to 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 the amount of coverage required for each of the above.

All issuing insurance companies must have authorization to do business in the State of Nevada. This certificate of insurance must state PARK MGM, its parent company, subsidiaries, and affiliates are named as additional insured. The certificate is unacceptable if all entities are not named.

Your exhibitor contract must indicate that exhibitors and your company/association shall indemnify and hold harmless PARK MGM from all liability (damage or accident) which might ensue from any cause resulting from 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 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 Mandalay Bay as we are required to collect and remit all taxes for entertainment events occurring on premise. All events must be reviewed by PARK MGM Compliance Team to determine applicability of LET. The current tax rate is 9%

**LOST OR STOLEN PROPERTY:** PARK MGM 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 of, damage to or disappearance of equipment or other personal property, it being specifically acknowledged that such equipment and property is not under the care, custody or control of PARK MGM.

**GROUP ENTERTAINMENT:** Group acknowledges that PARK MGM 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 Group's functions. Consequently, prior to contracting with any entertainer or production company to provide entertainment at its function(s), Group shall obtain PARK MGM written consent for the entertainment, which consent shall not unreasonably be withheld. In contracting for entertainment, Group agrees that any such entertainment will comply with PARK MGM normal policy regarding risqué or questionable material and that no disparaging remarks toward gaming, PARK MGM, its directors, officer, or employees or those of any affiliate of PARK MGM shall be made.

**MEETING ROOM GUIDELINES:** Fastening or affixing objects to ceilings, painted surfaces, podiums, columns, fabric moveable walls or decorative walls will only be allowed under certain circumstances and must be approved by Convention Services. Only approved adhesive products can be used. No nails or tape will be allowed on any surface.

Carpet protection (Visqueen) must be in place prior to the delivery of freight, prior to construction of any display and prior to the use of 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 CEM. A removal fee will be assessed for all relocations.

**SET CHANGE:** A Set Change is defined by a request to change the room set from the agreed set to a different set within 72 hours of the start time of the event. 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 of time. Time constraints are listed below.

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

The standard meeting room amenities include water service, note pads and pens at a water station. Additional amenities are available upon request at a reasonable charge.

Specific room assignments may be changed as needed. Sufficient space will be made available to accommodate meeting/function/exhibit requirements. PARK MGM reserves the right to maximize space usage for all function space.

Meeting rooms which contain air walls cannot be secured. You are responsible for security in areas you have contracted. 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 contact your CEM 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. 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.

Please check with your CEM before leaving audiovisual setups in meeting rooms overnight. 24- Hour set up holds must be pre-arranged, and, in some instances, AV set ups may have to be torn down and re-set for subsequent meetings or functions. Security is recommended.

Hotel cleaning services are required for all areas used as exhibit space. This includes concrete halls, carpeted meeting space, public foyers, and the parking lot. If carpet is applied to any of our flooring, cleaning services will also be required. Cleaning services are required for any areas requiring excessive cleaning such as registration areas, events in our parking lot, stores, etc. Please contact your CEM for clarification and pricing.

**NETWORK AND INTERNET CONNECTIONS:** Group may not attach any hardware or software to any networking and Internet access services provided by PARK MGM, 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 who 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 PARK MGM, or other name to which the Hotel reasonably objects. PARK MGM 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.

**SMOKE-FREE:** Park MGM is completely smokefree. All rooms and suites, the casino, restaurants and bars, conference center, entertainment areas, corridors, common areas and pools are non-smoking. Smoking tobacco, pipes, vapes, e-cigarettes, hookahs, marijuana, or any other substance is only allowed in designated areas property.

Please contact your Conference & Events Manager for more information on Park MGM's resort-wide non-smoking policy.

**PARKING:** For detailed information about parking at Park MGM and any MGM Resorts International destination, please visit [parkmgm.com/parking](http://parkmgm.com/parking).

**PAYMENT OPTIONS:** Payments by check must be drawn on 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 prior to 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 remitting full payment of the final invoice within 30 days of receipt. (Terms may vary. Please consult your contract for full payment information.)

**PER DIEM CHECKS:** Per diem checks must be approved by the Finance Department. Should attendees of your meeting require per diem checks to be cashed, the following will be required:

- Your organization must supply a written guarantee of the funds, a copy of the check, a range of check amounts and the total anticipated amount of all checks that may be cashed.
- Attendees cashing checks must provide a photo ID and cash checks at the main casino cage.

**PRINTED MATERIALS:** We request that your CEM 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.

**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 PARK MGM:

- 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 (non-room service):** The Hotel Front Services Department will be happy to arrange for guest room deliveries between the hours of 10:00 a.m. – 10:00 p.m. Early morning deliveries prior to 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 \$5.00 per deliver 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.

**SALE OF MERCHANDISE:** Group may not utilize the 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 PARK MGM, Group, its agents, contractors, and employees. All permits and licenses required by law for such activity in Clark County are the sole responsibility of Group.

**SECURITY:** Security Officers are available to assist groups with private security needs. Please note that Park MGM is the SOLE provider of security for meetings and events and does not permit the use of outside security companies without property approval. A minimum of (30) days 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 sign in and obtain a security badge prior to being permitted in back-of-house areas.

Park MGM Security Officer is currently \$55.00 per hour (subject to change).

If less than (14) days' notice to hire a Park MGM Security Officer is given, additional charges will apply.

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

Although security coverage within your contracted space is generally at your discretion, Park MGM reserves the right to require specific coverage, when and where it is deemed to be necessary.

Our Security Staff can assist you with medical and personal emergencies and inquiries regarding lost and found. Call ext. 37190 Your items and materials in Park MGM Conference Center remain your responsibility. While Park MGM Security is as effective as possible, we cannot guarantee the total protection of your property. Report any suspicious conditions to Park MGM Security at ext. 37190.

**SIGNAGE AND DISPLAY ADVERTISING:** Park MGM retains exclusive rights to all display advertising within the function space and all other space 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 prior written consent of Hotel. In the event Hotel grants its consent for the Group to advertise within the function space or on Hotel property, it shall be a nonexclusive right to advertise; however, signage is restricted to meeting area and should be pre-arranged with your CEM. 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 any hotel doors, walls, registration unite, 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, 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.

Additional cost and advertising opportunities are available in the Sponsorship Opportunity Guide which can be obtained from your CEM. For more details on signage guidelines, please contact your CEM. 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.

**TRADEMARK:** Neither party is authorized to use any trademark, trade name, nor 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.

## **CATERING POLICIES AND PROCEDURES FOOD AND BEVERAGE**

**PLEASE NOTE:** A tentative program schedule of function room requirements is due to the CEM at least 90 days in advance of the main arrival date. A final detailed program is due to the CEM no later than 45 days prior to the main arrival date. At the 45-day deadline or upon receipt of the final detailed program, any un- assigned meeting/function/exhibit space will revert back to PARK MGM. Any additional requests for function rooms will be based on a space available basis. All Banquet Event Orders are to be completed, signed, and returned to your CEM fifteen (15) business days prior to the first day of your program.

Your CEM is responsible for assisting you with menu selections. We will maintain a flexible position regarding suggested menus; however, due to changing food costs, definite prices on food and beverage will be guaranteed three (3) months prior to 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: \$40.00 - \$83.00

Lunch: \$64.00 - \$72.00

Dinner: \$97.00 - \$145.00

All prices are plus tax and service charge and are subject to change. Food and Beverage for hospitality suites are handled through our Hospitality department. Please see information under Hotel Services/Hospitality Suites for all details.

**GUARANTEES:** Guaranteed numbers of attendees for all functions must be received in the Catering Office three business days prior to the function and four business days for functions on Sundays and holidays. 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 guaranteed count. In addition, Hotel will not seat 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.

**Customized menus** may be arranged with your CEM, note that labor charges and set-up fees may apply. Please contact your CEM directly for current menus or to discuss your entire food & beverage requirements.

**EVENT POP-UP:** An Event Pop-Up will be any NEW event that is added by the client within 72 hours of the start time of the event. 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 that are requested above and beyond the Banquet Service Staffing Guideline at each property. Request to increase service can be requested at any meal period and for any type of service that is required. Additional labor and gratuity charges will be incurred.

**SET CHANGE:** A Set Change is defined by a request to change the room set from the agreed set to a different set within 72 hours of the start time of the event. 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 of time. Time constraints are listed below.

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

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 21 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 & ADDITIONAL FEES:** Catered food & 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 Catering Office at least three (3) weeks prior to the event. Service charges, administrative fees 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
- Attendants – \$350.00 each
- Sushi Chef – \$500.00 each

Coat Check is available upon request. Attendants are \$250.00 for a four-hour period. Receptions, except those preceding a dinner, require a \$78.00 per-person minimum expenditure in food, excluding beverage, tax, and service charge.

**OUTDOOR/POOLSIDE EVENTS:** Some of Hotel's outdoor locations are available for private parties. Each area has specific rental fees, time guidelines and food and 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 \$175.00 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.