



MEETING PLANNER GUIDE



THE COSMOPOLITAN™
of LAS VEGAS

cosmopolitanlasvegas.com | 3708 Las Vegas Blvd. South, Las Vegas, NV 89109 | 702.698.6880

MEETING PLANNERS GUIDE

Dear Planner,

Thank you for choosing The Cosmopolitan of Las Vegas. We are committed to providing an unforgettable experience.

Our Conferences and Events Team will be your guide through every step of planning and executing your event. Whether a party under the stars, a keynote address or live entertainment, share your vision and our team of professionals will see it to fruition.

Our goal is to exceed your expectations in every way. The detailed planning and precise execution of your program at The Cosmopolitan will reflect this goal.

We look forward to working with you.

The Cosmopolitan of Las Vegas Conferences and Events Team

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PLANNER'S GUIDE

This Planner's Guide is an extension of The Cosmopolitan of Las Vegas Contract and is designed to give you, your exhibitors, and your contractors an operational guideline and a clear understanding of their responsibilities. Pricing and guidelines are subject to change. Please confirm with your Conferences and Events Manager (CSM).

ADVERTISING/BRAND MARKETING

MEDIA COVERAGE/VIDEO SHOOTS

If you are expecting print or news media coverage at any of your events, please inform your CSM. Filming any part or portion of The Cosmopolitan requires pre-approval through our Public Relations Department. Our Security Department will prohibit access to any media unless prior arrangements have been made. Please send your CSM a written outline of dates, times, and locations that you may want to film. We request submittal at least 72 business hours in advance.

ASSET REQUESTS

The request to use "The Cosmopolitan of Las Vegas" logo or other intellectual property items for marketing and promotional materials must be submitted in writing to the Brand Marketing Department at least three (3) business days prior to the due date. This includes invitations, signage, collateral, e-mail blast, online, print ads, etc. Logo, graphic elements or assets will be distributed as a one-time use and will need final approval by the Brand Marketing Department before distributing, printing or uploading. Once the event has concluded, all of The Cosmopolitan's assets must be removed unless approved by the Brand Marketing department.

RETAIL

All retail services are provided exclusively by The Cosmopolitan, including, but not limited to, The Cosmopolitan logo merchandise, publications, gifts, sundries, souvenirs, tobacco, and alcohol. See your CSM should you wish to utilize The Cosmopolitan logo for any resale items, which requires our prior written consent. Please allow ninety (90) days for the approval process.

If you are planning to sell any kind of merchandise to your attendees, please send an outline of the proposed products/items to your CSM for review and prior approval.

If your product or merchandise is approved for sale within the property you must provide the following:

- a) Clark County Business License
- b) State of Nevada Sales Tax Permit

AMERICANS WITH DISABILITIES ACT (ADA)

The Cosmopolitan was designed and constructed to meet ADA standards. Its physical plant, including parking, access in/out of the building, restrooms, elevator service, and ramps adhere to ADA standards. We will work with you to meet ADA requirements specific to your function. For example, a ramp is available for attachment to our staging to accommodate ADA speakers and guests. Please advise your CSM if you anticipate use of our ADA Ramp to ensure that your room set up allows space for installation.

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AUDIO/VISUAL

The Cosmopolitan is pleased to have Encore as our preferred Event Technology Company, located on-property and offering full service audio-visual production, state-of-the-art equipment, and efficient labor. Encore is also the exclusive provider of all rigging (including ground support), truss, power distribution, plumbing, internet, breakout room equipment, digital signage, and labor for those services at The Cosmopolitan.

RIGGING

Encore is proud to serve as an in-house rigging provider for The Cosmopolitan of Las Vegas. This location is equipped with a permanent rigging point system in some of our conference ballrooms. As part of a comprehensive overhead safety and risk management program, the system is annually verified and inspected. We are required to approve all rigging designs and will provide all rigging labor, chain hoists and truss for your event. We look forward to providing you with outstanding service and equipment.

PRODUCTION CABLING SYSTEMS

Throughout The Cosmopolitan Conference Center ballrooms and meeting rooms we offer inter-room connectivity via Network/CAT6 cabling and additional audio/video routing over multiple protocols. Please contact Encore for additional details.

Use of broadcast, cabling, and sound systems must be pre-approved in writing by The Cosmopolitan. Equipment is subject to change.

WATER/DRAINS

Please contact your Encore Producer for diagrams and locations in your contracted space.

TELECOMMUNICATIONS

Single line, Multi line, Speaker Phone, Polycom Phones and Customization are available through Encore. Phone lines can be installed in your meeting rooms upon request.

See Encore Brochure or your Encore Producer for a customized quote for audio and video teleconferencing, broadcasting connectivity, production connectivity, and webcasting.

FIBER OPTIC, T1, DS3, AND INTERNET INQUIRIES

From attendees checking email to presenters polling the audience to basic board meetings, internet is essential for nearly every event. Encore is the on-site event technology provider; our expert Client Network Services team can partner with you to ensure a seamless internet experience for you and your guests.

Special requests for data communications must be ordered through your Encore Producer. Each connection must have a Cosmopolitan IP address.

By use of these Internet services, you expressly agree that use of the services is at your sole risk. Several custom network configurations are also possible, including:

- VPN
- VLAN
- PUBLIC IP ADDRESS
- DEDICATED BANDWIDTH

Any custom configurations including additional labor, must be quoted by your Encore Producer.

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BALLOONS

Your CSM must approve the use of balloons.

The use of helium balloons larger than 36 inches in diameter is prohibited. Smaller air-filled balloons may be used for decoration and/or handouts. Mylar balloons are prohibited.

- Large helium-filled balloons – not to exceed 36” in diameter may be used only if they are securely anchored to the exhibit. No helium balloons or blimps may be flown around the exhibit hall.
- Helium gas cylinders cannot be stored on the tradeshow floor or on property.
- Overnight storage of helium or compressed air cylinders in the building is prohibited. Balloons must be removed from the property by the company who provided them and not left to the service contractor, cleaning contractor, or Cosmopolitan staff. A charge of \$125.00 per man hour will be assessed if balloon removal is required.
- Balloons will not be released outside due to airport flight patterns in the area.

BANNERS/SIGNS

It is The Cosmopolitan’s priority to ensure all guests receive a consistent luxury experience throughout the resort. Signage and banner requests are important to make groups and conventions feel special. Placement and the look and feel of signs/ banners are important to the hotel. Together we can reach a common understanding. All banners and sign placements, in any of the public areas, must be confirmed and approved by your CSM prior to production and installation. In an effort to keep The Cosmopolitan hazard free, we reserve the right to remove excessive or misplaced signage. All banners and signs attached to the facility must be printed, installed, and removed exclusively by our in-house Business Center partner, FedEx. In Exhibit/Expo Halls, all banners and signs must be printed, installed, and removed exclusively by our in-house Business Center partner, FedEx. The Production Company or Meeting Group is responsible for labor costs. All cling signage in approved meeting spaces must be ordered and installed through our FedEx Business Center partners.

Any signage that you provide must be professionally printed and is subject to approval by your CSM.

Please do not tape, tack or affix signage in any way to Cosmopolitan walls or furnishings. If you have signage that needs to be hung, please contact our in-house audio-visual provider Encore.

Damage caused by improper or prohibited signage will be the responsibility of the Production Company or Meeting Group.

Signage is not permitted in the casino, hotel lobbies, elevator banks, escalators, guestroom hallways, common areas, porte-cochere, or the exterior of any building. Gummed stickers, obscene, or political banners/signage are strictly prohibited.

The Cosmopolitan does not provide easels for exhibitors in trade shows, display areas, or hotel sleeping rooms used for meetings. Easels are available for rent through your Encore Account Manager.

The Cosmopolitan bears no responsibility for signage/banners/posters left in the Conference Center or any other area of The Cosmopolitan; either prior to, during, or after an event.

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BELL DESK

All groups arriving by motor coach/bus, mini bus or other group transportation, are subject to a mandatory baggage handling charge of currently \$8.00 per person round trip. This charge covers the handling of baggage both arriving to and departing from the Hotel and delivery to and from the guestroom. In the event the group requires baggage delivery or storage in an auxiliary area aside from the designated Hotel bag drop and storage areas, an additional fee may also apply. Fee is subject to change. See your CSM to arrange this service for your group.

Individual deliveries of non-baggage items are \$2.50 per item or \$3.50 for name specific items. Deliveries will be placed inside guestroom door between the hours of 9:00 am and 9:00 pm. Fee is subject to change. Door hangers and outside room deliveries are not permitted.

BUDGETARY CONSIDERATIONS

In an effort to help you establish your budget, we have listed below some additional areas that you may want to keep in mind during planning.

Multiple meeting rooms in The Cosmopolitan are created by air-walls and are therefore not securable. You are solely responsible for security in all areas you have contracted. The Cosmopolitan bears no responsibility for equipment and/or valuables left in meeting rooms. You may want to arrange for a security officer to be stationed in function rooms or display areas. The Cosmopolitan Security Department can provide security for catering and conference events. Current pricing is listed below:

Contract Signed – 14 days prior to first Event date	• \$55.00 per officer/per hour • 4-Hour Minimum Required
Within 14 days prior to 72 hours of Event date	• \$70.00 per officer/per hour **based on availability **4-Hour Minimum Require
Within 72 hours of the Event date	• \$100 per office ** based on available ** 4-Hour Minimum Required

Please contact your CSM for additional information and to arrange. All security is to be arranged and approved by The Cosmopolitan of Las Vegas. Any outside security agencies are to be approved before securing. Only MGM Resorts approved vendors are to be utilized.

Please review your plans for meeting room setup with your CSM. Charges may be incurred for any room set-ups or turns that are extraordinary.

All electrical, plumbing, gas and compressed air services are provided exclusively by The Cosmopolitan for all trade shows, general sessions, productions, and similar events. Outside providers of these services will not be permitted to work within the property. In addition, charges will be incurred for electrical services required over and above existing 20-amp outlet services in a meeting room. Existing electrical outlets cannot be used by exhibitors if meeting rooms are used as exhibit space. Encore can provide a list of current electrical pricing.

Per the Clark County Fire Marshall, all functions of 300 or more people, space requirements over 4,500 square feet or exhibits/displays must have a diagram created and submitted for approval at least thirty (30) days in advance of your function. Currently filing fees to submit these diagrams range from \$500.00 - \$2,000.00, depending on date of submission. Any changes to the initial diagram requested by the Fire Marshall must be revised and resubmitted. Please note that additional charges may be incurred. We are happy to assist you in creating diagrams, please contact your CSM for details.

Signage/banners for meeting rooms or public areas must be hung by our in-house Audio Visual Partners, Encore. Please see your dedicated Encore Manager for current pricing.

Use of confetti, balloons, glitter, or other similar materials must have advance approval and will incur a clean-up charge.

There will be a charge to install telephones in meeting rooms. Please see your Encore Account Manager for a telephone order form and price list.

All packages/boxes shipped to the hotel will be received at the Hotel Business Center, FedEx. The Business Center charges for handling according to weight. Please review your shipping plan with your CSM.

Please be advised that this portion of the Policies and Procedures is not meant to be all-inclusive and only serves as a reminder of some of the items that you may need to consider adding in to your budget. The personal nature of your individual program and needs will determine your actual costs for hotel services.

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BUSINESS CENTER (FedEx Office)

The Cosmopolitan features a full-service FedEx Office Business Center located in The Chelsea Tower, on the 3rd level of the Conference Center. The Business Center is open 7:00am – 6:00pm Monday through Friday, and 8:00am – 4:00pm on Saturday and Sunday. From your most complex print and branding needs to a single copy, FedEx Office will meet your printing, office and shipping needs. Available FedEx Office Business Center services include:

- High quality brand imaging on large format signs and graphics.
- Promotional products from lanyards, name tags, mugs, monogrammed bags and ID bracelets.
- Premium printing, copying and binding services.
- Meter boards, posters, banners and bases.
- Brochures, presentations and flyers.
- Equipment rental delivered to you (Copier, printer, fax and shredding).
- Business Center computer rentals with internet access and printing, scanning and fax services.

*Available 24 hours with active hotel room key.

- Complimentary boarding pass printing.
- Office Supplies.
- Shipping supplies and boxes. FedEx premier pack and ship services also available.
- FedEx Express and FedEx Ground Shipping and Supplies.
- UPS/DHL shipping (with customer supplied labels).
- Inbound Package Receiving and Delivery Services

PACKAGES BEING SHIPPED TO THE COSMOPOLITAN OF LAS VEGAS

FedEx Office operates a full-service and exceptionally reliable shipping operation at The Cosmopolitan of Las Vegas Business Center. Shipping services are available to all show managers, exhibitors, attendees, and guests. Receiving and handling fees will apply to each item being shipped to the business center. Any packages received more than 5 days prior to the planned event will also accrue storage fees. Please inquire with your CSM regarding current addressing requirements and fee structures for inbound packages. Please note that packages exhibiting obvious signs of damage may not be accepted by FedEx Office.

If you have questions regarding the inbound shipping process, please review your shipping plan with your CSM and/or call the FedEx Office Business Center at The Cosmopolitan of Las Vegas at 702.698.7690.

PACKAGES BEING SHIPPED FROM THE FEDEX OFFICE BUSINESS CENTER

The Business Center stocks a full complement of FedEx Express and FedEx Ground labels, boxes and packing materials. Charges for these items and for FedEx Express and FedEx Ground shipping charges may be paid via cash, credit card or placed on your active FedEx account. FedEx transportation costs will be charged in accordance with the standard prevailing rates for these carriers and will not be marked-up by FedEx Office. Packages shipped via other carriers will be accepted provided the shipper attaches a pre-printed air bill denoting the shipper's active account number.

Handling fees will be assessed by FedEx Office for each package shipped, regardless of carrier.

Daily pickup of all FedEx and UPS outbound packages will occur Monday – Friday. All outgoing packages must be boxed and all required paperwork completed no later than 1 hour prior to the FedEx/UPS time pick up that day. Saturday pick-up is only offered by FedEx Express.

In the event any shipment processed through the FedEx Office Business Center is lost or damaged during shipping it is the recipient's responsibility to notify the carrier and follow the instructions given by that carrier. Neither FedEx Office nor the Cosmopolitan Business Services department are responsible for packages that are lost, stolen, damaged, or not delivered on time once they are in the possession of the designated carrier.

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CHILD CARE SERVICES

The Clark County Code and Clark County Childcare Regulations prohibit The Cosmopolitan, its convention meeting and tradeshow customers, and any other organizations from offering childcare services on property. Please understand that providing childcare services at The Cosmopolitan is unlawful. The Cosmopolitan would be obligated to disband any childcare activity discovered on the property.

Please contact Concierge Services for individual guest room Childcare and Nanny Services at 877-893-2003 or concierge@cosmopolitanlasvegas.com.

CREDIT/DEPOSITS/ACCOUNTING PROCEDURES

Payment methods for deposits are listed below. Checks must be drawn on a U.S. Bank payable in U.S. Dollars and made payable to Nevada Property 1, LLC. Deposits must follow the outlined format in the Hotel and/or License Agreement. Cosmopolitan will not accept any check if it is received less than 35 days prior to the first scheduled arrival. Wire transfer will be required.

Check/Mail

Nevada Property 1 LLC PO Box 912816
Denver, CO 80291-2816

Overnight Mail

Lockbox Services: 912816 Nevada Property 1, LLC
MAC C7301-L25
1750 Lincoln Street
Denver, CO 80274-0002

Wire/ACH

Nevada Property 1 LLC Account No: 501014778775
ABA#: 122400724
Routing # Domestic: 026009593
(For International Wires)
SWIFT Code: BOFAUS3N
Wells Fargo Bank
3800 Howard Hughes Parkway, Suite 400 Las Vegas,
NV 89169

All major credit cards are accepted.

Direct billing privileges may be established for those accounts incurring \$20,000 or more in charges. If direct billing is approved, The Cosmopolitan will require a minimum of 50% of your total estimated master account as a deposit.

For all master account and billing arrangements, you will need to provide, on company letterhead, a list of names and signatures of those individuals authorized to sign for charges against the master account.

CASH PAID OUTS

Cash paid outs may be obtained from The Cosmopolitan Cashiers Cage if monies have been placed on account prior to your arrival as arranged with your CSM.

Deposits for cash paid outs must be received via wire or ACH (Debit). Company/Cashier's Check and Credit Card deposits are not eligible for paid outs.

Requests must be received a minimum of five (5) business days PRIOR to requiring the funds and must be accompanied by a copy of a valid ID for the authorized signer receiving the funds.

Cash paid outs require the same positive identification at time of pick up by the authorized signer as outlined on your master bill and identified on the paid-out authorization.

FINAL INVOICE

We recommend that you review your master account billing daily in order to make your final bill review easier and more efficient.

The Accounting Department processes all pre-show deposits and prepares the final billing invoice. You are responsible for remitting full payment of the final invoice per contract terms.

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DECORATIONS

It is your responsibility to ensure that your decorator provides the Clark County Fire Department with proper certification of fire-retardant materials. This must be done in advance of the function. The decorator must also have in their possession at time of set up, copies of such certificate for presentation upon request by The Cosmopolitan and/or Fire Department.

DIAGRAMS

In accordance with the Clark County Fire Code, all functions with attendance greater than 300 people or include displays/exhibits require a Fire Marshall approved diagram on the premises for and during each event. Your Encore Account Manager can assist you in creating and submitting your required forms with the Fire Marshall a minimum of 60 days prior to your scheduled function(s). A Fire Marshall approved floor plan is to be forwarded to your CSM no later than 30 days prior to the event. A Fire Department stamped plan must be posted at the convention site and be available for inspection at all times. It is your sole responsibility to relay information regarding the Fire Code to exhibitors in your exhibit hall or display area. Any function with attendance greater than 300 people not approved by the Fire Marshall, shall not be allowed to occur. Should you wish to submit your diagrams directly:

Chief of Fire Prevention
Clark County Fire Department | Fire Prevention Bureau
4701 W. Russell Road | Las Vegas, NV 89118
702.455.8040 | permits@co.clark.nv.us

Encore is equipped with CAD LT software for creating diagrams. We will be happy to work with you and submit diagrams for meeting and food functions for 300 people or more to the Fire Marshall. Please note that you will be responsible for the diagram fee. All set up requirements for your function(s) must be given to your CSM and Encore Account Manager no later than 90 days prior to your function(s).

If you are unable to forward an approved floor plan, or have not contacted us regarding your room set-up 30 days prior to your event, Encore will create and submit a plan for your Event (excluding trade show plans) on your behalf. A fee will be charged for these submittals, and the approved plan received from the Fire Marshall will be the required plan by which our staff will set the room.

THE FOLLOWING MUST BE SHOWN ON THE DIAGRAM FOR YOUR EVENT:

- Drawn to standard scale
- Size, location, and construction of booths, decorative sets, or any object taking up floor space in the room including perimeter screens/drape.
- Dimensions and square footage of the entire function room/area
- Attendance and Maximum occupant load permitted in function room/area
- Table and chair/seating locations
- Width of all aisles
- Location and width of all fire exits (linear feet of existing required and approved) and Location of ALL fire extinguishers and fire hose cabinets (unobstructed). One fire extinguisher per every 6,000 sq. ft. and travel distance not to exceed 75 feet.
- Name of contact person and phone number
- Move-in and move-out dates
- Function Name and Room Name
- Name and address of hotel
- Type of convention/special event (Display items: equipment, materials, vehicles and food service areas)
- Grandstands, bleachers, riser seats and alike must be approved by the Clark County Building Department

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DIAGRAMS CONTINUED

Pyrotechnics for special events (show opening, ribbon cutting, etc.) presented by Show Management may be permitted with the approval of the Clark County Fire Department. Show Management is responsible for providing the Clark County Fire Department with the written plan of operations within 45 days of the scheduled event date. Please contact the Fire Inspector directly via mail or telephone:

Clark County Fire Department
Fire Prevention Bureau
Chief of Fire Prevention
4701 W. Russell Road | Las Vegas, NV 89118
702.455.8040 | permits@co.clark.nv.us

Upon written approval from the Clark County Fire Department, please forward the plan to your CSM at least (30) days prior to the scheduled event.

ELEVATORS

FREIGHT ELEVATORS

Location & Access: Hotel Dock area allows availability to all Convention Levels.

Megavator: One (1)

Doorway

12' W x 7'6" H

Interior

12' W x 26' D x 9' H

Capacity: 18,000 pounds and travels at 100 feet per minute

Service Elevators: Two (2) ~ Adjacent to Megavator

Doorway

4' W x 7'11" H

Interior

5'5" W x 8'3" D x 10' H

Capacity: 4500 pounds

These elevators are not exclusive to your use and are to be shared at all times

PASSENGER & ADA ACCESSIBLE ELEVATORS

Location & Access: The Chelsea Tower ~ Eighteen (18) passenger elevators which service Lobby level, 2nd, 3rd and 4th levels of the Conference Center. Four (4) passenger elevators which service The Chelsea Tower Parking Garage and Lobby Level

Capacity: 3500 pounds each

Use: Handicap and non-handicap - NO FREIGHT permitted

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EMERGENCY PROCEDURES

For on-site emergencies please contact security personnel 24 hours a day at x55555 from any house-phone or 702-698-1911 dialing from an outside line. Your CSM can provide you with all emergency and evacuation procedures.

EMERGENCY EQUIPMENT

The entire facility is equipped with “state of the art” Fire Detection and Suppression Systems that are monitored by Facilities Dispatch in the Fire Command Center 24 hours a day seven days a week. Fire extinguishers and other emergency equipment are strategically located in all areas of the building.

EMERGENCY STAFF

Our Security Office is operational 24 hours a day and becomes the communications center and command post in the event of an emergency. CSMs are responsible for keeping Show Management and service contractors informed of decisions relating to emergency events in progress.

Please remember that all fire extinguishers and fire hose cabinets must be kept clear, accessible, and always remain free of obstruction. The fire hose cabinets and fire extinguishers are permanent fixtures of the facility that cannot be moved.

EXCLUSIVES

The Cosmopolitan or its designated service provider is the exclusive provider of the following services:

- Business Center to include Cling Signage
- Electrical/Plumbing/Compressed Air/Gas
- Food & Beverage
- Rigging
- Truss
- Breakout Audio-Visual Needs
- Telecommunications
- Retail
- Internet Services

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All carpeted, tile or marble hall/aisle ways where exhibit materials will be transported, staged for installation and/or dismantled must be covered with visqueen or proper floor protection prior to move in and move out. Any pathway where pallet jacks, lifts or other carts/dollies are used must be covered to protect the hotel's flooring surfaces prior to usage. The use of straight edge razors is prohibited on all carpeted areas.

- There is NO SMOKING in any exhibit halls, meeting rooms, or common areas of the conference space.
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for permit issuance.
- Smoking is always prohibited in all exhibit hall and meeting areas. "NO SMOKING" signs must be posted at each entrance: signs must be conspicuous, featuring lettering a minimum of three (3") high.
- Vinyl draping is prohibited unless it can be proved fire retardant as tested by NFPA 701.
- Storage of any kind behind back drapes, display walls or inside the display areas is strictly prohibited. All cartons, crates, containers, packing materials etc., necessary for repackaging, must be marked with an "Empty" sticker. Your General Service Contractor must remove the "empties" from the show floor.
- All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage.
- A copy of the Fire Department approved plans must be posted on the premises during the Event.
- You are solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. A copy of the Fire Marshall approved floor plan must be submitted to your CSM 30 days prior to the show. You are responsible for submitting changes to the approved plan and obtaining approval by the Fire Marshall.
- Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations may not be concealed or obstructed and must be maintained in proper working condition.
- Provide 24-hour fire watch for all covered booths in accordance with the following:
 - ◇ All exhibit booths with solid covers exceeding 1,000 square feet in area, in a sprinkler building, are required to contain approved internal automatic fire sprinklers. When determined by the Clark County Fire Department that temporary sprinkler installation is impractical, the following alternative protection may be allowed:
 - Install approved single station smoke detectors at the interior and exterior of each covered booth. The interior and exterior smoke detectors must be installed in accordance with the manufacturer's instructions.
 - Provide an approved fire extinguisher (minimum 2-A: 10-BC rating) for each covered booth. An extinguisher should be mounted near exit door.
- Fire watch must be completely trained in the use of portable fire extinguishers and 1 ½" fire hose lines.
- Each fire watch must have radio communication with other fire watch personnel and a central control point. The central control point must have facilities to contact the fire department and any local security personnel.
- Fire watch personnel may not be utilized for other than fire watch duties.
- When multiple covered booths are used, the Clark County Fire Department shall determine the number of persons needed for fire watch.
- All materials used in the construction of the booth and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, etc.) within exhibitor booths and those used for special events must be non-combustible or made flame retardant as tested by NFPA 701. Certificates of flame-retardant treatment must be submitted to the Clark County Fire Department along with samples of said materials prior to construction of booth. You must maintain copies of flame certificates on premises as the Clark County Fire Department can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible.

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- All fully enclosed booths with enclosed rooms must have at least two (2) exits leading directly to the aisle. These booths must possess a smoke detector and fire extinguisher for each enclosed area. The Clark County Fire Marshall may require additional equipment.
- If any exhibit booths have multiple levels or room(s) with enclosures, visible notification must appear on the stair way(s) or outside the room. This notice must state the maximum occupancy permissible or total weight load allowable on the second story at one time. If the second story occupancy level allows more than ten (10) people at one time, a second stair way must be present.
- Booth construction shall be substantial and fixed in position in a specified area for the duration of the show.
- All manufactured homes must have two (2) means of egress.
- Aisles and exits as designated on approved show plans shall be kept clean, clear and free of obstructions. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Exhibitors must keep their booths and displays within the designated perimeters. Any violators will be made to move their exhibits.
- Literature on display shall be limited to reasonable quantities. Reserved supplies shall be kept in closed containers and stored in a neat and compact manner.
- Show management shall assume responsibility for daily janitorial and rubbish pick up service and shall advise exhibitors that booths shall be cleaned of combustible materials daily.
- Designated "No Freight" aisles are required. These aisles must be always kept clear during the move in and move out of trade shows.
- Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshall. Approved cylinders must be stored in an upright position. Helium canisters are permitted, but only in a secured, upright position. Helium canisters must be removed during non-show hours.
- Electrical panels must have thirty (30") inch clearance in front. All other electrical equipment (cords, plugs, etc.) must be of the approved type, and in accordance with the Uniform Fire Code and the National Electrical Code, as well as local codes.
- Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp rating.
- All temporary electric wiring must be accessible and free from debris and storage materials.
- Projection booths must be ventilated at the ceiling and provided with an approved smoke detector. Storage is prohibited in these areas.
- Non-display vehicles cannot remain on the exhibit floor. Attendees will not have access until all non- display vehicles exit the show floor. Forklifts are prohibited on the conference floors.
- The painting of signs, displays or other objects are strictly prohibited inside of the facility or on Cosmopolitan grounds.
- The Clark County Fire Department may exercise the right to assign a fire detail to the premises, at your cost.
- Balloons inside the facility must remain "tethered" to a fixed object. The balloon may be no larger than 36 inches in diameter and must have approval from your CSM and the Fire Marshall. There is a labor charge of \$125.00 per man hour in addition to equipment charges to retrieve balloons in the ceiling.
- When pyrotechnic displays are in, on, or around our facility, you must obtain a permit from the Clark County Fire Department. Upon receipt of the permit, a demonstration of the pyrotechnics must take place prior to the event in the presence of the Clark County Fire Marshal, at the client's expense.

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- When the Fire Marshall approves the display, no deviations are permissible. In addition, the Fire Marshall will be present during the presentation. Your CSM must receive your pyrotechnic plans in writing.
- The Clark County Fire Department also requires special permits for the following:
 - ◇ Display or operation of any heater, barbecue, heat-producing device, open flame, candle, lamp, lantern, torch, etc.
 - ◇ Display or operation of any electrical, mechanical or chemical device the fire department deems hazardous.
 - ◇ Use or storage of flammable liquids, compressed gas or dangerous chemicals.
 - ◇ Vehicle Displays

COOKING DEMONSTRATIONS AND FOOD PRODUCT DISPLAYS

- ** Please note the following information and codes could change by the Clark County Fire Department without prior notice. All information is subject to Cosmopolitan approval, as well as the Clark County Fire Department prior to production or installation on property. ****
- The Cosmopolitan will allow cooking demonstrations only with the prior approval of your CSM and the Clark County Fire Department.
 - All necessary permits for cooking demonstrations must be secured and provided to all parties.
 - Cooking and warming of food or beverage is prohibited unless approved by the Clark County Fire Department prior to the Event, additionally you will need Clark County Health District itinerant permits to serve food.
 - All cooking and warming must meet the requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department (as required).

HOT WORKS

The Cosmopolitan does not allow any type of “Hot Works” in any exhibitor display area.

HAZARDOUS MATERIALS

All parties affiliated with your event are prohibited from possessing, storing, or bringing onto the property any item(s) that constitute hazardous materials (as defined by federal, state, and local law) unless the hazardous materials are possessed and used in compliance with all federal, state and local laws.

EXHIBIT GUIDELINES - VEHICLE

Please note the following information and codes could change by the Clark County Fire Department without prior notice. All information is subject to Cosmopolitan approval as well as the Clark County Fire Department prior to production or installation on property.

According to the Clark County Fire Department, the 2000 UNIFORM FIRE CODE states that all procedures must be in accordance with section 2505 when pertaining to general liquid-fueled and gas fueled vehicles and equipment for display, competition and/or demonstration:

SECTION DESCRIPTION 2505 LIQUID-FUELED AND GAS FUELED VEHICLES AND EQUIPMENT:

2505 .1 General. Liquid-fueled and gas-fueled vehicles and equipment used for display, competition or demonstration within assembly occupancies shall be in accordance with Section 2505.

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EXHIBIT GUIDELINES - VEHICLE CONTINUED

2505 .2 .1 General. Display of liquid-fueled and gas-fueled vehicles and equipment inside and assembly occupancy shall be in accordance with Section 2505 .2

2505 .2 .2 Batteries. Batteries shall be disconnected in an approved manner.

2505 .2 .3 .1 Fueling. Vehicles or equipment shall not be fueled or defueled within the building. 2505 .2 .3 .2 Quality limit. Fuel in the fuel tank shall not exceed one eighth of the tank.

2505 .2 .3 .3 Inspection. Fuel systems shall be inspected for leaks.

2505 .2 .3 .4 Closure. Fuel-tank openings shall be locked and sealed to prevent the escape of vapor. 2505 .2 .4 Location. The location of vehicles or equipment shall not obstruct or block exits.

2505 .3 Competitions and Demonstrations

2505 .3 .1 General. Liquid-fueled and gas-fueled vehicles and equipment used for competition or demonstration within an assembly occupancy shall be in accordance with Section 2505 .3

2505 .3 .2 Fuel storage. Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside the building.

2505 .3 .3 Fueling. Refueling shall be performed outside the building at an approved site.

2505 .3 .4 Spills. Fuel spills shall be cleaned up immediately. These codes are subject to change without notice.

Automobiles or other fuel powered vehicles of any nature must follow the following guidelines:

- Less than 1/8 tank of fuel
- Batteries to be removed or disconnected
- Locking gas caps or caps sealed with tape
- Ignition keys and propane tanks to be removed
- Each vehicle must be equipped with its own fire extinguisher
- Visqueen or other protective covering approved by Cosmopolitan placed underneath vehicle

SPECIAL PERMITS

Clark County Zoning Code 29 .44 .130 states that the promoter or organizers of an event erecting any temporary structures obtain zoning and building permits. Temporary structures may include tents, bleachers, fencing, balloons, or any changes to the outside appearance of the facility. Please contact the Clark County Planning Department at (702) 455-4314 for further details.

EXTERNAL BOUNDARIES

This section addresses the outside perimeter areas surrounding the facility.

Access Road: Vehicle loading and unloading is prohibited on this access road, and it must remain clear of all vehicles and equipment at all times. Vehicles will be towed from this area at the owner's expense.

Loading Ramps: During move-in and move-out, a ten (10) feet wide lane must remain unobstructed for emergency vehicle access at all times. All fire exits leading from the building and compactor areas must also remain clear and unobstructed. All vehicles, equipment, crates, etc., must be removed from this area and remain clear.

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The access road and loading ramps must be clear upon the end of the workday. Equipment may not be left overnight without written permission from The Cosmopolitan and will be removed at the owner's/renter's expense.

Truck Staging/Truck Marshaling: There is no truck staging or truck marshaling on the streets surrounding The Cosmopolitan Conference Center. It is your responsibility to obtain a truck staging/truck marshaling area at an offsite location. You can arrange this service with the General Service Contractor.

The Las Vegas Metropolitan Police Department will patrol and ticket any vehicles parked on the streets surrounding the Cosmopolitan Conference Center. Trucks should be dispatched to The Cosmopolitan Conference Center when space is available at the loading ramp.

FIRE MARSHALL REQUIREMENTS

All fire exits and illuminated exit signs must be clearly visible at all times. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations shall not be concealed or obstructed.

BACK STAGE/ REAR SCREEN PROJECTION GUIDELINES

- No storage boxes, musical cases, etc., may be stored behind staging.
- Hyperthane cable protectors must be used to ramp all cable 1" in diameter or greater.
- Ramp all cables leaving a function room to an outside area.
- All wires less than 1" in diameter must be taped down with gaffer's tape.
- If exiting is covered by stage masking there must be a clear path from masking to exit and illuminated exit sign located on masking.
- Open flame devices, candles, etc. are prohibited in all assembly areas (no exceptions), unless pre-approved by the Clark County Fire Department and meet requirements of the Fire Code and permit requirements of the Clark County Fire Department.
- Any fire extinguishers or fire hose cabinets located back stage must be clear and easily accessible.
- A certified fire watch officer is required to be hired and on duty the entire time that special effects are utilized which requires The Cosmopolitan to manually zone down any section of our fire safety system. Special effects would be, but are not limited to fog machines, pyrotechnics and cooking. Please coordinate all requested fire watch and applicable charges with Encore and your CSM.

FLOOR LOAD LIMITS

Ballroom and meeting room floor load limits range from 125 pounds live load to 250 pounds per square foot live load. Any exhibit exceeding this limit will require special handling to distribute the load. Show Management is responsible for notifying the facility of any potential weight concerns.

Level 2 125 lbs
Level 3 125 lbs
Level 4 125 lbs
Belmont Ballroom..... 250 lbs
Chelsea Theatre 100 lbs

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FORKLIFT

Cosmopolitan strictly enforces the following policies:

- Forklifts, trucks and/or trailers cannot stage or remain on property
- All forklift operators must be certified through the Service Contractor
- Forklifts are not allowed on meeting/convention floors
- Forklifts must be propane powered only. No gas-powered forklifts will be allowed inside the property at any time.

FOOD & BEVERAGE/CATERING

Our Conferences and Events Staff is eager to assist you in planning all your food and beverage functions. Our services range from meeting room beverage service and booth service to receptions, theme parties and banquets. Together we will outline and achieve everything necessary for your successful food and beverage activities.

GUARANTEES

Guarantees for all functions must be submitted by 12noon PST to the Catering office based upon the following schedule:

- Ten (10) business days out for groups of 2000+
- Seven (7) business days out for groups of 1000+
- Five (5) business days out for groups under 1000

If notice falls on a holiday/weekend, guarantees must be received by the first working day prior to the holiday/weekend.

PRICES

All prices quoted exclusive of prevailing 8.375% state sales tax, prevailing 25% service charge (18.26% service charge and taxable portion at 6.74%). Subject to change. Tax-exempt organizations must furnish a current Nevada Certificate of Exemption to the Catering Office with this agreement.

MENUS

Current Catering Menus are available from your CSM.

LIQUOR SERVICES

The Cosmopolitan reserves the right to refuse service to any person. All guests must be 21 years of age or over before alcoholic beverages are permitted to be served.

GROUP TRANSPORTATION

Please forward your group shuttle/transportation plan to your CSM with the following information included:

- Name/Contact of Company
- Type and Number of vehicles being utilized on property
- Schedule of dates and hours of the shuttle/transportation service
- Any special requirements

Please provide this plan to your CSM at least 30 days prior to your first arrival day for group and individual transportation needs. Your CSM can also assist in referrals for transportation assistance.

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HIGH SPEED INTERNET

Complimentary wireless internet access is available for all hotel and non-hotel guests visiting The Cosmopolitan. Complimentary access is not available in the meeting/function space. Access and speeds may vary based on the user's location in the resort.

Guests can connect to three different Wi-Fi networks:

- HotelCosmopolitan – complimentary to hotel guests staying in The Chelsea Tower and Boulevard Tower.
- ResortCosmopolitan – complimentary to leisure guests on level 1 – 4, except in meeting or convention areas.
- MeetingCosmopolitan – Available in meeting rooms and in convention areas. Variable rates apply. Access and service provided by Encore.

KEYS

If you require meeting room keys, please submit your request a minimum of 15 days prior to the event to your CSM. Our space has been designed to support an electronic key card system. We have the ability to produce card keys for your convenience. All keys should be returned to your CSM; each unreturned key will result in a \$50.00 key cards. For meeting rooms that you wish to have keyed off our master system, there is a \$50 per door charge. You will be responsible for all damage or claims relating to the use of rooms accessed by these keys. Key cards will be produced as requested and unreturned key cards will be charged at \$50.00 each.

Please note that The Cosmopolitan assumes no responsibility for any items left in the meeting rooms or any other area of The Cosmopolitan, either prior to, during, or after a function regardless if locks have been changed or if keys have been issued to Show Management. You may consider hiring Cosmopolitan security to ensure the security of these rooms.

COSTAR ACCESS

The Cosmopolitan reserves the right to allow CoStar access to your exhibit area, meeting and event rooms for reasons including, but not limited to, housekeeping, facility tours, maintenance, and security. By entering the premises to hold your Event, you agree to allow entry to Cosmopolitan CoStars presenting suitable identification and stating the job-related requirement for entry.

LOADING DOCK

The Cosmopolitan requires assigned dock space and time. Our basement level loading dock features dock bays and ground level bay loading and unloading. Please see your CSM for map and directions.

The Cosmopolitan offers a web-based dock scheduling program to assist you with creating your dock times. All suppliers are required to schedule an appointment through the online dock scheduling program for all deliveries that need to be made to The Cosmopolitan receiving dock.

IMPORTANT NOTES:

- All deliveries to The Cosmopolitan loading dock require a delivery appointment.
- Any Suppliers/Vendors shipping via UPS/ FedEx/USPS/DHL do not require a dock appointment.
- Trucks may not exceed 40' in length.
- Loading Dock access to The Cosmopolitan of Las Vegas is via Las Vegas Boulevard and the North Road located between Bellagio and The Cosmopolitan.

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One critical element of the Online Dock Scheduling System is the supplier registration and participation process. We strongly encourage you to review the following information which includes helpful onboarding and participation details which have been designed to provide you with the answers that you need along with staff who can assist you.

ACTION REQUIRED

The account creation process is relatively easy and should take only a few moments.

Please visit our Online Dock Scheduling System at

www.supersaas.com/schedule/Cosmopolitan_Warehouse/Delivery_Schedule

- Click on “Create a new user account” to create your account.
- Fill out the appropriate details.
- Click on the “Create” button to create your account.
- Once your account has been successfully created, please log in to verify that you have visibility to the Online Dock Scheduling System

Booking Policies

1. There is strict adherence to the dates and times available for your move in and move out from each conference area as outlined by your CSM and as noted in your contract. Scheduling loading dock times outside of your approved dates and times will not be permitted. Should this occur, dock access will be denied regardless of confirmed times via the software.
2. All dock times are booked in a max of 2-hour increments.
3. The maximum time you can book at one dock is a 4 Hour Window unless approved by your CSM.
4. Please note that you must arrive at the start time of your scheduled appointment to be considered on time. The time you have scheduled IS NOT an open window for your delivery. If you aren't on time, other delivery appointments will be serviced first.
5. Due to the loading dock access, truck length may not exceed 40.'
6. Loading Dock access to The Cosmopolitan of Las Vegas is via Las Vegas Boulevard and the North Road located between Bellagio and The Cosmopolitan.
7. The Cosmopolitan features two load in options. When making your dock times please note if you will unload on the ground level (On Site Ground Level Bay or North Wall spaces) or use the Dock (Docks 2-7). Please take into account if your truck has a ramp or hydraulic lift and select the proper loading bay.
8. If you reserve the On-Site Ground Level Bay space, your truck MUST have a liftgate, ramp or you intend to rent a forklift.
9. By reserving the On-Site Ground Level Bay space, you are NOT reserving the elevators/Megavator. Those are shared by all vendors at all times.
10. Please complete the reservation page in its entirety when booking your appointment. Please include the name of the end user client you are delivering for (on behalf of), the conference space you are delivering to/picking up from and the CSM on that account.
11. If you do not have all the information at the time of booking, please update your dock reservation as soon as you have the information.
12. If you have a dock request inside of 24 hours and it is after 3pm or prior to 5am, please book your dock time as well as email your CSM and our Security Team securitymanagement@cosmopolitanlasvegas.com
13. The Cosmopolitan does not provide a forklift on property to assist with removing items from a truck nor does it provide labor to unload and deliver. If you need labor, please contact the Fedex Business Center for scheduling and pricing. 702-207-2724
14. This information is to be provided to all vendors and sub vendors you choose to contract for your event.

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MEETING ROOMS

The Cosmopolitan features meeting rooms on three levels of The Chelsea Tower. Several meeting rooms offer moveable walls with many configurations for a variety of room capacities. All movable walls must be installed and removed by Cosmopolitan staff.

The Cosmopolitan banquet set-up department will monitor and refresh meeting rooms according to your schedule of events. Please adhere to the following meeting room policies:

- Taping, nailing, or otherwise fastening or affixing objects to ceilings, painted surfaces, columns, fabric moveable walls, or decorative walls is prohibited.
- Carpet must be protected in a manner approved by Cosmopolitan staff. Carpet protection must be in place prior to the delivery of freight, to construction of any display, and to the use of any motorized devices, scissor lifts, and pallet jacks.
- For layout of meeting rooms, please see your CSM.
- Furniture may not be moved or relocated from hallways and meeting rooms.
- Changes to pre-arranged meeting room set-ups made less than 48 hours prior to a function (or after the room has already been set, if done earlier) may be subject to an additional labor charge.
- Specific room assignments may be changed at the discretion of the CSM with advisement to the client. Sufficient space will be made available to accommodate meeting/function/exhibit requirements as contracted. The Cosmopolitan reserves the right to maximize space usage for all function space.
- If non-standard or extensive meeting room set-ups are required, additional labor charges may apply.
- The Cosmopolitan reserves the right to charge a rental fee for meeting, function or exhibit space utilized by suppliers, allied or affiliated groups who are conducting meetings or holding functions in conjunction with your group, but for their own benefit. Room rental may be assessed, and food and beverage minimums may apply.
- The Cosmopolitan bears no responsibility for equipment/belongings left in a meeting room or any other area of The Cosmopolitan, either prior to, during, or after a function, and regardless of whether The Cosmopolitan has issued a key for the function room.
- Meeting rooms used as a revenue-producing exhibition area will be included in the billable net square footage (if applicable).
- Meeting rooms may be used only for purposes directly related to the event. Meeting rooms may not be assigned or sublet to others, without the written approval of the Sales/Catering Department.

NEVADA ADMINISTRATIVE CODE

The Nevada Administrative Code (NAC) 372.180 states that the event promoter or organizer featuring any retail sales on the show floor has the responsibility to collect and remit applicable taxes. This means you are responsible for these taxes.

If Show Management or exhibitors are tax-exempt, the State of Nevada requires a copy of the following on file with the Cosmopolitan:

- 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

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OUTSIDE CONTRACTORS

Please be sure to inform your Catering/Conference Services Manager of all companies that you have authorized to bid on outsourced services for your Event. This will ensure that we do not give out information on your Event to unauthorized sources. Outside contractors would include all audio-visual, production, ground transportation providers, general service contractors, decorators, etc.

Any company you contract to perform services for your conference must be included in your contract Indemnification Agreement and provide proof of insurance as outlined in your contract.

All outside contractors will be required to have proper identification when working on property at The Cosmopolitan. Your outside contractor will need to provide a list of all authorized personnel working for their company on behalf of your event. All contractors will need to check in daily with Security Personnel at our CoStar Entrance upon arrival at The Cosmopolitan.

PARKING SERVICE

Hotel provides self and valet parking for guests and visitors. There is no access for over-sized vehicles in Hotel parking garage. Currently, parking rates are as follows:

SELF-PARKING

Identity Members: Self-parking is complimentary for sterling status or higher, subject to availability. Must have Identity card present.

Self-Parking	Mon – Thu	Fri – Sun
0 – 24 Hours	\$18	\$23
Over 24 hours	\$18 (daily rate for each additional day or fraction thereof)	\$23 (daily rate for each additional day or fraction thereof)

ADDITIONAL DETAILS

Nevada residents with valid Nevada driver license complimentary parking for 3 hours. Motorcycles and two-wheeled vehicles: Exempt from parking fees. Lost ticket fee: \$50

Pay-on-foot kiosks are located on each level of the parking garage near the elevator banks. Cash and credit cards are accepted on garage levels B2 and B3. Credit cards are accepted on B4 and B5. Rates are subject to change.

VALET PARKING

Identity Members: Valet parking is complimentary for Gold status or higher, subject to availability. Must have Identity card present.

Valet-Parking	Mon – Thu	Fri – Sun
0 – 24 Hours	\$35	\$40
Over 24 hours	\$35 (daily rate for each additional day or fraction thereof)	\$40 (daily rate for each additional day or fraction thereof)

All Parking fees repeat every 24 hours. Parking fees may be higher during special events.

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PUBLIC SPACE

Hallways and lobby areas are not generally leased to shows and are, therefore, considered common areas. Please keep in mind the following information regarding public space:

HALLWAYS

Hallways throughout The Cosmopolitan which lead to and from exhibit and meeting space are common areas. Carts, scooters or lifts are prohibited without protective covering on the carpet. Protective covering must be approved by The Cosmopolitan staff.

FOYER

Please note that Public areas (i.e. foyer space) held for an event may be shared space with another program holding meeting space at The Cosmopolitan during the scheduled event dates.

COMMON AREAS

Please submit any and all planned activities, items, structures, equipment, etc., in common areas on your floor plan for approval by the Clark County Fire Marshal. Please be advised that any type of decoration(s)/counter(s) placed in the common areas must have pre-approval.

PYROTECHNICS/HAZERS

Should your group require the use of pyrotechnics or hazer's in The Cosmopolitan Conference Center the following guidelines must be adhered to:

The company providing the pyrotechnics must submit to The Cosmopolitan and the Fire Marshall an insurance binder indemnifying Clark County and The Cosmopolitan, its parent and affiliates. Pyrotechnics will not be allowed without submission of this binder. A copy of the binder should be provided to The Cosmopolitan, Risk Management Department. The Fire Marshall must be called in for a full test of the pyrotechnics, prior to the actual event. In addition, separate use permits must be issued for Pyro and/or Hazers.

Anytime pyrotechnics or hazers are used, the Fire Safety System will have to be disabled or "put into test mode". This process will require hotel personnel dedicated to watching for potential fire or smoke in the area in which the Fire Safety System is disabled. An engineer is required to oversee the Fire Command room to watch the console. An additional engineer is required in the function room. A CoStar of the Fire Safety System provider (SAFE) is required in the Fire Command room with the engineer.

At least two hotel Security officers must be present in the area that is disabled to watch for smoke or fire and support the engineer in the Fire Command. Additional officers may be required as deemed necessary by the Head of Security. Costs are as follows:

Costs for Fire Watch are subject to change and are to be confirmed with ENCORE and your Catering/ Conference Services Manager.

RESORT FEE

A \$50 daily resort fee plus the applicable Clark County Room Tax is applied to each hotel room reservation and includes certain amenities. For all registered guests, the resort fee includes: in-room wireless internet access; unlimited local, domestic long distance (the 50 United States and DC) and toll-free calls; 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.

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ROOM RESERVATIONS

A deposit is required to hold all reservations; see your Hotel Contract for specific details. PASSKEY is our preferred source to receive rooming lists.

Rooming lists should be computer generated or typed. Original rooming lists should be uploaded into PASSKEY, sent electronically, or sent via FedEx. Rooming lists should be created in Microsoft Excel or a comparable spreadsheet format. Your Group Reservations Manager can provide a template for your rooming list.

If you are unable to use PASSKEY, the following information is required of your rooming list to ensure the proper input of your information:

- Created in Microsoft Excel or comparable format
- At least size 12 pt. font
- Sorted by arrival date, and/or alphabetical within each date
- First & Last name (of the guest in the room)
- Share-with (person sharing the room with the main guest)
- Arrival & departure dates
- Address (Street, City, State and Zip code)
- Accommodation type (single, double, suite, etc.) and special requests (king, nonsmoking, high floor, etc.)
- Billing profile (i.e. Room & Tax to Master; Individual Pays Own IPO)
- E-mail address

A first night deposit for each reservation must accompany each list, or charged as otherwise agreed in the Hotel Contract. If utilizing your company name and address for all persons on your rooming list, we respectfully request a guarantee of all unpaid charges by attendees. A credit card imprint will be requested of each individual upon hotel check-in, with no request for a home address. Each guest will be informed by the Front Office clerk that they are to complete the checkout process.

All credit cards are charged immediately as the reservation is entered into our reservation system. Deposits for unclaimed guaranteed rooms are forfeited nightly at 2:00 a.m.

For online, call in, or rooming list reservations the hotel is pleased to offer the use of our online group reservations system through PASSKEY. All reservations will be made, modified or canceled by individuals online at a customized URL to be established and published to potential attendees through the planner's meeting website or via email.

By providing the group name, individuals will also be able to make reservations by calling a toll free number created specifically for your group 24 hours a day, 7 days a week. Reservations must be made on or before the contracted cut-off date in order to be eligible for the group rate.

SAFE DEPOSIT BOXES

Safe deposit boxes are available for hotel guests only and based on availability. They are located at main Casino Cage and are accessible 24 hours a day.

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SAHRA SPA, SALON AND HAMMAM

Sahra Spa, Salon and Hammam, our 43,000 square foot Health Spa, is located on the 14th Floor, The Chelsea Tower. With its ever-expanding canopy of sky, mystifying sand sculptures, and enchanting moonlit nights, Sahra Spa, Salon & Hammam changes perspective, opening the window to a world of unique experiences.

Seemingly simple yet wonderfully complex, we draw from the desert's unexpected depth and beauty, unanticipated life and profound strength. We believe the desert's striking contrasts – exhilarating intensity embraced by ageless stillness and peace – create a path to balance, clarity, and calm. Sahra Spa, Salon and Hammam features two fitness centers, 30 treatment rooms, an authentic Turkish Hammam, three luxury Junior spa suites, and one ultra luxury and exclusive spa-within-a-spa, the Sahra spa Penthouse suite.

Please contact Sahra Spa, Salan and Hammam for any spa needs: spaandsalonsales@cosmopolitanlasvegas.com | (702) 698-7171.

Current Hours:

Sahra Spa, Salon and Hammam | 8:00am – 7:00pm Salon | 9:00am – 7:00pm

The Chelsea Tower Fitness Center | 5:00am – 6:00pm

Boulevard Tower Fitness Center | 24 hours (with Room Key access)

SECURITY

The Cosmopolitan maintains 24-hour security over the interior/exterior of the facility, all life safety, and equipment systems. Building security opens and secures the building. The Cosmopolitan handles all incidents of injury, vandalism, theft, etc. These should be reported immediately to The Cosmopolitan Security Department so the appropriate investigations/reports may be initiated. Contact numbers are 702-698-1911 or x55555 from any house phone. All security personnel are First Aid, CPR and AED Trained.

SHIPPING – See Business Center

SUITE POLICIES FOR MEETINGS AND HOSPITALITY

The policies below will be enforced in order to provide for the enjoyment and comfort of all our guests.

- In order to promote a restful environment for all of our hotel guests, we request that you do not schedule your hospitality suite to run past 10:00 p.m. Please ensure that any noise from music or entertainment is kept to a level that cannot be heard outside of your guest room/suite.
- Clark County Fire Department regulations do not permit easels and signage in guestroom hallways.
- Should you require easels for display of signs inside your guest room, please contact Encore.
- Should your suite be used for meetings and set up is required, your CSM will provide appropriate costs related to your needs.
- Maximum allowable seating will be determined by your CSM.
- Suite Meetings require at least 8 business hours notification prior to scheduled start time.
- If your meeting is scheduled to start prior to 3:00 p.m. the suite must be reserved the day prior to your actual meeting to allow for set-up. Appropriate charges will be applied.
- Any meeting scheduled to extend past the standard 11:00 a.m. checkout time will be charged for an additional day.
- Taping, tacking or otherwise affixing of any materials to walls, floors or ceilings is not permitted.
- Please be advised that all liquor, beer, wine and food for Hospitality Suites must be purchased through our In-Room Dining department. The terms of our liquor license preclude us from providing set-up service for bars not purchased through In-Room Dining.

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SUITE POLICIES FOR MEETINGS AND HOSPITALITY CONTIUNED

- We are unable to remove or dismantle furniture in guestrooms.
- Room or suite numbers are available on the day of check-in.
- Each standard guestroom is equipped with two 20 amp outlets. Due to safety regulations, additional electrical service cannot be provided in guestrooms or suites.
- The use of our guest rooms/suites are not designed for exhibit or display purposes. Machinery may not be exhibited in suites. Freight, oversized boxes or crates may not be brought up to guest room floors.

TELECOMMUNICATIONS

All guest rooms are equipped with phone lines with data ports.

UNION LABOR DISPUTES

The Cosmopolitan is a user-friendly building. The following rules have been established to insure that the service experience in Las Vegas is one that will make you want to return.

- It is the responsibility of the trade show general contractor to resolve all jurisdictional disputes.
- Union contracts contain dispute resolution procedures. All involved parties must follow them.
- Threats to or illegal confrontations with exhibitors or show management will not be tolerated.
- Individuals involved in threats or illegal confrontations with exhibitors, show management, other workers or The Cosmopolitan personnel may be issued a Trespass Notice and escorted from The Cosmopolitan.

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SIGNATURE OF AGREEMENT

I have reviewed the above Meeting Planners Guide. The terms and conditions of the group sales contract are still fully enforceable and this document provides additional operational instruction for The Cosmopolitan of Las Vegas.

Name/Title

Date

Company Name/Event Posting

Dates of Event