

### **ACCESS AND RIGHT TO ENTER**

Representatives of Hotel may enter upon and have access to the Function Space at any time. Additionally, officers and authorized employees of governmental agencies may enter the Function Space at reasonable times, when necessary, in the performance of their official duties.

### **BROADCAST, TAPE OR RECORD**

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

### **CHECK-IN / CHECK OUT**

Check-in time is 3:00 p.m. and checkout is 11:00 a.m. If rooms are requested prior to 3:00 p.m. at the time of check-in, they will be accommodated based on availability at no additional charge. Any guest wishing to guarantee early check-in will have the option to pay an early check-in fee at the time of booking, based on availability.

Departure dates will be confirmed upon check-in. Guests have the option to change their departure date at this time. Should a guest depart before their scheduled and confirmed departure date, room/tax for one night will be charged. Luggage can be stored on a complimentary basis for guests who have checked out but are not yet departing the hotel.

### **ADDITIONAL PERSON CHARGE**

A charge of \$35.00 (regardless of age) will be added for each guest over double occupancy with a maximum of four (4) guests per room.

### **EARLY DEPARTURE FEE**

Departure dates will be confirmed upon check-in. Guests have the option to change their departure date at this time. Should a guest depart before their scheduled and confirmed departure date, room/tax for one additional night will be charged. Luggage can be stored on a complimentary basis for guests who have checked out but are not yet departing the hotel.

### **GROUP ARRIVALS – CHECK-IN PROCEDURES**

Group arrivals can be handled most efficiently at the Front Desk. If appropriate, separate check-in windows, specifically for your group, can be accommodated at our group desk, a special satellite check-in located in the Rotunda area. Additional charges may apply if Group requirements (ie: technology or other) exceed Hotel standard offerings. See your Convention Service Manager for details.

### **BAGGAGE SERVICE – GROUP ARRIVALS**

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

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

### **DAMAGE TO PROPERTY**

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

## **GLOBAL PARKING TERMS & CONDITIONS**

<https://www.mgmresorts.com/en/things-to-do/parking.html>

## **GUEST ROOM NON-SMOKING POLICY**

Excalibur guestrooms are non-smoking. There will be a \$300 cleaning fee charged for smoking in any guestroom. Smoking is still allowed on the Casino floor and certain lounges/bars where food is not served.

## **LOST OR STOLEN PROPERTY**

Hotel shall not be responsible for losses by Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, performers or any other party due to theft, 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 Hotel.

## **MEAL COUPONS**

Coupons are available for purchase to The Buffet. Check with your manager for the current prices for Breakfast/Lunch/Dinner. All coupon prices are per person, tax inclusive. Meal coupons are non-refundable, non-transferable and prices are subject to change.

## **NEVADA CLEAN AIR ACT**

Smoking is not permitted in any other indoor public space, including: restaurants, lounges where food is served, hotel lobbies, elevators, guest room hallways, theaters, arenas, arcades, retail stores, meeting and convention areas, and other indoor public spaces.

Within Excalibur Convention Center, smokers will be limited to designated smoking areas located outdoors. Depending on what portion of our meeting space your event is in, reaching a designated smoking area may be as easy as walking across a hall. From other parts of the meeting space, smokers may be required to make a short walk to reach a smoking area. The new law provides no exemption for private events; therefore, groups do not have the option of waiving the no smoking regulations for a closed event.

## **PRINTED MATERIALS**

We request that your Sales Manager and Convention Service Manager be placed on your mailing list to receive all promotional materials concerning your stay with us at the Excalibur. In this way, we can share with our staff all printed marketing materials that are presented to your delegates.

## **SALE OF MERCHANDISE**

Meeting Group may not utilize Hotel function space or property for the purpose of selling merchandise or services without the prior written approval of, and under the conditions established by Hotel, Meeting Group, its agents, contractors and employees. All permits and licenses required by law for such activity in Clark County are the sole responsibility of Meeting Group.

## **SIGNAGE AND DISPLAY ADVERTISING**

Hotel retains exclusive rights to all display advertising within the function space and all other space on the Hotel property. Meeting Group may not advertise within the function space, nor represent to any third party that it may advertise within the function space or on Hotel property, and may not place any signage or banners in the function space or on Hotel property without prior written consent of Hotel. In the event Hotel grants its consent for Meeting Group to advertise within the function space or on Hotel property, it shall be a nonexclusive right to advertise. Any signage or banners approved by Hotel may only be hung or posted by the Hotel Audio Visual department. It is the policy of Hotel that all signage approved by Hotel must be 28" high x 22" wide and must be professionally printed. No flyers, advertising materials or free samples shall be produced, placed or distributed, without the prior written approval of, and under the conditions established by Hotel, Meeting Group, its agents, contractors and employees, may not affix signage to any wall located on the Hotel property.

**TRADEMARK**

Neither party is authorized to use any trademark, trade name or 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.

**WIRE TRANSFER**

Please contact your Excalibur Convention Services Manager for instructions should you choose to forward deposits and payment(s) via wire transfer.