



THE ENTERTAINMENT AUTHORITY

**MGM GRAND**  
LAS VEGAS

## Signage Policy

MGM Grand Conference Center is pleased to offer large electronic reader boards on all three levels of the building which post the daily meetings and events. In addition, electronic reader boards are directly above meeting room doors in the Conference Center.

In an effort to support the integrity of the Conference Center and public areas, as well as reduce confusion to the guest, we recommend the use of MGM Grand ushers for directional signage. Please contact your Convention Services Manager (CSM) for details.

- Convention customers are allowed one professionally printed foam core sign 22" x 28" directly outside of their meeting room. Handwritten signs are not permitted. The MGM Grand will provide easels at no charge, based upon availability.
- Signage of any kind is not allowed in public areas outside of the Conference Center unless approved by your CSM.
- All signage attached to walls within the meeting space must be approved in advance by your Convention Services Manager and hung by the MGM Grand Production Services Department.
- Signs are not allowed to be taped to doors.
- Stickers of any kind are not allowed to be attached to any walls, windows, or floors. Please reach out to your CSM for additional information on floor and window cling options.

## FULL FACILITY CONTRACTED CONVENTIONS – CONFERENCE CENTER, MARQUEE, AND GRAND GARDEN ARENA

Conventions utilizing all space may have the following signage (contact your CSM to discuss options if only one or two levels of space are contracted):

- One professionally made sign in the District (contact your CSM for exact location) directing guests to the Grand Garden Arena and/or the Conference Center.
- One professionally made sign at the top and/or base of the Pool Escalators.
- Professionally made signage beginning at the south entrance of the Conference Center.
- Groups utilizing the entire Conference Center may purchase advertising space on the pool windows and in the Conference Center. Please contact your Convention Services Manager for a full Sponsorship Guide of opportunities.

## SIGNAGE GUIDELINES

- Signage and pre-function plans must be submitted for approval to your Convention Services Manager at least 45 days prior to the first day of your program.
- Plans should include the requested set-up/dismantle dates, requested locations on a floorplan, dimensions, and a description of each request. Professionally made signage beginning at the south entrance of the Conference Center.
- Items which require pre-approval include but are not limited to: registration/info desks, kiosks, technology stations, entrance units, towers, meter boards, banners, directional signs, column wraps, gobos, window clings, carpet messages and wall graphics.
- All hanging signs/banners must have at least 10' of clearance above the floor. Banners larger than 4' x 20' must be approved in advance by your CSM. Encore is exclusive to hanging/rigging all banners.
- Signage or column wraps cannot obstruct emergency equipment or strobes. Fire extinguishers and emergency exits must be accessible at all times.
- Fixtures, signs or banners must not obstruct hotel direction signage or security cameras.
- Please consult your CSM for location approval prior to producing any signage.