

# MGM GRAND CONFERENCE CENTER CONTRACTOR & VENDOR PRODUCTION POLICIES



THE ENTERTAINMENT AUTHORITY

**MGM GRAND**  
LAS VEGAS



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## MGM GRAND CONFERENCE CENTER

The MGM Grand Conference Center welcomes contractors and vendors working with our convention groups. The following policies and procedures will ensure all MGM Grand Conference Center guests receive consistent excellence of service in a safe working environment.

Please read the policies and return the signed acknowledgment form to [MGMcontractor.vendoracknowledgment@lv.mgmgrand.com](mailto:MGMcontractor.vendoracknowledgment@lv.mgmgrand.com)

**Lee Nakahara** Executive Director Convention Services

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# MGM GRAND

## ENTRANCE/BADGING/ LOADING DOCKS

All Contractor/Vendor companies must be on the approved vendors list submitted to the Convention Services Manager prior to load-in.

Contractor/Vendor companies are required to check in and provide a name tag identification and / or wristband if requested to all the working staff on MGM Grand property. These forms of I.D. are required even if staff is in uniform. This ID must be visible when staff is on property. Staff that is not properly identified working with a vendor may be escorted off property by MGM Grand Security.

All Contractor/Vendor staff are required to wear a wristband indicating they have followed the screening process and have been included on the approved vendor list provided by show management.

If Republic Services is not able to access the open top dumpsters due to the dumpster being blocked by GSC/EAC trash, equipment, trailers, or any other items there will be a \$500 fee (per incident per dock location) if Republic Services needs to be called back out.

NO staging of trucks on MGM Grand property. Trucks should not be called on to MGM Grand Property if there are no dock spaces open for the trucks unload.

There is no marshall yard at the MGM Grand Conference Center. All staging and marshalling must be coordinated off property.

The 4th Street Dock will require a flagger to assist trucks backing into the dock bays, #14-15.

## ENTRANCE/BADGING/ LOADING DOCKS

MGM Grand Conference Center has exclusive providers for electrical, plumbing, cleaning, IT, dock security, recycling / waste removal, audio visual, rigging and food & beverage. Contact the CSM or MGM Grand Exhibitor Services for details.

Installation and removal of monitors is an exclusive service and must be completed by Edlen Electrical. Electrical labor will be required for certain types of work performed; this labor will be provided by MGMRI exclusive vendor and cannot be performed by exhibitor or Exhibitor Appointed Contractor. This includes but is not limited to:

- Electrical distribution under carpet or concealed
- Connection of all 208V or higher services
- Hardwiring of any electrical apparatus
- Condor-lift for installation of electrical signs and/or rotators
- Assembly and hanging of all ground supported static lighting and truss
- Overhead power distribution
- Assembling and rigging of overhead signs
- Forklift for installation of electrical headers and/or light boxes
- Installation, removal, maintenance & repair of all portable electrical wiring & electrical equipment
- Compressed air (unless a fixed part of a machine)
- All electrical equipment, lighting fixtures and any electrical apparatus that requires electrical and mechanical fastening to the exhibit or display

Encore is the exclusive provider for all labor and equipment for any breakout sessions and meeting rooms. They are the exclusive provider of all rigging equipment and services in trade show halls, meeting space and public areas. This includes but is not limited to:

- Labor, truss, chain motors, cables, span sets and all other rigging related equipment
- Nothing may be hung in any of the air wall tracks

MGM Grand Bell Desk and FedEx employees are permitted access to the show floor. FedEx has the exclusive on 150 lbs. or less per shipment delivery and must be allowed access to the floor.

## CODE OF CONTENT

Contractors/Vendor companies will provide an on-site lead when on property. This individual will be the liaison for all staff concerns.

Contractors/Vendor companies and their on-site lead associate are responsible for ensuring all staff/representatives of said company are familiar and comply with all MGM Grand policies.

The job site is to remain a working environment at all times. "Friends and Family" are not allowed on property with staff unless they are working an event. Absolutely no children under the age of 18 years old are allowed on the exhibit floors or docks, during load in and load out.

Contractor/Vendor staff are expected to conduct themselves in a professional manner at all times. Inappropriate or abusive behavior may result in removal from the property.

The MGM Grand Conference Center is a non-smoking facility. This includes electronic cigarettes and vaping. Smoking is allowed in designated areas outside of the building only. Doors may not be propped open unless it has been pre-approved by the CSM as the smoking area for that program and security has been arranged.

MGM Grand has a "zero tolerance" policy for theft; if a person is witnessed, they will be trespassed from the property for the day or for the entire show and potentially banned from working at any MGM Resorts International property. This includes removing anything from the property inside or outside that may seem like trash. Many times, Show Management or MGM Resorts International has arranged for leftover trade show items to be donated to local charities so it is important all contractors/vendors advise their staff not to take anything from the property.

Contractor/Vendor laborers may not eat or drink in MGM Grand back of house service halls. Taking MGM Grand food and beverage items is considered theft and will result in removal of the individual from the property and a potential ban from working at any MGM Resorts International property.

Contractor/Vendor staff are not permitted to eat, lounge, or take breaks in any front of house public space, such as foyers, on the property.

While working in the Conference Center, the contractor / vendor staff are not permitted to wear ear buds or headphones.

Consumption of drugs or alcoholic beverage on the job site is strictly prohibited and will result in trespass from the property.

## CARPET AND FLOOR PROTECTION

Floor marking can only be done with chalk or freight tape (white tape). If any other products are used additional fees will apply for cleanup or repair if damage is caused.

Absolutely no pallet jacks (electric or manual) are allowed in the public area or meeting rooms (carpeted areas). Use of a pallet jack is prohibited on property except in back of house. Forklifts, scissor lifts, electrical carts or motorized carts are not allowed to be on the marble floor without padding and plywood. As always, push carts are welcome to be used throughout the building.

Wood pallets may not be set directly on the carpet, please set on Visqueen, Carpet Mask or Carpet Shield.

Anything with wheels loading onto the carpeted areas via rollup doors require one of the protective coverings listed below to be placed 40 feet out onto the carpet:

- Visqueen safely secured over the carpeting with gaffer's tape only
- Self-adhesive Visqueen called Carpet Mask, Carpet Shield or Gymguard
- Overlay of carpet

Forklifts, scissor lifts, boom lifts, flat bed carts or motorized carts are not allowed in carpeted public areas/meeting rooms without one of the protective coverings listed below:

- Visqueen safely secured over the carpeting with gaffer's tape only
- Self-adhesive Visqueen called Carpet Mask, Carpet Shield or Gymguard
- Overlay of carpet
- With white tires that have not been driven outside or with vinyl tape
- Booties are allowed on a case-by-case basis please reach out to the Sr. Operations Manager to verify when booties are allowed on the carpet
- Floor decals are only allowed in specific areas in the Conference Center. Please see your CSM for clarification. Clients may apply these on their show carpeting if applicable
- Cutting, building, or painting are not allowed on carpeted areas without protection between the material and the carpet. Any costs for damage or special cleaning caused by violation of this will be the responsibility of the contractor or show management
- Floor boxes are to be protected during load in / load out either with carpet or a cone. Forklifts or electrical carts are not allowed to be driven over the floor boxes. If the floor box is damaged there will be a cost for repair
- Carpet on carpet will require one of the below listed processes:
  - Low-tack adhesive Visqueen called Carpet Protection, Carpet Mask, Carpet Shield or Gymguard must be placed on top of our carpet then fiber line tape or double-sided tape affixed to it and the show carpet placed on top
  - Low adhesive tape, like fiber line tape can be used and attached to our carpet for carpet on carpet install. Any costs for damage or special cleaning required will be the responsibility of the contractor or show management

## CURBSIDE LOADING/UNLOADING, PARKING, POVS

POV areas are not contracted and therefore may not always be possible to accommodate. GSC is responsible to secure and manage any POV areas. The GSC will hire United National Maintenance to clean this area during the show and after the load out.

Personal vehicles are not allowed in the dock area unless runner passes have been provided by your CSM for specific vehicles. Vehicles can be towed if parked in unauthorized areas at the owner's expense without any pre- notification. Runner passes are only for 20 minutes, not long-term parking. No personal vehicle parking is allowed on the docks.

No forklifts or carts are permitted in the Top Golf parking lot unless used strictly for the event taking place in that area. Forklifts and/or carts cannot be used for personal transportation. Violations may result in the operator being trespassed from the property. Contractor/Vendors and Foreman/Supervisors may use carts in the lot to coordinate incoming freight trucks.

No forklifts or any type of electrical carts are permitted to leave the Koval Dock to access road to 4th Street or Marquee. No forklifts or any type of electrical carts are permitted in the parking garages.

Vehicles used in the delivery, transportation, or storage of equipment may be temporarily parked at the MGM Grand Conference Center loading dock and/or Marquee Ballroom loading dock and must be removed as soon as they are emptied. Vehicles may be towed if parked in unauthorized areas at the owner's expense without pre-notification.

- There is no loading/unloading in the Top Golf lot
- There is no loading/unloading into the Marquee Courtyard glass doors of the Conference Center
- There is no loading/unloading into Boulevard glass doors by the bus lane
- There is no loading/unloading into the Terrace Ballroom glass doors

## FIRE MARSHAL COMPLIANCE/PERMITS

Contractor/AV/Vendor Companies are required to have all CCFD permits and diagrams on property for the walk through with the On-site Fire Marshall & Sr. Operations Manager. This includes but is not limited to Tradeshows, Courtyard or outdoor spaces, Meeting Rooms over 300 people, Catering Functions, Pyro, Hot Works & Vehicle Permits.

All vehicles displayed inside the MGM Grand Conference Center must follow CCFD regulations and have the proper permits. Exhibitor/Show Management is responsible to obtain all vehicle permits from the Fire Marshal and have them on-site. Exhibitor/Show Management or contractor/vendor will provide a vehicle key contact name and phone number to Hotel Management or Security in case of an emergency. Please contact your CSM for prior approval.

Request to use indoor/outdoor pyrotechnic displays or smoke/hazing must be submitted to the CSM in writing thirty (30) days prior to use. MGM Grand fire watch is required for these displays. A CCFD permit is required for pyrotechnic displays and must be witnessed by the Fire Marshal on-site. A copy of this permit should be given to the CSM and/or Event Manager and the Director of Safety prior to use.

Fire exit doors may not be blocked, propped open or obstructed in any way. Fire exit stairwells are not to be used as a storage area. No equipment may be stored inside or underneath the stairs at any time.

Fire extinguishers, fire hose cabinets, fire sprinkler closets must be visible and accessible at all times. Fire extinguishers may be blocked only if approved by the Fire Marshal and temporary extinguishers are supplied in the same area and are clearly visible.

Fire alarm strobes must be visible at all times. When a client wants to block the strobes by covering them with a drape or the booth structure, there is a Standard Operating Procedure (SOP). The Client, contractor/vendor company will need to reach out to the CM or CSM 60 days prior to arrival. Please be advised there are additional costs associated with strobe extensions.

All materials used in booth construction or decoration must be flame retardant and accompanied by an official flame-retardant certificate that is within a year. Aisles and exits as designated on approved show plans shall be kept clean, clear and free of obstructions.

## GENERAL FACILITY/EVENT COMPLIANCE

Production Schedule must be received 30 days prior to load in. Production Schedule needs to include the following:

- Load in and out times for Dock Access
- Drop and Strike times for all items being provided by MGM Grand

Cutting metal or wood is not allowed back of house behind the ballrooms. This will need to be done prior to arriving on-site. If adjustments need to be made this will need to be approved by your CSM or Sr. Operations Manager for the approval of the location. This is against Health Code Violations.

There will be a \$500.00 fee for each damaged or cut IT lines caused by dragged freight or carpet cutters.

The MGM Grand Conference Center does not loan or provide motorized forklifts, genie booms, lifting devices, pallet jacks, tools, scissors, portable dock plates or ladders to outside contractors or clients.

Any product used to secure items to the ceiling/grid work such as but not limited to tie line, cable, bailing wire and burlaps are to be removed from the MGM Grand ceiling at end of each show. There will be a removal labor cost to any Vendor that leaves items in the ceiling.

Trash dumpsters on site at the MGM Grand Conference Center are for MGM Grand use only.

Laborers for all Contractor/Vendors cannot transport toolboxes, dollies or ladders on the escalators.

Laborers for all Contractor/Vendors are not allowed to use the front of house passenger elevators as freight elevators. Violations may result in the operator being trespassed from the property.

If the Contractor/Vendor Company needs to roll over equipment from one show to another show this request will need the approval from the Sr. Operations Manager in advance. This will be on a case-by-case basis.

Signage and public area diagrams must be approved by MGM Grand prior to confirming with the client or submitting to the Fire Marshal. Forward diagrams to the CSM for approval.

Mylar balloons/mylar confetti are NOT permitted in the MGM Grand Conference Center or Hotel. All approved helium balloons must be securely anchored to an exhibit. Helium gas cylinders for refilling must be secured in an upright position on safety stands with regulators and gauges protected from damage.

## INSURANCE OBLIGATIONS

Contractors/Vendors providing services at MGM Grand must provide MGM Grand with a COI for General Liability in the amount of \$3,000,000 per occurrence on carpet and \$5,000,000 per occurrence on concrete. Any contractor or vendor bringing automobiles to the property and /or utilizing their employees to perform services at the property must also provide a COI for Auto coverage at \$1,000,000 per accident, Workers Comp at statutory limits and Employers Liability for \$1,000,000.

Any contractor/vendor who does not have a current COI on file with MGM Grand is not authorized to work on the premises.

## SAFETY AND SECURITY

MGM Grand maintains strict Safety Policies that mirror Occupational Safety and Health Administration (OSHA) statutes and regulations that must be strictly adhered to. Any company/vendor that is hired to perform tasks involving any kind of potential occupational hazard must follow MGM Grand Safety Policies. It is the company's/vendor's full responsibility to provide qualified safety oversight for each project, including qualified oversight for third party company/vendors to ensure MGM Grand Safety Policies and OSHA regulations are complied with.

Any violations of MGM Grand Safety Policies or OSHA regulations will result in the immediate shut down of the project. MGM Grand also reserves the right to make notifications to OSHA based on the level of egregiousness when safety is neglected while conducting business at MGM Grand. Please contact MGM Grand Director of Safety for further questions or needs at 702-891-7534.

Contractor/Vendor is responsible to provide proper ramp access to all elevated exhibit booths and or non-permanent staging used for either exhibit or special event purposes, pursuant to the ADA Act of January 26, 1992. The ramp must meet ADA guidelines for both seeing and mobility impaired persons.

Floor load limits on levels 2 and 3 are 100 lbs. per square foot, live load. The level 1 floor load limits are 250 lbs. per square foot, live load. Loads shall not exceed the design live load per square foot. Show Management is responsible for notifying the facility of any potential weight concerns.

Security is required in all dock areas during load-in and load-out. See the CSM for more details.

Contractors/Vendors are required to have a Safety Data Sheet (SDS) on any hazardous chemical they bring into the facility. This document must be sent to the Sr. Operations Manager in advance.

Back of House doors may not be propped open at any time unless it has been pre- approved by the CSM and MGM Grand Security has been arranged. This includes load-ins, loadouts and show days.

No privately-owned vehicles, motorcycles, or bicycles are permitted to park in the loading dock area. Bicycles, skateboards, hover boards/ footboards and razor scooters are not to be ridden inside the building or allowed inside the building at any time.



Carts and lifts should be electric.

Gas/diesel propelled devices or vehicles are not allowed inside the building for safety reasons.

No overnight storage of gas cylinders is allowed in the building.

Forklift operators must be certified and able to provide supporting documentation.

Forklift operators must always comply with all MGM Grand Conference Center Safety Policies and all OSHA regulations. This includes operating equipment that has been properly maintained, equipment with back-up beepers or beacons, and engaging all safety guard devices such as seatbelts. While driving the forklift driver may not be on the phone, eating, smoking, wearing ear buds or headphones. The indoor operating speed limit is 5 MPH maximum.

## STORAGE REQUIREMENTS

Loading dock spaces are available to all contractor/vendor companies and will be shared equally when multiple groups are in-house. Exclusive MGM Grand docks are # 9-11 on the Koval side.

EAC/I & D companies may NOT store or stage any kind of equipment inside the Conference Center including all back of house areas and inside or outside emergency stairwells. MGM Grand is not responsible for any items lost, stolen or damaged while on property.

Storage/staging of equipment for items such as, but not limited to, audio visual cases, carpet pigs, pallets, shipping crates are not permitted inside the Conference Center unless an approved accessible storage area (boneyard) has been approved by MGM Grand Operations and the CCFD. If an accessible area has been approved on the show floor by MGM Grand Operations and the CCFD it should be on the approved CCFD diagram. Please note, no empty wood crates or combustible material is allowed in the hall overnight without a fire watch present. Please request the approval from the CSM 30 days prior to your event.

Contractor/Vendor Company of the program will send the CAD/DWG diagram to the Catering Manager. The CM will send the diagram to Banquets to place the contractor/vendor boneyard areas on the diagram. The turnaround will be three (3) business days and the diagram will be sent back to the contractor/vendor Company to be submitted to the CCFD for permit process. The MGM Grand CAD Operator will be submitting for the Food & Beverage rooms with the boneyards and catering back of house on the diagrams.

## ACKNOWLEDGMENT FORM

Please complete the form on the next page and return to the MGM Grand Conference Center at the following address:

MGM Grand Conference Center  
Attn: Senior Operations Manager, Convention Services  
4701 Koval Lane  
Las Vegas, NV 89109

This form may be emailed to:  
[MGMcontractor.vendoracknowledgment@lv.mgmgrand.com](mailto:MGMcontractor.vendoracknowledgment@lv.mgmgrand.com)



# VENDOR POLICIES ACKNOWLEDGMENT FORM

Contractor/Vendor Name: \_\_\_\_\_

Contractor/Vendor Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Event Name: \_\_\_\_\_

By signing below, I acknowledge that I have read and understand the MGM Grand Contractor/Vendor Working Policies.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_