



  
**MANDALAY BAY**  
RESORT AND CASINO, LAS VEGAS

**DELANO**  
LAS VEGAS

GUIDELINES FOR PRODUCTION AND  
AUDIO VISUAL VENDORS



# GUIDELINES FOR PRODUCTION AND AUDIO VISUAL VENDORS



On behalf of Encore, we would like to extend a sincere Welcome to Mandalay Bay Resort and Delano Las Vegas!

Encore is the preferred, in-house event technology provider at Mandalay Bay Resort and Delano Las Vegas. We stand ready to assist you in designing and executing your entire event platform.

We know every inch of the space and work in concert with the property staff to ensure that your event is a complete success.

Our staff has a reputation for quality service and professionalism. Our goal at Encore Event Technologies is to enhance your events while ensuring that they are both cost-effective and successful. If we can be of any assistance, please do not hesitate to contact us.

Again, thank you for considering Mandalay Bay Resort and Delano Las Vegas. Sincerely,

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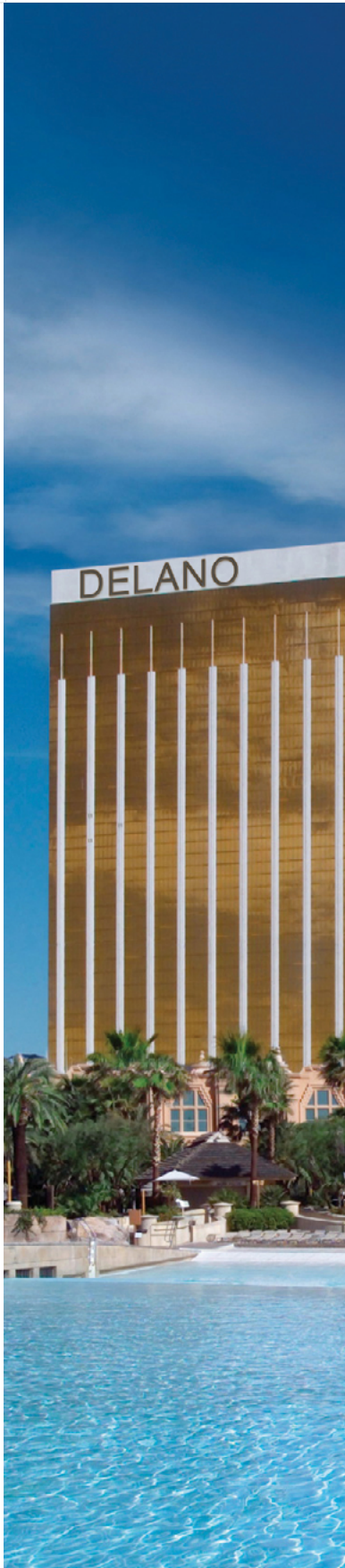


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## 1. OPERATING SPECIFICATIONS

An outside Production or AV Company may work within the Mandalay Bay Resort and Delano Las Vegas and the Mandalay Bay Convention Center under the following circumstances: A copy of these Production Company and Audio Visual Vendor Guidelines is signed and on file with the Facility.

- 1.1. All Local, State, Federal and Mandalay Bay Resort and Delano Las Vegas codes and regulations are followed.
  - 1.1.1. Maintain a comprehensive commercial general liability insurance policy with contractual indemnity coverage and combined single limits in the limited amount of one million dollars (\$1,000,000) per occurrence for personal injury and property damage and a commercial automobile liability insurance policy with coverage for owned, non-owned, rented and borrowed automobiles with a combined single limit of not less than one million dollars (\$1,000,000). Such insurance shall provide coverage insuring against loss, damage or liability for injury or death to persons and loss or damage to property and shall contain no exclusion with respect to property of Mandalay Bay Resort and/or Delano Las Vegas. The aforesaid policies shall be issued by a carrier with a current A.M. Best Company rating of at least A: VII, be primary regardless of any coverage maintained by Mandalay Bay Resort & Casino, and provide at least thirty (30) days prior written notice to Mandalay Bay Resort & Casino of cancellation or reduction in policy limits or coverage. You shall provide Mandalay Bay Resort & Casino with a Certificate of Insurance evidencing such coverage and naming Mandalay Bay Resort & Casino, its parents, subsidiaries and affiliates, as additional insured. Such certificates shall be delivered to the Convention Services Manager assigned to your group.
  - 1.1.2. Load in/out times.
  - 1.1.3. Schedule for pre and post event walk through with Facility representative.
  - 1.1.4. Full power requirements.
  - 1.1.5. Name/phone number of your licensed labor payroller with proof of insurance.
  - 1.1.6. Full list of all equipment to be supplied by the Facility.
  - 1.1.7. List of subcontracted companies with contact name, address and phone numbers. Specify exactly what services each company is providing and when they will be on property.
  - 1.1.8. Exact timeline of when all staging, control and camera risers, audience seating, etc. is to be set by Facility Convention Porters.
  - 1.1.9. Exact size, including height, and placement of all control and camera risers.
  - 1.1.10. Exact times that any Facility equipment should be struck by Facility Convention Porters to facilitate move-out.
  - 1.1.11. Any ancillary equipment requested for the production crew i.e. tables, chairs, garbage cans, phone lines, etc.
  - 1.1.12. A complete scale diagram of the event. See Fire Marshal Regulation's portion of this guide for instructions on submission of a diagram of your event. Note that any changes made to approved plans must be re-submitted for new approvals along with applicable fees.
  - 1.1.13. A schedule of all rehearsals (including pyrotechnic) and "dark times" for video focus, etc.
  - 1.1.14. Crew meal requirements.



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- 1.2.** The production company is responsible for submitting floor plans of the event layout to the Clark County Fire Marshal no later than 45 days prior to your event. A Fire Marshal approved copy must be forwarded to your Convention Services Manager, and Encore at least three weeks prior to the event. Any changes to plans after original approval require resubmission and new approval. Event rooms will only be set by Facility staff according to a Fire Marshall approved plan.
- 1.3.** An Encore supervisor is required to oversee any and all production/stage/rigging functions (including those functions being produced by outside companies). This supervisor is based on a (4) hour minimum requirement. Please contact Encore for additional details.
- 1.4.** Any labor call over 19 crew members for a single client on-site will require a non-working job steward from the local Union. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.
- 1.5.** Outside contractors may not store any of their own equipment inside the Facility or in any parking lot, without the prior permission of your Convention Services Manager. Facility assumes no responsibility for outside contractor's equipment.
- 1.6.** The Production or AV Company will provide radio and wireless microphone frequencies to Encore prior to using this equipment in or around the Facility. The frequencies will be compared to the Facility's frequencies. If there is a conflict, the Production or AV Company will make arrangements to utilize other frequencies.
- 1.7.** The Production or AV Company is encouraged to provide a walkie-talkie or direct in-house phone extension to Encore and Convention Operations in order to establish direct link communications in the event that a problem arises with the Production Company's equipment or personnel.
- 1.8.** The use of indoor pyro-techniques must have a Special Permit from the Clark County Fire Department a minimum of 21 days prior to the event date. The Production or AV Company is responsible for obtaining the permit. A copy of the permit must be provided to the Mandalay Bay Resort and Casino prior to delivery of any pyrotechnics, fireworks, or special effects display or process. Pyro handlers must have a federal license and must be present from the time that pyro is loaded for firing through the completion and final security of any fired pyro. All pyrotechnics, fireworks or special effects must be delivered and stored in secured and approved containers. Pyro may not be loaded or prepared for firing more than four (4) hours prior to the time that it is scheduled to be fired. Any cost associated with a fire watch will be the responsibility of the Production or AV Company.
- 1.9.** When using chemical or dry ice fog machines, the Production or AV Company is required to contact the Convention Services and Encore departments with exact dates and times that such equipment will be used. This must be done to ensure that the fire alarm and sprinkler system is not accidentally enabled. The Production or AV Company is responsible for all costs of Facility personnel required to perform a fire watch. Contact the Convention Services Manager for costs related to his service.
- 1.10.** Any cables/cords used must be run to the perimeter of the room for audience and employee safety. All cables 1" or more in diameter must be ramped with Hypersthenes cable protectors. All wiring and cable less than 1" in diameter must be securely taped down with low adhesion tape that compliments the colors of the carpet.
- 1.11.** The Production or AV Company accepts responsibility for any costs assessed to inspect or replace sprinkler heads or smoke sensors that have been discharged in the course of an event and will be held responsible for any costs or fines assessed by the fire department for a false alarm resulting from the unscheduled discharge of pyro or smoke.



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## 2. EXCLUSIVE FACILITY SERVICES

Encore personnel handle all connections to the building's power sources. The Production or AV Company is responsible for all charges for connecting to and usage of the Facility's power sources. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.

- 2.1. Encore personnel will handle all ceiling hanging (structural steel or permanent rigging points) and the connection of rigging truss and motors to these elements. All Truss and Motors must be provided by Encore. The Client or Production Company is responsible for all charges. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.
- 2.2. To ensure a safe and secure convention facility, any ground supported structure that is 16' or taller must be secured to the building to ensure the structure does not become a tipping hazard. This may require 2 or more points that are secured on opposite sides of the structure based on the expertise of the in house rigging supervisor. In addition, if the in-house rigging supervisor deems any structure that is under 16' high to be top heavy or a potential hazard, that structure will also be required to have secured lines installed that are attached to the building. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.
- 2.3. Encore personnel handle all connections to the house sound system. The Production or AV Company is responsible for all charges for connecting to and usage of the Facility's sound system. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.
- 2.4. Audiovisual equipment to be used in any part of the facility's sleeping room tower must be supplied, delivered, set-up and operated by Encore personnel. The Production or AV Company is responsible for all equipment and labor costs that may result. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.
- 2.5. Audiovisual equipment to be used for Break Out meetings must be provided, delivered, set-up and operated by Encore

## 3. LOAD-IN/LOAD-OUT GUIDELINES

- 3.1. An authorized representative of the Production Company or designated representative of Mandalay Bay will be required to conduct a walk-through of the room(s) in use with our Banquet Set Up Manager, Events Center Manager or designated representative of Mandalay Bay and/or Delano Las Vegas prior to move in and at the conclusion of move out. This walk through will document any existing damage to the facility prior to your move in and any new damage incurred during your event. Charges will be assessed for any new damage to the facility. MOVE IN CANNOT BEGIN UNTIL THIS WALK THROUGH HAS OCCURRED. In order to avoid delays to your move in please be sure to schedule this function with your Convention Services Manager in advance.
- 3.2. Should the set-up of your session/event room by hotel crew be delayed due to outside production companies, overtime labor charges may be incurred. It is very important that your production company review all aspects of their set up and rehearsals with your Convention Services Manager in order to establish workable timelines for all parties.
- 3.3. Forklifts or other motorized equipment must be propane or electric powered only. No diesel or gas-powered and/or Hybrid forklifts are allowed on property at any time. All forklifts, scissors lift, and personnel lifts are to have certified non-marking tires.
- 3.4. No paintings, mixing of chemicals or explosive materials are allowed inside the Facility. No sawing or cutting of materials with any power tool is allowed within the Facility.
- 3.5. The schedule of times and number of vehicles used for load-in/out, productions or entertainment events must be submitted in writing, to the Convention Services Manager a minimum of ten (10) days prior to move-in.
- 3.6. The Production or AV Company is responsible for the traffic control of vehicles scheduled by them for load in/out. Parking of

trucks or trailers overnight at the loading docks or on Facility property is prohibited without prior consent of the Convention Services Manager. Unless a trailer is being loaded or unloaded, it must be removed from Facility property.

- 3.7.** The Production or AV Company must maintain and allow for the normal flow of hotel related operations with respect to deliveries and pick-ups of various hotel departments. No reasonable movement of trucks parked in the loading dock space should be rejected.
- 3.8.** Management must approve any tape applied to walls, floors, carpets, etc., in advance. Facility property must be returned to the condition in which the Production or AV Company received it. This includes the removal of all residues. All charges for cleaning and repair will be the responsibility of the Production or AV Company. The use of packaging tape is prohibited on floor surfaces or walls.
- 3.9.** Pipe and drape is not allowed in the foyer areas without consent from the Convention Services Manager.
- 3.10.** Heating or air conditioning will only be provided once load in/out has been completed and freight doors have been permanently shut.
- 3.11.** All outside contractors hired by the Production or AV Company will adhere to all applicable rules and regulations. Any damage incurred in their specific work areas will be the responsibility of the Production or AV Company.
- 3.12.** Encore must provide a Production Supervisor during load-in and Load-out of major events and as needed during the program. This person will be responsible for overseeing power distribution, rigging, stage operation and all Encore supplied labor. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.
- 3.13.** Encore must supply a Master Electrician during load-in and load-out of all major events. This person is responsible for power hook up. Additionally a Master Electrician is required if any pyrotechnic, haze or smoke effects are being used. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.

#### **4. PERSONNEL**

- 4.1.** The Production or AV Company is responsible to hire competent personnel to set up, operate and remove their equipment. The Production or AV Company is responsible for the actions of any personnel attached to or associated with their staff.
- 4.2.** All labor employed by a Production or AV Company, regardless of their craft, must wear a uniform shirt (excluding open body style) identifying the company that they are working for. T-shirts are acceptable. Production or AV Company employee's clothing will be neat, reflecting an overall tidy appearance to conform to Mandalay Bay's and Delano Las Vegas's image.
- 4.3.** Smoking, eating or drinking is prohibited within the ballrooms during load in/out. Room service or catered meals are allowed, per the client's request, at a cost. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY. Beverages will be restricted to non-alcoholic during set-up and teardown. Food and beverages staged or stored in Facility service corridors is Mandalay Bay and Delano Las Vegas property and is not to be touched by Production or AV Companies.
- 4.4.** The possession or use of intoxicants on Mandalay Bay and Delano Las Vegas property or job sites is prohibited. Possession or use of drugs is prohibited, other than medicine prescribed by the employee's physician. Violation will result in immediate removal of the individual from the premises and possible legal action.
- 4.5.** The possession of guns, explosives or weapons of any kind is prohibited. Fighting, physical violence, creating a disturbance, horseplay, disorderly conduct or the use of abusive language is a violation of Facility policy and will result in immediate removal of the individual from the premises and possible legal action.
- 4.6.** Theft, attempted theft, misappropriation of property or the aiding of such acts will result in immediate removal and possible criminal prosecution.
- 4.7.** Production company employees are only allowed to consume food and/or beverages that have been purchased from the hotel exclusively for them. They are not permitted to consume from the back of the house or from other group functions.

## 5. RIGGING GUIDELINES

The Facility is equipped with permanent rigging systems in order to assist our clients with productions requiring overhead rigging. This System was designed and installed in order to expedite the move in and move out process for our clients. As the exclusive rigging contractor, Encore is responsible for all rigging and related overhead safety on the Facility property. The following sets forth the standards for rigging practices and equipment. Encore staff will provide all necessary rigging labor and rigging equipment including but not limited to all Truss and Motors needed for productions at the Facility. All rigging activities defined as follows must meet the following minimum standards.

- 5.1. Rigging encompasses attaching hardware to ceilings, usually rigging motors, trussing, lighting and audio. Encore staff will provide all necessary rigging labor and rigging equipment for productions. Riggers are responsible for inspecting all equipment flown and determining load factors ensuring that weight limits are strictly enforced and that no damage is caused to the ceiling or roof structure.
- 5.2. Encore riggers are responsible for all overhead connections as well as all trusses, speaker and other attachments below utilizing polyester round-slings, wire rope slings, etc. As Encore is the sole provider of all rigging equipment, all equipment related requests are to follow the same request schedule as for rigging drawings.
- 5.3. PRE-SHOW AND DESIGN
- 5.4. Encore can supply all rigging design and materials for use on your event. We reserve the right to inspect any and all of the equipment being supplied by outside vendors, which is to be attached to Encore truss, in order to determine its safety for the intended application. We recommend contacting our offices during your initial design stages in order to utilize the Facility's facilities to their full potential.
- 5.5. Encore must receive all proposed rigging drawings no later than twenty one (21) calendar days prior to scheduled load-in. Lighting and sound equipment rigging plots are required with load calculations. Rigging submissions or changes to existing submissions received less than (21) calendar days from load in are subject to increased equipment and labor rates. An on-site agenda must be included with the drawings so that we may properly schedule all necessary personnel. MBCC and Encore will not be responsible for lost time or additional costs resulting from rigging modifications, adjustments or changes required on site.
- 5.6. All rigging requests MUST be submitted via Encore's Rigging Website, <https://www.encoreglobal.com/rigging-portal/>
- 5.7. Rigging plots will include all known weights of items included in drawings.
- 5.8. Encore personnel are solely responsible for the assembly of all truss
- 5.9. Encore must approve all rigging drawings before any rigging work will be allowed to proceed. If a rigging drawing is received by our offices which does not meet the guidelines for that room the client has the option to either redesign their rigging to meet established specifications or to have our offices redesign the drawings at a cost. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.
- 5.10. All emailed designs will be subject to a \$215.00 CAD Design Fee per draft after the first revision.
- 5.11. All drawings must be in a scale of no smaller than 1/8"-1'.
- 5.12. Changes to scheduled events, including crew call times, will result in additional overtime charges per man scheduled unless notification is received seven (7) days prior to the requested services.
- 5.13. Cancellation of any scheduled service will result in a four-hour minimum per man scheduled unless notification of cancellation is received no later than seven (7) days prior to requested services.
- 5.14. RIGGING EQUIPMENT GUIDELINES
- 5.15. A scissor lift with a minimum deck height of 32' is required for all rigging calls at the Facility. This lift must have non-marking tires and be in good repair. Construction or out-door lifts will not be allowed in the Facility ballrooms under any circumstance. Please contact our office for pricing on the scissor and boom lifts we have on site.

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- 5.16.** All equipment and materials flown must pass American Test and Standards Measurement guidelines and be approved. Hardware not acceptable in a weight bearing capacity includes: carabiners (excluding locking steel “D” shape ½” or 7/16” carabiners, Omega or other overhead approved brand), open weave straps, quick links, dog clips, French clips, snap clips, brass fittings, triangular truss with continuous chords or triangular truss with chords in diameter less than 7/16”. Structural documents will be required for custom trussing and/or custom hardware. The Mandalay Bay Events/Encore riggers will have final approval of any hardware utilized in the Facility.
- 5.17.** Any articulating/dynamic (i.e. moving) show or performance elements require an arrester device
- 5.18.** A steel “safety” is required on each individual item suspended from the ceiling or any supporting structure or a truss that has been suspended from the ceiling utilizing polyester round slings or other synthetic sling.
- 5.19.** All nuts and bolts used overhead must be load rated and all wire rope clips and overhead hardware (shackles and eyebolts etc.) must be forged, unless approved by the Rigging Supervisor.
- 5.20.** No rigging is allowed from the air-wall tracks.
- 5.21.** All electric cable and connections must be UL rated for the amperage capacity required for safe operation and must conform to appropriate local codes. All materials must be non-flammable and must conform to the Clark County Fire Marshall’s regulations.
- 5.22.** MANDALAY BAY /ENCORE ON-SITE PRACTICES
- 5.23.** All rigging calls shall consist of a minimum three person team - Lead Rigger, High Rigger, and Ground Rigger. If there is a need for additional riggers, we will fulfill any and all needs. A four-hour minimum per man shall apply to all rigging calls. Any calls extending past four hours will be billed on an hourly basis. Mandalay Bay/Encore will determine the number of Rigging Assistants required based on the size and production schedule of the event.
- 5.24.** Standard IATSE Local # 720 working conditions shall apply to all onsite schedules at the Facility.
- 5.25.** Encore staff will make all connections to the ceiling and assist your staff in attaching your equipment to Encore provided trussing. They will also assist and approve the attachment and assemblies for speakers and arrays. For Specialty Truss, please contact our offices for clarification of what services and equipment we have to offer to assist you in a safe and cost effective event.
- 5.26.** MANDALAY BAY /ENCORE RIGGING RATES  
All of our extensive resources are available to you and your production. Our experience as a full-service Production Company allows us to provide superior rigging services including design and fulfillment of all your equipment needs. We look forward to partnering with your production team to make your event a perfect success. Upon request Mandalay Bay/Encore will provide detailed estimates of exclusive labor rates for all positions. These rates will include the current Straight Time rate per position as well as any Overtime, and or Double Time charges that may apply based on the production schedule. All rates are subject to either a 4 hour or 8 hour minimum depending on the position. Holidays are billed at Double Time. Holidays include Christmas, Veteran’s Day, Thanksgiving Day, Independence Day, President’s Day, New Year’s Day, Memorial Day, Martin Luther King Day, Presidential Election Day, and Labor Day.
- 5.27.** Overtime rates will apply after eight (8) hours of work.
- 5.28.** A one (1) hour meal break every five (5) hours is required. After every meal a two (2) hour minimum call back applies.
- 5.29.** Contiguous rates will apply if there is less than eight (8) hours off between shifts and continuous pay rates will apply if less than four (4) hours between shifts.
- 5.30.** Rigging points are part of the rental inventory and pricing varies per existing point, created point and cable pick point. Please contact your Encore Sales Manager for pricing.
- 5.31.** All production calls will consist of a minimum of three (3) Riggers per call. All expo calls will consist of a minimum of three (3)

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Riggers per call. Encore bases the actual labor call on the individual needs of the event.

- 5.32. A scissor lift is required for all ballroom rigging calls, Scissor lifts may be rented from Encore on an hourly (Expo only), daily or weekly basis and are based on availability. Boom lifts are required for expo rigging calls. Please contact your Encore Sales Manager for pricing. This charge is not included in the labor fees quoted.
- 5.33. Cancellation with less than seventy-two (72) hours' notice will be invoiced at published "Base Rates".
- 5.34. Four-hour minimum calls apply.
- 5.35. All prices and rates are subject to change without notification.
- 5.36. To receive a detailed cost estimate or individual pricing on any of the labor rates provided, please contact Encore at 702-322-5900.

## 6. BANNERS/SIGNAGE

- 6.1. Please review your signage placement plan with your Convention Services Manager. Written approval for all placements must be obtained from your Convention Services Manager prior to any signage being hung. It is our intention to keep the number of signs displayed on easels in the public areas of the Conference Center to a minimum. In an effort to keep our Conference facility hazard free, we reserve the right to remove excessive signage.
- 6.2. Signage is not permitted in the casino, hotel lobbies, any elevator bank or the exterior of any Mandalay Bay and Delano Las Vegas building without the prior approval of your Convention Services Manager. Gummed stickers or election banners/signage are prohibited.
- 6.3. All banners or any sign or decoration to be attached to the ceiling or roof structure of the Facility must be attached and removed by Encore personnel. All rules and regulations outlined in Section 5, "RIGGING GUIDELINES", will apply. The Production or AV Company is responsible for all costs related to installing or removing signs, banners, or decorations. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.
- 6.4. Any banners or signage that you provide must be professionally printed and is subject to approval by your Convention Services Manager. No handwritten signage will be allowed anywhere within Mandalay Bay Resort and Delano Las Vegas. All banners and signs that are flown or hung overhead need to be constructed of vinyl or cloth fabric. Paper is not allowable by fire code. Hard materials can only be suspended in ballrooms and will require attachment to building steel.
- 6.5. Banner calls require a Production Supervisor to oversee the install and dismantle of the banners. The requesting party is responsible for all equipment and labor costs that may result. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.
- 6.6. All banners will be flown with the bottom height a minimum of 12 feet above the floor. Banners will be suspended and the top horizontal edge stiffened using battens provided by the hotel at additional cost to you. Stiffeners and dowels for banner bottoms are not permitted. 2" pole pockets at the top and bottom of each banner is required for all banners.
- 6.7. Hanging banners outside of the building is strongly discouraged because of unpredictable winds. Requests for outside rigging will be carefully evaluated case by case.
- 6.8. You may not tape, tack or affix signage in any way to hotel walls or any part of the hotel or furnishings. If you have signage that needs to be hung, please contact Mandalay Bay Productions for pricing and charges. Charges will be assessed based on number and size of signs/banners.
- 6.9. Per Clark County Fire Marshal regulations, signage is not allowed in the guest room hallways. Signage at elevator banks is limited and subject to approval by your Convention Services Manager.
- 6.10. The hotel bears no responsibility for your signage/banners/posters left in the Facility or any other area of the hotel; either prior to, during or after a function.

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## 7. HANGING SIGNS

- 7.1. All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- 7.2. Mandalay Bay Rigging Regulations must be adhered to in order to complete your hang.
- 7.3. Set up instructions must be provided for signs needing assembly.
- 7.4. Hanging anchor points must be pre-fabricated and ready for use.
- 7.5. All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural engineer's seal of approval.
- 7.6. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. All hardware is required to have a working load limit (WLL).
- 7.7. Rigging plots, drawings (DWG), blueprints or engineer's certification (when requested) must be submitted to the Encore in advance of the first move-in day for your show.
- 7.8. Diagrams must show load calculations or the weight of each piece of the suspended structure and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
- 7.9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Encore Rigging Services Department will not be allowed.
- 7.10. Encore is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

## 8. ELECTRICAL SERVICES

All electrical services are provided exclusively by Encore for all events including, general sessions, productions, etc. Outside electrical providers will not be permitted to work within the property.

- 8.1. Edlen Electrical is Exclusive provider of power in Exhibition Areas, Foyers and built in Registration areas and Computer Labs (10+ computers) Your Encore representative can assist with the determination of Edlen or Encore jurisdiction. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY
- 8.2. It is the responsibility of the Production or AV Company to provide the Mandalay Bay Events/Encore a detailed listing of all power requirements two weeks prior to the show. Power requirements received less than 2 weeks from the date of load in will result in power charges being double the base rate. There is a charge for electrical hook -up and service. THIS IS NOT A COMPLIMENTARY SERVICE OF THE FACILITY.
- 8.3. Electrical Services Available
  - 120-Volt Outlets
  - 20amp
  - 30amp
  - 280-Volt Outlets
  - 20amp
  - 30amp
  - 60amp
  - 3-Phase Service
  - 30amp

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- 60amp
- 100amp
- 150amp
- 200amp
- 400amp
- Electrical Cable
- 4/0 Feeder-Set
- 25'-50' A/C Cable
- 100' A/C Cable
- Power Strip (5-outlet)
- Power packages including distribution and cable are available; please contact your Encore representative at 702-322-5900.

**9. MOTORIZED VEHICLES**

Definition: Motorized vehicles are defined as any vehicle which is propelled by an internal combustion engine using Class-I or Class-II fuel, such as, but not limited to automobile, trucks, motorcycles, aircraft and watercraft.

- 9.1.** All motorized vehicles, which are displayed, shall have the battery or batteries disconnected at the "HOT" lead. The lead shall be safely secured. Ignition keys removed.
- 9.2.** Fuel tanks in vehicles on display must have less than 1/8 tank of fuel.
- 9.3.** All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to prevent inspection by viewers. Tractors, chain saws, generators and other such fuel-powered equipment shall be safeguarded in a similar manner. Propane tanks to be removed.
- 9.4.** A special permit is required for any vehicles displayed on stage or in any area inside the hotel. Permit application must be made by the Production or AV Company to the Clark County Fire/Rescue Division.
- 9.5.** Fire Loss Management Department, and twenty-one (21) days in advance of the show. A copy of the permit must be on file with the Mandalay Bay Resort and Casino.
- 9.6.** Each vehicle must be equipped with its own fire extinguisher.
- 9.7.** Upon entering, visqueen must be laid under the place where the vehicle is to be located. Visqueen must remain under the vehicle during the time it stays in the hotel.

**10. SECURITY**

- 10.1.** Mandalay Bay and Delano Las Vegas is not responsible for loss of or damage to equipment or other items left in meeting rooms. If you plan to leave valuables in any assigned function space, we suggest that you hire a security guard to be stationed in the room. This may apply, but is not limited to, exhibit halls, audiovisual/production equipment areas, registration areas, etc. Remember that the majority of our meeting space is bordered by air walls and is easily accessible from adjoining space.
- 10.2.** Armed guards are not permitted on Mandalay Bay and Delano Las Vegas property
- 10.3.** The following parameters apply to any outside Security firms that you hire to provide services on Mandalay Bay and Delano Las Vegas property:



- 10.4. The Company must provide Mandalay Bay and /or Delano Las Vegas with proof of insurance, as outlined in the section 1"Operating Specifications" of this guide and naming Mandalay Bay and/or Delano Las Vegas as additional insured.
- 10.5. A representative of the chosen company must check in with the Mandalay Bay and/or Delano Las Vegas Security Department upon entry to the property and upon departure.
- 10.6. Mandalay Bay and/or Delano Las Vegas Security Department and Convention Services are to be copied on all incident reports created by the outside provider.

**11. CLEANING AND CUSTODIAL SERVICES**

- 11.1. It is the responsibility of the Production or AV Company to clean any area that they use and to remove any tape residue, used tape balls or large stains. A Convention Floor Manager will do a walk-through at the end of the show.
- 11.2. The Mandalay Bay Resort and Delano Las Vegas does not provide cleaning materials, supplies, vacuums, or janitorial services for the meeting room areas. Trash removal is the responsibility of the Production or AV Company.
- 11.3. At the conclusion of the convention, the ballroom, meeting space and loading docks used by a Production or AV Company must be presentable for the next day's business prior to leaving the property.

**12. DAMAGES**

- 12.1. An inspection of the ballroom is to be made prior to installation and upon completion of the load-out by the Production or AV Company. This inspection will be done with a Convention Floor Manager.
- 12.2. Damages to the furniture, fixtures and equipment in the ballrooms are the responsibility of the Production or AV Company.
- 12.3. An acknowledgment of damages, if any, will be presented to the Production Manager at the end of the show.
- 12.4. All claims for damages will be submitted to the Production or AV Company in writing within ten (10) business days following the final walk-through.
- 12.5. To prevent damage, furniture will not be removed from public areas for meeting room purposes.

**13. ACKNOWLEDGEMENT**

Please be advised that this Guideline for Production and Audio Visual Companies is not meant to be all-inclusive and serves as a guide specifically for Production and Audio Visual Companies. Some of the items are included in the facility's Meeting Planner Guide. The nature of your individual program and needs will determine your actual costs for hotel services. Please read this entire guide, as other sections also outline potential budgetary considerations.

I HAVE READ THESE REGULATIONS AND WILL ENFORCE THEM WHEN WORKING AT THE MANDALAY BAY RESORT AND DELANO LAS VEGAS. I UNDERSTAND THAT FAILURE TO ENFORCE THEM MAY RESULT IN FINANCIAL PENALTIES.

DATE: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_



www.encoreglobal.com

DELANO LAS VEGAS





PRODUCTION COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ON-SITE CONTACT: \_\_\_\_\_



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LAS VEGAS



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