



MGM SPRINGFIELD
ONE MGM WAY
SPRINGFIELD, MA 01103

413.273.5000
MGMSPRINGFIELD.COM

CONVENTION POLICIES & PROCEDURES

The MGM Springfield Convention Services & Catering Department is honored that you have chosen us to host your event. Your Convention Services Manager will become the main contact for all details involving function arrangements, reservations and billing procedures, as well as, providing recommendations for outside services, if necessary.

These Policies and Procedures are being provided to help ensure that all guests of MGM Springfield receive uniform excellence in service. Please review them carefully.

ACCESS AND RIGHT TO ENTER

Representatives of MGM Springfield 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.

ADDITIONAL ROOM RATE CONDITIONS

A charge of \$40.00 added for each guest over double occupancy with a maximum of four (4) guests per room.

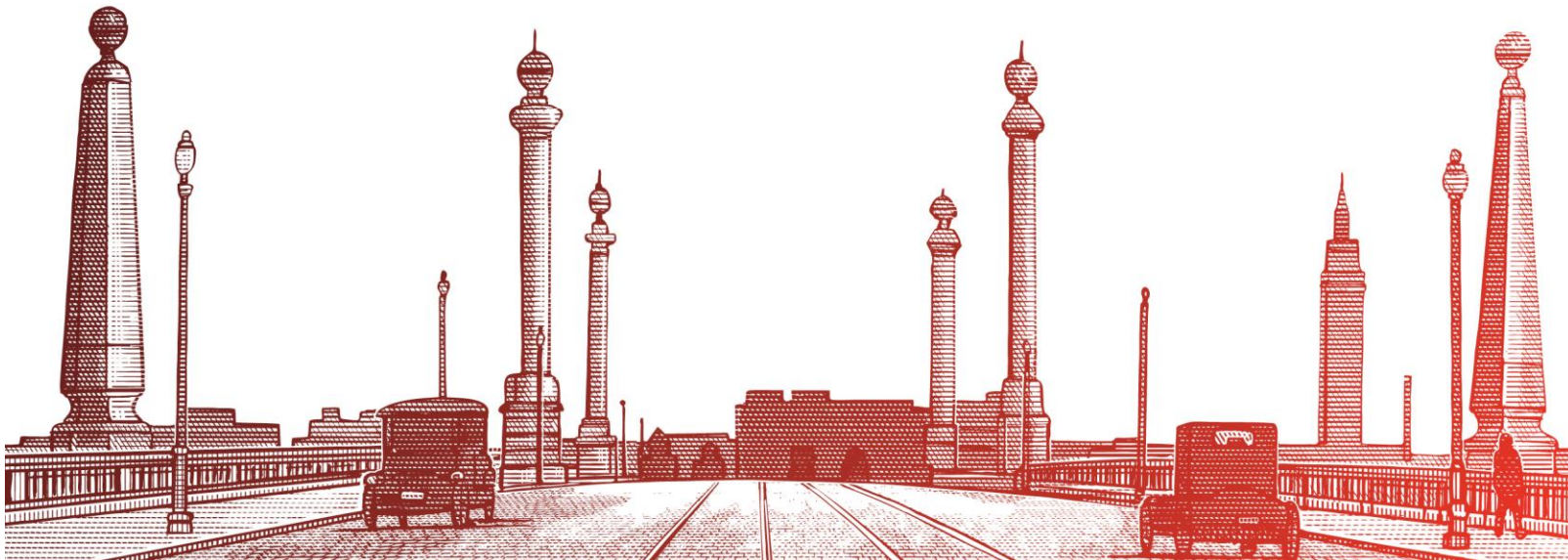
ADDITIONAL LABOR CHARGES

Additional labor charges may be incurred if a group requests changes to the room setup after the room has been set. MGM Springfield will do their best to accommodate the room setup changes; however, it will be based on business levels and availability of our convention staff. At the time the change is requested, your CSM will advise whether or not the room setup change can be accommodated, the approximate time it will take to complete the changes, and if additional labor charges will apply.

AMERICANS WITH DISABILITIES ACT

Pursuant to the ADA Act of January 26, 1992, Meeting Group agrees to provide proper ramp access to all elevated exhibit booths and/or nonpermanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.

Segway scooters (at walking speed only) are permitted in public areas of the hotel only when the operator represents that the equipment is a mobility assistance device for a disability condition. Other operators without reported disability should be advised that the equipment is not accepted for use in public areas, including, but not limited to the Casino, theaters, Event Center, restaurants and the convention area. In such cases of exclusion, a guest will be offered the use of a balanced wheeled mobility device such as a wheelchair or motorized scooter.





ANIMALS

Permission for any domesticated animal (cats and dogs) to appear in a convention or trade show must first be approved by you and then by the CSM. Additional insurance may be required. Non-domesticated/exotic animals will be considered on an individual basis. Consult your CSM regarding any non-domesticated/exotic animal requests. Seeing eye/assistance animals are always permitted.

AUDIO VISUAL

Encore Event Technologies is our preferred audio visual provider. Encore is located on property to help service your audio visual production needs. Encore is the exclusive provider of all rigging and power equipment and services. This includes but is not limited to: labor, trussing, chain motors, cables, span sets and all other rigging related equipment. Please contact Encore Event Technologies for quotes and additional information. An outside AV/Production company may work within MGM Springfield as long as they follow our production guidelines and contractor vendor policies. Meeting Group is required to use Encore Event Technologies for all meetings, breakouts, and exhibits or utilize the Client Assurance Package that will include additional fees.

BAGGAGE HANDLING

Individual: Guests arriving individually are greeted at the front door by a bell person and will be given a claim check for their luggage. The guest may then call from their room to prompt delivery.

Departure: After 11am checkout, guests who wish to store luggage can do so at the Bell Desk located at Main Valet, gratuity appreciated.

Group: All group arrivals are subject to a mandatory baggage handling charge. 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 may also apply.

BALLOONS

The use of helium balloons smaller than 36 inches in diameter is not allowed, but smaller air-filled balloons may be used for decoration and/or handouts. Large helium-filled balloons may be used only if they are securely anchored. No helium balloons or blimps may be flown inside the building. Mylar balloons are not allowed anywhere on property. Helium gas cylinders must be secured in an upright position on safety stands with gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is allowed. Balloons cannot be released out of doors. A cleaning fee may apply should the balloons be left on property after the event. Please advise your CSM should you be using balloons.

BROADCASTING/TAPING/RECORDING

Meeting Group may not broadcast (either live or on a delayed basis), tape or record on hotel property for any purpose or by any means without receiving written permission from MGM Springfield. Please contact your CSM for details.

CATERING

FUNCTION SPACE

If a group is occupying all of the space in a section of the convention area, continental breakfasts and breaks can be setup in the foyers.

If more than one group is occupying rooms in specific sections of the convention area, we do not recommend setting up continental breakfasts and breaks in the foyers. MGM Springfield is not responsible for other groups consuming your food and beverage if it is setup in the foyers. We recommend that you set up your continental breakfasts and breaks inside the room where your meeting is being conducted.



FOOD & BEVERAGE GUARANTEES AND CANCELLATIONS

Guarantees for all functions must be given to the Catering Office no later than 12:00 PM EST, three business days prior to a function.

- Guarantees for events on Monday are due on the preceding Wednesday.
- Guarantees for events on Tuesday are due on the preceding Thursday.
- Guarantees for events on Wednesday are due on the preceding Friday.
- Guarantees for events on Thursday are due on the preceding Monday.
- Guarantees for events on Friday are due on the preceding Tuesday.
- Guarantees for events on Saturday and Sunday are due on the preceding Wednesday.

If no guaranteed minimum number is received, you will be charged the expected number set forth on the banquet event order as a guarantee or the number of people actually served, whichever is greater. Guarantees are not subject to reduction after the due date. In addition, we will not be obligated to serve or set up more than 3% above your guaranteed number. The overset number is not to be factored into the guaranteed number.

Guarantee increases within 72 business hours will not receive an overset amount: the new guarantee is the set amount.

72 business hours are required to cancel your food and beverage. If proper notification is not received, you will be charged the full estimated amount for the food and beverage ordered.

MGM Springfield will do their best to accommodate the room setup changes; however, it will be based on business levels and availability of our Porters and Food Servers. At the time the change is requested, The Banquet Department will advise the group whether or not the room setup change can be accommodated and the approximate time it will take to complete the changes.

LIQUOR SERVICE

MGM Springfield reserves the right to refuse service to any person who visibly appears to be intoxicated. No one under twenty-one years of age will be served alcoholic beverages and The Mirage reserves the rights to inspect the identification of any person attending the function(s). In compliance with Nevada liquor laws, MGM Springfield is the only licensee able to sell and serve liquor, beer and wine on premises.

MENU SELECTIONS

To assure availability of menu items, your selections should be submitted to the Catering Office four weeks prior to your scheduled event.

Food and Beverage from packaged coffee breaks, continental breakfasts, breakfasts and luncheons are not transferable to other breaks.

In an effort to accommodate special diet needs, we recommend that you provide the Catering Manager with a special diet menu list on the date the guarantee is due with the guest's names and type of menus substitute needed including the number of vegetarian, vegan, gluten free, Kosher, food allergies and intolerances. If MGM Springfield doesn't receive the special diet needs in advance, it takes approximately 30 minutes for the Chef to prepare the special menu after the request is received.

Consuming raw and undercooked meat, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.

Menu Tastings - A minimum of three weeks' notice is required to host a tasting. Tastings must be hosted more than four weeks prior to event date.



Lunch menus are served between 11:00 AM – 1:30 PM.

All plated lunch and dinner meals shall have a minimum of three courses.

All food items must be supplied and prepared by the Catering Department. To insure compliance with the Hamden County Board of Health handling regulations, food will be consumed in the convention area at the contracted time. No guest or any of the customer's guests or attendees can take food or beverage of any kind into the Convention Area. The guest may not remove food from the Convention Area.

CASH ADVANCES (paid outs)

Cash advances may be obtained if approved by the Finance Department prior to your arrival. Your company/association must have previously submitted a credit application and have been approved for direct billing by the hotel Finance Department. Cash advances cannot be approved for credit card payments. For more detailed information regarding cash advances, please see your CSM.

MGM Resorts International is subject to strict State and Federal currency reporting and handling laws. Cash advances require positive identification and may be reportable to the Massachusetts Gaming Control Board, U.S. Treasury and the IRS.

CHECK-IN/CHECK-OUT

Check-in time is **3:00 PM** and check-out is **11:00 AM**. If rooms are requested prior to check-in time they will be accommodated 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 those additional nights will be charged.

On day of scheduled departure, late checkout requests can be directed to the Front Desk. Luggage can be stored on a complimentary basis at the Bell Desk, located at Main Valet, gratuity appreciated. Dependent on selected transportation, departure location may vary.

CREDIT APPLICATIONS

Direct billing privileges may be established for those accounts incurring \$10,000 or more in charges and, if a credit application is submitted to the Finance department no later than 90 days prior to the first arrival date. If direct billing is approved, a master account will be established.

At least 45 days prior to your program, your CSM will draft an "estimated charges" worksheet for you. Once complete, accounting will work with you for all required deposits as outlined in the contract or license agreement. They will also advise you of your credit approval status.

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 MGM Springfield, 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 MGM Springfield in as good of condition and repair as the same shall have been found when licensed for Meeting Group's use.

Nothing is to be placed against or leaned against any wall in the ballrooms. All crates, exhibit panels and pallets must at all times be kept a minimum of 5 feet away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Meeting Group will be charged by hotel for any damages incurred by



their exhibitors or exposition company.

Meeting Group shall, at all times, conduct its activities in a safe and careful manner, with full regard to public safety, and will observe and abide by all applicable laws (including the Americans with Disabilities Act), ordinances, rules, regulations and requests by duly authorized governmental agencies having jurisdiction, as well as those of the Board of Fire Underwriters or any similar body and MGM Springfield.

DRONES

Please be advised that drones are not allowed to be operated anywhere on MGM Springfield property. There are very limited scenarios where this policy may be considered, however, prior review and approval (in writing) must be obtained from Risk Management Director and Convention Senior Leadership team. Any such requests must be made at least 60 days prior to any event to allow for sufficient review time. This policy also applies to any un-manned vehicles.

EMERGENCY EQUIPMENT

MGM Springfield is equipped with alarm and sprinkler systems. Fire extinguishers and other emergency equipment are strategically located in all areas of the building. MGM Springfield Security Office monitors all building emergency systems throughout the facility. It is imperative that all fire hose cabinets, strobes, and fire extinguishers be kept clear, accessible, and free of obstructions at all times. The fire hose cabinets, strobes, and fire extinguishers are permanent fixtures of the facility and cannot be moved.

EXCLUSIVE PROVIDERS

MGM Springfield is the exclusive provider for the following services: Audio Visual, Truss & Rigging, Staging & Lighting, Electrical & Plumbing, Food & Beverage, Telecommunications, Internet Connections (provided that attendees may use personal devices to connect to the Internet on unlicensed frequencies and third party networks not controlled by MGM Springfield or the Meeting Group or its affiliates). Any damages caused by Meeting group, Meeting Group's attendees, and Meeting Group's production/audio visual supplier will be the responsibility of the Meeting group.

EXHIBITS

MGM Springfield will provide up to 15 table-top displays (6 or 8 foot tables) including standard linen and table skirting, one chair and one wastebasket at no charge during Meeting Group's program. A charge of \$150 per display will be charged for 16 - 25 displays. Tabletop displays in excess of these numbers must be furnished by an outside decorator/exhibit company. MGM Springfield can provide phone lines, signage, AV equipment, etc. at a charge.

INSURANCE

A copy of your certificate of insurance (COI) is due to MGM Springfield, 30 days prior to your event. The certificate must list all days of your license of the facility, and include the following coverage:

- Worker's Compensation insurance in accordance with Nevada Law covering your employees
- Employer's Liability
- Commercial General Liability
- Comprehensive Auto Liability

Please consult your contract and license agreement (if applicable) for the amount of coverage required for each of the above.

All issuing insurance companies must have authorization to do business in the state of Massachusetts. This certificate of insurance must state MGM Springfield, its parent company, subsidiaries and affiliates are named as additional insured. The certificate is unacceptable if all of these entities are not named.



Your exhibitor contract must indicate that exhibitors and your company/association shall indemnify and hold harmless MGM Springfield from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits. See the Indemnification paragraph in your Hotel Contract and/or as outlined in the License Agreement. NOTE: This policy applies to your organization and to any subcontractors you may utilize to provide services during your meeting/convention.

LOST OR STOLEN PROPERTY

MGM Springfield 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 MGM Springfield.

MEETING GROUP ENTERTAINMENT

Meeting Group acknowledges that MGM Resorts has a reputation for offering high-quality entertainment and services to the public, is a publicly-held company, is subject to regulation and licensing, and desires to maintain its reputation and receive positive publicity concerning Meeting Group's functions. Consequently, prior to contracting with any entertainer or production company to provide entertainment at its function(s), Meeting Group shall obtain MGM Springfield's written consent for the entertainment, which consent shall not unreasonably be withheld. In contracting for entertainment, Meeting Group agrees that any such entertainment will comply with MGM Springfield normal policy regarding risqué or questionable material and that no disparaging remarks toward gaming, MGM Springfield, its directors, officer or employees or those of any affiliate of MGM Springfield shall be made.

MEETING ROOM GUIDELINES

Fastening or affixing objects to ceilings, painted surfaces, podiums, columns, fabric moveable walls, or decorative walls will only be allowed under certain circumstances, and must be approved by Convention Services. Only approved adhesive products can be used. No nails or tape will be allowed on any surface.

Carpet protection (Visqueen) must be in place prior to the delivery of freight, prior to construction of any display, and prior to the use of any motorized devices.

No plants or furniture may be moved or relocated from the hallways or meeting rooms unless prior arrangements have been made with your CSM. A removal fee will be assessed for all relocations.

Changes to meeting room set ups may be subject to an additional labor charge should the changes be made less than 48 hours prior to a function or if there is an extensive meeting room set up or turn required. There are also charges for any same day room turns.

The standard meeting room amenities include water service, note pads and pens at a water station. Additional amenities are available on request at a reasonable charge.

Specific room assignments may be changed as needed. Sufficient space will be made available to accommodate meeting/function/exhibit requirements. MGM Springfield reserves the right to maximize space usage for all function space.

Meeting rooms which contain air walls cannot be secured. You are responsible for security in areas you have contracted. Hotel bears no responsibility for equipment left in the meeting rooms. Security is recommended in any rooms where you may be planning to leave valuable equipment i.e. meeting rooms, or display areas in public foyer space and it is required for all trade shows.



Hotel maintains a standard inventory of equipment such as, but not limited to, banquet chairs, tables, risers, podiums, easels, dance floor and linens. This inventory is shared by all groups in the facility and will not be dedicated to any one group. Should your equipment requirements be greater than what can be provided, rental costs may be your responsibility.

Please check with your CSM before leaving audio-visual set ups in meeting rooms overnight. Twenty-four hour set up holds must be pre-arranged and, in some instances, AV set ups may have to be torn down and re-set for subsequent meetings or functions. Security is recommended.

NETWORK AND INTERNET CONNECTIONS

Meeting Group may not attach any hardware or software to any networking and Internet access services provided by MGM Springfield, or allow its attendees to do so, other than hardware and software approved by the hotel or end user equipment (such as laptops and mobile phones, but not routers or networking equipment) owned by attendees that agree to any applicable terms of use required to access the services. If the Meeting Group is permitted by the hotel to attach a router or other wireless networking equipment to the hotel's network, it shall not use a network identifier (i.e., a Service Set Identifier or SSID) that contains the hotel's name without approval from MGM Springfield, or other name to which the hotel reasonably objects. MGM Springfield may require Meeting Group or its attendees to remove any hardware or software from the hotel's network or otherwise prevent hardware or software from connecting to the hotel's network without notice and without refund.

SMOKING

MGM Springfield prohibits smoking in indoor public spaces. As a result, smoking is not permitted in the meeting and convention spaces. Additionally, smoking is not permitted in the casino, restaurants, lounges where food is served, hotel lobbies, elevators, guestroom hallways, theaters, arenas, arcades, retail stores and other indoor public spaces.

PAYMENT OPTIONS

MGM Springfield will utilize an e-billing system, BillDIRECT, to present all invoices. Your billing representative will provide login credentials when your first invoice becomes available. BillDIRECT offers electronic invoices and payments for your convenience by ACH or credit card. MGM Springfield also accepts payments by check or wire. Payments by check must be drawn on a U.S. bank payable in U.S. dollars and be received 14 days prior to the first scheduled arrival. Deposits must follow the outlined format in the Hotel and/or License Agreement.

MGM Resorts International Accounts Receivable department processes all pre-show deposits and prepares the final billing invoice. You are responsible for remitting full payment of the final invoice within 30 days of receipt. (Terms may vary, please consult your contract for full payment information). In the event there is a dispute, MGM Springfield requires that full payment be sent less disputed amounts.

PRINTED MATERIALS

Please be advised that any advertising utilizing the hotel name, logo or any request to use hotel stationery, must be approved prior to distribution, in writing, by MGM Springfield.

ROOM DELIVERIES (non room service)

MGM Springfield Front Services Department will be happy to arrange for guestroom deliveries. Items will be placed inside the room after the guest has checked in. Items may not be left outside on the floor or slipped under the door of the guestrooms. Please check with your CSM for rates and delivery times.



SALE OF MERCHANDISE

Meeting Group may not utilize the 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 MGM Springfield, Meeting Group, its agents, contractors and employees. All permits and licenses required by law for such activity in MGM Springfield are the sole responsibility of Meeting Group.

SECURITY

Should Group desire security for event, or if it is the type of event for which MGM Springfield will require Group to provide security, the security provided must be licensed to operate in the State of Massachusetts and an approved vendor through MGM Resorts International's Corporate Security. At Group's request, the hotel will provide a list of security companies acceptable to MGM Springfield.

SIGNAGE AND DISPLAY ADVERTISING

MGM Springfield 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 MGM Springfield. In the event MGM Springfield grants its consent for Meeting Group to advertise within the function space or on hotel property, it shall be a nonexclusive right to advertise, however signage is typically restricted to meeting area and should be prearranged with the CSM. Any signage or banners approved by the hotel may only be hung or posted by Encore Event Technologies.

It is the policy of MGM Springfield that all signage approved must be professional and preapproved flame retardant signs and banners. Any signage or banners approved by the hotel may only be hung or posted by Encore Event Technologies.

It is highly recommended to create a nylon, cloth or vinyl sign with grommets evenly distributed to support the weight and width of the sign, along with a sewn in pocket at the bottom of the sign to properly weight the sign. Paper banners are not permitted.

TRADEMARK

Neither party is authorized to use any trademark, trade name, nor 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.