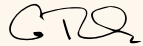


# THE MEETING PROFESSIONALS *Guide*



THE VENETIAN RESORT  
LAS VEGAS

# Welcome



**KIRSTEN DIMOND, CEM**  
Senior Vice President of  
The Venetian Expo & Convention Center Las Vegas

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**JOHN QUACH**  
The Venetian Resort Las Vegas,  
Executive Director, Catering and  
Conference Management

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A warm welcome to The Venetian Resort Las Vegas—one of the largest hotel/convention facilities in the world. On behalf of our more than 10,000 Team Members, we would like to thank you for the opportunity to work with you and your team. It is said, “The Art of Making Art is Putting it Together. That’s what counts.” We know it’s all about the details and with the combined power of The Venetian Resort and The Venetian Convention & Expo Center, we believe we have created one of the finest meetings facilities and meeting services teams in the world. Our dedicated team of professionals is here to assist, anticipate, and partner with you to ensure your event is delivered at a level that will exceed your expectations.

To start the journey, your Catering & Conference Manager will be your primary guide through our campus (Food & Beverage is an exclusive service). From the outset, depending upon your needs, you will be introduced to and partnered with our Group Housing Services, our Group Hotel Services, and an Expo Event Manager.

Each of these teams plays a unique and critical role in coordinating and helping to bring your program together.

- Our Group Housing Services will assist with all of your group reservation set-up requirements prior to arrival.
- Our Group Hotel Services will help plan for your group’s arrivals, departures, and specific housing needs while staying with us.
- Your Expo Event Manager will oversee all of your event’s technical requirements and facilitate assistance with any trade show or exhibit needs you may have.

Should your event utilize space within The Venetian Expo, your Expo Event Manager will serve as your liaison to the convention center and ensure all of your exhibit and trade show plans are optimally executed. Our Exhibit & Business Service Representatives work closely with exhibitors to facilitate technical orders, recommend services, and provide ongoing support throughout the event. The Expo Food & Beverage team provides an array of offerings to enhance exhibitor and attendee experiences, including an incredible exhibit booth menu and customized branding opportunities to raise your booth experience to a new level. The Expo Show Cleaning Team ensures the exhibit floor is show-ready, and offers exhibitors the opportunity for booth cleaning services throughout the event. Since electrical, Internet, lighting, plumbing, rigging and telecom, Food & Beverage, and booth cleaning are all exclusive services, your Expo Event Manager plays an integral role in facilitating each of these moving parts for you, as well as your exhibitors.

All of us at The Venetian Resort and The Venetian Expo are here to ensure your event receives our utmost attention to ease your job as a Meeting Planner.

Thank you in advance for the opportunity to partner with you in creating a successful event. Let the show begin.

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# Meeting Professional's Checklist

Below is a general timeline for your reference of items your Catering & Conference Manager and Expo Event Manager will need. Naturally, depending upon when your meeting books, the timeline will float and therefore should be used as a guide and not a hard and fast rule.

## 12 MONTHS OUT:

- [ ] Determine the number of guest rooms to be set aside for a sub-block or your staff/VIP rooms.
- [ ] Review reservation procedures for general attendees.
- [ ] Submit a copy of your housing form for approval (if applicable).
- [ ] Submit a copy of your exhibitor contract for approval (if applicable).
- [ ] Review suites held (COMP or otherwise).
- [ ] Submit a **tentative** program.

## 9 MONTHS OUT:

- [ ] Submit the Company and contact names of your general contractor, production company, security company, and any other outside companies you may be utilizing.
- [ ] Update tentative program.

## 6 MONTHS OUT:

- [ ] Submit a copy of your exhibitor list (if applicable).
- [ ] Submit a Fire Marshal-approved floor plan of your exhibit hall.
- [ ] Submit a definite and detailed program of all meetings, food and beverage functions, and exhibit hall hours with start and end times, a head count, and set-up style (theater, classroom, conference, etc.) for each function.
- [ ] Release all space not being utilized back to the Resort.
- [ ] Review any other permit and certificate you may need with your Catering & Conference Manager and Expo Event Manager to be sure they are submitted.
- [ ] Submit an outline of any functions requiring set-up time of more than 2 hours prior to scheduled start time.
- [ ] Return a signed copy of the Acknowledgement Sheet for The Venetian Convention & Expo Center Policies and Procedures (included in the initial Catering & Conference Welcome Packet).

## 6 MONTHS OUT:

- [ ] Review your equipment requirements to determine if you have needs beyond the standard Resort inventory. Needs beyond resort inventory will incur additional charges that will be billed to the group's Master Account.
- [ ] Review any equipment you are renting, including office equipment, two-way radios, copy machines, and cellular phones.
- [ ] Submit a copy of your mailings to your attendees.
- [ ] Discuss Hospitality requirements with Hospitality Manager.
- [ ] Make tentative banquet and wine selections.
- [ ] Determine arrival/departure location for all planned transportation with your Catering & Conference Manager.
- [ ] Submit all public space plans including signage, sponsorship, and banner requests.

## 90 DAYS OUT:

- [ ] Provide shuttle bus schedules.
- [ ] Provide an outline of your telephone and Internet requirements.
- [ ] Decide dates and times for pre-convention and post-convention meetings.
- [ ] Submit/double check on status of requests to local authorities for Fire Marshal Plan, Health Permits, and Gaming Compliance Issues.
- [ ] Provide an outline of plumbing and cleaning requirements to Expo Event Manager.
- [ ] Submit an outline of power and rigging requirements to Expo Event Manager.
- [ ] Submit a copy of your certificate of insurance. Contact your Catering & Conference Manager or Expo Event Manager for instructions on who to list as additional insured.

# Meeting Professional's Checklist

## 60 DAYS OUT:

- ☐ Submit credit requirements.

## 45 DAYS OUT:

- ☐ Submit detailed and final specification for the set-up, audio-visual, and food and beverage requirements for each of your functions.
- ☐ Submit a list of reservations for your staff/VIPs/speakers to include arrival/departure dates, type of accommodation requested, special requirements, and method of payment for room and incidental charges.
- ☐ Submit rooming list for your general attendees (if applicable).
- ☐ Submit copies of Fire Marshal-approved diagrams for any function set for 300 or more people.
- ☐ Submit fire watch schedule and certification due to resort.
- ☐ Submit hazing and pyrotechnics schedules.

## 30 DAYS OUT:

- ☐ Submit an outline of any rehearsals that will be held in function rooms.
- ☐ Finalize any outstanding details needed for your arrangements.
- ☐ Submit final production schedules.
- ☐ Submit any VIP transportation requirements.
- ☐ Submit notification of any news or print media that has been invited to any of your events.
- ☐ Finalize arrangement for any organized group transportation.
- ☐ Submit Insurance Certificates for all outside vendors hired by your organization to do work on your behalf. Please note prior to work being done in The Venetian Resort and The Venetian Expo, all outside companies must have certificates on file.
- ☐ Ensure you or your production company have obtained necessary approvals from local officials (Fire Marshal-approved plans, health permits, gaming compliance) or applicable.
- ☐ Submit security and EMT schedules.

- ☐ Submit final event schedule.
- ☐ Submit meeting room key requests.
- ☐ Provide an outline of floral requirements.
- ☐ Provide Fire Marshal-approved plans for exhibit halls and lobbies (20 full size to scale copies required.)

## 14 DAYS OUT:

- ☐ Return signed and approved group resume for distribution in Resort.

## 10 DAYS OUT:

- ☐ Provide arrival/departure manifest (if applicable).
- ☐ Review Event Monitor posting(s) for all functions.

## 7 DAYS OUT:

- ☐ Submit any changes to original resume provided.
- ☐ Submit any changes to original BEOs provided.
- ☐ Submit Animal Permit Liability form, if required.

## 72 BUSINESS HOURS PRIOR TO FUNCTION:

- ☐ Submit guarantees for all F&B Events (guarantees are not subject to reduction once given). Should no standard be submitted in writing, you accept and agree the expected number is the standard and, as such, is not subject to reduction. **Note:** Guarantees for events with 3,500 or more attendees require an earlier guarantee – see page 10 for more details.

If you need assistance or should you have any questions on any of the above items, please contact your Catering & Conference Manager.

# *Accounting/Credit*

## **MEETINGS/CONVENTION CASH PAID OUTS POLICY**

For accounts with established credit, a cash payout can be arranged. Your Catering & Conference Manager will coordinate with you on the cash paid out request should the requirements be met.

## **MASTER ACCOUNT**

Should the requirements be met, your assigned Account Specialist/Group Housing Manager will assist you with payment of pre-arrival deposits and establishing credit for your event.

The Venetian Resort and The Venetian Expo accept all major credit cards. Wires and checks are accepted under restricted guidelines.

## **MASTER ACCOUNT REVIEW**

Once on site, your Catering & Conference Manager will assist you in arranging a bill review of your Master Account with your Group Hotel Services Representative.

## **MASTER ACCOUNT FINAL BILLING**

After your event, your Account Specialist will prepare final billing.

# *Banquet Standards and Policies*

Please refer to The Convention Center Banquet, Exhibit Booth Catering, and Retail F&B Menus for standards, guidelines, and policies.



# Meeting Services

## EQUIPMENT INVENTORY

The Resort's convention inventory is supplied at no charge. If your requirements are larger than the Resort supplies, additional costs may be incurred in order to secure additional equipment to meet your needs. The Venetian Expo inventory is supplied at no charge for catered functions and non-exhibit meeting room functions only.

## STAGING

The Venetian Resort and The Venetian Expo does not provide production staging for large events. These types of stages should be custom built by the client, rented through an outside source, or rented through The Venetian Resort and The Venetian Expo at an additional cost.

## SET-UP FEES

For set-ups beyond banquet standards and any delays caused by a vendor, additional labor charges may be incurred. Changes to set-ups made less than 24 hours prior to a function may also result in a labor charge. Hourly labor rates are billed at a minimum of four hours per person.

At The Venetian Convention & Expo Center Exhibit Halls (Halls A/B/C/D/G), standard labor fees may apply for setting up production areas, general sessions, and other equipment.

Pads and pens at each place setting can be requested free of charge. Individual bottles of water and hard candy can be placed at each place setting for an additional fee.

## FACILITY CARPET PROTECTION

Visqueen must be installed prior to using any lifts, placing crates or laying carpet over existing carpet. Pallet jacks and the use of straight edge razors are prohibited on all carpeted areas.

## CARPET OVER CARPET INSTALLATION & VISQUEEN REMOVAL

The property maintains strict rules regarding General Contractors/EACs installing carpet over carpet and the removal of Visqueen from all carpeted and public areas. This applies to all areas within The Venetian Expo Meeting Rooms and carpeted lobbies. Please contact your Catering & Conference Manager or Expo Event Manager for the document outlining these regulations, compliance guidelines, and fees.

## QUICK TURNOVERS

For turnovers that must be completed in two hours or less or occur more than twice per day, additional labor fees will be applied. Please consult with your Catering & Conference Manager or Expo Event Manager for details.

## SHOW CLEANING & MEETING SERVICES

All contracted and public event space with The Venetian Resort and The Venetian Expo will incur labor charges for setup, tear out, during show, and final cleaning. Vacuuming, Visqueen removal, concrete preparation/finishing, and porter service are required. Show management is also responsible for fees related to waste generated throughout an event, including bulk trash and abandoned booths.

Show Management is responsible for ensuring that all plans relating to contracted and public space are clearly communicated in advance (e.g., booths, checkpoints, lounge furniture placement, etc.). If the upper or lower lobbies are utilized as "event" space versus general "public" space, show management is responsible for any related show cleaning fees beyond the original estimate.

# Meeting Services

## MEETING ROOM KEYS

Fobs to all meeting rooms (with the exception of Exhibit Halls) are available through your Catering & Conference Manager and Expo Event Manager.

- Fobs are supplied at no charge so long as they are requested at minimum (5) business days in advance and returned upon completion of the program.
- If a master key for multiple ballrooms is lost and needs to be canceled, a \$200 labor fee is applied per meeting space floor, up to \$1,500.
- There is a \$175 fee for each non-returned or damaged fob.
- Fobs can be requested in two formats:
  - The Venetian Resort and The Venetian Expo Team Members have the ability to enter the room along with key holders. Doors can be fully locked and unlocked.
  - The Venetian Resort and The Venetian Expo Team Members (with the exception of facilities and security) are locked out of the room and only key holders have access to the doors. Doors remain in locked mode and cannot be fully unlocked.

At the conclusion of your event, key cards and/or fobs must be returned to your Catering & Conference Manager, Expo Event Manager, or a Convention Concierge.

## MEETING SERVICES HOTLINE

**Dial 7.1112 from any house phone, available seven days a week from 6 a.m. to 11 p.m.**

For your convenience, we have established a Meeting Services “Hotline.” For any convention need, be it more coffee for your break, more chairs for your general session, or temperature concerns, dial **7.1112** from any house phone. Your call will be answered by a Meeting Services Team Member who will assist you. The Hotline is answered from 6 a.m. until 11 p.m., seven days a week.

## NOISE LEVELS

The Venetian Resort and The Venetian Expo retains the right to regulate the volume of any sound, whether it be music, voice, or special or artificial effects to the extent that the same interferes with other guests within the facilities or is determined to be offensive or otherwise violates the terms, or the rules and regulations, or agreement.

## FACILITY DAMAGES

As building damages may occur, we suggest that a member of your staff take advantage of the pre- and post-event building damage inspection.

- A Team Member of The Venetian Resort and The Venetian Expo and your representative will inspect the facilities and sign off during the pre- and post-walkthrough as to the condition of our convention property.
- Should you decide to waive the walkthrough, you agree that the facilities are in good repair.
- During the course of your event, if any damage is sustained to the property, your company will be liable and responsible for all repairs and costs incurred, which will be charged to your account.

## EVENT POSTINGS

- The Venetian Resort and The Venetian Expo provides complimentary posting of general meeting information on our Event Directory Boards on individual flat-screen monitors outside each meeting room.
- The optimal settings to display meeting information is 32 characters.
- For information and fees relating to branded placement on these screens, please consult with your Catering & Conference Manager.

# The Venetian Expo/Technical Services

## LIST OF EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES

The Venetian Expo, Encore, Event Service Electrical, and Event Service Technology are the exclusive providers of the following:

- Audio Visual\*
- Rigging/Lighting/Banner Hanging
- Internet
- Telecommunications
- Truss and Motor Rental
- Plumbing
- Air Compressors
- Convention Services/Booth Cleaning
- Electrical

Non-exclusive Services:

- Computer Rental
- Satellite Service General Session
- Theatrical Lighting Equipment Rental

To facilitate the provision of technical services by The Venetian's exclusive providers and its preferred providers, The Venetian will share appropriate contact information with those providers.

For more information and assistance with show management requirements, contact your Expo Event Manager.

***\* All audio-visual equipment is to be provided by Encore, except for the one General Session as noted under Exclusive Technical Services and for exhibitors.***

## SATELLITE DESKS

If desired and for a fee, Show Management may request a satellite station. This offering represents another way to assist exhibitors with on-site service needs. Operating hours are tailored to move-in, show days, and move-out schedules, so these supplemental locations help exhibitors stay on the show floor and have the potential to elevate their overall customer experience. The number of locations is flexible, and our team is happy to assist with

determining placements and related staffing needs. Please contact Teresa Lugowski, Director of the Exhibit & Business Service Center, at 702.733.5753 or [teresa.lugowski@venetianlasvegas.com](mailto:teresa.lugowski@venetianlasvegas.com) for more information.

## EXCLUSIVE TECHNICAL SERVICES

At The Venetian Expo, some technical services are exclusively provided by The Venetian Expo and Encore. This exclusivity is necessary for safety concerns, consistency in standards, and efficiency. Set forth below is a description of those services to assist in the planning of your event.

- The assembly, installation, and dismantling are exclusive and may only be performed by Encore labor for the following:
  - Anything attached to rated truss or building structure (e.g., lighting, cabling, audio equipment, video equipment, special effects gear, etc.).
  - All ground-supported rated truss, lighting, and rigging systems. This includes attachment of all equipment, drapery, signs, and banners connected to ground-supported truss.
  - All floor-supported items that project more than 16 feet from the floor.
  - All lighting installation, operation, and dismantling.
  - All signage installed, hung, or rigged by Encore.
- Truss and Motor: All rated truss, including ground support and flown, plus all rigging motors, are exclusively provided by Encore. The customer or their production company will be responsible for all charges.
  - All ground support and flown truss, lighting towers, and LED video walls are subject to a CAD review service.
  - Additional engineering may be required as applicable to ANSI standards.
  - Ground-support truss for the sole purpose of either structural support in the construction of an exhibit booth or determined to be a decorative truss (e.g., non-weight-bearing) may be granted an exception to the venue truss exclusive only after review by the Encore rigging department and proper engineering stamps and documentation are provided.

# *The Venetian Expo/Technical Services*

- Video wall systems that use truss as support will require an engineering stamp to be approved for installation on the premises.
  - Reference ANSI Standard E1.50 in regard to floor-supported video display systems.
- All truss, lighting trees, and video walls are subject to a CAD review service.
- All lateral traveling loads require an engineering stamp.
- Maximum allowable rigging loads aren't applicable to dynamic loads, such as the hoisting or flying of live performers. Any loads that include performer flying require an engineering stamp.
- Encore provides engineering stamp services, although clients may obtain engineering stamps directly and submit them to Encore (10) days prior to load-in. While Clark-Reder has conducted the venue's engineering study and is a preferred provider, clients are able to contract their own engineering vendor for a stamp.
- Once a labor crew reaches 20+ workers, a scheduling administrator will be added.
- As the exclusive provider of truss and motors, Encore utilizes XSF truss and Tyler Truss products and Columbus McKinnon motors. Encore houses certified, on-site, industry-trained professionals to assist with integration throughout your design process. Specialty equipment, if required, can be accommodated in many scenarios. Contact Encore to begin partnering on your event's rigging design.
- Each event is permitted one General Session that could be provided by another production company, excluding any policies identified within the Exclusive Technical Services document. All other meetings will be considered breakouts and fall inside this exclusivity. Events for the purpose of receptions or hospitality rooms would fall outside of this exclusivity.
- All Audio-visual equipment and operation are to be provided by Encore, except for the one General Session as noted above, and for exhibitors.
- When submitting labor, a lead position will be assigned per each department.
- Upon delivery, the handling/moving of all materials included under Exclusive Technical Services is exclusive to Encore for in-state and out-of-state trucks. Unloading/loading of out-of-state trucks with materials included under the Exclusive Technical Services is exclusive to Encore.
- All lift equipment required to perform Exclusive Technical Services must be operated and rented through Encore.
- Installation of the following is exclusive to The Venetian Expo and Encore labor and services:
  - Cords and cables distribution under any type of flooring (carpet, vinyl, wood, etc.) and final connection from equipment, light fixtures, power tracks, and all electrical items to outlet(s)
  - Electrical signage that comes separate from the display.
  - All antennas on or around the building, including setup and removal of interconnecting cables from outside to inside of the building and to exhibit booths.
  - Portable generators, motor generators, and converter transformers.
  - Portable cabling from main switch to all panels and distribution.
  - Fiber and communication cables and audio/visual, data, and telephone cables.
- Installation of the following is exclusive to The Venetian Expo labor and services:
  - Portable plumbing service (air, water, and drains for all areas), whether in the exhibit area or not. Includes air compressors, various pumps, and sump pumps, and hook-up of the same.
  - The use of individual air compressors or pumps is prohibited. If they are an integral part of the exhibit products, please contact The Venetian Expo for advance approval.
  - All work required in the catwalk structure is to be exclusively performed by The Venetian Expo and Encore labor. In addition, any equipment on or around the catwalk needs to be Encore-owned or inspected and approved.
  - Events with (25+) 7.5' x 13' or larger screens, (25+) breakouts containing projection and/or monitors, or (50+) chain hoists, are subject to trucking and delivery fees.
  - Specialized production requirements can be accommodated within the Encore required program; please contact the Expo Event Manager for more details.
  - All work not in compliance with the Exclusive Technical Services document is subject to additional fees upon review.

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# The Venetian Expo/Technical Services

## TECHNOLOGY/WI-FI

- The Venetian Expo is known as an industry trailblazer in the area of Wi-Fi capability. Working with Xirrus and Extricom solutions, the leading providers of high-performance wireless networks, our facility has become the largest 802.11 ac Meetings and Convention Center network west of the Mississippi.
- In addition to this high-density redundant Wi-Fi network, The Venetian Expo offers robust network reporting and analytics, complete with customization and engineering, as well as 10Gb redundant WAN bandwidth.
- Our facility's capabilities are matched by a highly trained team of CCNA and CCNP certified engineers who work in tandem with our A+ and Network+ certified technicians. Together, they manage our cloud-ready infrastructure and ensure network security, efficiency, and interoperability for every event.
- Our permanently installed wireless network was specifically designed to support a massive number of simultaneous connections. 10Gbps of bandwidth (backed up by an additional 10Gbps) are dedicated solely to our 2.25 million square feet of meeting and exhibition space. We've never reached full capacity, and one recent event broke records with close to 38,000 wireless devices concurrently connected.
- Utilizing an Internet service provider blend over a 10Gb metro Ethernet connection with triple physical redundancy ensures our connection to the Internet remains as stable and reliable as possible.
- Customers are able to bring in their own network infrastructure. Spare fiber optic cables are in each of our data closets, which allow us to install outside network equipment.
- Customers are allowed to run their own Cat5 cable above carpet inside of their meeting rooms. However, running any cable under carpet, across main walkways, or under air walls is prohibited.
- If there is a request to turn off the house wireless network, every effort will be made to do so at wireless access points in one's rented space. There is no fee to turn off the wireless network.
- In 2022, a new dedicated hardwired Internet service was added. Contracted Internet discounts prior to this service being implemented do not apply and are not extended to this specific offering.

## CANCELLATION POLICY

- For AV/Rigging/Lighting orders created through Encore proposals: *Effective as of January 17, 2022*
  - Unless otherwise agreed to in writing, if Customer cancels this Agreement more than 30 days prior to the start of the Event, or the start of load-in, whichever is earlier, Customer will not be charged any cancellation fee, except for any out-of-pocket expenses incurred by Encore.
  - In the event of a full or partial cancellation received 30 to 15 days prior to the start of the event or the start of load-in, whichever is earlier, Customer shall pay Encore 50% of the charges set forth in the Agreement, plus any out-of-pocket expenses incurred by Encore.
  - In the event of a full or partial cancellation received 14 to 3 days prior to the start of the event or the start of load-in, whichever is earlier, Customer shall pay Encore 75% of the charges set forth in the Agreement, plus any out-of-pocket expenses incurred by Encore.
  - In the event of full or partial cancellation 3 days (72 hours) or less prior to the start of the Event or the start of load-in, or after equipment has departed from its storage facility, whichever is earlier, Customer shall pay Encore 100% of the charges set forth in the Agreement.
  - All cancellations must be made in writing and received by the Encore on-site representative before becoming effective.
  - If any custom sets, gobos, or other custom materials have been ordered for an event, an additional cancellation fee will be applicable and due to Encore regardless of the date of cancellation in an amount equal to the direct and indirect costs incurred by Encore or its affiliates in securing or constructing such custom materials plus a 15% restocking fee.
- Audio Visual (orders created through The Venetian Expo online ordering site):
  - Cancellations received eight (8) or more days prior to the published move-in date are fully refundable.

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# *The Venetian Expo/Technical Services*

- Cancellations received seven (7) or less days prior to the published move-in date will incur a 50% charge.
- Cancellations received on the first published move-in date or after are non-returnable.
- Electrical/Internet/Plumbing/Telecom:
  - Cancellations received 8 or more days prior to the published move-in date are fully refundable.
  - Cancellations received 7 or less days prior to the published move-in date will incur a 50% charge.
  - Cancellations received on the first published move-in date and after are not refundable.
- Show Cleaning:
  - Cancellations received 8 or more days prior to the published move-in date are fully refundable.
  - Cancellations received 7 or less days prior to the published move-in date will incur a 50% charge.
  - Cancellations received on the first published move-in date and after are not refundable.
  - No credits will be issued on services ordered but not used.
  - No refunds will be issued for disinfectants, hand sanitizer, or PPE.
- Food & Beverage:
  - To avoid a cancellation fee, cancellations must be received at least 21 days prior to the show opening date.
  - Cancellations received less than 21 days but greater than 10 business days prior to the show opening date will result in 50% of the total order being refunded.
  - Cancellations received less than 10 business days but greater than 3 business days prior to the show opening date will result in 25% of the total order being refunded.
  - Cancellations received less than 3 business days prior to the show opening date will not be refunded.

## **THE VENETIAN EXPO FREIGHT ELEVATOR OPERATIONS**

When The Venetian Expo front lobby freight elevator is needed, it must be included as part of an event's execution plan for move-in, show days, and/or move-out operations. Show Management must contact the Expo Event Manager to obtain permission for their contracted security to be posted and operate the elevator. Please expect delays in coordinating short notice pop-up requests, as this creates an unexpected task for the contracted security company. Once permission is granted, contracted security is responsible for checking in/out at The Venetian Expo Security podium to receive Saltos access controls.

This does not apply to freight elevators located in The Venetian Convention Center, including Hall D, which are available for outside staff to operate independently.

# The Venetian Expo/Technical Services

## EXHIBIT & BUSINESS SERVICE CENTER

The Exhibit & Business Service Center is an on-site location for ordering all technical services. Located in the lower lobby of The Venetian Expo, a variety of convenient business support services are also available. Operating hours are tailored to move-in, show days, and move-out schedules, with all of the flexibility that your event dictates. The coordination of services includes:

- Audio/Visual Rental
- Photocopying
- Plumbing
- Electrical
- Printing
- Faxing
- Rigging
- Domestic Shipping & Handling
- Internet
- Show/Exhibit Booth Cleaning
- Telecom
- Store-a-box
- Electrical and Audio Visual Accessories
- Miscellaneous Business Services

Domestic outbound shipping is available via UPS and Federal Express only; international and inbound shipping is not available. All outbound packages must have a completed carrier airbill affixed to each package. The Exhibit and Business Service Center offers packing and shipping services, and packaging supplies (boxes, tapes, etc.) are also available for purchase. Airbill forms are available and complimentary. Outbound packages to be picked up by a third-party courier should be coordinated in advance with an Exhibit Services Representative. Outbound Handling Fees will be applied to all packages, in addition to shipping/transportation fees.

Please refer exhibitors planning to bring boxes with them to the POV section of the Exhibitor Success Guide.

## SHOW CLEANING & MEETING SERVICES

Show Management needs to work with the Show Cleaning and Meeting Services department in developing a comprehensive cleaning plan. Please note that all Show Cleaning services remain exclusive, and outside service providers are prohibited.

Show Management is responsible for ensuring that all plans relating to contracted and public space are clearly communicated in advance (e.g., booths, checkpoints, lounge furniture placement, etc.). If the upper

or lower lobbies are utilized as “event” space versus general “public” space, show management is responsible for any related show cleaning fees beyond the original estimate.

## LUGGAGE & COAT CHECK

Located in the lower lobby of The Venetian Expo, adjacent to the Exhibit & Business Service Center, this service is available to all patrons attending your event. Patrons using this service will pay a per-item-per day fee at the time of check-in. Please contact your Expo Event Manager to schedule operating hours for your event.

## EXHIBIT HALL CLIMATE CONTROL

Climate Control (air conditioning and heating) is provided in the exhibit halls during show hours only. Please contact your Expo Event Manager to request climate control during non-show hours and a related fee schedule. Fee Schedule is structured by hall, per hour with a four-hour minimum.

## EXHIBIT HALL LIGHTING

The Venetian Expo has preset lighting standards for both non-show and show days. However, a variety of custom lighting options exists that can highlight and enhance exhibit space. For details and fees please contact your Expo Event Manager.

## DONATION PROGRAM

The Venetian Expo manages an extensive donation program that supports a number of charitable organizations. An initiative of the Green Meetings program, it provides an opportunity for show management and exhibitors to impact the local community with unused materials remaining from the event. Please ask your Expo Event Manager for more details on ways to support this initiative.

## GROUP HOUSING SERVICES

Upon completion of the Sales process, your contract will be shared with the Group Housing Services team at which time a Group Housing Manager will be assigned. This individual will be your main point of contact for all housing needs, and partner with you to manage group master set-up, billing arrangements, rooming lists, inventory allotment, invoicing, and reminding you of key contractual deadlines throughout the planning process.

## GENERAL POLICIES

- Your contract outlines a number of critical deadlines and policies including cut-off dates, cancellation, and booking procedures. We request that you adhere to these dates and policies as they will ensure the hotel is prepared for your group's arrival.
- All reservations must be guaranteed with a deposit prior to arrival, please refer to your Group Housing Manager for specific details.
- To ensure a smooth check-in all reservations must include first and last name. For the safety of our guests, only guests listed on a reservation will be able to check in.
- Guests must be 21 years of age or older to check in.
- If one credit card is provided for ten or more reservations, a sub-master will be created to ensure accurate billing.
- Check payments must be received no later than ten (10) business days prior to the first group arrival.
- The Venetian Resort offers all clients the ability to utilize Passkey to manage their reservations, inventory, and blocks as well as access to real-time reporting.

## HOTEL ASSIGNMENT

Your Group Housing Manager will work with you to establish the inventory allocation of all Run of Campus contracted groups.

## ROOMING LIST GROUPS

It is required that all rooming list are submitted in an Excel format. Your Group Housing Manager can furnish a sample template upon request. A separate list is requested for each billing type (such as room and tax to master, guest pay own, etc.). This will allow your Group Housing Manager to process your rooming list quickly and accurately provide housing confirmation numbers and/or letters to you and your guests. Please include a separate column on each rooming list that contains the following information:

- Arrival Date
- Departure Date
- Arrival Time
- First Name
- Last Name
- Mailing Address
- Email Address
- Method of Payment
- Special Requests

For your convenience, Passkey offers a registration link and the opportunity to provide seamless integration with most registration software programs. If you are interested in learning more, please speak with your Group Housing Manager.

## CALL-IN GROUPS

A private Passkey URL link and toll-free phone number will be provided by your Group Housing Manager for attendees to book individual reservations. The URL is private to your group, and can be customized to your event. Using the URL enables guests to reserve, cancel, and change their own reservations. Use of the URL reduces the risk of event attendees booking outside of the contracted block.



# Group Services

## GROUP HOTEL SERVICES

- Group Hotel Services is a specialized area within Hotel Operations that will be your liaison for all of your hotel needs, including all VIP requests, advancing suites, facilitating special requests, daily reports, and any other hotel needs that may arise. Approximately 30 days prior to your group's arrival, a Group Services Hotel Manager will contact you to discuss their role during your event.
- Group Hotel Services can also assist with all of your transportation needs. The vehicle selection includes, but is not limited to sedans, SUVs, limousines, and shuttle buses. Group Hotel Services will ensure all details of your arrangements are executed with precision. To inquire about pricing, vehicle availability or to make transportation arrangements, please contact Group Hotel Services directly.
- Each day of your event, a Group Services Hotel Manager will meet with you to ensure all service expectations are being met/exceeded.
- Group Hotel Services is conveniently located on level two of the Convention Center across from Bellini Ballroom 2101A.
- The hours of operation for Group Hotel Services are 6:00 a.m. until 9:00 p.m. daily; a Group Ambassador can be reached using any house phone by dialing extension 4.2120 or 702.414.2120 to assist with any requests. Please use fax number 702.414.2160 to send a fax.

## ARRIVAL PROCESS

The Venetian and The Palazzo both offer our guests valet parking and self-parking with a parking fee. Taxi/sedan arrival points are also located at their respective porte cochères. Each hotel offers a separate and unique arrival experience and check-in area.

Please see pages **23** and **31** for more information on parking at The Venetian Resort.

## RIDE SHARE

To accommodate our guest needs to the fullest, The Venetian Resort and The Venetian Expo has provided designated pickup and drop-off location for rideshare services.

### THE VENETIAN

- Pickup: 3rd Floor of The Venetian Guest Parking Garage
- Drop Off: Main Entrance (taxi drop-off lanes)

### THE PALAZZO

- Pickup: Lower Porte Cochère
- Drop Off: Upper Level (available lane nearest the entrance)

### THE VENETIAN EXPO

- Pickup and drop off: main entrance off Sands Avenue
- Availability is based upon business needs and is determined by the groups in-house

## FRONT DESK

The Venetian and The Palazzo hotels each have a separate resort registration area. Each Front Desk is staffed 24 hours a day, seven days a week to assist with the following needs:

- Check-in and checkout
- Special requests
- Property orientation
- Establish credit for suite charging

# Group Services

## SPECIALTY ARRIVAL OPTIONS

The Venetian Resort offers a range of arrival experiences:

- **Meet & Greet:** A Group Services Hotel Manager can provide a personalized arrival experience for any guest with transportation arrangements. The guest will be met on the front drive as they exit their vehicle and escorted directly to their respective check-in area.
- **Invited Guest Check-In:** Located in the main lobby of each resort to the left of the Front Desk. This check-in experience offers expedited check-in.
- **Prestige Club Lounge\*:** This arrival experience offers a private check-in on the 23rd floor of The Palazzo and the 36th floor of The Venetian. With exclusive amenities and personal touches, this service includes complimentary continental breakfast, evening hors d'oeuvres, nightly cocktail reception, Wi-Fi, business center, and concierge services.
- **VIP Lounge:** The VIP Lounge is an exclusive area of the resort. The resort will review all requests for VIP Lounge access and will approve based upon eligibility and availability. The VIP Lounge is located in the main lobby to the left of The Venetian Front Desk and to the right of The Palazzo Front Desk.

The hours of operation for The Venetian VIP Lounge and The Palazzo VIP Lounge are 8:00 a.m.-midnight, seven days a week.

## CHECK-IN & HOSPITALITY OPTIONS\* (ALL SUBJECT TO AVAILABILITY)

Please contact your Group Services Hotel Manager if you are interested in these additional services:

- **Satellite Check-In:** A satellite front desk can be created in the meeting space for a private check-in experience. A Hotel Manager with Group Hotel Services and your Catering & Conference Manager will work with you to determine the best location. Satellite check-in requires advanced planning and is subject to availability.
- **Lobby Flex Desk:** Located in both The Venetian and The Palazzo lobbies, this option would provide the group with a convenient work space to welcome their guests to the hotel as well as provide registration materials.

- **Mobile Check-In/Out:** Skip the line with our convenient mobile check-in system. A sustainable alternative to the traditional check-in, providing a quick and contactless individual arrival experience. Mobile check-in can be activated from a phone or mobile device regardless of booking method and may be offered as an option for attendees in conjunction with our other arrival services.
- **Alternative Check-In Options:** The goal of The Venetian Resort is to ensure our guests experience unmatched service throughout their stay. Please contact Group Hotel Services with any special requests.

## PRE-KEY\*

Group Services is available to assist with advancing and pre-keying your group's VIPs as well as selected guests. To request pre-key, please read through the below guidelines.

- The names of guests selected for pre-key must be provided to your Group Housing Manager within five days of their arrival date to allow special requests to be pre-blocked.
- Reservations must be fully pre-paid with the \$150 per night incidental deposit, which is fully or partially refundable during the billing process if not used.
- For more than 10 reservation pre-key requests additional fees will be applied.

## GUEST SERVICES

Guest Services is available at The Venetian Resort to assist each guest with valet services, luggage assistance, luggage storage, and wheelchair/scooter rentals. Guest Services is able to offer the following amenities:

- Arrival and/or departure portage is available for your group.
- Suite Deliveries: Guest Services can deliver items to group attendees at specified times. Items will be placed inside the suite on a hard surface. Please note Food & Beverage deliveries of any sort (regardless of packaging) are not permitted.

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# Group Services

- Luggage Storage: Guest Services can prepare a private luggage storage room in close proximity to your opening or closing events. Please contact your Catering & Conference Manager for availability of space.
- To arrange portage, suite deliveries, or luggage storage, please contact Group Hotel Services.

The above guest services may only be staffed by Team Members of The Venetian Resort, and not by an outside company.

## TELECOMMUNICATIONS\*

Telecommunications is available to assist with distributing personalized voicemails, text messages, and group wake-up calls. Please contact Group Hotel Services to arrange any of these requests.

## GUEST SUITE POLICIES

The Venetian Resort offers a dynamic array of suites with various amenities. To offer the best suite product to you and your guests we ask that you read through the below policies.

- The removal, dismantling, or moving of suite furniture is not permitted without the consent of The Venetian Resort management.
- Exhibiting or selling of goods and products in suites are not allowed, unless permission is received from The Venetian Resort management.
- Each guest suite is equipped with 20-AMP 110-volt outlets. Exceeding this amount will result in a failure in flow of electric to the suite.
- The hotel can deliver items to guest suites if the weight of the items does not exceed 200 pounds.
- Placing of signage in the casinos, lobbies, guest suite hallways, and hanging inside of the suite must be approved by Group Hotel Services.

## GUEST SUITE INCIDENTALS

Upon check-in a Front Desk Agent will ask for a method of payment and a valid government ID. If the room charge is paid for, the guest will have two options for their incidental deposit. If the room charges are not paid for, the guest will be responsible for the room, taxes, and one of the following options for an incidental deposit.

### INCIDENTAL DEPOSIT OPTIONS:

\$150 minimum deposit will allow the guest to access their in-suite amenities:

- Phone
- Movies
- Refreshment Center

\$150 per day deposit will allow the guest to charge back to their suite, in addition to the in-suite amenities listed above.

## HOTEL OCCUPANCY TAX

The current hotel occupancy tax in Clark County is 13.38%. Taxes are subject to change without notice.

## RESORT FEE

The daily Resort Fee includes: Access for two to the fitness facility at the Canyon Ranch® spa + fitness, in-suite Internet access (Wi-Fi or Ethernet), boarding pass printing at the Concierge Desk, unlimited local and toll-free calls, and access to thousands of top magazines and newspapers through free PressReader app.

## HIGH-SPEED TIERED INTERNET

The Venetian Resort offers Internet up to 20 mb within guest suites. Please speak with your Front Desk Agent upon check-in for pricing.

# Emergency/Security

## EMERGENCY EQUIPMENT

The Venetian Resort and The Venetian Expo are equipped with a state-of-the-art Life Safety System.

- The facility is equipped with an alarm system and sprinkler system that activate by heat-sensitive devices and smoke detectors in the ventilation system.
- Fire extinguishers and other emergency equipment are strategically located in all areas of the building.
- The Venetian Resort Fire Command Center continually monitors all building emergency systems throughout the facility.
- Automatic External Defibrillators (AED) are strategically located throughout The Venetian Expo. Please notify security if an AED is used.

## EMERGENCY STAFF - EMT SERVICES

Our Security department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.

- The Catering & Conference Manager and Expo Event Manager are responsible for keeping show management and service contractors informed of decisions relating to emergency events in progress.
- Events within exhibit halls are required to contract EMT services for the event duration (including move-in and move-out). The Provider must be licensed and registered in the state of Nevada and/or with the SNHD, and is responsible for disposing of any hazardous materials or sharps.

## FIRE EXTINGUISHERS/FIRE HOSE CABINETS

- Please remember all fire extinguishers and fire hose cabinets must be kept clear, accessible, and remain free of obstruction at all times.
- The fire hose cabinets, fire extinguishers, and permanent fixtures of the facility cannot be moved without approval from Facilities.
- Please notify Security if an extinguisher or fire hose is used.
- The fee for removing and reinstalling a fire extinguisher is \$198 per location.

## RESORT EMPLOYEE ACCESS

- It is understood that employees of The Venetian Resort and The Venetian Expo may require access to your exhibit or production area for reasons including, but not limited to housekeeping, maintenance, and security.
- The Show Manager/Producer must agree to allow entry to employees of The Venetian Resort and The Venetian Expo or Resort contractors presenting suitable identification and stating job-related need for their entry.

## SECURITY CONTACTS

- The Venetian Resort and The Venetian Expo  
House Emergency Numbers  
*4.9311 and 7.9311 on property*  
*702.414.9311 and 702.607.9311 off site*

## EMERGENCY ANNOUNCEMENT PROTOCOL

1. In the event of an alarm activation, audible and visual alarms will activate. This is not a signal to evacuate the building.
2. An announcement will be made stating that the nature of the alarm is being investigated.
3. Once the nature of the alarm is determined, further instructions will be communicated.
4. In the event the alarm poses no danger, an "all clear" will be announced.
5. Should evacuation be necessary, we will communicate using our Life Safety System.

# Emergency/Security

## SECURITY INCIDENT REPORTING

- The Venetian Resort and The Venetian Expo maintains 24-hour security over the interior/exterior of the facility, including all life safety and equipment systems.
- The Venetian Resort and The Venetian Expo requires copies of all incidents of injury, vandalism, theft, etc.
- These should be reported to your contracted security immediately so appropriate investigations/reports may be initiated.

## CONTRACTED SECURITY

The Venetian Resort Security Department can supply security services throughout your contracted event space. Contact your Catering & Conference Manager for details.

The Venetian Expo requires Show Management to maintain specific minimum-security staffing numbers and placements, both of which are based upon contracted space. Posts are required throughout move-in, move-out, and show days and must be in place starting the day/hour the contact begins through the end of contract terms. If any short-term arrangements have been made to extend show management access times above and beyond contract terms, these requirements must be met, as well. Show Management consideration for placing additional officers includes event size, complexity, and risk level in the space(s) being patrolled. Please speak with your Expo Event Manager for details.

Policies of Private Security Companies on The Venetian Resort and The Venetian Expo property:

1. A copy of current city/county business license and state security license on file with The Venetian Resort Security Department per local ordinance. Please coordinate via your Catering and Conference Manager.
2. Workman's Compensation Insurance in accordance with Nevada law covering licensee's employees.
3. Employer's Liability as required by the State of Nevada – \$1 million for each occurrence.
4. Commercial General Liability – \$1 million for each occurrence.
5. Commercial Auto Liability – \$1 million for each accident for all owned and non-owned and hired automobiles.
6. Umbrella/Excess Insurance for \$4 million for each occurrence.
7. A Certificate of Insurance naming Pioneer OpCo, LLC, Venetian Las Vegas Gaming, LLC, Expo and Convention Center LLC, Grand Canal Shoppes II, LLC

(GCS), and The Shoppes at The Palazzo, LLC (SATP) and each of their parent subsidiaries and affiliates and each of their officers, directors, agents, and employees as respects the conduct of the named insured(s) in or about the property of Pioneer OpCo, LLC, Venetian Las Vegas Gaming, LLC, Expo and Convention Center LLC, GCS, and SATP as additionally insureds, and the policies will be primary and non-contributory, and waiver of subrogation will be in favor of the Additional Insureds.

8. Security guards must have their Sheriff's work card in their possession at all times.
9. Weapons of any type (guns, nightsticks, mace, etc.) are not allowed on The Venetian Resort and The Venetian Expo properties unless approved as follows:
  - A. Letter from the Organization/Convention on their letterhead that is contracting the Event.
  - B. The Venetian Resort and The Venetian Expo weapons request form, complete with all information.
  - C. Written permission must be granted by the Vice President of The Venetian Resort Security Department before armed guards or firearms are allowed on premises.
10. The Venetian Resort Security Department is to be notified of any criminal or medical emergency immediately, incidents must be reported during the shift they took place. Any law enforcement or medical response must be coordinated with The Venetian Resort Security Department.
11. Notify The Venetian Resort Security Department immediately of any major offense or unusual activity that may require reporting, assistance, or follow-up investigation.
12. Outside security agencies will keep The Venetian Resort Security Department informed of any action against any persons or of any properties seized, recovered, or found.
13. All rules and regulations of The Venetian Resort and The Venetian Expo must be followed as enforced.
14. Emergency exits are for emergencies only.
15. Contracted Security Companies must complete a standby log when assigned to an area after show hours. This document will provide an accurate count on items of value being watched and accounted for. The standby logs will be available to The Venetian Resort Security Department when requested for review.

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## CONTRACTED SECURITY STAFFING REQUIREMENTS & TRAFFIC CONTROL

1. A security officer must be present while The Venetian Expo freight doors are in use. No freight doors will be opened without this security present.
2. At least one (1) security officer in each Expo exhibit hall during closed hours is required for fire watch.
3. A security officer must be present at any specific door being used after the facility is locked and during move-in and move-out.
4. Sufficient security must be present in front and around the building to maintain traffic control during your contracted period.
5. If your event has contracted two or more exhibit halls, your attendance is expected to exceed five thousand (5,000) attendees, if you are providing shuttles to other hotels, convention centers, or to the airport for your attendees, or if your event is open to the public, you are required to contract or hire LV Metro Police. Please call 702.828.3442 to contact the Special Events Office at Las Vegas Metropolitan Police Department. When LV Metro has been hired, this information must be included in your security plan provided to Catering & Conference Manager and Expo Event Manager.
6. If your event has contracted two or more exhibit halls or if attendance is expected to exceed five thousand (5,000) attendees, contracted security is required at the top and bottom of The Venetian Expo escalators to ensure they are not being used to transport loads that may interrupt or damage escalator operations.

## LOST & FOUND

Guests on property may contact security 24/7 with inquiries or to turn in found items. Security podiums are located on The Venetian and The Palazzo casino floors, and at the Lower Lobby entrance to The Venetian Expo. Because the entire resort is connected to one system, security can search for missing items property-wide.

Guests having already left Las Vegas may visit the "Contact Us" page of The Venetian website. Under "Recent Stay Feedback" is a link to **contact lost and found**. Guests may visit **chargerback.com** to go directly to the site.

Show management, show registration counters, contracted security companies, or other show-related entities should immediately turn over any lost and found items to The Venetian Resort Security Department. To ensure accurate documentation and maximize the possibility of returned items, please do not maintain separate lost and found programs.

## **PARKING & CURBSIDE LOADING/UNLOADING**

Covered handicapped and overnight parking is available with a parking fee at The Venetian Resort, allowing access to hotel casino areas and The Venetian Expo. Limited oversized vehicle parking is available with a parking fee on the first level of The Venetian parking garage and may be accessed from either the Las Vegas Boulevard or Koval Lane entrances. Curbside loading and unloading are prohibited.

Please see pages **23** and **31** for more information on parking at The Venetian Resort.

## **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

The Resort complies with the public accommodations requirements of the ADA not otherwise allocated to the Organization in this Agreement, including (1) the “readily achievable” removal of physical barriers to access to the meeting rooms (e.g., speakers’ platform and public address systems), sleeping rooms, and common areas (e.g., restaurants, restrooms, and public telephones); (2) the provision of auxiliary aids and services where necessary to ensure no disabled individual is treated differently by the Resort than other individuals and (3) the modification of the Resort’s policies, practices, and procedures applicable to all guests and/or the Organizations as necessary to provide goods and services to disabled individuals (e.g., emergency procedures and policy of holding accessible rooms for hearing – and mobility – impaired persons until all remaining rooms are occupied).

The Organization shall be responsible for complying with the following public accommodations requirements of ADA:

(1) The “readily achievable” removal of physical barriers within the meeting rooms utilized by the Organization which the Organization would otherwise create (e.g., set-up of exhibits in an accessible manner) and not controlled or mandated by the Resort; (2) the provision of auxiliary aids and services where necessary to ensure effective communication of the Organization’s program to disabled participants (e.g., Braille or enlarged print handouts, interpreter, or simultaneous videotext display); and (3) the modification of the Organization’s policies, practices, and procedures applicable to participants as required to enable disabled individuals to participate equally in the program.

The Organization shall attempt to identify in advance any special needs of disabled registrants, faculty, and guests requiring accommodation by the Resort, and will notify the Resort of such needs for accommodation as soon as they are identified to the Organization. Whenever possible, the Organization shall copy the Resort on correspondence with attendees who indicate special needs as covered by ADA. The Resort shall notify the Organization of requests for accommodation which it may receive otherwise than through the Organization to facilitate identification by the Organization of its own accommodation obligations for needs as required by ADA.

## **WHEELCHAIRS & SCOOTER RENTAL**

If motorized scooters or wheelchairs are needed, individuals should be directed to the Resort’s Guest Services Desks for assistance. Desks are located near The Venetian and The Palazzo registration areas and are open 24/7.

For advance requests, guests should contact Desert Medical Equipment at 866.711.9171 (toll-free) or 702.876.9171 (local).

## AFSS REQUIREMENTS

### Automatic Fire Safety System (AFSS) Requirements/ Sprinkler Coverage for Large Displays

Single-level covered and multi-story displays do not require sprinkler coverage as long as the following fire prevention safety measures are in place:

- Duration of event where the exhibit booth is displayed must be fewer than seven show days (move-in and move-out days are not included).
- Maximum of two levels. If the two-story display has an enclosed rooftop, the roof must be a 70% open-grid/FM meltaway/FM debris barrier.
- At least one fire extinguisher must be within reach at all times. If a space is divided into separate rooms, there must be one fire extinguisher per room.
- Exhibit booths must be constructed of noncombustible materials.
- Booth-specific fire watch security must remain present at all times outside of active show hours.
- An unsprinklered covered booth measuring more than 1,000 sq. ft. must maintain a 20 ft. distance from vehicles and any other unsprinklered covered booths of that size.
- Open flames and hot work are prohibited within 35 ft. of a covered, unsprinklered booth measuring more than 1,000 total sq. ft.

**Any covered booth larger than 1,000 sq. ft. that is on the show floor as a completed structure for more than seven days must be sprinklered.**

Please contact The Venetian Expo Facilities Department at 702.733.5151 or [facilities@venetianlasvegas.com](mailto:facilities@venetianlasvegas.com) for more information.

## DISPLAYS/DRAPES/HANGINGS

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Fire Department and State Fire Marshal.

- Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame-retardant.
- Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.
- Manufacturer fire resistance certificate must accompany all materials.
- These items are also prohibited from covering any and all sprinkler heads.
- It is prohibited to hang any items from the sprinkler heads.
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the CCFD/Fire Prevention Bureau prior to the event for issuance of a permit.

## DISPLAYING/MARKETING CBD PRODUCTS

Requests to display packaging and marketing materials for hemp-derived CBD products may be permitted under certain conditions and following Management approval. The sampling or selling of CBD products of any kind is strictly prohibited. Please speak with your Catering & Conference Manager and/or Expo Event Manager for details and guidelines.



## FIRE MARSHAL PERMITS & APPROVALS

Function Space: In accordance with Article 25, Division I, Section 25.112 of the Uniform Fire Code, all functions with attendance greater than 299 require a Clark County Fire Marshal-approved diagram on the premises for and during each event.

- It is the sole responsibility of your Company to contact the Fire Marshal a minimum of thirty (30) days prior to your scheduled functions and submit in writing three floor plans and appropriate documentation for any functions with attendance greater than 299 people.
- Your Company hereby acknowledges and warrants The Venetian Resort and The Venetian Expo are not responsible for the production or development of any floor plan.
- A Fire Marshal-approved floor plan is to be forwarded to your Catering & Conference Manager and Expo Event Manager no later than twenty-one (21) days prior to the event.
- Any function with attendance greater than 299 people not approved by the Fire Marshal, will not, under any circumstances, be allowed to go forward or proceed.
- Visit [clarkcountynv.gov/government/departments/fire/fire\\_prevention.php](http://clarkcountynv.gov/government/departments/fire/fire_prevention.php) for Floor Plan Requirements and Fee Information.

**Pre-event diagrams must be submitted to:**

**The Clark County Fire Prevention Bureau  
575 East Flamingo Road, Las Vegas, NV 89119 – 702.455.7316**

## FLOORPLAN REQUIREMENTS

Back-staging and rear-screen projection guidelines:

- A. No storage boxes, musical cases, etc., may be stored behind staging.
- B. Hyperthane cable protectors must be used to ramp all cable 1" in diameter or greater.
- C. Ramp all cable leaving a function room to an outside area.
- D. All wires less than 1" in diameter must be taped down with gaffer tape.
- E. If exiting is covered by stage masking, there must be a clear path from masking to exit and illuminated exit sign located on masking.
- F. Any fire extinguishers or fire hose cabinets located backstage must be clear and easily accessible.

## VEHICLE DISPLAY GUIDELINES

All displayed vehicles must comply with the following guidelines:

### Fuel-Powered Vehicles (including hybrids)

- A. Gas tank to be no more than 1/8 full of gasoline.
- B. Batteries to be disconnected.
- C. Locking gas caps.
- D. Ignition keys removed and turned in to the contracted security team or have an agreement in place to hold your own keys.
- E. Propane tanks to be removed.
- F. Each vehicle must be equipped with its own fire extinguisher.
- G. All fuel-powered vehicles must have Fire Marshall approval.
- H. Visqueen must be placed underneath to protect carpet. See page 42 for Insurance and Special Permits.

### Electric Vehicles

- A. Battery to be disconnected. If unable to disconnect, Facility approval will be required.
- B. Battery must be less than 25% charged.
- C. Charging is not permitted within the Facility.
- D. Visqueen must be placed underneath to protect the carpet.
- E. Ignition keys to be removed and turned in to the contracted security team or have an agreement in place to hold your own keys.
- F. Each vehicle must be equipped with a type ABC fire extinguisher.
- G. Fire watch is required overnight.
- H. Vehicle may not be located near any load-bearing columns or walls.
- I. A 20 ft. clearance surrounding the vehicle is required.
- J. Exhibitors must provide requests to Show Management to ensure the event contractor includes it on the overall plan submitted to the Fire Marshal.

## HAZING

Hazing for special events may be permitted with approval of the CCFD/Fire Prevention Bureau and The Venetian Resort and The Venetian Expo. Consult your Catering & Conference Manager or Expo Event Manager to obtain The Venetian Resort and The Venetian Expo approval.

### The following steps must be followed for hazing to be reviewed for approval:

1. Notify the Catering & Conference Manager of the upcoming hazing events – they will then forward a Hazing Request form for either a winter and/or summer function.
2. Requesting party will need to complete and sign the Hazing Request form and return it to the Catering & Conference Manager for processing.
3. Fire Command will contact requestor to schedule a haze demonstration to verify that the equipment and haze levels meet The Venetian Resort and The Venetian Expo requirements, and determine if the Life Safety Systems must be adjusted. The demonstration must be scheduled at least 24 hours in advance of first scheduled hazing event.
4. Once demonstration is scheduled, Fire Command will email Facilities advising of scheduled demonstration time.
5. Fire Command is to contact and notify Security and Facilities to schedule Security for the Hazing Event.
6. Fire Command will notify Facilities of Hazing Event final times for billing.

## PYROTECHNICS

Pyrotechnics (including cold sparks) for special events may be permitted with the approval of the CCFD and The Venetian Resort and The Venetian Expo. Please consult your Catering & Conference Manager or Expo Event Manager to obtain The Venetian Resort and The Venetian Expo approval. City approval is obtained from the Clark County Fire Prevention Bureau by submitting a written plan of operations within sixty (60) days of the scheduled event date. Please contact the Fire Inspector directly via mail, telephone, or fax:

**Clark County Fire Department/Fire Prevention Bureau**  
**4701 W. Russell Road, Las Vegas, NV 89119**  
**Telephone: 702.455.7316 Fax: 702.735.0775**

## COMBUSTIBLE/NON-COMBUSTIBLE STORAGE – SHOW SUPPORT

Floor plans must identify storage areas as “combustible or non-combustible” storage. On site these areas must be clearly marked and have fire extinguishers on all four corners. Roving security is required for combustible storage during non-show hours.

- Combustible Storage: drapes, tables, chairs, trash cans, access usage, signage, electric carts, pallet jacks, dollies, push carts, rolling cases, empty crate returns.
- Non-combustible Storage: metal, concrete, brick, dirt.
- Carpet pigs, propane canisters, forklifts, boom lifts, and equipment that requires propane or fuel are not permitted to be stored inside the facility.

## EQUIPMENT STORAGE

Space permitting, a maximum of five (5) lifts may be stored in a pre-approved area located outside the building on the ramp/dock. No storage trailers, ramps, freight, or empties may be stored in this area. Empty returns must be pre-approved by your Expo Event Manager. All life safety equipment/areas (exit aisles, exit doors, exit signs, hose valves, fire extinguishers, etc.) must remain visible and clear at all times. There must be at least three feet (3') of access on all sides from the equipment. Contact the CCFD/Fire Prevention Bureau at 702.455.7316 or visit [clarkcountynv.gov/government/departments/building\\_\\_\\_fire\\_prevention/plan\\_submittal/index.php](http://clarkcountynv.gov/government/departments/building___fire_prevention/plan_submittal/index.php) for a complete list of regulations.

## REMOTE-CONTROLLED DEVICES/DEMONSTRATION AREA

For the purpose of demonstrating a product requiring the use of an area outside of the exhibitor-assigned booth space, Meeting Planners are required to provide a Demonstration Area for this purpose. Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e., Demonstration Area). The Demonstration Area must include safe netting appropriate and/or safety barriers to accommodate the product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval.

The Venetian Resort and The Venetian Expo management reserves the right to determine what is acceptable in a safe and controlled demonstration area prior to final approval.

The Venetian Expo and its parent, subsidiary, and affiliated companies are to be held clear and harmless from any/all claims, demands, losses, liability, or expenses arising from The Venetian Expo agreement to allow the display and operation of such product(s) in the proposed Demonstration Area.

## MOTORIZED & WHEELED TRANSPORTATION

The Venetian Resort and The Venetian Convention & Expo Center permits guests with a disability under the ADA to utilize a Segway (or device similar to a Segway) for personal transportation during their visit. A Segway may only be used by and for the benefit of an individual with a qualifying disability in accordance with the Other Power-Driven Mobility Device (OPDMD) use rules contained in the resort/Expo-provided acknowledgment form. Patrons intending to utilize a Segway should review the ADA section of the Exhibitor Success Guide for usage guidance. Upon arrival, please visit a Resort Front Desk or The Venetian Expo Security Podium to sign an acknowledgment form outlining our Segway use guidelines, and to obtain an identification tag to hang on the Segway to prevent future stops.

Please note Hoverboards and certain wheeled transportation (e.g., rollerblades, bicycles, skateboards) not being used within ADA guidelines are strictly forbidden.

If motorized scooters or wheelchairs are needed, individuals should be directed to the Resort's Guest Services Desks for assistance. Desks are located near The Venetian and The Palazzo registration areas and are open 24/7. For advance requests, guests should contact Desert Medical Equipment at 866.711.9171 (toll-free) or 702.876.9171 (local).

To offer reserved, on-site scooter and wheelchair rentals closer to your event space, a contracted meeting room manned by event staff should be designated. Please work with the following vendor to coordinate this option:

### Desert Medical Equipment

Angela Ramirez, COO

[angela@dmelv.com](mailto:angela@dmelv.com)

Tel: 866.711.9171 (toll-free)/702.876.9171 (local)

[dmelv.com](http://dmelv.com)

## **BALLOONS/INFLATABLES**

Balloons inside the facility must remain tethered to a fixed object and may be no larger than thirty-six inches (36") in diameter. The use of Mylar balloons is discouraged. Approval to display balloons must be obtained from the Catering & Conference Manager or Event Service Manager prior to move-in.

If any type of balloon or inflatable comes loose and/or causes damage to any ceiling or other area (e.g., permanent and/or temporary light fixtures, electrical, audio/visual, etc.), the Meeting Planner shall assume full liability for said damages, and a labor and equipment charge to retrieve balloons will be assessed. If balloons or inflatables come loose and are ingested into the HVAC system, the Meeting Planner will also assume full liability for these damages. Furthermore, The Venetian Resort and The Venetian Expo cannot be held responsible for any HVAC, electrical, or other system failures as a result of damage created and incurred by balloons and inflatables.

## **NEVADA CLEAN INDOOR AIR ACT/NO SMOKING LAW**

The Nevada Clean Indoor Air Act prohibits smoking and/or vaping in indoor public spaces, including The Venetian Convention & Expo Center. Smoking is also prohibited in restaurants, lounges where food is served, resort lobbies, elevators, guest room hallways, theaters, arenas, arcades, retail stores, and other indoor public spaces. The casino floor and certain lounges where food is not served are exempt.

## **FOYERS**

All foyer space in The Venetian Convention & Expo Center is considered public space. No private use and/or access is guaranteed at any time. Public traffic and movement of equipment will take place in foyer space. Guests will have access to the Sphere at The Venetian bridge through The Venetian Expo foyer, subject to Hotel's discretion.

## **SELLING ITEMS**

The sale of goods and services is prohibited unless otherwise contractually stated or approved by management. All vendor collateral and marketing materials are subject to review and rejection by the management of The Venetian Resort at its sole discretion.

The Nevada Administrative Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to collect and remit the taxes for their respective event.

If show management or exhibitors are tax-exempt, the State of Nevada requires a copy of the following on file with The Venetian Resort:

- A. Nevada tax-exempt sales tax permit providing the evidence of non-taxability.
- B. U.S. Government tax-exempt sales tax permit.

Please contact the Nevada Department of Taxation at 702.486.2300 for further details.

## **CHEMICALS & GAS BROUGHT INTO THE FACILITY**

The proposed use of any chemical or gas is subject to approval. If approved, it must be labeled as required by OSHA and accompanied by the applicable Safety Data Sheet (SDS). Please contact your Catering and Conference Manager or Expo Event Manager for assistance.

## **EXHIBIT HALL NO IDLING POLICY**

Idling in exhibit halls is prohibited. Trucks in loading and unloading areas must turn engines off. Once a vehicle has entered an exhibit hall, the driver will be directed to a designated location for loading and unloading. The vehicle's engine must be turned off prior to vehicle doors being opened or the start of any loading/unloading. Compliance with this policy is strictly monitored and enforced.

## GAMING & TAXING COMPLIANCE MATTERS

Our Compliance Department requires notification and its approval for any of the following activities:

- Any event where mock gaming takes place
- Any event where a game of chance is to take place
- Any event where prizes are awards by chance

Events that fall into any of these classifications are required to complete an Events Checklist. Visit [venetianlasvegas.service-now.com/public\\_user?id=lvs\\_public\\_login](https://venetianlasvegas.service-now.com/public_user?id=lvs_public_login) for the checklist. This checklist, along with supporting documentation where applicable, needs to be submitted to the Compliance Department to obtain approval. Approval must be granted before any activity shall take place. The approval process must be started at least 30 days prior to event date in order to be processed by the Compliance Department.

## CHARITABLE GAMING EVENTS

The Nevada Gaming Control Board (GCB) requires notification and its approval for any of the following activities when in relation to Charitable Events involving money wagers, and the proceeds from the events benefit charitable or nonprofit activities in Nevada:

- Any events involving lotteries
- Any events involving raffles
- Any event involving gaming

## PERSONNEL

Organization and its exhibitors and third-party contractors shall ensure that all individuals assigned to perform services during contracted event dates are:

- Properly trained, qualified, and, when applicable, certified to perform such services competently and in accordance with applicable industry standards.
- Authorized/eligible to work in compliance with all applicable federal, state, and local laws.

Events that fall into any of these classifications are required to submit a request to the GCB to obtain approval. The GCB approval must be submitted along with the Compliance Events Checklist. Approval Process must be started at least 30 days prior to event date in order to be processed by the GCB and Compliance Department. The GCB's decision is final, and The Venetian Resort and The Venetian Expo are required by law to follow their decisions. The GCB Charitable Event Application can be found on their website, [gaming.nv.gov](https://gaming.nv.gov), under Forms and Applications.

For any questions or further guidance on any of the above gaming compliance activities, please contact your Catering & Conference Manager/Event Services Manager for assistance.

## LET

Within the State of Nevada, any event that is sold to the general public where Live Entertainment is to take place shall be subject to a LET of 9%. This amount is based on admission charge, which may apply if a minimum purchase of Food & Beverage or merchandise is required to enter the area with entertainment. Per NRS 368A, "admission charge" means the total amount, expressed in terms of money, of consideration paid for the right or privilege to enter or have access to a facility where live entertainment is provided. This includes an entertainment fee, a cover charge, a required minimum purchase of food, beverages, or merchandise, a membership fee, and a service charge or any other fee or charge that is required to be paid in exchange for admission to a facility where live entertainment is provided. Should your event fall into this classification, it is required that the Event Organizer notify The Venetian Resort and The Venetian Expo a minimum of 30 days prior to the event. The State of Nevada requires that The Venetian Resort and The Venetian Expo collect LET for all events taking place on property. In addition, the Event Organizer must exclusively use The Venetian Resort Box Office and Ticket Services. Consult your Catering & Conference Manager for additional information.

# Transportation

**Please forward to your Catering & Conference Manager, Group Hotel Services Manager, and Expo Event Manager your transportation plan with the following information included:**

- Name of transportation company you have selected
- Telephone number for transportation company
- Key contact on-site for shuttle buses
- Number of buses being utilized on the property
- Number of routes that will be running
- Schedule of dates and hours of the shuttle service
- Hours of peak traffic inbound and outbound
- For private charter loading and unloading slips, please contact your Catering & Conference Manager
- For groups that have Destination Management Companies (DMC), please provide the name of the contact
- All shuttles should be restricted to assigned transportation slips
- Any extra shuttles/buses will be staged along the shared access road and will require that this be coordinated by the DMC or transportation company
- Any request for transportation through the front drive of either The Venetian or The Palazzo must be approved by Guest Services management
- No charter buses are permitted on the hotel front drives without the approval of Guest Services Management

# *Resort Parking for Guests & Vendors*

Paid self-parking is in effect at The Venetian Resort for both hotel guests and visitors, including those going to the Grand Canal Shoppes® and The Venetian Convention & Expo Center. Venetian Rewards Sapphire members and above receive complimentary self-parking. Venetian Rewards Ruby members and above also receive complimentary valet parking. Any special pricing, parking instruction, inclusions, or restrictions of an event will be communicated to exhibitors and attendees through the event organizers.

Authorized vendors setting up or working at an event will receive complimentary parking while they are working on-site. These individuals must park on levels 10, 11, or 12 of The Venetian guest garage and enter the Heart of the House through the designated entrance for The Venetian Expo, where their parking ticket can be validated. Levels 10, 11, or 12 of The Venetian guest garage are the only authorized areas for vendor parking. If a vendor parks in The Palazzo guest garage, they will be subject to the normal daily parking rates, and their ticket will not be validated. Please contact your Catering & Conference Manager for any additional information.

# FedEx Office Business Center

## FEDEX OFFICE BUSINESS CENTER & PARCEL MANAGEMENT SERVICES

FedEx Office can provide services and equipment to support and enhance the needs of your event and program. The Business Center is located in the Convention Center on the 2nd Floor/Casino Level, at the end of the Bellini Ballroom corridor, next to Bellini Room #2006.

## HOURS & CONTACT INFORMATION

**Address:** FedEx Office Business Center  
The Venetian Resort  
3355 Las Vegas Blvd. South  
Las Vegas, NV 89109

**Hours:** Monday-Friday, 7 a.m.-6 p.m.\*  
Saturday-Sunday, 9 a.m.-5 p.m.\*

**Phone Number:** 702.836.4400 702.414.4489

**Email:** [usa5607@fedex.com](mailto:usa5607@fedex.com)

**Website:** [venetianlasvegas.com/content/dam/vlvweb/resort/fedexoffice-package-shipping-instructions.pdf](http://venetianlasvegas.com/content/dam/vlvweb/resort/fedexoffice-package-shipping-instructions.pdf)

*\* Hours are subject to change. Please speak with Catering & Conference Manager if additional hours of operation are needed for your event.*

## PRODUCTS & SERVICES

FedEx Office on-site print experts provide fast and convenient service to meet your needs, producing everything from eye-catching flyers, signage, banners, and posters to specialty graphics like column wraps and floor graphics. FedEx Office offers mobile print solutions for added convenience during your event. The following services can be utilized in the Business Center:

- Finishing Services (e.g., binding, cutting, folding, collating)
- Fax Services
- Grand Format Signs/Banners
- Computer Rental Services (Internet access, printing and scanning capabilities)
- Packing Services
- Shipping and Office Supplies

Please contact a FedEx Office Team Member for additional information.

## 24-HOUR ACCESS

FedEx Office Business Center offers 24-hour access to guests of The Venetian Resort who hold a valid guest suite key. Guests may access the self-serve equipment, which includes:

- Computer Stations (with scanning and printing capabilities)
- Color Copying
- Complimentary Boarding Pass Printing
- Complimentary FedEx Express shipping supplies

Guests will need to use a credit card as method of payment after business hours.

## EQUIPMENT RENTALS

FedEx Office can provide a variety of equipment rentals for your show and meeting needs. Every equipment rental will include delivery to your meeting space (within The Venetian Expo, Meeting Rooms, and Guest Suites) and service support. Below is a brief listing of available rental equipment:

- Black and White Printers (various speeds)
- Color Printers (various speeds)
- Black and White Copiers
- Color Copiers
- Shred Bins

Please contact a FedEx Office Team Member for pricing and additional information.

## PAYMENT OPTIONS

During business hours, guests may utilize various methods of payments for services in the Business Center:

- Guest Suite Charge
- Master Account (Designated Authorized Signers only)
- Cash/Credit Card
- FedEx Office/FedEx account

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# Shipping & Receiving, FedEx Office Parcel Management

## SHIPPING & RECEIVING PACKAGES

Our FedEx Office Business Center and Parcel Management office handles all shipping and receiving for our guests.

All tradeshow exhibitors must ship directly to their contracted decorating freight company for delivery, as listed in The Exhibitor Success Guide.

Tradeshow and Exhibitor freight misdirected to FedEx Office Business Center is subject to delayed delivery. Please note this also applies to the The Venetian Expo Exhibit and Business Service Center.

There is limited loading dock space for shipments sent by local carriers, and delivery schedules must be arranged and approved in advance. The Catering & Conference Manager will coordinate the appropriate arrangements, at least fourteen (14) days prior, with Business Services Division, the Receiving Dock Master Foreman, and Security to ensure a successful delivery of your items to The Venetian Resort. Shipments arriving at the loading dock without prior authorization from the Catering & Conference Manager may be refused by The Venetian Resort.

## PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards to prevent package routing delays. Please schedule your shipment(s) to arrive 3-4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s).

Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of The Venetian Resort. Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package(s) will be returned to sender, who will be responsible for any shipping fees. Please contact the FedEx Office Business Center at 702.836.4400 for more information on package retention, the Return to Sender process, or to schedule package deliveries. Package deliveries should only be scheduled after the recipient has checked into the hotel.

## PACKAGE LABELING STANDARDS

Hold for Guest: (Guest Name) (Guest Cell Number)

c/o FedEx Office at The Venetian Resort

3355 Las Vegas Blvd. South

Las Vegas, NV 89109

(Convention/Conference/Group/Event Name)

Box \_\_\_\_ of \_\_\_\_

Visit [venetianlasvegas.com/content/dam/vlvweb/resort/fedexoffice-package-shipping-instructions.pdf](https://www.venetianlasvegas.com/content/dam/vlvweb/resort/fedexoffice-package-shipping-instructions.pdf) for additional details.

# *Pool & The Stella Studio Functions*

## **POOL FUNCTION POLICY**

### **THE FOLLOWING ARE THE CONDITIONS FOR POOL FUNCTIONS:**

- All music at pool functions must conclude by 10 p.m.
- Pool Cabanas are not included as part of the contracted pool space and are subject to an additional charge.
- Events may start no earlier than 7 p.m. – with the exception of June and July. During these months, pool events may start no earlier than 8 p.m.
- CCFD/Fire Prevention Bureau dictates there be a Fire Marshal-approved floor plan provided for all events over 299 persons, 10 days prior to the event. Please see the Fire Marshal compliance section for additional information.
- Extra security from The Venetian Resort may be required during the event. (Please see the Security section and/or contact your Catering & Conference Manager for details.)
- In compliance with SNHD, glass is not permitted on the pool deck.
- The Venetian Technical Services and Encore maintain exclusivity for all technical production equipment and services. These services include but are not limited to lighting, audio, video, rigging, and electrical. No other vendor will be allowed to perform these types of services on the pool deck.

## **THE STELLA STUDIO FUNCTION POLICY**

- Capacity is 194 (including staff). Plated functions can be accommodated for up to 120 guests.
- The Venetian Technical Services is the exclusive technical controller/provider for The Stella Studio. Supplemental audio, video, Wi-Fi, and lighting equipment are available.
- Entertainment not sourced via The Venetian Technical Services will be subject to an outside service fee. Entertainment includes but is not limited to bands, DJs, soloists, duos, trios, harpists, singers, violinists, etc.
- The Venetian Facilities is the exclusive electrical service provider. No other contractor will be allowed to perform this service.

# Insurance & Special Permits

## INSURANCE/INDEMNIFICATION & LIABILITY

The Organization must:

- Provide The Venetian Resort and The Venetian Expo evidence with a certificate of insurance that it procured and maintains
- Require from its exhibitors and any third-party outside authorized contractors it hires, that they procure and maintain the following insurance coverages and limits:
  1. Workers' Compensation Insurance with statutory limits as required by law and Employer's Liability Insurance covering legal obligation to pay damages for bodily injury or occupational disease (including death) sustained by an employee with minimum limits of: \$1,000,000 bodily injury by accident; \$1,000,000 bodily injury by disease; \$1,000,000 policy limit.
  2. Commercial General Liability Insurance (Occurrence Form) covering bodily injury, property damage, products and completed operations, and personal and advertising injury with minimum limits of one million dollars (\$1,000,000) per occurrence. This policy shall include contractual liability coverage applicable to the indemnities assumed hereunder. If the policy has a general aggregate limit, either the general aggregate limit shall apply separately to this project/location, or the general aggregate limit shall be two times (2x) the required occurrence limit.
  3. Automobile Liability Insurance covering loss arising out of the ownership, maintenance, operation, or use of any motor vehicle, whether owned, hired, or non-owned, with minimum limits of one million dollars (\$1,000,000) per accident for bodily injury and property damage. Appropriate endorsements should be evidenced if hazardous waste is to be transported – ISO MCS 90 and CA 9948 (Broadened Pollution Liability Endorsement).
  4. Umbrella/excess liability insurance policies must follow the form of the underlying primary policies (except Workers' Compensation) with minimum limits of four million dollars (\$4,000,000) per occurrence.

Please know that higher limits may be necessary depending upon the event. Without the Organization's certificate(s) on file with The Venetian Resort and The Venetian Expo (which must be provided ninety (90) days before move-in), move-in cannot commence. Please refer to your Sales Contract for further requirements, if any.

- All insurance coverages required hereunder shall be primary coverage regardless of any coverage maintained by the Resort for any qualifying incident arising hereunder and shall be issued by companies authorized to do business in the State of Nevada.
- The Organization, its exhibitors, and any third-party outside authorized contractors shall have completed by its insurance agent a Certificate of Insurance and/or separate certificates for Nevada Workers' Compensation.
- With respect to the Organization, the Organization shall deliver such completed Certificates of Insurance and any applicable Additional Insured Endorsements to the resort at least ninety (90) days prior to the beginning of the License Period. With respect to the Organization's exhibitors and any third-party outside authorized contractors it hires, they shall provide Certificates of Insurance compliant with the insurance requirements in this section to the Organization, and the Organization shall provide these Certificates of Insurance to The Venetian Resort or The Venetian Expo upon request.
- All required insurance policies shall name Pioneer OpCo, LLC, Expo and Convention Center LLC, Venetian Las Vegas Gaming, LLC, Grand Canal Shops II, LLC, and The Shoppes at The Palazzo, LLC and their parent company, affiliates, subsidiaries, successors and assigns, and all of their directors, officers, employees, and agents ("Additional Insureds") as Additional Insureds (except for Worker's Compensation), and the policies will be primary and non-contributory, and waiver of subrogation will be in favor of the Additional Insureds.
- For all Certificates of Insurance, please identify the Certificate Holder as:

Venetian Las Vegas Gaming, LLC  
3355 Las Vegas Blvd. South  
Las Vegas, NV 89109

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# Insurance & Special Permits

## POLICY CANCELLATIONS OR REVISIONS

- All non-insurance policies shall provide a clause that the insurance carrier will give written notice to the Resort at least fifteen (15) days prior to any material change in, cancellation, or non-renewal of the policy.
- The Organization's failure to provide such certificates or policies for organization, its exhibitors, and any outside authorized contractors, as the case may be, within the period specified herein will constitute a breach of the Organization's duties and obligations hereunder.
- The Organization, its exhibitors, and any outside authorized contractors shall obtain and maintain during the License Period, insurance policies on all personal property owned, leased, or hired by, or in the care, control, or custody of the Organization, its exhibitors, and any outside authorized contractors during the License Period.
- Such policies shall provide coverage for all risks, including earthquake, flood, and theft, with the deductible per loss of not more than \$1,000.
- The certificate must list the total number of days licensing the facility and include the above coverage required.

## ANIMAL PERMITS

In consideration of The Venetian Resort and The Venetian Expo allowing clients to bring an animal(s) onto the premises of The Venetian Resort and The Venetian Expo I/we hereby agree to the following:

**Insurance:** Organization will carry and maintain the following insurance during the time the animal(s) is at The Venetian Resort and The Venetian Expo:

- Workers' Compensation Insurance with statutory limits as required by law and Employer's Liability Insurance covering legal obligation to pay damages for bodily injury or occupational disease (including death) sustained by an employee with minimum limits of \$1,000,000 bodily injury by accident; \$1,000,000 bodily injury by disease; \$1,000,000 policy limit.
- Commercial General Liability Insurance (Occurrence Form) covering bodily injury, property damage, products and completed operations, and personal and advertising injury with minimum limits of one million dollars (\$1,000,000) per occurrence. This policy shall include contractual liability coverage applicable to the indemnities assumed

hereunder. If the policy has a general aggregate limit, either the general aggregate shall apply separately to this project/location, or the general aggregate limit shall be two times (2X) the required occurrence limit.

- Automobile Liability Insurance covering loss arising out of the ownership, maintenance, operation, or use of any motor vehicle, whether owned, hired, or non-owned, with minimum limits of one million dollars (\$1,000,000) per accident for bodily injury and property damage. Appropriate endorsements should be evidenced if hazardous waste is to be transported - ISO MCS 90 and CA 9948 (Broadened Pollution Liability Endorsement).
- Umbrella/Excess Liability Insurance must follow the form of the underlying primary policies (except Workers' Compensation) with minimum limits of four million dollars (\$4,000,000) per occurrence.

With the exception of Workers' Compensation, all insurance required to be carried in this section shall include Pioneer OpCo, LLC, Expo and Convention Center LLC, Venetian Las Vegas Gaming, LLC, Grand Canal Shops II, LLC, and The Shoppes at The Palazzo, LLC and their parent company, affiliates, subsidiaries, successors and assigns, and all of their directors, officers, employees, and agents ("Additional Insureds") as Additional Insureds, and the policies will be primary and non-contributory, and waiver of subrogation will be in favor of the Additional Insureds. (Organization) shall deliver a certificate(s) of insurance to the Resort at least ninety (90) days prior to the (Event Date) evidencing that such coverages are in effect. The certificate will be amended to show that the Resort will receive a minimum of fifteen (15) days notice of cancellation, non-renewal, or material change in any of the coverage evidenced by the certificate. All wording pertaining to "endeavor to" and "fail to mail such notice" must be stricken from the certificate. Further, (Organization) shall provide the Resort with a copy of the actual Additional Insured endorsement or the certificate of insurance shall reference the Additional Insured's status.

# Insurance & Special Permits

## ANIMAL GUIDELINES

On occasion, convention clients or private parties have sought to display or otherwise use animals, including “wild” animals, as part of their group functions at The Venetian Resort and The Venetian Expo. As a general rule, no animal other than an animal that qualifies as a “Service Animal” or police dog as those animals are defined by law, shall be brought onto the property without the prior approval of the Legal/Risk Management department. This applies regardless of the type of animal or the length of time the animal will be on property. Permission for any animals other than ADA animals appearing in a show or booth must first be approved by Show Management, the Expo Event Manager and the Risk Management Department. Please note a trainer must accompany the animal at all times, animals may not remain in the building overnight, and it is the owner’s responsibility to clean up after the animal while on property.

**Before such approval is given, in most cases, the following minimum information will need to be provided:**

1. What type of animal(s)?
2. What is the purpose of bringing the animal on property?
3. How will it be transported? (e.g., caged, chained)
4. How long will it be on property?
5. Who will be handling the animal and what is his/her experience and training?
6. What will the exposure be to our Team Members and Guests?
7. What precautions are being taken to avoid injury to our Team Members and Guests? Provide a complete description including a diagram of the holding facility and/or cages used to confine and/or display the animal while it is on property and any other information that would tell us about security precautions taken to avoid injury to others.
8. If coming in from out of state, have the necessary Import Permits been granted by the Nevada Department of Wildlife?
9. Does the person, firm, or organization have an Exhibitor’s License issued by the United States Department of Agriculture in compliance with the Animal Welfare Act (7 U.S.C.2131 et seq.)?
10. Does the person, firm, or organization have a License to Sell or Exhibit Wildlife from the state where it is domiciled?
11. If the animal is to be exhibited, has the necessary amount of security personnel been arranged for?
12. Complete and submit the animal permit liability form no later than seven (7) days prior to move-in.

## AUTOMOBILE/FUEL-POWERED VEHICLES INSIDE FACILITY

All requests for placement of automobiles, trucks, motorcycles, and other motorized vehicles (including hybrids) must be approved in advance by Senior Management of The Venetian Resort and The Venetian Expo before being submitted to the CCFD/Fire Prevention Bureau. All requests need to be submitted 45 days in advance. All requests will be reviewed in a timely manner.

The official decorator/exhibit/production company you select is responsible for, and must submit a floor plan of, the proposed location of any automobiles, trucks, motorcycles, and other motorized vehicles to the CCFD/Fire Prevention Bureau for approval one (1) month prior to the event. A Fire Marshal-approved copy must be forwarded to The Venetian Resort and The Venetian Expo two (2) weeks prior to vehicle move-in and placement. Any changes to approved plans will require additional approval by the CCFD/Fire Prevention Bureau. See page 26 for Compliance.

# Insurance & Special Permits

## ASCAP/BMI/SESAC BROADCASTS & PUBLICATIONS

The Venetian Resort and The Venetian Expo does not regulate, control, approve, or disapprove any broadcast, performance, or publication of music or any other audio or visual presentations. If the Licensee, or an exhibitor, wishes to use copyrighted material, it will be necessary for you to make arrangements with the ASCAP, BMI, or SESAC for a license to perform such copyrighted music or material or otherwise qualify for an exemption.

For more information regarding copyrighted material please contact the following:

- **ASCAP**  
American Society of Composers Authors and Publishers  
General Information: 800.952.7227  
Licensing Information: 800.505.4052
- **BMI**  
Broadcast Music, Inc.  
Telephone: 800.925.8451
- **SESAC**  
Telephone: 800.826.9996

## ADDITIONAL HEALTH PERMITS

### **“Temporary Food Establishment Application for Special Event” and “Event Coordinator Application for Special Events and Trade Shows”**

The SNHD requires additional permits (Temporary Food Establishment Permit) when the following activities take place within The Venetian Expo:

- When food is served at an event open to the general public regardless of whether tickets are sold or where entry is free
- Cash Food Sales or Cash Bars – all cash food sales or cash bar sales require additional Health Permits when the event is open to the public
- If an event is held in a location not permitted for food and beverage:
  - Any space other than The Venetian Convention & Expo Center, or a restaurant may require an additional Health Permit
  - Any Food & Beverage event taking place within the Grand Canal Shoppes
- If an event has multiple food or beverage vendors participating in the event (such as “Taste Of” events where multiple restaurants showcase items). These types of events also require a “Event Coordinator Application for Special Events and Trade Shows” form
- See the SNHD’s website at [southernnevadahealthdistrict.org](http://southernnevadahealthdistrict.org) for Fee Structures, Forms, and Requirements
- It is critical your Catering & Conference Manager be copied on any applications or dealings you may have with the Southern Nevada Health District
- Consult your Catering & Conference Manager for additional information

# Signage & Promotional Materials

## ADVERTISING

All public advertising, promotion, direct marketing, collateral, or Internet marketing materials which mention The Venetian Resort and The Venetian Expo by name and/or by use of our logo or intellectual property must be approved in advance by the Brand Marketing Department. All requests will be reviewed in a timely manner. Contact information is as follows:

**The Venetian Resort**  
**Brand Marketing Department**  
**3355 Las Vegas Boulevard, South**  
**Las Vegas, Nevada 89109**  
**702.607.4687**  
**Contact email: [lvbrandadvertising@venetianlasvegas.com](mailto:lvbrandadvertising@venetianlasvegas.com)**

## SPONSORSHIPS

Sold Exhibitor sponsorships and/or promotional items for catered event (e.g., logoed cups, napkins, lobby banners, signage, publications, column wraps, decals, clings, or coffee sleeves) within The Convention Center need to be approved by your Catering & Conference Manager and Expo Event Manager. Approved placements within The Venetian Expo will be assessed a fifteen percent (15%) surcharge on the gross revenue unless otherwise written in the Facility License Agreement. The Venetian Expo requires a copy of the contract Show Management has executed with any exhibiting company or entity to which sponsorship opportunities are sold, as well as the gross receipts Show Management is deriving from such sponsorships. Please provide this documentation to your Expo Event Manager at least thirty (30) days prior to move-in.

For information on available opportunities within your contracted space, please consult your Catering & Conference Manager or Expo Event Manager.

## BANNER & SIGNAGE POLICY

All banners or signs hung or suspended from the ceiling or against walls must be hung by Encore. Please note banners are not allowed in public areas of the Resort.

1. The Venetian Resort and The Venetian Expo offers digital meeting postings outside all meeting rooms, event directory video walls, and interactive wayfinding displays.
2. All meeting room signage should be 22" x 28", professionally made, and approved by The Venetian Resort and The Venetian Expo.
3. Show management is responsible for providing all printed signage, which published must be professionally made and meet published requirements. The Venetian Resort and The Venetian Expo are not responsible for your signage or promotional materials left inside or outside of meeting rooms after functions have concluded.
4. Association signage is permitted in The Convention Center at the discretion of the Catering & Conference Manager and Expo Event Manager. Signage for functions of affiliate or sponsoring groups will be limited to one sign outside the meeting room their function will be held in.
5. Signage is not permitted in the casino, resort lobbies, guest hallways, or in guest elevator banks. Group signage is prohibited outside The Convention Center without prior authorization. The Convention Center begins at the fire door adjacent to The Venetian Ballroom D.
6. Should your group utilize a large number of hospitality suites, special provisions can be made for signage. Digital displays are available to post hospitality suite functions in both The Venetian and The Palazzo.
7. No signage is permitted on escalators. This includes railings, runners between escalators, and clings affixed to side panels. Please speak with your Catering and Conference Manager or Expo Event Manager about other available opportunities.
8. Easels for exhibitors in trade shows must be obtained from the exhibit service company, General Contractor, or Catering & Conference Manager (as supply allows).
9. Banners are not to be hung outside of meeting rooms without approval from your Catering & Conference Manager.

# Signage & Promotional Materials

## BANNER & SIGNAGE POLICY (CONT.)

10. All banners are to be hung by Encore. For all signage, banners, etc., that will be hung from the ceiling inside Ballrooms or Meeting Rooms, the load is not to exceed 50 lbs. per running foot. A labor charge will be assessed for the hanging of signs and banners.
11. Signs or banners may not be taped, stapled, nailed, tacked, or otherwise affixed to any Resort doors, walls, columns, or other parts of the building or furnishings.
12. Any damages that may occur from the promotion will be the responsibility of the client to whom the space is leased. Any such damages will be billed to the client to whom the space was rented when the violation occurred.
13. Permanent facility signage is located throughout The Venetian Resort and The Venetian Expo and may not be visibly blocked in any manner. This signage includes directional graphics, emergency exits, restrooms, exhibit hall/ballroom signs, etc. Show signs and/or decorations may not be attached to the permanent facility signage. The removal of such signage is strictly prohibited.
14. Contact your Expo Event Manager for weight limits and guidelines regarding banners to be hung throughout the facility. Please note banner hanging on The Venetian Expo feature wall is exclusive to Encore.
15. Show management will be charged for glass/window cling removal and cleaning.

## DISTRIBUTION OF PRINTED MATERIAL

- All convention-related brochures, magazines, flyers, and similar printed materials (Convention Publications) to be delivered to guest suites in The Venetian Resort and The Venetian Expo shall be delivered exclusively by The Venetian Resort Team Members.
- All convention publications must be approved in advance by the Client and by The Venetian Resort.
- The Venetian Resort may consolidate one (1) or more items comprising convention publications for purposes of any and all deliveries.

## PROMOTIONAL MATERIAL

- Nothing shall be posted, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.
- Distribution of gummed promotional stickers or labels by the Group, Exhibitors, or Affiliates is strictly prohibited. Any actions necessary for the protection and/or repair of the premises, equipment, or furnishings will be at the expense the Client to whom the space was originally contracted.

## FILMING/PHOTOGRAPHY/MEDIA REQUESTS

The Venetian Resort and The Venetian Expo has a longstanding commitment to support our in-house groups and their related media activities. Please inform your Catering & Conference Manager at least three weeks prior to your event if you are planning to include any filming, photography, and/or media activities during the scope of your event.

Please note the filming and photography throughout the resort (outside your contracted meeting space) is prohibited without prior consent. Filming approval is subject to legal approvals, location agreements, insurance requirements, and trade out agreements if applicable. Please make all requests in writing to the Public Relations department at **publicrelations@venetianlasvegas.com** in the event your guests, clients, exhibitors, and/or vendors have any individual filming needs.

## DIGITAL SIGNAGE OPPORTUNITIES

The Venetian Resort and The Venetian Expo feature a number of digital signage opportunities available to Show Management for advertising/ sponsorship purposes. From in-suite television channels and outdoor marquees to multiple displays throughout The Venetian Expo lobbies, a customized plan can be developed for your program. Contact Steven Alzate at **steven.alzate@venetianlasvegas.com** to inquire further.



# Signage & Promotional Materials

## PHOTO SERVICES

The Venetian Resort offers world-class photography and videography. Our team of professionals provide a variety of services to help capture your event.

### Services include:

- All digital photography: Custom group photography, special occasion photography, meetings, conferences, seminars, retreats, and more
- Digital retouching services
- Images on disc or online
- Full array of special effects imaging
- Deluxe catalog of albums and photographic gifts
- Digital printing and development
- Broadcast-quality videography: State-of-the-art, high-definition video coverage by the day or by the hour. Custom concept, design and direction, video programs and presentations, digital non-linear edition, NTSC and PAL conversion, and duplication services
- Webcasting
- Equipment rentals

Please contact our Photo Services Department at 702.414.4242 for more information.

## PROGRAM HANDOUTS

- If you would like The Venetian Resort and The Venetian Expo to place convention-related programs or handouts in the seats or at the place settings of your function, please provide information on these items with your meeting requirements.
- In some cases, there may be a charge for this service. Your Catering & Conference Manager will be happy to assist you.

## PUBLIC AREAS

The Venetian Resort public areas offer your guests a setting from one of the world's most beautiful cities. With this in mind, please adhere to the following policies:

- A. The Venetian Resort does not allow exhibits, banners, or displays in public spaces; they must be inside a function room with prior approval.
- B. Registration Desk locations must be approved in advance by your Catering & Conference Manager.

## DVD CHANNEL FEED

Channels 125, 126, 127, and 128 will play on all TVs in the resort. Requests to use these channels are processed on a "first-come, first-served" basis.

- Channel will be visible to all guests on property. Dark channels are not available.
- Video content provided on a DVD must be set up on a loop.
- Advertising Department fee is \$5,000 per day for the length of the event.
- Facilities Department fee is \$2,500 for the length of the event.

Standard Definition Suite Group viewing channel 30 to be viewed by selected suite numbers

- Advertising Department fee is \$2,000 per day
- Please be advised that Facilities has additional fees

# Green Meetings Program

The Green Meetings program is a holistic approach to providing environmentally preferable practices for events held at The Venetian Resort and The Venetian Expo. All meeting clients benefit from these standard practices, which are seamlessly incorporated into our daily operations. These practices include:

- Resource Conservation Procedures (e.g., equipment and lighting shutdown in unoccupied spaces)
- Waste Diversion (e.g., recycling, composting, donation program, partnership with local charities)
- Indoor Air Quality Management (e.g., green cleaning, CO2 monitoring)
- Responsible Purchasing (e.g., reduced packaging, office supplies with recycled content)
- Sustainable Food Practices (e.g., reusable China and silverware, compostable service ware)
- Alternative Transportation (e.g., public transit within walking distance, electric vehicle charging stations)

Our buildings have earned several prestigious and well-recognized third-party environmental certifications, which demonstrate our focus on conserving natural resources and improving occupants' health and comfort. High-performance facilities provide a foundation for a successful green meetings program.

## GREEN MEETING OPTIONS/ GREEN MEETINGS CONCIERGE

The Green Meetings program offers a menu of additional options that can further increase your event's sustainability efforts. A designated Green Meeting Concierge will work with you to understand your sustainability goals and will craft a customized experience to be seamlessly integrated into your event. These options include; but are not limited to\*:

- Community Volunteering Programs
- Turn-Key Donation Programs
- Property Tours
- Sustainable Banquet and Catering Options
- Sustainable Floral Decoration Options
- Event Impact Reports
- Digital Signage Options

For more information, please email [lv\\_sustainability@venetianlasvegas.com](mailto:lv_sustainability@venetianlasvegas.com) or your Catering & Conference Manager.

*\*Certain options require an advance request and may incur additional costs.*



THE VENETIAN RESORT  
LAS VEGAS

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