



MEETING PLANNER GUIDE

MGM GRAND.
LAS VEGAS



LETTER FROM THE PRESIDENT

Dear Meeting Planner,

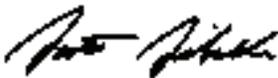
We are delighted that you are considering the MGM Grand Hotel as host of your program. We are proud to offer the best collection of shows, restaurants, recreation, nightlife, rooms, and conference facilities you will find anywhere in the world. At MGM Grand, you'll also experience service that is second to none and delivered by our highly trained, friendly employees, who are eager to make your special event unforgettable. A complete listing of equipment and services can be found on the MGM Grand website at mgmgrand.com.

While you will have many talented members of our Conference Center team dedicated to assisting you throughout your stay, we have prepared this guide for your review. It includes information on our facilities that may be helpful as you plan your meeting.

If you would like additional information, please contact your Catering or Convention Services Manager who will be happy to assist you.

We look forward to working with you and your group. Together, we will ensure that your meeting at MGM Grand is a success.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Sibella".

Scott Sibella
President and COO

MGM GRAND CONFERENCE CENTER AWARDS AND DESIGNATIONS

5 Green Keys

~2012~

GreenKey Global

Gold Platter Award

~ 2012, 2010, 2009, 2008, 2007, 2006, 2003, 2002 ~

Meetings & Conventions

Best of the West

~ 2012, 2010, 2008, 2007, 2006 ~

Meeting Media/Meetings West

Gold Key Award

~ Proudly achieving recognition every year since 1997 ~

Meetings & Conventions

Paragon Award

~ 2011, 2010, 2009, honoree, including nine previous years ~

Corporate Meetings & Incentives

Platinum Choice Award

~ 2011, 2010, 2009, 2008, 2007, 2006 ~ Celebrating six years in a row ~

Smart Meetings

Pinnacle Award

~ 2011, 2009, 2008 ~ Sequential 10 year winner since 1998 ~

Successful Meetings Magazine

Distinctive Achievement Award

~ 2010, 2009, 2008 ~

Association Conventions & Facilities

Award of Excellence

~ 2010, 2009, 2008 ~ Honored annually since 1998 ~

Corporate & Incentive Travel

World Class Award

~ 2010, 2009, 2008 ~ Seven-time winner since 2001 ~

Insurance Meetings Magazine

Medical Meetings Merit & Distinction Award

~ 2010, 2009, 2007 ~

Meeting Service Excellence

Inner Circle Award

~ 2010, 2009, 2008, 2007, 2006, 2003, 2002 ~

Meetings Association

MEETING PLANNER GUIDE

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HOTEL INFORMATION

WELCOME TO MGM GRAND

Brace yourself for an extraordinary experience because once you step through our doors, you enter a world built on legendary entertainment and unparalleled hospitality.

Our professional staff is always at your beck and call to take your expectations further than you imagined.

With all 5,000 rooms and suites offering breathtaking views and luxuriously modern amenities—MGM Grand offers the perfect setting for successful meetings. Click the links below to learn more about all MGM Grand has to offer.

[Guest Rooms and Suites](#)

[Restaurants](#)

[Nightlife](#)

[Amenities](#)

[Entertainment](#)

For additional entertainment options at other MGM Resorts International® destinations, click the links below.

[Bellagio](#)

[ARIA](#)

[The Mirage](#)

[New York-New York](#)

[Luxor](#)

[Excalibur](#)

CONVENTION SERVICES A TO Z

ADVERTISING AND PROMOTIONS

Advertising or promotions utilizing the MGM Grand name or logo must have prior written approval by your Convention Services Manager (CSM).

AMENITIES

VIP amenities can be arranged through your Convention Services Manager (CSM) or directly with the Room Service Manager for food and beverage items.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) forbids discrimination against individuals with disabilities. In compliance with the ADA, MGM Grand provides reasonable accommodations to allow physically challenged individuals to participate in all MGM Grand activities. Accessible sleeping rooms, wheelchairs, TDD kits, and Braille menus are available. Specific MGM facility questions may be directed to your Convention Services Manager (CSM).

ATM

Located throughout MGM Grand, ATM terminals handle most nationwide bank cards. In addition, credit card advances may be initiated here and picked up at the Casino Cashier with proper valid identification (i.e., passport or U.S. driver's license).

BABYSITTING

[Nannies & Housekeepers U.S.A.](#) is an MGM Resorts International authorized and approved babysitting service.

BAGGAGE SERVICE

Guests arriving individually are greeted at the front door by a Bell person and given a claim check for their luggage. The luggage is then delivered to the guest room or may be stored in the Bell Desk storage area upon request. In the event of a group arrival, a mandatory Bell person gratuity applies. There is an \$8 per person charge for round-trip luggage handling, subject to change. Your Convention Services Manager (CSM) will assist in coordinating check in and baggage.

CATERING

MGM Grand takes great pride in its catered functions. We have established a reputation of having a superior catering staff excelling in creating, planning, and managing one-of-a-kind events for all groups, large and small.

Our Executive Chef has made a strong and lasting commitment to use only the highest-quality food products available, all of which are prepared with the greatest of care and presented in the most creative ways.

Our experienced [catering](#) staff and culinary expertise far exceed the limitations of our printed menus; therefore, we can custom tailor a gourmet dinner or theme party for your special events. The only limitation for themed events is your imagination (See [MGM Resorts Events](#)). Tablecloths and napkins are available in colors that will complement the décor of our function space. Specialty linens are available at an additional charge through [MGM Resorts Events](#). Please note: It is the policy of the hotel to provide all food and beverages for our guests; therefore, MGM Grand does not permit food and/or beverages to be brought into the hotel for any catered functions.

CHECK CASHING

Check cashing for all MGM guests is handled at our Main Casino Cage located near the David Copperfield Theatre. Hotel guests may cash preprinted checks totaling up to \$1,000 during their stay. A major credit card and valid U.S. driver's license must accompany the check. Higher limits must be arranged in advance and approved by our Credit Manager on an individual basis. A company check made payable to "MGM Grand" must have bank and hotel approval prior to arrival. A check of \$10,000 or more will only be cashed with a corporate tax identification number. Cashier's checks are accepted only with prior approval.

MGM Grand will not accept the following:

- Third-party checks
- Stale-dated or post-dated checks
- Checks drawn on foreign banks
- Temporary or starter checks

Please notify your Convention Services Manager (CSM) if you need to cash any checks as policies are subject to change.

CHECK-IN/CHECKOUT

Check-in/Checkout times: Our guest check-in time is 3:00 p.m. If rooms are requested prior to check-in time, early arrivals will be accommodated as rooms become available. Checkout time is 11:00 a.m. Our Bell Desk staff can store luggage for those guests who have checked out but are not yet departing the hotel. For your convenience, Express Checkout may be accessed on your in-room television.

Please note that a valid credit card is required to register and check in at MGM Grand and will be used for authorization for incidental charges.

CONCIERGE

Whatever you desire, the Concierge at MGM Grand is here to assist. Looking to dine at one of our countless award-winning restaurants? Our Concierge can provide recommendations and make reservations.

We can also provide general information, give directions, and help you with any service you desire. The service is extraordinary, like everything at MGM Grand.

To reach the Concierge at MGM Grand, please call 877.660.0660. Phone lines are open from 8:00 a.m. – 8:00 p.m. daily. You may also email MGMLobbyConcierge@lv.mgmgrand.com.

CONVENTION CONCIERGE

Our elite team is here to anticipate needs and handle any on-site requests. The Convention Concierge works as a liaison between you and all of our hotel departments. Dedicated to service, you will find them on the convention floor always ready to assist.

CONVENTION SETUP

SET CHANGE REQUEST

Once rooms are set and a request is made to change the set, the following fees will apply.

- Labor charges could apply for same day room set changes
- Breakout Rooms changing from one set to another, \$100 minimum plus \$1 per chair added
- Ballrooms, one section changing, \$150 minimum plus \$1 per chair added
- Ballrooms, half section changing, \$300 minimum plus \$1 per chair added
- Ballrooms, entire section changing, \$500 minimum plus \$1 per chair added

Dance Floor Pricing

- 20' x 20' \$150 minimum; additional panels are \$10 per panel
- Panels are 4' x 4'

Riser/Staging

- 6' x 8' sections, available heights: 16", 18", 24", 30", 36", 42"
- Wheelchair ramp sizes: 1 foot for each inch of riser height; 24" riser height = 24 feet of ramp
- Risers cannot be stacked on top of each other

Tables

- 6' x 30" or 8' x 30"
- 6' x 18" or 8' x 18"
- 72" Rounds (Seat 10 – 12 max)
- 60" Rounds (Seat 6 – 8 max)
- 30" Cocktail Round
- 30" Cocktail Square

CLEANUP FEES

- If confetti or balloons are utilized in a ballroom, a \$1,000 cleaning fee will apply.
- Loading docks are to be clean and clear upon move out. If trash or debris is left on the loading dock, a \$500 cleaning fee will apply.

DISTRIBUTION

To distribute conference materials in a function room:

- \$1 per person, per piece placement fee will apply, subject to availability of labor.

CONVENTION SETUP DIAGRAMS (see page 5)

CREDIT

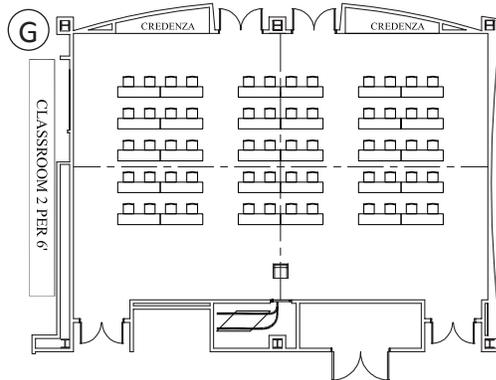
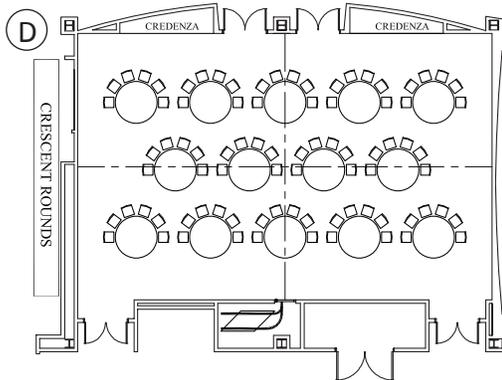
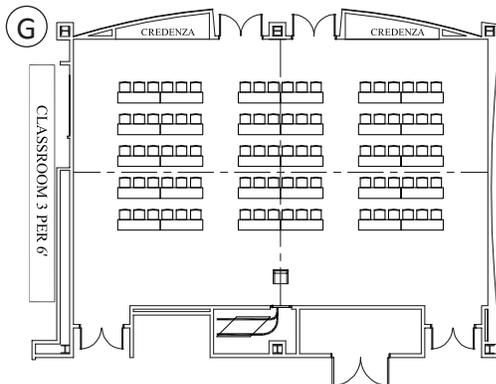
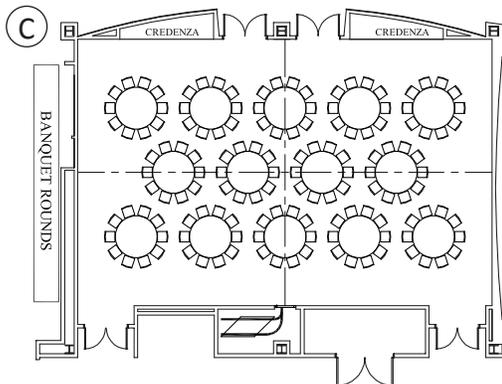
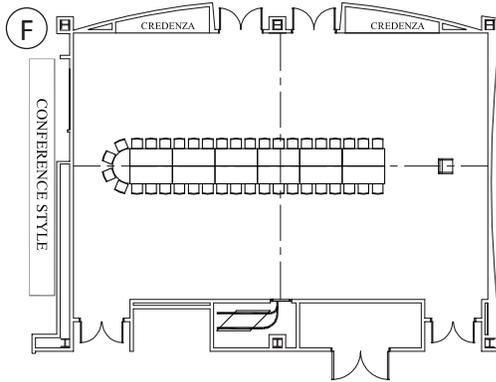
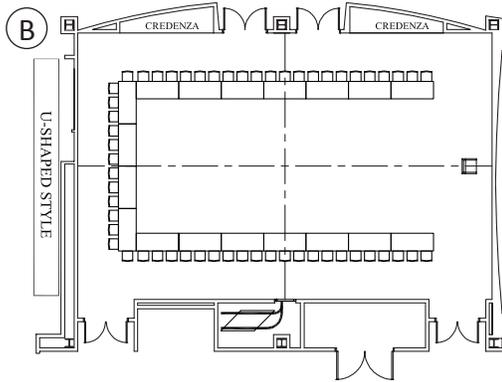
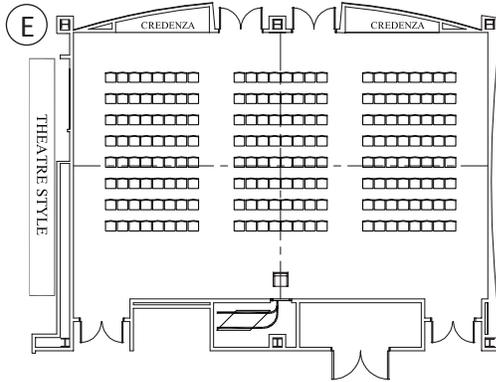
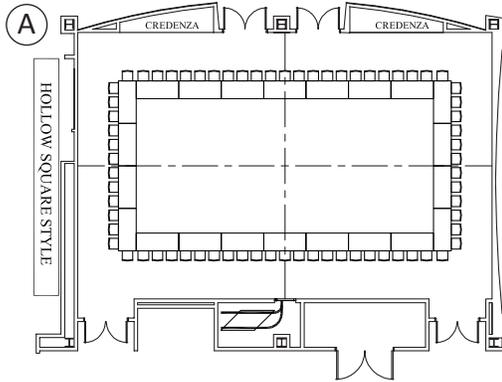
Should you wish to establish a master account for the purpose of billing guest rooms, tax, incidentals, and/or catered functions, an MGM Grand credit application must be filled out by the responsible party and received by the hotel at least 90 days prior to your meeting dates. Estimated charges must be at least \$20,000.

The Credit Department will require a minimum 50% deposit, based on total estimated charges for companies or organizations meeting at MGM Grand.

Additional deposits or full prepayment for all services may be required based upon the amount of credit that is approved by MGM Grand.

Unless otherwise arranged, all guests will be responsible for their own guest room, food and beverage, and incidental charges.

CONVENTION SETUP DIAGRAMS



CURRENCY EXCHANGE

The Casino Cage maintains updated exchange rates and will exchange foreign currency.

EDLEN ELECTRIC

MGM Grand has an exclusive agreement with [Edlen Electrical Exhibition Services](#) to provide all temporary electrical and plumbing services for all exhibit halls, ballrooms, and meeting rooms. Your General Services Contractor and/or Production Company should contact Edlen Electrical directly at:

Contact: Justin M.Parsley, Event Coordinator
jparsley@edlen.com

Edlen Electrical Exhibition Services
4701 Koval Lane
Las Vegas, NV 89109
Phone: 702.891.1027
Fax: 702.891.1031
Cell: 702.303.0330

ENTERTAINMENT, PRODUCTIONS, AND AUDIOVISUAL

MGM GRAND PRODUCTION SERVICES

MGM Grand's Audiovisual Department, with the resources of MGM Resorts International, brings together highly experienced technical and production personnel with access to the largest equipment and production resources in Las Vegas. As part of the MGM Grand team of professionals, they are stakeholders in the success of your meeting or event.

The hotel's Audiovisual Department is the exclusive provider of production power, rigging labor, trussing, and motors. Meeting Group is required to use the Hotel's Audiovisual Department for all breakouts or utilize the Client Assurance Package. Any equipment or labor Meeting Group proposes to utilize at the hotel must be approved in advance by the Hotel's Audiovisual Department. Labor is charged for all audiovisual equipment, including engineering and special services. All audiovisual equipment setup diagrams must be submitted no later than 45 days prior. For functions of 300 or more, see [Fire Marshal Regulations](#).

Please contact the Audiovisual Department for pricing or details at 702.891.1150 or fax 702.891.1007.

For more information, visit [MGM Grand Production Services](#).

EXCLUSIVE CLEANING

MGM Grand has an exclusive agreement with United Service Companies for all exhibit hall cleaning. Your General Services Contractor should contact United Service Companies directly at:

Contact: Erica Navarro, Branch Manager
enavarro@unitedhp.com

United Services Companies
Phone: 702.322.5328
Fax: 702.322.5311

EXHIBITS AND DISPLAYS: RULES AND REGULATIONS

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor by the exhibitor must be approved by the hotel. Proper tape can be purchased from the hotel Audiovisual Department. No helium-filled balloons or adhesive-backed stickers may be used by exhibitors without prior approval.

Nonflammable materials: All materials used in the Exhibit Hall, Ballroom, or any other room of the hotel MUST be nonflammable to conform with the Fire Regulations of Las Vegas, Nevada. Electrical wiring must be handled by Edlen Electrical Services. Any equipment installation must conform to appropriate Las Vegas, Nevada, codes: Hotel personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming to such regulations will be removed immediately at the exhibitor's expense. Engines, motors, or any kind of equipment may be operated only with the prior approval of your Convention Services Manager (CSM) and Fire and Safety Director.

Special Notices: All booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. No nails or bracing wires used in erecting displays may be attached to the building without written consent from the Safety Director at MGM Grand. All property destroyed or damaged must be replaced at the exhibitor's expense.

Any materials furnished by MGM Grand will remain the hotel's property and will be removed by MGM Grand after close of show.

Liability: The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage was not caused by the willful negligence of an employee of the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss, or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Temporary Business License: If you plan to sell anything from your booth or display, you will need a temporary business license.

Clark County Business License & Tax ID Number
500 S. Grand Central Pkwy. 3rd Floor
P.O. Box 551810
Las Vegas, NV 89155-1810
Phone: 702.455.4252, 800.328.4813
co.clark.nv.us/buslic

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. This means you are responsible for these taxes.

If Show Management or exhibitors are tax-exempt, the state of Nevada requires a copy of the following on file with the MGM Grand Conference Center:

- Nevada tax-exempt sales tax permit providing the evidence of non-taxability
- U.S. government tax-exempt sales tax permit

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

Storage: Absolutely no storage of material of any type will be allowed behind booths or between booths. The hotel has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayage company. Shipments that arrive prior to showtime will be directed to the official drayage company's warehouse for storage and delivery to the exhibitor's booth at showtime, at exhibitor's expense.

EXHIBITOR SERVICES

This department will assist all of your exhibitors in ordering all of their exclusive services from the MGM Grand Conference Center. These services include:

- Booth Cleaning
- Electrical
- Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by MGM Grand's Catering Department.
- Rigging Equipment and Services: Includes labor, trussing, chain motors, cables, span sets, and all other rigging-related equipment
- Telecommunications
- Audiovisual
- Plant and Floral

Our qualified staff is always available to your exhibitors to answer their questions and inquiries prior to and during the entire event.

We require an initial exhibitor list and exhibitor manual 120 days prior to your first move-in day, and then updates every 30 days. Please ensure to indicate any changes in subsequent updates. The list must include the exhibiting company names in alphabetical order, a contact name, telephone number, fax number, address, email address, booth location, and size for each company in an Excel spreadsheet. By providing this fax number and email address, exhibitors give permission to MGM Grand to fax an exhibitor at this fax number or email an exhibitor at this email address.

Please contact your Convention Services Manager (CSM) up to six months prior to your show to request our exhibitor services flyer to be included in your exhibitor manuals. Please provide a link to our website <https://www.mgmgrandexhibitorservices.com> for online ordering and access to order forms on your website.

The MGM Grand Conference Center must receive a completed order form with accompanying full payment from exhibitors before we render service. We offer advance discount rates to exhibitors if orders are received 21 days prior to the first event day. We accept company checks, cash, all major credit cards, and wire transfers as payment for services. Some restrictions may apply.

CLARK COUNTY FIRE DEPARTMENT UNIFORM FIRE CODE – PERMIT INFORMATION

Clark County Ordinance No. 2289, Title 13, Chapter 13.04:

- Clark County Fire Department requires that a floor plan must be submitted for approval by the Fire Inspector for every function of 300 or more people and for all Exhibit/Trade Shows.
- Floor plans must be submitted to the Clark County Fire Department at least 30 calendar days prior to start of the function.
- The MGM Grand is assessed fees by the Clark County Fire Department based on square footage utilized for Exhibits, Trade Shows, and Places of Assembly:

	> 10 business days	> 5 business days	< 5 business days
Tier 1 (<15,000 sq. ft.)	\$300	\$500	\$700
Tier 2 (<75,000 sq. ft.)	\$300	\$500	\$700
Tier 3 (>75,000 sq. ft.)	\$500	\$700	\$1,000
Vehicle & Generator	\$300	\$500	\$700

Examples of Tier 1 venues: All individual rooms, most combinations of rooms without hallways, Studio Ballroom, Vista Ballroom.

Examples of Tier 2 venues: 115-117 + Hallway, 309-314 + Hallway, 312-317, Grand and Premier Ballrooms, Pool Complex.

Examples of Tier 3 venues: Marquee Ballroom, Grand Garden Arena.

- The cost of the fire permit(s) will be billed to the group's master account, pending approval.
- Props and décor must be included on submitted floor plans.
- The MGM Grand will submit all floor plans for functions being set up and produced by the MGM Grand to the Fire Department.
- Any floor plans submitted by an outside production or decorating company must be reviewed and authorized by the MGM Grand Convention Services Manager prior to submitting.
- Production or decorating companies must send a copy of the Fire Inspector-approved plan to your Convention Services Manager prior to actual move in. Set up will be delayed if we have not received the plans.
- If the event takes place outside of regular Inspection hours (7:00 a.m. – 4:00 p.m., Monday – Friday) or during a federal or state holiday, an Inspection charge of \$80/hr will be billed to the group's master account.

** MGM Grand will not be held responsible for functions that do not adhere to these policies.**

Fire Regulations: All doors and openings must be kept clear. Exit signs, fire alarms, and extinguishers must be visible at all times.

Vehicles in the Conference Center: \$175 for Vehicle for Show Use, per occurrence, not vehicle.

Vehicles need to be shown on a diagram and approved by the Fire Marshal. The following are necessary requirements from the Fire Marshal to have vehicles in the Conference Center:

- Less than 1/8 tank of gas
- Battery removed
- Gas tank taped
- Floor covered under vehicle

Visit [here](#) for Clark County requirements and permit guidelines.

FEDEX OFFICE BUSINESS SERVICES CENTER

In an effort to meet every need of our hotel guests, MGM Grand offers the FedEx Office Business Services Center, it is located on the first floor of the MGM Grand Conference Center.

SHIPPING AND RECEIVING PACKAGE SHIPPING INSTRUCTIONS

PREPARING YOUR SHIPMENT

FedEx Office Business Services Center 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 (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive three to four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be onsite to receive and sign for the package(s). Please do not ship any items to the attention of Catering and Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of MGM Grand.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

FedEx Office Business Services Center
MGM Grand Las Vegas
4701 Koval Lane
Las Vegas, NV 89109
Phone: 702.388.1132
Fax: 702.388.1135

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at MGM Grand Las Vegas
4701 Koval Lane
Las Vegas, NV 89109
(Convention / Conference / Group / Event Name)
Box ____ of ____

Operating Hours: 7:00 a.m. – 7:00 p.m. Daily
Business Center Email: usa5684@fedex.com
Guest Package Services Email: pm5684@fedex.com

SHIPPING AND RECEIVING - INSTRUCTIONS

Meeting organizers and participants are encouraged to reach out to the FedEx Office in advance of shipping their items to MGM Grand Las Vegas with any specific questions. If you have any special needs such as refrigeration requirements, after-hours delivery requests, or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to the FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

FedEx Office will complete delivery or pick up of packages within the conference center, lobby area, and guest suites of MGM Grand Las Vegas. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address to avoid handling fees.

Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

FedEx Office will complete delivery or pick up of packages to guest suites at MGM Grand Las Vegas. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.

UPON YOUR ARRIVAL

Packages will be available for pick up inside the FedEx Office Business Center (receiving fee will apply). Pallets, crates, display cases, and other heavier items may be scheduled for delivery by contacting our staff at 702.388.1132 (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office's custody. Release signatures are captured at the time of package pick up or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office Business Center. FedEx Office offers pack and ship services in the Business Center; while packaging supplies are also available for purchase. FedEx Express shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound Handling Fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING FEES

PACKAGE WEIGHT	INBOUND OR OUTBOUND PACKAGE HANDLING FEE	INBOUND OR OUTBOUND DELIVERY OR PICKUP FEE
0.0 – 1.0 lbs.	\$7.	\$10.
1.1 – 10.0 lbs.	\$10.	\$15.
10.1 – 20.0 lbs.	\$15.	\$25.
20.1 – 30.0 lbs.	\$20.	\$30.
30.1 – 40.0 lbs.	\$25.	\$35.
40.1 – 50.0 lbs.	\$30.	\$40.
50.1 – 75.0 lbs.	\$40.	\$50.
75.1 – 100.0 lbs.	\$50.	\$60.
Crate and Pallet *	\$0.75 / lb. (\$250. Minimum)	\$0.75 / lb. (\$250. Minimum)

STORAGE & OVERSIZE FEE

DAYS	STORAGE FEE PER DAY	OVERSIZE FEE PER DAY
1 – 7 Days	No Charge	No Charge
7 – 10 Days	\$25.	\$25.
10 Days and Over	\$50.	\$25.

Package Storage Fees will apply to each package received and stored for more than seven (7) calendar days. Items measuring over 6.5 feet on all sides are considered oversize and will be assessed the Oversize Fee if stored for more than seven (7) calendar days.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.75 / lb. (\$250. Minimum), which is applied to each pallet/crate handled. A Labor fee of \$70. per hour will apply for breaking down pallets, building pallets, or excessive package handling/ moving due to a customer's request. The Labor Fee can be charged in 15 minute increments.

TERMS AND CONDITIONS

Receiving, delivery, and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state, and federal laws, including those governing packing, marking, labeling, and shipping. OBTAIN FIRE, CASUALTY, AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the hotel nor FedEx Office and Print Services, Inc. nor the employees, agents, or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

More information on the Business Centers can be found [here](#).

FLORAL

We are happy to provide our guests with a full range of floral services. We have specialized designers staffed to service large convention centerpieces, ballroom bouquets, exotic floral arrangements, and European designs. We offer Teleflora wire service in order to send flowers for our guests off property and anywhere in the world. See your Convention Services Manager (CSM) for details or visit [Floral](#).

FREQUENTLY USED ROOM SETS AND DIAGRAMS (see page 5)

Hollow Square (A) – This style is good for 40 attendees or less. A set with tables forming a rectangle or square with attendees seated to the outside of the tables.

U-Shape (B) – Rectangular tables are placed to form a “U.” Seating is usually to the outside but can also have seating on both sides.

Banquet Rounds of 10 (C) – A round table seating 10. This set is best used for banquet functions with no speaker involved.

Crescent Rounds (D) – A round table with only one-half used for seating. This design is good for small group interaction. It also acts as a classroom set with no one’s back to the speaker.

Theatre Style (E) – Attendees are sitting in rows of chairs facing the speaker or entertainment. The chairs can be lined up straight, chevron (angled), circular, or semi-circular. If enough space is allowed, each row can be offset so each person is not directly behind another person.

Conference Style (F) – Attendees are usually seated on all four sides of a rectangular table. This style is good for smaller groups of 20 or less.

Classroom Style (G) – Tables that usually seat three per 6' table or four per 8' table with chairs facing the speaker. It is the best design if attendees need to take notes or have reference materials.

GAMING

From the 5,300 square feet of sports at the Race & Sports Book to our friendly poker room, MGM Grand is the place to play. Blackjack, Roulette, Craps, Baccarat—our casino has it all, including Pai Gow and Casino War. You’ll also find the largest, state-of-the-art selection of slot games anywhere on The Strip.

Learn more about [Gaming](#).

GENERAL SERVICE CONTRACTOR

MGM Grand is proud to recommend Freeman Decorating Company as a general services contractor.

Contact: Stephen E. Hagstette Jr., Director of Sales - Exposition Services Freeman
stephen.hagstette@freemanco.com

Freeman Decorating Company
6555 West Sunset Road, Las Vegas, NV 89118
Phone: 702.579.1509
Fax: 702.579.6180
Cell: 702.491.7781
www.freemanco.com

GIFT CARDS

Give someone special the gift of entertainment. Learn more about [Gift Cards](#).

GOLF REFERRALS

A perfect day on the greens is waiting at the legendary Shadow Creek Golf Course. Learn more about [Golf](#).

GREEN ADVANTAGE

MGM Resorts International is committed to being a leader in environmental stewardship, bringing value to our shareholders and the communities in which we operate. The MGM Resorts' [Green Advantage](#), our environmental responsibility program, was created to increase the sustainability of our company and is designed to focus on reducing our consumption of the planet's limited resources.

We have but one home in the universe. Being responsible stewards of its resources is one of our top priorities at MGM Resorts International. That's why you'll find us at the forefront of sustainability initiatives that help our destinations operate in a way that's more efficient, more planet-friendly, and more responsible. Pursuing a greener way of being. Now that's inspiring.

Inquiries in regards to sustainability efforts can be directed to greenadvantage@mgmresorts.com.

GREEN KEY

MGM Grand is a proud recipient of the prestigious "5 Green Keys" for [Green Meetings](#). The designation of 5 Keys is awarded to hotels that exemplify the highest standards of environmental and social responsibility in relation to their meeting and convention facilities and practices. MGM Grand is among an elite group of only six in North America to receive this designation.

LAS VEGAS CONVENTION CENTER

Centrally located in Las Vegas, the Las Vegas Convention Center (LVCC) is approximately three miles away from MGM Grand. Operating the LVCC is the Las Vegas Convention and Visitors Authority (LVCVA). The Las Vegas Convention and Visitors Authority and the Las Vegas Convention Center are located at 3150 Paradise Road, Las Vegas, NV 89109-9096. Visit the [Las Vegas Convention Center](#).

LAS VEGAS MONORAIL

7:00 a.m. – 2:00 a.m. Monday – Thursday

7:00 a.m. – 3:00 a.m. Friday – Sunday

Group discounts available. For information and pricing, contact sales@lvmonorail.com or visit [Las Vegas Monorail](#).

LAUNDRY

If arranged prior to 9:30 a.m., same-day service is available through the Bell Desk at ext. 57420.

LOST AND FOUND

Lost and Found is available through Hotel Security at ext. 53602.

MEAL COUPONS

Meal coupons for Avenue Café and MGM Grand Buffet are available. Certain restrictions apply, and the use of coupons should be discussed with the Convention Services Manager (CSM) 30 days prior to your arrival. Contact your Convention Services Manager (CSM) for details.

MGM RESORTS EVENTS

Welcome to the extraordinary world of MGM Resorts Events. A full-service event production company, MGM Resorts Events employs an award-winning team of planners, designers, and artisans. Whether planning an informal gathering or an opulent celebration, our talented group of professionals will assist you in everything from choosing a theme to custom invitations to tailor-made floral arrangements and larger-than-life props. Engage MGM Resorts Events to produce your next occasion. We will bring all the pieces together to ensure that every aspect of your experience is brilliant, memorable, and unique.

Please contact your Convention Services or Catering Manager for further information or visit [MGM Resorts Events](#).

NEWSPAPERS

The delivery of newspapers may be arranged with our Bell Captain. There is a delivery charge of \$2.50 for the first item. Additional items will be charged \$1 each.

NOTARY PUBLIC

A notary public is available and can be arranged through the Business Services Center.

OUTSIDE VENDORS

Anytime an exhibit, production, or decorating company is brought into the hotel, floor plans must be approved by the fire department and proof of insurance must be received. Additionally, the subcontracted company must read and sign policies and procedures prior to working at MGM Grand. View our [Vendor Policy](#).

SHOW MOVE IN/MOVE OUT

Thirty days prior to a show, the Convention Services Manager (CSM) will contact the convention meeting planner to review and confirm the move-in and move-out times and dates. Prior to move in, a representative of the group, the outside company, and MGM Grand Security will walk the area for an official inspection.

At this time, cleanliness and state of repair will be noted, and any cleaning or repairs needed will be scheduled. This is for all areas the group will be utilizing, e.g., parking lot, driveways, loading dock, service hallways, foyers, and actual exhibit area (including apron of permanent stage), etc.

The show will be inspected according to the Fire Marshal-approved floor plan. The group, prior to the show opening, will correct any violation.

At the conclusion of each show move out, a representative from the group, the outside company, and MGM Grand Security will walk the areas of MGM Grand, both inside and out, for a final inspection.

Mutually agreed upon damages caused by the group or outside company will be recorded and the repairs coordinated with the Engineering Department. All labor and materials will be billed to the group at cost. Full payment is required within 30 days of billing date.

The outside company will be responsible for leaving all areas of MGM Grand in the same condition they were in prior to move in, less normal wear and tear.

During exhibit shows, MGM Grand will only be responsible for cleaning areas where the hotel has provided food and beverage.

PARKING

Valet parking service is available at the Main Porte Cochère entrance. Self-parking is also available. Valet parking and self-parking are complimentary. Limited parking is available for oversized vehicles. Valet parking can also be arranged at the Conference Center. Please ask your Convention Services Manager (CSM) for details.

PHOTOGRAPHY

MGM Grand is proud to have Cashman Photo, Inc., as the on-site photographer available to accommodate any photography request you may have.

For further information, call 702.248.1863, fax 702.876.0635, or visit [Cashman Photo](#).

PROPERTY MAPS

[MGM Grand Property Map](#)

[Grand Pool Map](#)

[Facilities Guide](#)

RESTAURANT RESERVATIONS

Restaurant reservations are recommended for our fine selection of restaurants and can be made 60 days in advance. Preset menus may be required for large party reservations.

For large party reservations, call 702.891.7433.

For individual reservation, visit [Restaurants](#).

ROOM DELIVERIES

Room deliveries will be placed inside the sleeping rooms. Items will not be delivered prior to guest arrival. All deliveries at MGM Grand will be charged \$2.50 per room. All deliveries at The Signature will be charged \$3 per room. Additional items will be charged \$1 each.

ROOM RESERVATIONS

METHODS OF RESERVATION

Reservations for your participants can be handled several ways:

- Rooming list, indicating full names and addresses of guests, arrival and departure dates, smoking/nonsmoking preference, and pairing for shared rooms.
- Use your own housing request forms. We must approve printed copy prior to distribution to your attendees.
- Website reservations available through Passkey and can be arranged with your Sales or Convention Services Manager (CSM).
- Individual call-in number to our Reservations Department is 800.929.1111. In order to receive your preferred convention rate, delegates must identify their affiliation with your convention and confirm the reservation prior to the agreed cut-off date.

Please note that a valid credit card is required to register and check in at MGM Grand and will be used for authorization for incidental charges.

All hours and prices are subject to change.

RESERVATION GUARANTEE

Reservations may be guaranteed to the master account, to individual credit cards, or by sending one night's deposit. All individual room reservations need to be guaranteed at the time of booking to confirm a reservation. If a major credit card number is provided, one night's room and tax will be charged to the credit card at that time.

EARLY DEPARTURE FEE

An early departure fee will be applied to each reservation for guests who depart the hotel prior to their scheduled departure date. This fee will be the amount equal to the applicable room rate and tax for all dates remaining on the reservation. Guests have the option to confirm or change their check out date at the time of check-in without being charged. The fee will apply to any changes after check-in.

CUT-OFF DATES

All reservations must be received by the cut-off date as indicated in your contract. Room blocks will be released on the cut-off date. Any reservations received after this date will be confirmed on a space and rate availability basis.

ROOM BLOCKS

Your contract will indicate any attrition damages that may be incurred should you not fulfill your room block. Attrition charges will be billed to your master account.

SAFETY — MGM GRAND CONFERENCE CENTER

Our goal is to provide you and your group with the premier conference experience and assist you to maximize results. The following guidelines are provided to help assure the safety of your group while at MGM Grand.

FIRE PREVENTION

MGM Grand Conference Center is equipped with a state-of-the-art fire prevention and sprinkler system with 24-hour monitor control by MGM Grand personnel. In the event of a fire, call ext. 55911 on a house phone to report the incident. In order for the system to be fully effective, it is most important that there is no interference with sprinkler heads, fire extinguishers, and fire exit doors. It is also important to ensure that you never block designated emergency exits and pathways with displays, stanchions, freight, or other materials. Your Convention Services Manager (CSM) must approve all displays and decorations. Mylar balloons are not allowed. All display decorations must be treated with fire retardant. Do not bring any fuel or flammable materials into the Conference Center without approval.

EMERGENCY EVACUATION

Notice will be given by a whistle alarm and a flashing strobe light. Listen for voice instructions over the Public Address System. Remain in your meeting area and evacuate if instructed to do so. Do not take escalators or elevators in an emergency evacuation. Use only the emergency stair exits. MGM Grand Security will arrive on the scene to direct and assist. Follow all directions issued by MGM Grand Security Officers.

SMOKE-FREE ENVIRONMENT

The entire conference center is smoke free. Designated outdoor smoking areas are available at the South entrance of the conference center and the first floor patio adjacent to the pre-function area. Seating and ashtrays are placed in these spaces for your convenience.

CHEMICALS

Materials may be brought into MGM Grand Conference Center only by approval of your Convention Services Manager (CSM). You will need to have Material Safety Data Sheets (MSDS) available on site for any approved chemicals that you are bringing into the Conference Center.

EMERGENCY MEDICAL

Attention may be summoned by contacting MGM Grand Security at ext. 53600 on a house phone. Be prepared to give your location in MGM Grand Conference Center, your name, and the nature of the emergency. MGM Grand Security has EMS responders.

INCIDENTS

Occurrences that need attention but are not an emergency, such as spills, property damage, or other related conditions, should be reported to MGM Grand Security at ext. 53600.

MECHANICAL LIFT EQUIPMENT

Forklift, pallet jack, and scissor lifts should be used only with approval by your Convention Services Manager (CSM).

PYROTECHNICS

Pyrotechnics and flame-effect presentations must be presented to your Convention Services Manager (CSM) and approved by the Clark County Fire Department. You must arrange to have such plans submitted to the Fire Department. Operational procedures for pyrotechnics and flame-effect displays must be followed according to the approved plan. MGM Grand Conference Center does not have the authority to allow changes to your plans that have been approved by the Fire Department.

For further assistance, please contact: Abigail Lindsey, Safety Supervisor at alindsey@lv.mgmgrand.com

Visit [here](#) for Clark County requirements and permit guidelines.

SAFE-DEPOSIT BOXES

For your convenience and protection, complimentary safe-deposit boxes are located in your guest room.

SECURITY

Our Security Staff can assist you with medical and personal emergencies and inquiries regarding lost and found. Call ext. 53600. To hire security, the group must hire an outside security company. Arrangements need to be made by the meeting planner. Armed security is not permitted on MGM Grand premises. Prior approval of security company must be obtained by your Convention Services Manager (CSM).

Your items and materials in MGM Grand Conference Center remain your responsibility. While MGM Grand Security is as effective as possible, we cannot guarantee the total protection of your property. Report any suspicious conditions to MGM Grand Security at ext. 53600. For additional security, see your Convention Services Manager (CSM).

SIGNAGE

Electronic signs are provided above all meeting rooms in the Conference Center, as well as six large electronic reader boards listing all of the events in chronological order. In the event additional signage is required, you will need to submit a request in writing and include a sample of the signage and planned locations.

Additional signage is not permitted until you have received approval from your Convention Services or Catering Manager. If approval has been granted, all signs must be 28" high x 22" wide, professionally printed, and flame retardant. MGM Grand will provide complimentary easels, based on availability. MGM Grand Production Services must hang all banners at prevailing rates.

THE SIGNATURE AT MGM GRAND

[The Signature at MGM Grand](#) lets you revel in the luxury of deluxe, one-bedroom, and two-bedroom suites in three 40-story towers, each with 576 suites. Located next to MGM Grand, The Signature's separate entrance brings you into this secluded enclave near the heart of all the action. Many suites boast a private balcony with view. All suites offer concierge, pillow-top beds, lavish bathrooms featuring Jacuzzi® tubs, upscale linens, and gourmet in-suite dining. Additional amenities include an exclusive heated pool complex, personal check-in/checkout privileges, HDTV flat-screen TVs with DVD/CD players, high-speed Internet access, Fitness Center, Business Center, and much more.

SPONSORSHIP

MGM Grand offers many opportunities for sponsorship throughout the Conference Center. Please refer to the [Sponsorship Guide](#) and check with your Convention Services Manager (CSM) for more details.

STAY WELL® MEETINGS

Stay Well Meetings is the world's first-ever wellness meetings experience. Offering healthy environments for high performance corporate meetings, the program provides meeting rooms and spaces designed to optimize the health and well-being of attendees, wellness programming, and [Stay Well](#) room and suite accommodations.

Featuring Delos' state-of-the-art designs and innovative wellness features, Stay Well Meetings creates a healthy work environment that helps increase the energy, focus, and productivity of attendees with meeting spaces that offer evidence-based health and wellness elements.

TELECOMMUNICATIONS

Single-line phones, conference phones, and fax lines are available through our MGM Grand Telecommunications Department. Please contact your Convention Services Manager (CSM) for more details or visit [Telecommunications](#).

TELEVISION CHANNEL

MGM Grand offers an in-house television channel, which may be rented by in-house conventions for advertising, subject to the approval of the hotel's management.

Scheduled meetings and locations are also listed on an in-house channel. Please contact your Convention Services Manager (CSM) for current pricing.

TRANSPORTATION

TRANSPORTATION COMPANIES FOR DEDICATED TRANSFERS

Alan Waxler Group	877.792.9537
Bell-Trans	800.274.7433
LAS Xpress	702.878.4141

CAR RENTAL

Avis Rent A Car has designed a special program for MGM Grand to meet your group's car rental needs. For your convenience, Avis Rent A Car is located in the hotel lobby. Open daily 7:00 a.m. – 5:00 p.m. or call ext. 53012.

TAXIS

Taxis are available at the Main Porte Cochère entrance of the Hotel. The fare for a taxi from the airport to MGM Grand is approximately \$12 – \$15.

WEBSITES

Listed below are some websites you might find of interest:

[MGM Grand](#) official website

[Skylofts](#) at MGM Grand

Experience [The Signature](#) at MGM Grand

[Entertainment](#) at MGM Grand

[MGM Resorts International](#) destinations

Official [Las Vegas Tourism](#) website

Official state of [Nevada](#) website

WEDDING CHAPEL

Forever Grand Wedding Chapel has everything you need to make this experience one you will never forget. You take care of falling in love, and we'll take care of the rest. Visit the [Forever Grand Wedding Chapel](#) for more information.

WHEELCHAIRS AND SCOOTERS

Wheelchairs for in-house guests are available from the Bell Desk at no charge. A credit card is required as a guarantee. Motorized scooters are available for \$45 per day. Multiple-day rates are also available. For more information, contact the Bell Desk.

WIRE TRANSFERS

For your convenience, money can be wired to MGM Grand to be applied as deposits to your master account. Listed below is the address to use. Please be sure to reference your organization, conference name, MGM Grand Group Code, and advise your Convention Services Manager (CSM).

Bank of America
300 South 4th Street
Las Vegas, NV 89101
ABA #122400724
Acct: 501012629871

LAS VEGAS

GENERAL INFORMATION

NEVADA

Nevada means “snow-capped” in Spanish. Admitted to the union in 1864, its nickname is the “Battle Born State.” It is the seventh-largest state in terms of square miles and ranks 35th in population.

CLARK COUNTY

Clark County was created February 5, 1908. Its name honors William A. Clark, the U.S. Senator from Montana who built the San Pedro, Los Angeles, and Salt Lake Railroad. The county covers 7,881 square miles (20,490.6 square kilometers), which is comparable to the area of Massachusetts.

LAS VEGAS

Las Vegas means “the meadows” in Spanish. Founded in 1905 and incorporated March 16, 1911, the city covers 84.27 square miles (219.1 square kilometers).

POPULATION

City of Las Vegas: 606,762

Clark County: 2,062,254*

Nevada: 2,700,551

*Source: LVCVA

TRANSPORTATION

More than 1,100 taxicabs and a dozen limousine companies serve metropolitan Las Vegas. Many wedding chapels and most major hotels offer limousine service.

WEATHER*

Average temperature: 71.7 degrees F (19 degrees C).

Average yearly rainfall: 4.13 inches (10.64 centimeters).

Average daily humidity: 29 percent, 211.5 clear days annually, 82.4 partly cloudy days, and 71.3 cloudy days.

MONTH	HIGH °F	LOW °F	PRECIPITATION
January	57	34	.48"
February	63	39	.48"
March	69	44	.42"
April	78	51	.21"
May	88	60	.28"
June	100	69	.12"
July	106	76	.35'
August	103	74	.49"
September	95	62	.28"
October	82	54	.21"
November	67	43	.43"
December	58	34	.38"
Annual	80.5	53.7	4.13"

*All figures subject to change.

POINTS OF INTEREST

DEATH VALLEY

Located 135 miles (216 km) from Las Vegas or 40 minutes by plane, Death Valley is the lowest elevation on the North American continent at 280 feet (84.93 meters) below sea level. Death Valley features Zabriskie Point, 20 Mule Canyon, and Scotty's Castle. Tours are available.

FASHION SHOW MALL

One of the nation's largest shopping centers, the Fashion Show Mall offers seven flagship department stores, including Saks Fifth Avenue, Dillard's, Neiman Marcus, Macy's, Nordstrom, and Bloomingdale's Home along with over 250 extraordinary shops and restaurants.

FREMONT STREET EXPERIENCE

Fremont Street Experience is five blocks of thrills in the heart of Las Vegas. Ten casinos. 10,000 slots. More than 60 restaurants. A myriad of bars and lounges, all under Viva Vision—the biggest big screen on the planet, 90 feet overhead, blasting state-of-the-art light and sound shows every night, always for free.

GRAND CANYON

This natural wonder lies about 300 miles (480 km) from Las Vegas or one hour by plane. Tours are available; see the Concierge in the MGM Grand Lobby for more information.

HOOVER DAM

Located 34 miles (54.4 km) from Las Vegas, this engineering wonder of the modern world stands 726 feet high (220 meters) from bedrock. More than 32 million visitors have toured the dam since it opened. Tours inside and outside of the dam as well as raft tours are available.

LAKE MEAD NATIONAL RECREATION AREA

Lake Mead is only 25 miles (40 km) from Las Vegas and has more than 550 miles (880 km) of shoreline. Swimming, water skiing, camping, boating, fishing, six marinas, and tours are available.

MT. CHARLESTON

Mt. Charleston is only 35 miles (56 km) from Las Vegas, and reaches an elevation of 11,918 feet (3,615 meters). Winter skiing, picnicking, hiking, horseback riding, and tours are available.

RED ROCK CANYON

Red Rock Canyon is a scenic area of rock formations and desert 15 miles (24 km) west of Las Vegas. Visit the Bureau of Land Management Visitor Center or view the 3,000-foot (910-meter) escarpment produced by a thrust fault. Fees: \$7 cars, \$3 motorcycles.

VALLEY OF FIRE STATE PARK

Valley of Fire State Park, 55 miles (88 km) from Las Vegas, offers scenic landscapes of hidden canyons, unique rock formations, petroglyphs, and remains of ancient Native American civilization. A Nevada Park Service Visitor Center and tours are available. An entry fee is charged.