



THE ENTERTAINMENT AUTHORITY

**MGM GRAND**  
LAS VEGAS

## LETTER FROM THE PRESIDENT

Dear Meeting Planner,

Welcome to MGM Grand! On behalf of our entire team, we would like to take this opportunity to thank you for the opportunity to work with you. 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 list of equipment and services can be found on the MGM Grand website at [mgmgrand.com](http://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 'Michael Neubecker', followed by a long horizontal line.

Michael Neubecker  
President and COO

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(January 2024)

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## DUE DATES AT A GLANCE

### 120 DAYS PRIOR TO ARRIVAL

- Send listing of promotional items using MGM Grand name or logo for approval
- Discuss affiliate information, estimated number of groups and procedures
- Send Exhibitor list to the assigned Exhibitor Services Supervisor, if applicable
- Review financial considerations of the program for budgetary purposes

### 90 DAYS PRIOR TO ARRIVAL

- Preliminary program due
- Review floral, décor and entertainment needs with MGM Resorts Events
- Discuss Menu Selections
- Review preliminary room block, including staff rooms and current pick up
- Provide detailed information on affiliates, including contact information
- Provide tentative load-in schedule for trade shows and production
- Review financial responsibilities for program

### 60 DAYS PRIOR TO ARRIVAL

- Review room block reflecting current pick up. Send initial rooming list, if applicable.
- Estimated group charges will be sent from CSM
- Complete Credit application and return to Accounting to apply for direct billing (for groups with over \$10,000 in estimated charges)
- Submit proposed signage and public area diagrams to CSM for approval
- Submit requested sponsorship opportunities to CSM for approval
- Send updated exhibitor's list, if applicable

### 45 DAYS PRIOR TO ARRIVAL

- Deposit Invoice will be sent from Accounting
- Review room block reflecting current pick up. Send updated rooming list, if applicable.
- Submit a listing of all off-site activities
- Send production/outside vendor company contacts and scope of responsibility
- Production schedule due
- Submit a transportation plan to CSM including shuttle bus schedules and group arrivals/departures
- Final program due
- Program specifications due including:
  - Start and end time for each event, including coffee breaks
  - Number of people for each event
  - "Post" As title for each event, listed per meeting room (for our electronic reader boards)
  - Final menu selections, including staff meals

### 30 DAYS PRIOR TO ARRIVAL

- Cutoff date for room block. Final rooming list due, if applicable.
- VIP/Staff room list due - include titles of VIPs, estimated time of arrival and billing
- Flight information for any limo arrangements, amenity requests due
- Deposit/full pre-payment due
- Floor plans for any functions over 300 attendees must be submitted to Fire Marshal for approval
- Confirm check-in options
- Load-in/out schedules for trade shows and production
- Security schedule for dock usage and officer posts. If using outside company, include contact information and security floor plan
- List of all vendors that will be working on property during your event must be submitted to your CSM
- Certificate of Insurance due for program and outside vendors
- Signed copies of Contractor Working Policies for outside vendors due
- Telecom, internet, and key orders due
- Cleaning services requirements due (if applicable)
- Pyrotechnic/Hazing requests to be submitted to CSM

### 15 DAYS PRIOR TO ARRIVAL

- Review, approve and sign Meeting and Banquet Event Orders
- Submit estimated amount of freight to be delivered to Business Center with carrier name and date of delivery
- Signed estimate for cleaning services due, if applicable
- Signed estimate for security services due, if applicable
- Provide copies of approved CCFD floor plans to your CSM

### WITHIN 7 DAYS PRIOR TO ARRIVAL

- Shipments coming to Business Center can be shipped up to 7 days prior. Please be sure to note all tracking numbers should they be needed onsite.
- Food and Beverage guarantees due as follows:
  - Functions 6000+ guests: Guarantees due 7 business days prior
  - Functions 2500-5999 guests: Guarantees due 5 business days prior
  - Functions under 2500 guests: Guarantees due 3 business days prior

# CONVENTION SERVICES A TO Z

## ACCESS AND RIGHT TO ENTER

Representatives of MGM Grand may enter upon and have access to the Function Space at any time. Additionally, officers and authorized employees of governmental agencies may enter the Function Space at reasonable times, when necessary, in the performance of their official duties.

## AMERICANS WITH DISABILITIES ACT (ADA)

Hotel shall, with respect to its performance required under your contracted agreement, to the best of its knowledge, comply with all laws including The Americans with Disabilities Act and the Hearing Capacity Act of 1988 and the regulations and guidelines. Group warrants to Hotel that the Client, its agents, contractors and employees, and their functions within the function space and hotel complex, in connection with your contracted agreement, will be in compliance with the requirements of the above referenced laws, except to the extent that the set-up or operation is controlled by the Hotel. We will work with you to meet the ADA requirements specific to your function. Segway scooters (at walking speed only) are permitted in public areas of the hotel only when the operator represents that the equipment is a mobility assistance device for a disability condition. Other operators without reported disability should be advised that the equipment is not accepted for use in MGM Grand public areas. Use of a Segway may be excluded in areas that are relatively high foot traffic venues. This includes the Casino, theaters, Arena, restaurants, and the Conference Center. In such cases of exclusion, a guest will be offered the use of a balanced wheeled mobility device such as a wheelchair or motorized scooter.

## ANIMALS

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

The following criteria must be met before the animal is allowed on property:

- The animal must be relevant to the convention or booth. Personal pets are not permitted unless they are relevant to the convention or booth, or if they are an assistance animal.
- A separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming MGM Grand Hotel & Casino, its parent company, subsidiaries and affiliates as additional insured.
- Animals may not remain in the building overnight
- A trainer must accompany animals at all times
- Animals cannot be allowed to roam freely. They must be contained within the booth or enclosure.

## BALLOONS

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

## BELL DESK – FRONT SERVICES

### Cart Fee

The Bell Desk will assist with transferring non-luggage, non-consumable items going to or coming from a convention meeting room. This does not apply to guest luggage or any consumable items. There is a \$30.00 fee per cart per transfer.

## Guest Room Deliveries

Fees for individual guest room deliveries of non-baggage items start at \$5.00 per item and increase based on assembly requirements, number of items or special instructions. For any deliveries over 100 in the same delivery, the fee will be reduced to \$3.00 per item. Deliveries will be placed inside the guest room between the hours of 9:00 am and 9:00 pm. We are not able to slide items under the doors or leave items outside the rooms. Fees are subject to change.

## Mandatory Portage & Auxiliary Storage:

All organized transportation to/from the hotel for arrivals and/or departures is subject to a mandatory baggage handling charge of \$10.50 per person. This charge covers the handling of baggage both arriving to and departing from the hotel. In the event group requires baggage delivery in an auxiliary area aside from the designated hotel bag drop area, an additional fee will apply. Groups who utilize organized transportation of 25 people or more will pay a mandatory portage based off total arrivals from the peak night on the room block.

- \$10.50 per person roundtrip for full room block charged to the master account
- \$5.25 per person for arrival or departure only portage

Fee is subject to change without notice. An arrival and departure manifest is to be submitted to your CSM fifteen (15) days prior in order to ensure we have appropriate labor. Upon departure, group can either instruct hotel to have all bags removed from rooms by the bell staff at a specific time (a baggage pull) or have guests bring their luggage directly to the departure site. In either case, a departure notice needs to be delivered to the rooms the night before instructing the guests on the procedure. The hotel will create and distribute this letter at no charge in order to expedite the departure procedure. Should the group wish to create their own departure notice, it must be approved by the hotel prior to delivery to ensure all procedures are correct, and a room delivery fee of \$5.00 will be charged to deliver the notice.

## AUXILIARY LUGGAGE HOLDING AREA:

An optional auxiliary luggage holding area can be facilitated by the Bell Desk team for \$5.00 per claim check. CSM can determine an appropriate location. There are two payment options:

- **Client Paid** - Group can choose to cover this fee for attendees; charged for actual use with a minimum of 30% of in-house room block required.
  - o Example: 1000 rooms peak on departure day, a minimum of 300 x \$5.00 would be charged to the master account, up to the actual number of people using the service, whichever is greater.

This is an exclusive function of the MGM Grand Bell Desk. Group cannot arrange/manage their own luggage storage room or hire an outside company to arrange/manage a luggage storage room.

## BROADCASTING/TAPING/RECORDING

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

## BUSINESS SERVICES CENTER

FedEx Office provides a variety of business services including shipping, equipment rentals, copying, and faxing. FedEx is the exclusive provider of in-bound and out-bound parcel shipping. FedEx Office is located in the MGM Grand main hotel lobby, and the first floor of the MGM Grand Conference Center. Additional details and pricing can be found [HERE](#).

All packages should be addressed as follows:

MGM Grand Conference Center (**Event Name**) (**Arrival Date**)

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

(**Guest Company Name**)

4701 Koval

Las Vegas, NV 89109

(**Meeting Room**)

Should guests need to move items to/from guest rooms and the Conference Center, please contact the Bell Desk, there is a \$30.00 per cart charge, subject to change.

## **CASH ADVANCES/PAID OUTS**

Cash advances may be obtained if approved prior to your arrival. Your company/association must have previously submitted a credit application and have been approved for direct billing. Cash Advances cannot be approved for credit card payments.

MGM Grand Hotel & Casino is subject to strict State and Federal currency reporting and handling laws. Cash advances require positive identification and may be reportable to the Nevada Gaming Control Board, U.S. Treasury and the IRS. Contact your CSM for further details on cash paid outs.

## **Chips and Tokens**

Gaming Control Board Regulation 12.060 prohibits MGM Grand from selling chips and tokens for purposes other than gaming.

## **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.

Please note that it is the policy of the hotel to provide all food and beverages for our guests; therefore, MGM Grand does not permit outside food and/or beverages to be brought into the hotel for any catered functions. Please review our [Policies and Procedures](#).

## **CBD (hemp-based) Products**

It is permissible for conventions and trade-shows at MGM Resorts properties to have exhibitions that include samples, demonstrations and products that include hemp-based CBD. The Gaming Control Board has acknowledged the legality of this product as a result of the Farm Bill passed last year. Hemp is no longer included as a Schedule I drug. MGM Resorts is only authorizing hemp-based CBD. “HEMP — The term ‘hemp’ means the plant Cannabis sativa L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis.”

Based upon the foregoing definition of “Hemp”, exhibitors may: (a) take future orders from customers for Hemp-based CBD products; (b) provide Hemp-based product samples to attendees; and (c) sell Hemp-based CBD products to attendees. Please note that it is incumbent upon exhibitors to research, and comply with, Clark County and State of Nevada rules, regulations, and laws regarding doing business and selling products in Clark County, Nevada, if applicable.

For clarification, it is prohibited by Nevada law and Nevada’s gaming authorities from, among other things, doing business with individuals or companies that engage in activities that facilitate the possession or consumption of marijuana. As such, Groups including its attendees, vendors, and exhibitors, are prohibited from possessing, consuming, using, selling, displaying, or exhibiting any marijuana or cannabis products or paraphernalia anywhere on MGM Grand premises at any time.

## **CLARK COUNTY PERMITS**

[CCFD Permits](#)

[Vehicle Permit Guidelines](#)

## CHILDCARE SERVICES

The State of Nevada does allow childcare services on property when strictly regulated. There are many regulations and stipulations that must be followed before this can be approved by the State. If you are considering having childcare services on property, please contact your CSM at least 6 months in advance in order to initiate the approval process.

## CSR - Our Commitment to Sustainability

We operate today with a view toward tomorrow. MGM Resorts International is creating environments where entertainment, beauty, safety and responsibility are the hallmarks of our business. We care for our communities through volunteerism and philanthropy. We build and operate thoughtfully. We strive to create opportunity and positive outcomes wherever we are in the world. Grounded by our company values, Focused on What Matters: Embracing Humanity and Protecting the Planet articulates our purpose and our commitment to a set of priorities and goals we hope will generate actions that can have an enduring impact on the world.

[Our Commitment to Sustainability](#)

## CHARITABLE ORGANIZATIONS

One way many conventions are going “green” is to donate left over product to local charities or create a special event around a local charity as part of their overall program. Our Corporate Philanthropy and Community Affairs department for MGM Resorts International is a great resource to source local charities and help you coordinate an event or donation. Please see the links below for information on local charities. If you are interested in more information, please contact your CSM.

## DRONES

There are very limited scenarios where drones will be allowed on property. This policy may be considered; however, prior review and approval (in writing) must be obtained from MGM Grand Risk Management Director and Convention Senior Leadership team. Any such requests must be made at least 60 days prior to any event to allow for sufficient review time. This policy also applies to any un-manned vehicles. Refer to Policies and Procedures for additional information. [Drone Policy](#)

## EDLEN ELECTRICAL

All electrical, plumbing, gas and compressed air services are considered exclusive services and will be provided by our exclusive vendor [Edlen Electrical](#) for all events. MGM Grand has jurisdiction over the installation, operations, maintenance, and repair of all portable electrical wiring and electrical equipment. This includes the installation and removal of overhead electrical signs, trusses, monitors, lights, and free-standing electrical signs. See your CSM for a list of current electrical pricing.

## ELEVATOR ACCESS

Our elevators are restricted to registered guest access only. Guest room keys only grant access to the floor of that specific guest room. Guests not staying at MGM Grand do not have access to any guest room floors. Therefore, if you decide to have a hospitality event in your guest room/suite, you will need to arrange elevator access for your guests attending your event. Please contact your Catering or Convention Services Manager for more details.

## ENCORE EVENT TECHNOLOGIES

[Encore Event Technologies](#) is our preferred audio-visual provider located on property to help service your audio-visual production needs. Encore is the exclusive provider of all rigging and power equipment and services. This includes but is not limited to labor, trussing, chain motors, cables, span sets and all other rigging related equipment. Group is also required to use Encore Event Technologies for all meetings and breakouts (excluding General Sessions) including but not limited to: projectors, screens microphones, speakers, mixers lighting and any other audio visual equipment necessary for a breakout or meeting room. An outside AV/Production company may work within MGM Grand Hotel and Casino if they follow our production guidelines and contractor vendor policies. [Encore Pricing and Guidelines](#)

## ENTERTAINMENT

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

**Live Entertainment Tax (LET):** Live Entertainment Tax must be applied to any events where public admissions are being charged and the event is defined as Entertainment per the Nevada Revised Statutes under the oversight of the Nevada Gaming Board. Live Entertainment Tax must be collected by MGM Grand as we are required to collect and remit all taxes for entertainment events occurring on premise. All events must be reviewed by MGM Grand Compliance Team to determine applicability of LET. The current LET tax rate is 9%. Below are some examples of live entertainment events that would be subject to LET tax (please note: this is NOT an all-inclusive list).

- Events with DJs, Bands or any live entertainment
- Sporting Events
- E-Gaming Events
- Dance/Sporting Competitions
- Pageants

## EXCLUSIVE CLEANING

MGM Grand has an exclusive agreement with United Service Companies as the exclusive cleaning contractor in the facility including aisle carpet, registration areas and booth cleaning. We offer full cleaning services with a professionally trained staff to ensure quality cleaning. Cleaning services are required for all areas used as exhibit space and for any areas requiring excessive cleaning such as registration areas, events in our parking lot, gear/bookstores, bag stuffing areas, etc. If confetti or balloons are utilized in a ballroom, a cleaning fee will apply. Mylar is not permitted anywhere on property. Loading docks are to be clean and clear upon move out. If trash or debris is left on the loading dock, a cleaning fee will apply. Please contact your CSM for clarification and pricing.

## EXHIBITOR SERVICES

Our qualified staff is always available to your exhibitors to answer their questions and inquiries prior to and during the entire event. The Exhibitor Services team will assist 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), and Audiovisual. Please contact your Convention Services Manager (CSM) to request our exhibitor services flyer to be included in your exhibitor manuals. For additional information on Exhibit guidelines please refer to our [Policies & Procedures](#).

## EXHIBITS AND DISPLAYS - CLARK COUNTY FIRE DEPARTMENT UNIFORM FIRE CODE

Your General Service Contractor is responsible for preparing your floor plan and obtaining approval from the Clark County Fire Department. These plans must also include any external displays that must be approved by MGM Grand and the Clark County Fire Department. Any alterations must be resubmitted and re-approved by the Clark County Fire Department.

In accordance with the Clark County Uniform Fire Code, all functions with attendance greater than 300 people require a Fire Marshal approved diagram on the premises for and during each event. All Fire Department paperwork plans and permits must be on-site prior to the commencement of your program. The Fire Marshal will not have copies on your permits. Please refer to [Policies & Procedures](#) for further details on Fire Marshal regulations and floor plans.



## TRADE-SHOW/EXHIBITS

- Storage of any kind behind back drapes, display walls or inside the display areas is not allowed. All cartons, crates, containers, packing materials etc., necessary for repackaging, must be marked with an “Empty” sticker. Your General Service Contractor must remove the “empties” from the show floor. All packing containers, wrapping materials & display materials must be removed from behind booths & placed in storage.
- Group is solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. A copy of the Fire Marshal approved floor plan must be submitted to your CSM prior to the show. Group is responsible for submitting changes to the approved plan and obtaining approval by the Fire Marshal.
- Covered booths exceeding 1,000 square feet that will be erected for more than (7) days or contain vehicles, open flame or hot works will require an interior automatic sprinkler system and a separate permit is required for the sprinkler system. Fire sprinkler systems must be installed by a Nevada state licensed fire sprinkler contractor.
- All manufactured homes must have two (2) means of egress
- All multi-level booths must have two (2) remote means of egress if the upper level is greater than 300 square feet
- All fully enclosed booths with enclosed rooms must have at least two (2) exits leading directly to the aisle. These booths must possess a smoke detector and fire extinguisher for each enclosed area. Doors must be unlocked during occupancy of the booth. The CCFD may require additional equipment. If any exhibiting booths have multiple levels or room(s) with enclosures, visible notification must appear on the stairway(s) or outside the room. This notice must state the maximum occupancy permissible or total weight load allowable on the second story at one time. If the second story occupancy level allows more than ten (10) people at one time, a second stairway must be present.
- All materials used in the construction of the booth and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, etc.) within exhibitor booths and those used for special events must be non-combustible or made flame retardant. Certificates of flame-retardant treatment must be submitted to the CCFD along with samples of said materials prior to construction of booth. You must maintain copies of flame certificates on premises as the CCFD can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible.
- Foam plastic elements greater than ¼-inch thickness shall not be permitted. Fire resistant foam board signage, not greater than ½-inch thickness, is acceptable in exhibit booths.
- Booth construction shall be substantial and fixed in position in a specified area for the duration of the show
- Aisles and exits as designated on approved show plans shall be kept clean, clear, and free of obstructions. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Exhibitors must keep their booths and displays within the designated perimeters. Any violators will be made to move their exhibits.
- Show management shall assume responsibility for daily janitorial and rubbish pick up service and shall advise exhibitors that booths shall be cleaned of combustible materials daily.
- Designated “No Freight” aisles are required. These aisles must be kept clear at all times during the move in and move out of trade shows
- Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshal. Approved cylinders must be stored in an upright position. Helium canisters are permitted, but only in a secured, upright position. Helium canisters must be removed during non-show hours.
- A separate submittal for Hot Works Event Permit is required for exhibition welding, soldering, brazing and the like
- Full scale oxy-acetylene welding will not be permitted. Please see the CCFD website for more information on Hot Work operations.
- Fire hose cabinets, fire extinguishers, strobes & any safety equipment may not be covered or obstructed in any way
- The painting of signs, displays or other objects are strictly prohibited inside of the facility or on the grounds

## TABLE-TOP EXHIBITS

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

## VEHICLES ON PREMISE

To apply for a vehicle display permit you will need to submit: (2) copies of a completed application (You will check the box labeled Liquid or Gas-Fueled Vehicles or Equip in Assembly Area (FLQT)), (3) copies of the floor plans, and a check (made out to CCFD). You will need to write the statements from the vehicle display guideline on your floor plans (i.e.: Battery will be disconnected, etc.) As long as the vehicles are located within the same assembly area, you can apply for (1) vehicle permit for an infinite number of vehicles. If the vehicles are located within different assembly area, you will have to apply for a separate vehicle display permit for each one. Below is a listing of the guidelines.

Automobiles or other fuel powered vehicles of any nature must adhere to the following guidelines:

- Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
- Vehicles shall not be fueled or refueled within the building
- At least one battery cable shall be removed from the battery used to start the vehicle engine and the disconnected battery cable shall be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Fuel tank openings shall be sealed to prevent the escape of vapors
- Ignition keys removed
- Propane tanks to be removed
- Visqueen or other protective covering approved by the MGM Grand Conference Center placed underneath vehicle
- A minimum 42-inch wide access aisle or clear space shall be maintained around all sides of the displayed vehicle. Where multiple vehicles are displayed, a minimum 42" aisle shall be provided between vehicles. Vehicles shall not obstruct the clear width required for any portion of the means of egress.
- Vehicles shall not exhibit any leaks of fluids.
- Displayed vehicle may only be moved during exhibit hours as allowed by the permit conditions established during the plan review.
- Exhibitor/Show Management is responsible for obtaining all CCFD permits. CCFD reserves the right to alter the above requirements without prior notice.

## FINANCIAL CONSIDERATIONS

In an effort to help you plan your budget, we have listed below some potential costs to keep in mind during planning. Prior to confirming your budget, we encourage you to contact your CSM and CM to determine additional financial considerations. For additional information, click [HERE](#).

- Please review with your CSM your plans for meeting room sets and meeting room turns. Set up/labor charges may be incurred for any room sets or turns that are considered to be extraordinary. Delays caused as a result of outside production or decoration companies may incur additional labor charges.
- MGM Grand maintains a standard inventory of equipment such as, but not limited to, banquet chairs, tables, risers, podiums, easels, dance floor and linens. This inventory is shared by all groups in the facility and will not be dedicated to any one group. Should your equipment requirements be greater than what can be provided, rental costs may be your responsibility.

## FIRE STROBES

Fire Strobes are in each of our meeting rooms, public spaces and exhibit halls. In accordance with Fire Code, these strobes can NEVER be blocked without strobe extensions. Should you need to cover or block a strobe, you will need to arrange for strobe light extensions at an additional expense. Strobe light extensions are provided through our exclusive provider and your CSM can arrange this service for you and charge your master account for the service. We require notice of a need for strobe extensions at a minimum of 30 days before your program event dates. We will not be able to accommodate any last-minute requests for strobe extensions due to the nature of the submittal process.

## GENERAL SERVICE CONTRACTOR

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

Contact: Maggie Jackson, Senior Director – Business Development

Phone: 702-579-1528

[Maggie.Jackson@freemanco.com](mailto:Maggie.Jackson@freemanco.com)

Freeman Decorating Company

6555 West Sunset Road, Las Vegas, NV 89118

[www.freemanco.com](http://www.freemanco.com)

## INSURANCE

A copy of your certificate of insurance (COI) is due to MGM Grand Conference Center, 30 days prior to your event. The certificate must list all days of your license of the facility and include the following coverage: Worker's Compensation insurance in accordance with Nevada Law covering your employees, Employer's Liability, Commercial General Liability, and Comprehensive Auto Liability. Please consult your contract for the amount of coverage required for each of the above. All issuing insurance companies must have authorization to do business in the state of Nevada. This Certificate of Insurance must state MGM Grand, its parent company, subsidiaries, and affiliates are named as additional insured. This applies to your organization and to any subcontractors you may utilize to provide services during your meeting/convention. Further details can be found [Insurance Letter](#) and [Insurance Boilerplate](#).

## INTERNET – MEETING INNOVATIONS TEAM

As the exclusive provider of all internet connections, including wireless, the Meeting Innovations Team offers comprehensive internet and technology options across our diverse set of properties. We offer custom Wi-Fi and dedicated high speed wired internet, webcasting, session capture, and other unique technology that provide the right solutions to enhance the success of every event. Our mission is to provide worry free network and seamless technology solutions that create a meaningful impact for every client; every meeting; every time. Please contact [MITsales@mgmresorts.com](mailto:MITsales@mgmresorts.com) for additional services and information.

## LAS VEGAS MONORAIL

For current operating hours and pricing please visit [Las Vegas Monorail](#). Group discounts available, please contact [sales@lvmonorail.com](mailto:sales@lvmonorail.com).

## MGM RESORTS EVENTS

MGM Resorts Event Productions is Las Vegas' most historic and accomplished leader in innovation and event activation. Our visionary team produces engaging events, provides phenomenal entertainment, and designs scalable solutions for intimate venues, stadiums, and everything in between. We specialize in custom fabrication, scenic props, furniture, entertainment production, floral design, branding solutions, full graphic design, and full on-site management. We look forward to making your dream a reality! To connect with an MREP partner, please email [eventleads@mgmresorts.com](mailto:eventleads@mgmresorts.com) or call our Creative Studio at 702.692.4600.

## MEETING ROOM GUIDELINES

The Convention Services Department will be in contact with Group following receipt of the signed contract. The Convention Services Manager (CSM) becomes the main contact for all planning and on-site details involving non-catering function arrangements, reservation, billing procedures and can assist with recommendations for outside services, if necessary. Please refer to [Policies & Procedures](#) for additional information.

## MEETING ROOM KEYS

If you require meeting room keys, we will provide up to 30 keys, complimentary. Additional keys will be charged at \$25.00 per key. For keys lost or altered (cut, hold-punched, permanent marker, etc.) a charge of \$50.00 per key will be charged.

- Meeting rooms which contain air walls cannot be secured. You are responsible for security in areas you have contracted. MGM Grand bears no responsibility for equipment left in the meeting rooms. Security is recommended in any rooms where you may be planning to leave valuable equipment (i.e., meeting rooms or display areas in public foyer space) and it is required for all trade shows. MGM Grand Security can assist with securing coverage. Please contact your CSM.

## NEVADA CLEAN INDOOR ACT

The Nevada Clean Indoor Air Act prohibits smoking or vaping (e-cigarettes) in indoor public spaces. As a result, smoking is not permitted in the meeting and convention spaces. Additionally, smoking is not permitted in restaurants, lounges where food is served, hotel lobbies, elevators, guestroom hallways, theaters, arenas, arcades, retail stores and other indoor public spaces. The casino floor and certain lounges where food is not served are exempt.

## OUTSIDE VENDORS & CONTRACTORS

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. A full list of all vendors that will be working on property in conjunction with your event along with contact information must be provided to your CSM 30 days prior to your event.

Please ensure that your vendors have read, acknowledged, and signed our contractor/vendor policies at least 30 days prior to arriving on property. [Vendor Policy](#)

- All Contractor/Vendor companies must be on the approved vendors list submitted to the Convention Services Manager by show management 14 days prior to load-in. Any company not on the approved list will not be granted access.
- Contractor/Vendor companies are required to check in and provide a name tag identification and / or wristband if requested to all of the working staff on MGM Grand property. These forms of ID are required even if staff is in uniform. This ID must be visible when staff is on property. Staff that is not properly identified working with a vendor may be escorted off property by MGM Grand Security.
- Contractor/Vendor staff entrance is located where the contractor/vendor check-in areas are assigned.
- All Contractor/Vendor staff are required to wear a wristband indicating they have followed the screening process and have been included on the approved vendor list provided by show management.

### **The MGM Grand strictly enforces the following policies:**

- All forklift operators must be certified through the General Service Contractor
- Forklifts are not allowed in any tiled areas or public spaces. Forklifts must be propane powered only. No gas-powered forklifts will be allowed inside the property.
- Plywood must be used when lifts are in a turning position on carpet
- Absolutely no pallet jacks (electronic or manual) are allowed in the public area or meeting rooms (carpeted areas). Use of a pallet jack is prohibited on property except in the exhibit halls and back of house. As always, push carts are welcome to be used throughout the building.
- Wood pallets may not be put on the carpet. Please place these on visqueen, Carpet Mask or Carpet Shield
- Anything with wheels loading onto the carpeted areas via roll-up doors from trade show concrete floors require one of the protective coverings listed below to be placed 40 feet out onto the carpet:
  - Visqueen safely secured over the carpeting with gaffer's tape only
  - Self-adhesive visqueen called Carpet Mask, Carpet Shield or Gymguard
  - With white tires that have not been driven outside or with vinyl tape
  - Booties are allowed on a case-by-case basis. Please reach out to the Sr. Operations Manager to verify when booties are allowed on the carpet.

## TRUCK STAGING/TRUCK MARSHALING

There is no truck staging or truck marshaling on the streets surrounding MGM Grand Conference Center. It is your contractor's/vendor's responsibility to obtain a truck staging/truck marshaling area at an off-site location. The Las Vegas Metropolitan Police Department will patrol and ticket any vehicles parked on the streets surrounding the MGM Grand Center. Trucks should be dispatched when space is available at the loading ramp.

## PARKING

Valet parking and Self-parking are available. Please refer to our website for current parking rates [Parking at MGM Resorts - MGM Resorts](#)

There is no on-site parking for oversized vehicles. Should you require parking for any large vehicles, please consult your CSM for nearby options.

## **RETAIL**

All retail services are provided exclusively by MGM Grand, including, but not limited to, MGM Grand logo merchandise, publications, gifts, sundries, souvenirs, tobacco and alcohol. See your CSM should you wish to utilize the MGM Grand logo for any resale items.

If your product or merchandise is approved for sale within the property you must provide the following:

1. Clark County Business License (for more info go to [www.accessclarkcounty.com](http://www.accessclarkcounty.com))
2. State of Nevada Sales Tax Permit (for more info go to [www.nv.gov](http://www.nv.gov))

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. 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 and U.S. Government Tax-exempt sales tax permit. Please contact the Nevada Department of Taxation at (702) 486-2300 for further details.

## **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.

### **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.

### **EMERGENCY MEDICAL**

Attention may be summoned by contacting MGM Grand Security at 702-891-3600 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.

### **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 702-891-5911 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.

### **FIRST AID**

We may require that you contract, at your expense, an EMT who is fully registered in the state of Nevada to dispense medicine, provide first aid care and bring the required supplies needed for first aid service. When required, this service must be provided by an approved vendor during the event move-in, show hours and move-out and you must provide your CSM with your First Aid plan for approval no later than 30 days prior to your first move-in day. EMT Services are required for groups of 5,000 people or more.

### **HAZARDOUS MATERIALS & PYROTECHNICS**

All parties affiliated with your event are prohibited from possessing, storing, or bringing onto the property materials that constitute hazardous materials (as defined by federal, state, and local law) unless the hazardous materials are possessed and used in compliance with all federal, state and local laws. You will indemnify us for any possession, storage, transportation and use of such hazardous material for any reason whatsoever. Pyrotechnics and flame-effect presentations must be presented to your Convention Services Manager (CSM) and approved by the Clark County Fire Department. Please see [Policies and Procedures](#) for additional information.

## SECURITY

MGM Grand Security is operational 24 hours a day and becomes the communications center and command post in the event of an emergency. Security Officers are available to assist groups with private security needs. Please note that MGM Grand is the preferred security for meetings and events and does not permit the use of outside security companies without property approval. A minimum of 14 days' notice of your security requirements is required to ensure proper scheduling of personnel. For the safety of all guests, any vendor, client and/or guests requiring back-of-house access are required to sign in and obtain a security badge prior to being permitted in back-of-house areas.

MGM Grand security officer is currently \$55.00 per hour (subject to change).

If less than 14 days' notice to hire MGM Grand security officer is given, additional charges will apply.

If MGM Grand approves outside security, MGM Grand security management will establish a set fee for MGM Grand security and group security partnership. Approved outside security vendors must provide and be licensed to operate in the State of Nevada. MGM Grand is the sole provider of canine officers. Canine Officer is currently \$150.00 per hour (subject to change).

Although security coverage within your contracted space is generally at your discretion, MGM Grand reserves the right to require specific coverage, when and where it is deemed to be necessary. Armed security is not permitted on MGM Grand premises.

Our Security Staff can assist you with medical and personal emergencies and inquiries regarding lost and found. Call ext. 53602 (702-891-3602). 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 (702-891-3600).

For events with exhibits, the following coverage is required:

- After Hours Access – A security officer must be posted at any door being used for access once the facility is closed
- Overnight Security – Officers are required in each exhibit area on the overnight to ensure space/assets are secure
- Freight Doors – If at any time freight doors are open and MGM Grand Security is not in the dock areas, a security officer must be present. MGM Grand will not open any freight doors without security present.

## SIGNAGE & SPONSORSHIP

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

Please review [Signage Guidelines](#) for more information on signage and use of approved pre-function areas in the conference center and public spaces at MGM Grand. Please note that signs must be removed within 24 hours of the close of any program. MGM Grand cannot be responsible for storage or return of client signage. Should signage not be removed within 24 hours, we will have our cleaning company dispose of signage at an additional cost.

The Branding Opportunity Guide details all possible locations, as well as the associated price for each opportunity. Prior to the sale of these opportunities to your exhibitors or vendors, you must forward your plan for approval of usable locations to your CSM. We will need to approve all locations for signage prior to installation. Pricing and locations are subject to change.

## 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. Click [HERE](#) to learn more.

## 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 [Telecom Order Form](#).