

# THE VENETIAN® | THE PALAZZO®

3355 Las Vegas Boulevard South  
Las Vegas, Nevada 89109



## POLICY & PROCEDURE 2011

*July 1 – December 31, 2011*

## POLICY & PROCEDURE ACKNOWLEDGEMENT

(Please sign below and fax this cover sheet back to your Catering Conference Manager at 702.414.2305, signifying you have received and acknowledge the Policies and Procedures Document.)

As one of the preeminent resorts in Las Vegas to focus on convention and group business, rest assured that our more than 9,000 Team Members look forward to partnering with you in making your event a success.

Your Catering/Conference Manager's sole objective is to guide your event through the resort and make your job as Meeting Planner as worry-free as possible.

Received and acknowledged:

Client Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Conference Name: \_\_\_\_\_

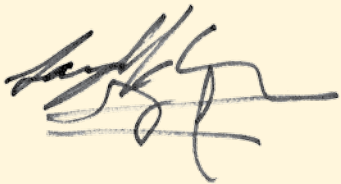
Date: \_\_\_\_\_

On behalf of the entire staff of The Venetian and The Palazzo Las Vegas, a warm welcome and thank you for entrusting your event to our team.

We believe that we have created one of the finest meetings facilities ever by assembling a team of individuals dedicated to your success as an event planner. We look forward to partnering with you in creating a successful and exhilarating event for you and your guests. Our staff is on hand to ensure that your experience at The Venetian and The Palazzo is unparalleled and we are committed to providing the utmost in quality and service.

Once again, a heartfelt welcome from all of us at The Venetian and The Palazzo.

Thank you for allowing us to serve you.

A handwritten signature in black ink, appearing to read 'Gary McCreary', with a stylized flourish at the end.

Gary McCreary, CMP/CSEP/CPCE  
Vice President of Catering & Convention Operations

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## INTRODUCTION

THESE NAMES ARE FOR YOUR PERSONAL USE – PLEASE DO NOT PUBLISH

BANQUETS		702.414.1155	Ashlee Ernst, Manager.....	702.414.4273
	Shane Brereton, Director of Banquets .....	702.414.1157	Breanna Flick, Manager.....	702.414.4517
BUSINESS SERVICES		702.414.4488	Chip Heim, Manager .....	702.414.4136
	Fred Cox, Director.....	702.414.1443	Michael Huettner, Senior Manager.....	702.414.0406
	Dwight Gunn, Asst. Manager.....	702.414.4487	Jennifer Little, Manager .....	702.414.4002
	Gregory Mine, Asst. Manager.....	702.414.4472	Maria Mariano, CMP, Senior Manager .....	702.414.4941
CANYON RANCH SPA CLUB®		702.414.3600	Nathaniel Moore, Manager.....	702.414.1595
CASINO MARKETING		702.414.1500	John Quach, Senior Manager.....	702.414.1347
CONCIERGE			Brenda Regan, Manager .....	702.414.1803
	The Venetian .....	702.414.4300	Johain Rivera, Manager.....	702.414.4132
	The Palazzo.....	702.607.4300	Natalie Rogers, Manager.....	702.414.1103
CONFERENCE MANAGEMENT		(877) 226.8319/702.414.3999	Jason Roth, Manager.....	702.414.2159
	Fax.....	702.414.2305	Barry Tester, Senior Manager.....	702.414.4006
	Gary McCreary, CMP/CSEP/CPCE		Suzi Waltos, CSEP, Manager .....	702.414.4121
	VP of Catering & Convention Operations.....	702.414.4009	Marina Wasiak, Manager.....	702.414.4374
	Holly Weberg, Director .....	702.414.4137	EMERGENCY (INTERNAL CALLS ONLY)	
	Clay Baldwin, CMP, Senior Manager .....	702.414.4097	The Venetian .....	49311
	Rochelle Brooksby, Manager.....	702.414.4003	The Palazzo.....	79311
	Christine Costanza, Manager .....	702.414.4271		
	Megan Eskelson, Manager .....	702.414.1019		



## INTRODUCTION

### FRONT OFFICE 702.414.2121

Michael Willinsky, Hotel Manager-Groups .....	702.414.2123
Chris Wolsey, Hotel Manager-Groups .....	702.414.2127
The Venetian Front Office Groups .....	702.414.2120
The Palazzo Front Office Groups.....	702.607.9980

### GROUP RESERVATIONS 877.283.6423

Jaime Graham, Director of Group Operations .....	702.414.1244
Michelle Asselin, Senior Groups Manager .....	702.414-4122
Fax.....	702.414-2460

### GUEST SERVICES 702.414.4344

Brad Busby, Executive Director of Guest Services.....	702.414.1969
Greg Skowronski, Director of Guest Services .....	702.414.4967
Limousine Dispatch.....	702.414.4311

### HOTEL CREDIT/ACCOUNTS RECEIVABLE

Diane Hanley, Director of A/R and Hotel Credit .....	702.414.4559
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### IN-SUITE DINING 702.414.1177

Jennifer Guevarra, Hospitality Manager .....	702.607.3712
Hospitality.....	702.414.4616
Stuart Katuda, Manager ISD.....	702.607.0641

### MEETING SERVICES

Michael Thomas, Director.....	702.607.1102
Terry Salaices, Asst. Director .....	702.607.1256
Patrick Hutchinson, Asst. Manager .....	702.607.1347
Dispatch/Hotline (For all on-site meeting needs) .....	702.607.1112

### RESTAURANT RESERVATIONS 702.414.1600

### SECURITY

The Venetian Security Dispatch Line.....	702.414.9311
The Palazzo Security Dispatch Line .....	702.607.9311
Tony Whiddon, Executive Director .....	702.607.3905
George Valley, Dayshift Manager.....	702.607.3953

### SPECIALIZED EVENT SERVICE MANAGERS

Jeff Zamaria, Director of Convention Services.....	702.733.5699
Luke Allard, Manager .....	702.733.5726
James McWilliams, Manager .....	702.733.5746
George Smejkal, Manager.....	702.733.5388
Amy Snider, Manager.....	702.733.5447
Nicole Sweetin, Manager.....	702.733.5685
Shawn Torrey, Manager.....	702.733.5332

## INTRODUCTION

### SPECIALIZED EVENT SERVICES/TRADE SHOW SPECIALISTS

Connie Ahren, Sr. Event Manager .....	702.733.5472
Melinda Buchanan, Sr. Event Manager .....	702.733.5292
Milton Dunn, Sr. Event Manager .....	702.733.5229
Teresa Lugowski, Sr. Event Manager .....	702.733.5601
Scott Newcomb, Manager .....	702.733.5747
Erica Thomas, Manager .....	702.733.5193
Group Service .....	702.733.5138
Fax .....	702.733.5127

### TELECOMMUNICATION

Susie Escobedo, Manager .....	702.414.1029
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### THE VENETIAN VIP SERVICES

Josh Pozner, Manager .....	702.414.2003
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### THE PALAZZO VIP SERVICES

Heidi Johnson, Manager .....	702.607.2288
Anna Hersel, Manager .....	702.607.1598

### FAX NUMBERS:

Conference Management .....	702.414.2305
Group Room Reservations .....	702.414.2960
Credit .....	702.607.0786
Business Center and Guests .....	702.414.1100
Front Desk – Groups .....	702.414.2160

### TELEPHONE NUMBERS:

Conference Management .....	877.226.8319
Group Sales .....	888.2VENETIAN (283.6384)
Group Reservations .....	877.2VENICE (283.6423)
Individual Traveler Reservations .....	888.283.6423
General Information .....	702.733.5000

## INTRODUCTION

### THE VENETIAN RESTAURANT DIRECTORY

AquaKnox.....	702.414.3772
B&B Ristorante.....	702.266.9977
Bouchon .....	702.414.6200
Canaletto .....	702.733.0070
Canyon Ranch Café.....	702.414.3633
Delmonico Steakhouse.....	702.414.3737
Enoteca San Marco .....	702.677.3390
Grand Lux Cafe.....	702.414.3888
Noodle Asia .....	702.414.1444
Pinot Brasserie.....	702.414.8888
Postrio Bar & Grill.....	702.414.7770
Riva .....	702.414.7482
TAO Asian Bistro.....	702.414.3274
TAO Nightclub .....	702.414.3274
Taqueria Cañonita .....	702.414.3773
The Grill at Valentino.....	702.414.3000
Timpano Tavern .....	702.414.7111
Tintoretto Bakery.....	702.414.3400
Trattoria Reggiano .....	702.362.2053
Piero Selvaggio's Valentino .....	702.414.3000
Zeffirino .....	702.414.3500

### THE PALAZZO RESTAURANT DIRECTORY

Carnevino.....	702.789.4141
CUT .....	702.607.6300
Dal Toro Ristorante.....	702.437.9800
Dos Caminos .....	702.577.9600
FIRST Food & Bar .....	702.792.3900
Grand Lux Cafe .....	702.733.7411
Lagasse's Stadium <sup>SM</sup> .....	702.607.2665
LAVO Restaurant.....	702.791.1800
LAVO Nightclub .....	702.791.1818
Morels French Steakhouse & Bistro .....	702.607.6333
Solaro.....	702.607.2510
SUSHISAMBA.....	702.607.0700
Table 10.....	702.607.6363
Zine.....	702.607.2220

## MEETING PLANNER'S CHECKLIST

Below is a list of information your Conference Manager will require in advance, which will assist you and the Resort in finalizing details for your meeting.

## 12 MONTHS OUT:

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

## 9 MONTHS OUT:

- Submit the Company and contact names of your decorator, production company, security company, and any other outside companies you may be utilizing.
- Submit a copy of your certificate of insurance, naming "The Venetian & The Palazzo" as additional insured.
- Update tentative program.

## 6 MONTHS OUT:

- Submit a copy of your exhibitor list (if applicable).
- Submit a Fire Marshal-approved floor plan of your exhibit hall.
- Submit a definite and detailed program of all meetings, food and beverage functions, and exhibit hall hours with start and end times, a head count, and set-up style (theatre, classroom, conference, etc.) for each function.
- Release all space not being utilized back to the Resort.

- Submit an outline of any functions requiring set-up time of more than 2 hours prior to scheduled start time.
- Return a signed copy of the Acknowledgement Sheet for The Venetian Policies and Procedures (included in the initial Conference Management Welcome Packet).
- Review your equipment requirements to determine if you have needs beyond the standard Resort inventory. Needs beyond resort inventory will incur additional charges that will be billed to the group's Master Account.
- Submit an outline of power and rigging requirements to the resort.
- Review any equipment you are renting, including office equipment, two-way radios, copy machines, and cellular phones.
- Submit a copy of your mailings to your attendees.
- Discuss Hospitality requirements with Hospitality Manager.
- Make tentative banquet and wine selections.
- Determine arrival/departure location for all planned transportation with your Conference Manager.

## 90 DAYS OUT:

- Provide shuttle bus schedules.
- Provide an outline of your telephone requirements.
- Decide dates and times for pre-convention and post-convention meetings.
- Submit/double check on status of requests to local authorities for Fire Marshal Plan, Health Permits, and Gaming Compliance Issues.

## 60 DAYS OUT:

- Submit credit requirements.

## MEETING PLANNER'S CHECKLIST

## 45 DAYS OUT:

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

## 30 DAYS OUT:

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

## 14 DAYS OUT:

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

## 10 DAYS OUT:

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

## 7 DAYS OUT:

- Submit any changes to original resume provided.
- Submit any changes to original BEOs provided.

## 72 BUSINESS HOURS PRIOR TO FUNCTION:

- Submit guarantees for all F&B Events (guarantees are not subject to reduction once given). Should no standard be submitted in writing, you accept and agree that the expected number is the standard and, as such, is not subject to reduction.

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

\*If your event is an exhibition, please contact your SES Event Manager for a separate Meeting Planner's Checklist.

**Note:** Guarantees for events with 3,500 or more attendees require an earlier guarantee – see page 9 for more details.

## ACCOUNTING/CREDIT

## HOTEL CREDIT GROUP/CONVENTION CASH PAID OUT POLICY

**For accounts with established credit, a cash paid out can be arranged. The amount requested is based on individual credit ratings and deposits on hand; however, the maximum amount cannot exceed \$5,000.00.** Paid outs for more than \$5,000.00 must have a cashier's check posted to your Master Account **at least 15 days prior to your group's arrival**, in order for a paid out to be obtained. Either method must be communicated to "The Venetian & The Palazzo" fifteen (15) days in advance with a detailed description of the denominations that you will require.

All requests for cash paid outs must be done via e-mail and submitted to Hotel Credit and copied to the director or assistant director of the respective department. The following must be incorporated into the e-mail:

**Amount of paid out being requested**

**Date paid out is requested**

**Who (first and last name) will be signing for the paid out**

(This person must be a confirmed authorized signer on the account)

**Any specific denominations that are requested**

If approved, Hotel Credit will send an approval and include appropriate cage personnel on the e-mail. All paid outs, regardless of the amount, will be paid at the Casino Cage. In order to fulfill the paid out request, Team Members must assist their client to the Casino Cage. The client must have proper identification. Cash will not be given to any Team Member to be delivered to their client. Upon completion of the paid out, the Cage will fax the signed copy of the receipt along with the e-mail of the approval to Accounts Receivable to be posted. It will be the responsibility of the Accounts Receivable department to post to the CL or bring to Hotel Audit to be posted to the master.

In general, groups that are on a prepay or credit card status will not be approved for paid outs. Exceptions can be made only after the Front Office Groups Manager has verified that there are sufficient funds on the master. Regardless of the amount on deposit, groups that have paid with a credit card will not be approved for a paid out. Requests for paid outs greater than \$5,000.00 should be pre-paid; any exceptions will need to be approved by the Operations Controller.

Requests for a company to wire transfer monies to "The Venetian & The Palazzo" refer to the following:

The Venetian & The Palazzo Las Vegas

Account Number: 000990128910

Bank of America

300 South 4th Street

Las Vegas, NV 89101

Routing Number: 0260-0959-3

## CREDIT APPLICATIONS

A credit representative will contact you within 60 days of arrival to determine payment arrangements. At that time, a credit application will be sent, if applicable. A completed credit application must be submitted prior to any credit being established. Master Accounts less than \$10,000.00 do not qualify for direct bill credit privileges. Acceptable forms of payment are company check, wire transfer, or credit card. **An additional deposit may be requested, in order to establish credit privileges.** Once your Master Account request is approved, "The Venetian & The Palazzo" will require a detailed breakdown of how you wish your charges to be billed, along with a list of authorized signatures.

## ACCOUNTING/CREDIT

### CREDIT CARDS

In some cases, a credit card may be used for payment on Master Accounts.

"The Venetian & The Palazzo" accepts the following major credit cards:

**American Express, Diners Club, Visa, Master Card, Carte Blanc, Discover, JCB**

### MASTER ACCOUNTS BILLED TO A CREDIT CARD

**A Credit Card Authorization form must be completed in the event a credit card is used for your Master Account. The authorization form is to be returned to your Conference Manager.**

### REVIEW MASTER ACCOUNT

A review of your Master Account bill can be arranged through your Group Manager during your stay.

## ADA (AMERICANS WITH DISABILITIES ACT)

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

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

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

**Note:** Use of segway for those with special needs is reviewed on a case-by-case basis. The request for the use of segway must be approved by The Venetian and The Palazzo Security.

### WHEELCHAIRS

If you would like to have wheelchairs available to your patrons, please contact “The Venetian & The Palazzo” Guest Services department.

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

The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking is not permitted in the Congress Center. Additionally, smoking is not permitted in restaurants, lounges where food is served, resort lobbies, elevators, guest room hallways, theaters, arenas, arcades, retail stores, and other indoor public spaces. The Casino Floor and certain lounges where food is not served are exempt.



## BANQUET POLICIES

### ALCOHOLIC BEVERAGES

Alcoholic beverages may not be brought into “The Venetian & The Palazzo” from outside sources. The State Alcoholic Beverage Commission regulates the sale, service, and consumption of alcoholic beverages. “The Venetian & The Palazzo,” as an alcoholic beverage licensee, is subject to the regulations promulgated by the State Alcoholic Beverage Commission, violations of which may jeopardize the license of “The Venetian & The Palazzo”. Consequently, it is the policy of “The Venetian & The Palazzo” that due to liability issues; bartenders are required whenever alcoholic beverages are served in the Resort function space. The Resort does not allow self-service of alcoholic beverages at anytime in the Meeting Space.

In the event that you wish to order special alcoholic beverages that are not in “The Venetian & The Palazzo” inventory, these items must be ordered by the case. Please be aware that these items may not be returned and must be paid for in their entirety. Due to Nevada regulations and the liquor license of “The Venetian & The Palazzo”, unused cases may not be sent to guestrooms or leave “The Venetian & The Palazzo” premises.

**Under Age Drinking Policy: Any guest that is under the age of 21 will not be served any alcoholic beverages. If a guest looks to be under the age of 25, any Team Member of The Venetian or The Palazzo has the right to check their identification to confirm they are of age to consume alcohol.**

### BANQUET SERVICE RATIOS

The following service ratios will apply to all Food & Beverage functions:

<b>Plated Breakfast</b> .....	<b>2 servers per 40 guests</b>
<b>Buffet Breakfast</b> .....	<b>2 servers per 40 guests</b>
(This calculation includes required attendants on standard buffets.)	
<b>Plated Lunch</b> .....	<b>2 servers per 40 guests</b>
<b>Buffet Lunch</b> .....	<b>2 servers per 40 guests</b>
(This calculation includes required attendants on standard buffets.)	
<b>Plated Dinner</b> .....	<b>2 servers per 30 guests</b>
<b>Buffet Dinner</b> .....	<b>2 servers per 30 guests</b>
(This calculation includes required attendants on standard buffets.)	
<b>Hosted Consumption Bar</b> .....	<b>1 bar per 75 guests</b>
<b>Hosted Package Bar</b> .....	<b>1 bar per 100 guests</b>
<b>Cash Bars</b> .....	<b>1 bar per 150 guests</b>

### BANQUET POLICIES

**Guarantee:** “The Venetian & The Palazzo” must be notified no later than noon, three (3) business days (72 hours) prior to the scheduled function, as to the exact number of guests to attend all planned functions. **Guarantees for functions more than 3,500 guests – the guarantee shall be due no later than noon five (5) business days prior to the scheduled function. Guarantees for functions more than 5,000 guests – the guarantee shall be due no later than noon, seven (7) business days prior to the scheduled function.** Guest counts for events scheduled to be held on Sunday and Monday must be given no later than noon of the preceding Thursday.

## BANQUET POLICIES

Functions scheduled to be held on Tuesday must be given no later than noon of the preceding Friday. In some instances, more advance notice may be required due to menu complexity, holidays, delivery, or other constraints. Such number shall constitute a guarantee, not subject to reduction, and charges will be made accordingly. The “overset” for “The Venetian & The Palazzo” for events of 100 persons or greater are guaranteed; the overset is 3% over the guarantee figure. In all cases, the overset will not exceed more than 50 persons over the guarantee. The chef will prepare all items for the “set” figure. For events of 100 persons or less, the guarantee will equal the “set.”

Should the client not notify “The Venetian & The Palazzo” of a guarantee number, “The Venetian & The Palazzo” shall utilize the expected number as the final guarantee. Should the guarantee decrease by 15% of the original estimated number of attendees, “The Venetian & The Palazzo” reserves the right to charge room rental, charge services charges, and/or relocate your group to a smaller room.

**Policy Concerning Increases In Guarantees:** Please note the following shall apply to all increases in guarantees received within 72 business hours:

Guarantee increases over 3% of the original guarantee received 48 to 24 hours prior to the function (with the exception of coffee, decaffeinated coffee, tea, soft drinks, and mineral waters ordered on a consumption basis) shall incur a 10% price increase.

**Example:** 72-Hour GTD is given for 500 guests for a lunch menu priced at \$38.95++. The overset for this GTD is 515.

- 48 hours: a request for an increase to 550 is received
- 515 lunches (original GTD plus 3%) will be priced at \$38.95++ per person
- 35 lunches will be priced at \$42.85++ (price plus 10%) per person

Guarantee increases over 3% of the original guarantee received day of the function (with the exception of coffee, decaffeinated coffee, tea, soft drinks, and mineral waters ordered on a consumption basis) shall incur a 15% price increase.

**Example:** 72-Hour GTD is given for 500 guests for a lunch menu priced at \$38.95++. The overset for this GTD is 515.

- Day of function: a request for an increase to 550 is received
- 515 lunches (original GTD plus 3%) will be priced at \$38.95++ per person
- 35 lunches will be priced at \$44.79++ (price plus 15%) per person

An increased guarantee within 72 business hours will not receive an over set amount: the new guarantee is the set amount.

**Please note that in some cases “The Venetian & The Palazzo” may not be able to accommodate increases in Food & Beverage quantities.**

**Labor Fee:** A \$50.00 labor & preparation charge will be applied to all CNTL under 25 people. A \$50.00 labor & preparation charge will be applied to all Breaks under 25 people. A \$100.00 labor charge will be applied to meals or events under 50 people that require wait staff to be present for service.

**New Orders Within 72 Hours:** Any menu ordered within 72 hours of the function date will be considered a “pop-up” and subject to special menu selections and pricing. Consult your Conference Manager for pop-up menus and pricing.

**Set Maximums:** The “set” for “The Venetian & The Palazzo” for events for which more than 100 persons are guaranteed, is 3% over the guarantee figure, but will not exceed more than 50 persons over the guarantee. The chef will prepare all items for the “set” figure. For events of 100 persons or less, the guarantee will equal the “set.”

**Dinner Menus:** All meals that constitute dinner shall have a minimum of three courses.

## BANQUET POLICIES

### Additional Charges:

1. For plated menus served as a buffet, a surcharge of \$7.00 per person will apply for all functions more than 100 guests.
2. For plated menus served as a buffet, a surcharge of \$9.00 per person will apply for all functions between 20 and 99 guests.
3. For plated menus served as a buffet, a surcharge of \$11.00 per person will apply for all functions between 10 and 29 guests.
4. In the event that a buffet is served for an amount under the minimum quoted on the banquet menu, a surcharge of \$5.00 per person for guarantees between 30 and 99 guests.
5. In the event that a buffet is served for an amount under the minimum quoted on the banquet menu, a surcharge of \$7.00 per person for guarantees between 10 and 29 guests.
6. All Pool functions are subject to a minimum F&B of \$85.00 per person and labor charges:\*

All pools at The Venetian and The Palazzo: \$75,000

The Venetian Pool Deck: \$25,000

Riva: \$5,000

Riva/Lounge: \$8,000

Venetian Pool 1: \$5,000

Venetian Pool 2/Riva/Lounge: \$20,000

The Palazzo Pool Deck: \$50,000

Plazzo Pool 4: \$10,000

Plazzo Pool 5: \$20,000

Plazzo Pool 6: \$5,000

Solaro: \$2,500

Palazzo Pool 7 (only in combination with the entire Venetian & Palazzo decks)

7. All Madame Tussauds' functions are subject to a minimum F&B of \$85.00 per person and a \$1,500.00 set-up fee.

**General Terms:** All reservations and agreements are made upon and are subject to the rules and regulations of the Resort and the following conditions:

1. The quotation contained in the Banquet Menu is subject to a proportionate increase to meet any increase in costs of food, beverage, and other costs of the operation existing at the time of performance of our undertaking by reason of present commodity prices, labor costs, taxes, or currency values. Patron expressly grants the right to the Resort to raise the prices quoted within the Banquet Menu or to make reasonable substitutions on the menu and agrees to pay such increased prices and to accept such substitutions.
2. In arranging for private functions, the attendance must be definitely specified three (3) business days in advance. This number will be considered a guarantee, not subject to reductions, and charges will be made accordingly.
3. All federal and district taxes which may be imposed or be applicable to this agreement and to the services rendered by the Resort are in addition to the prices herein agreed upon, and the patron agrees to pay them separately.
4. Per Nevada state law, alcoholic beverages of any kind will not be permitted to be brought into the Resort by the patron or any of the patron's guests or invitees from the outside. All food and beverage items must be purchased from the Resort. We welcome your request for special items, which will be charged in their entirety per specific ordered quantities. Nevada state law further prohibits the removal of alcoholic beverages purchased by the Resort for client consumption. Prices printed and products listed are subject to change without notice.
5. Performance of this agreement is contingent upon the ability of the Resort management to complete the same and is subject to labor troubles, disputes or strikes, accidents, government (federal, state, or municipal) requisitions, restrictions upon travel, transportation, foods, beverages or supplies, and other causes whether enumerated herein or not, beyond control of management preventing or interfering with performance.

## BANQUET POLICIES

6. Payment shall be made in advance of the function unless credit has been established to the satisfaction of the Resort, in which event a deposit should be paid at the time of signing the contract and a substantial additional payment will be required 24 hours before the function. The balance of the account is due and payable 30 days after the date of the function. A service charge of one-and-one-half percent per month is added to any unpaid balance over 30 days old.

\*Please note: Pool functions are subject to additional requirements found in the Pool Function Policy section of this document.

7. The Banquet Event Order (BEO) is the governing document for all goods and services order by the client. Client's signature on said BEO represents an agreement and approval for the goods and services represented on the BEO. All Banquet Checks presented prior to final billing are subject to an audit and may vary from final invoiced Banquet Checks.

**Food And Beverage:** "The Venetian & The Palazzo" does not allow any outside food or beverage to be brought on property at any time. All food and beverage products must be purchased from "The Venetian & The Palazzo."

### CONTINENTAL BREAKFAST

These are priced as roll-in service that attendees will use in conjunction with other events (such as the General Session). If your group will require any seating or place settings on tables, a \$2.00 per person labor fee will be incurred to cover the extra costs. A \$50.00 labor and preparation charge will be applied to all CNTL Breakfast under 25 people

### CASH FOOD SALES

Should you require cash food carts or cash lunch sales, the following will be in effect:

1. \$1,000.00 daily set-up fee, per meal, per cart, or per buffet line. For each whole increment of \$1,000.00 in sales, a \$1,000.00 set-up fee will be waived.

2. Cashiers and attendants are charged at the rate of \$35.00 per hour with a minimum of four (4) hours. For each whole increment of \$500.00 in sales, a \$175.00 cashier and/or attendant fee will be waived.
3. "The Venetian & The Palazzo" will determine the menu and quantity of all items.
4. A health permit is required for all COD sales. Fees vary.

### FOOD AND BEVERAGE PRODUCT DEMONSTRATIONS, SAMPLES, OR SPONSORSHIP

In the event that any of Your Organization or Your Exhibitors wish to provide either food and/or non-alcoholic beverages for the purpose of demonstration and/or sponsorship, the following shall prevail in defining the procedure and schedule of associated charges as a condition precedent to the provision of such products:

1. Samples are limited to manufactured, processed, or distributed products only.
2. Items used as traffic promoters must be purchased through "The Venetian & The Palazzo."
3. Food samples are limited to one (1) ounce and (2) ounces for non-alcoholic beverages.
4. When preparing food for distribution in the booth, the exhibitor must have an Itinerant Health Permit (contact Clark County Health Dept. at 702.385.1291).
5. Your Catering & Conference Manager must approve all samples prior to them being brought on site.
6. Each exhibitor providing samples must complete and return "The Venetian & The Palazzo" Food & Beverage Sample Request Form (found on the following page).

## BANQUET POLICIES

7. All alcoholic beverages must be purchased from “The Venetian & The Palazzo.”
8. All alcoholic beverages must be dispersed by bartenders from “The Venetian & The Palazzo” (prevailing rates will apply).
9. Heating or cooking in any form must be approved by the Clark County Fire Department.

Clark County regulations may require you to obtain an Event Coordinator Permit from the Clark County Health District. See page 35 of this document for more information.

Any and all products will be invoiced at prevailing rates of “The Venetian & The Palazzo” for the products in question. The total charges will be subject to applicable tax and service charges (based on the Retail Pricing Structure of the “The Venetian & The Palazzo”). In addition, the charges will be subject to reduction by an amount not to exceed the prevailing market place cost. **All products must be supplied to “The Venetian & The Palazzo” from established licensed distributors that meet the minimum insurance requisites as established by “The Venetian & The Palazzo.”** Any and all products provided in any other manner than that which is outlined shall be refused, returned, or at last resort, destroyed at the sole discretion of “The Venetian & The Palazzo.”

### POP-UP MENUS

Any menu ordered within 72 hours of the function date will be considered a “pop-up” and subject to special menu selections and pricing. Consult your Catering & Conference Manager for pop-up menus.

### SEATING

Meal prices are based on 6-foot rounds of ten (10) people each. A service charge will apply if tables are set for less than ten (10) guests. Please advise your Catering & Conference Manager of any head table, stage, or dance floor requirements in order to prepare for your event.

### SPECIAL MEAL ORDERS

Special Meals are defined as those meals requested for service other than the principal menu, either contracted in advance or at the time of service. All special meals must be included in the guarantee number. If the number of special meals exceeds the contracted number, they will be charged for over and above the guarantee or actual number, whichever is greater. Please note: special meals will be charged at market price.

### SERVICE CHARGE

The Resort’s current service charge is 21%. **Service charge is subject to change with or without notification.**

### STATE TAX

Current Nevada sales tax is 8.1% and will be billed to your account on all equipment rentals, food, alcoholic and non-alcoholic beverages, set-up service, clean-up service, and labor fees. **Sales tax is subject to change with or without notification.**

## REQUEST FORM

### SAMPLE REQUEST FORM

"The Venetian & The Palazzo" do not allow any outside catering in any function space held by a group or individual. Food or beverage samples of any kind may not be brought into The Venetian or The Palazzo without written approval.

#### General Conditions:

Items dispensed are limited to products manufactured, processed, or distributed by the exhibiting company.

Exceptions are cappuccino machines, espresso, coffee, and soft drink dispensers, or logo bottled water. Quantities are limited to "sample" sizes – discuss with your Catering Conference Manager.

Food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) must be purchased from "The Venetian & The Palazzo". All alcoholic beverages must be purchased from "The Venetian & The Palazzo", and dispensed by "The Venetian & The Palazzo" bartenders (prevailing rates will apply).

Sample sizes are limited to (1) ounce for food items two (2) ounces for non-alcoholic beverage items, and one.

Product liability insurance is required when sample food is distributed at "The Venetian & The Palazzo". "The Venetian & The Palazzo" will institute a charge for any rental equipment, storage of items, or cleaning of equipment associated with the distribution of samples.

Booth Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Description of Sample Product: \_\_\_\_\_

\_\_\_\_\_

Portion Size: \_\_\_\_\_

Method of Dispensing Product: \_\_\_\_\_

\_\_\_\_\_

Please indicate additional services required (i.e., storage, disposal, servers, etc.):

\_\_\_\_\_

\_\_\_\_\_

Additional fees may be incurred based on type of sample and service needed. Please forward all requests via fax to 702.414.2305.

Approved: [ ] Yes [ ] No Fees: \_\_\_\_\_

## EMERGENCY/SECURITY

### EMERGENCY EQUIPMENT

The facility is equipped with an alarm system and sprinkler system that activates by heat-sensitive devices and smoke detectors in the ventilation system. Fire extinguishers and other emergency equipment are strategically located in all areas of the building. The Venetian and The Palazzo Fire Command Center continually monitors all building emergency systems throughout the facility.

### EMERGENCY STAFF

Our staff is fully trained to handle emergency situations. Our Security department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency. The Conference Management personnel are responsible for keeping show management and service contractors informed of decisions relating to emergency events in progress. Should the need arise, "The Venetian & The Palazzo" has an EMT team on duty 24 hours a day, seven days a week. The 24-hour security hotline number for The Venetian is 702.414.9311 or 4.9311 if in house. The 24-hour security hotline number for The Palazzo is 702.607.9311 or 7.9311 if in house.

### FIRE EXTINGUISHERS/FIRE HOSE CABINETS

Please remember that all fire extinguishers and fire hose cabinets must be kept clear, accessible, and remain free of obstruction at all times. The fire hose cabinets, fire extinguishers, and permanent fixtures of the facility cannot be moved.

### RESORT EMPLOYEE ACCESS

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

### SECURITY

**The Venetian House Emergency Number.....4.9311 (on property)**

**702.414.9311 (off site)**

**The Palazzo House Emergency Number.....7.9311 (on property)**

**702.607.9311 (off site)**

"The Venetian & The Palazzo" Security department relies on the prompt information you forward to your Catering & Conference Manager. Upon solidifying your show security, our Security department will work closely with your contracted company at all times.

In the event of an alarm activation, audible, and visual alarms will activate. This is not a signal to evacuate the building. An announcement will be made stating that the nature of the alarm is being investigated. Once the nature of the alarm is determined, further instructions will be communicated. In the event the alarm poses no danger, an "all clear" will be announced. Should evacuation be necessary, further arrangements will be made.

"The Venetian & The Palazzo" maintains 24-hour security over the interior/exterior of the facility, including all life safety and equipment systems. "The Venetian & The Palazzo" requires copies of all incidents of injury, vandalism, theft, etc. These should be reported to your contracted security immediately so appropriate investigations/reports may be initiated. Should you wish to hire security from The Venetian and The Palazzo for your group please refer to page 17.

When contracting an outside security company to supply security services throughout your contracted time, please follow the listed protocol:

- A. **Contractor must possess a Nevada Business License.**
- B. A security officer must be present during move in and move out at each freight door being utilized. "The Venetian & The Palazzo" will not open any freight doors without this security officer present.

## EMERGENCY/SECURITY

- C. At least one (1) security officer in each exhibit hall during closed hours as a fire watch.
- D. A security officer must be present at any specific door being used after the facility is locked and during move-in and move-out.
- E. **Contracted Security must provide copies of all incident reports written on property, regardless of nature, to The Venetian and The Palazzo Security department on a daily basis.**
- F. Sufficient security must be present in front and around the building to maintain traffic control during your contracted period. You may consider hiring Las Vegas Metropolitan Police to assist with the traffic control. Please contact Las Vegas Metropolitan Police Traffic Control directly at 702.229.3442 or 702.229.2769 via fax.
- G. Contracted Security Companies must complete a standby log when assigned to an area after show hours. This document will provide an accurate count on items of value that are being watched and accounted for. The standby logs will be available to The Venetian and The Palazzo Security when requested for review.

Firearms are **prohibited** on “The Venetian & The Palazzo” premises. If your event requires armed security, you must make a written request to “The Venetian & The Palazzo.” You must receive approval in writing from the Executive Director of Security before armed guards or firearms are allowed on the premises.

In addition, “The Venetian & The Palazzo” can supply security services throughout your contracted event space. Contact your Conference Manager for details.

### **Show Management Must Abide by the Following Policies of “The Venetian & The Palazzo:”**

- A. It is the client’s responsibility to hire the contracted security company, which must submit to the Catering & Conference Manager thirty (30) days prior to the commencement of service, a security plan consisting of:

- 1. A floor plan showing all posts.
  - 2. A schedule showing the hours each post will be worked.
  - 3. Any armed positions (accompanied by approved weapons forms) including location and hours to be worked.
  - 4. Command post location where people can be directed to file any necessary reports.
  - 5. Notification to your Catering & Conference Manager of any changes, additions, or deletions.
- B. Booth Specials – Companies handling booth specials are not required to submit a floor plan. Your Catering & Conference Manager must receive the following information in a letter on company letterhead:
    - 1. Booth name and location,
    - 2. Number of guard(s) to work and their hours,
    - 3. Name and phone numbers of responsible parties to notify in case of emergency or problems.

**All security plans must be submitted at least thirty (30) days prior to commencement of service for approval by The Venetian and The Palazzo Security Department. Any deviations from these policies or requirements must be approved by the Director of Security.**

### **Policies of Private Security Companies on “The Venetian & The Palazzo” Property:**

- A. A copy of current city/county business license and state security license on file with The Venetian and The Palazzo Security department per local ordinance.
- B. Workman’s Compensation Insurance in accordance with Nevada law covering licensee’s employees.



## EMERGENCY/SECURITY

- C. Employer's Liability as required by the State of Nevada – \$2 million for the State of Nevada for each occurrence.
- D. Commercial General Liability – \$2 million for each occurrence.
- E. Commercial Auto Liability – \$2 million for each accident for all owned and non-owned and hired automobiles.
- F. A Certificate of Insurance for \$2 million naming Venetian Casino Resort, LLC ("VCR"), Sands Expo and Convention Center, Inc. ("SECCI"), Grand Canal Shops II, LLC ("GCS") and Phase II Mall Subsidiary, LLC ("PIIMS") and each of their parent subsidiaries and affiliates and each of their officers, directors, agents, and employees as respects the conduct of the named insured(s) in or about the property of VCR, SECCI, GCS, and PIIMS as additionally insured.
- G. Security guards must have their Sheriff's work card in their possession at all times.
- H. Weapons of any type (guns, nightsticks, mace, etc.) are not allowed on "The Venetian & The Palazzo" properties unless approved as follows:
  - 1. Letter from the Organization/Convention on their letterhead that is contracting the Event.
  - 2. "The Venetian & The Palazzo" weapons request form, complete with all information attached including signature of the Event Manager/Meeting Planner.
  - 3. Written permission must be granted by the Executive Director of Security of "The Venetian & The Palazzo" before armed guards or firearms are allowed on premises.
- I. The Venetian and The Palazzo Security department will be furnished a copy of all criminal, incident, or injury reports that occur on this property. These are to be delivered to The Venetian and The Palazzo Security department during the shift in which the incident occurred or as soon as possible thereafter. Notify The Venetian and The Palazzo Security immediately of any major offense or unusual activity that may require reporting, assistance, or follow-up investigation.
- J. Outside security agencies will keep The Venetian and The Palazzo Security department informed of any action against any persons or of any properties seized, recovered, or found.
- K. All rules and regulations of "The Venetian & The Palazzo" must be followed as enforced.
- L. Emergency exits are for emergencies only.
- M. The Venetian and The Palazzo Security department must be provided a radio by the outside security agency working in the building.

## SPECIALIZED EVENT SERVICES

### The Venetian & The Palazzo Las Vegas

3355 Las Vegas Boulevard South • Las Vegas, Nevada 89109  
877.226.8319 • 702.414.2305

### SECURITY EVENT ORDER SHEET

Group Name: \_\_\_\_\_ Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Billing: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Conference Manager: \_\_\_\_\_ Security Coordinator: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Location: \_\_\_\_\_

Service: \_\_\_\_\_ # of Officers: \_\_\_\_\_

#### Fees for Security:

Orders received more than five days prior to function - \$40.00 per hour per Security Officer. Orders received less than five days prior to function - \$50.00 per hour per Security Officer. Per hour price is based on a 4 hour minimum.

Comments: \_\_\_\_\_

*The customer agrees to indemnify, defend, and hold harmless Venetian Casino Resort, LLC, its parent, subsidiaries, affiliated companies, and their respective and future officers, directors, employees, agents, and assigns ("Resort") from and against any and all claims, damages, liability, losses, judgements, liens, costs, and expenses (including all reasonable attorney's fees) arising out of, or alleged to have arisen out of, the utilization by Customer of any security officer or staff member hired by or furnished by the Resort.*

*The Customer's duty to indemnify, defend, and hold harmless, as provided above, will apply even if the loss arises out of or in connection with, or is alleged to have arisen out of or in connection with, any negligent act or omission of the Resort. Customer further agrees that the Resort is not liable for any property damage including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort. Customer further agrees to advise all participants that the Resort is not liable for any property damage including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort.*

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Security Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Security Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## SPECIALIZED EVENT SERVICES

### INTRODUCTION

Specialized Event Services (SES), a division of Sands Expo, is the in-house provider of all services mentioned in this section for The Venetian and The Palazzo Las Vegas. Some services are included in our “scope of work” and are, therefore, not available through any other source. Please see the SES Service Brochure for a detailed listing of services included in this section as well as additional services such as plumbing, booth and aisle cleaning, and order forms for these and many other services.

**Production Services:** Encore Productions has teamed up with SES to broaden the vast amount of experience we have in production services and can assist you and your group at any level, including design and management of your complete show. SES and Encore have working relationships both within Las Vegas and the West Coast that will ensure the most cost effective and creative route possible for your show.

**Billing/Payment:** SES, as a separate company, requires that payment/billing for their services be handled directly with SES. You may pay with a wire transfer, check, or bill your Master Account with The Venetian or The Palazzo. SES representatives will provide you with estimates based on your needs to help you in this process.

### SCOPE OF WORK

Scope of work provided as an exclusive service through Specialized Event Services (SES) at The Venetian and The Palazzo Las Vegas:

1. Assembly, installation and dismantle of all attachments to ceilings or walls to include, but not limited to, chain hoists and dead hang points for such items as drapery; scenery; banners; electrical and non-electrical signs; truss; lighting; cabling; and projection, audio, and video equipment.
2. Assembly, attachment and dismantle of all equipment and cabling to all ceiling and wall attachments. This includes, but not limited to, truss systems, lighting, video, audio, special effects gear, screens, display monitors, lasers,

drapery, scenery, banners, and signage including all adjustments, repairs or replacement to said equipment.

3. Assembly, and dismantle of all floor truss systems. This includes attachment of all equipment and cabling as described in item #2.
4. Assembly, installation and dismantle of all floor-supported items that exceed 16’ from floor such as drapery, scenery, banners, and electrical and non-electric signs.
5. Assembly installation and dismantle of all lighting for stages, display areas, events, booth areas, including models, sales demos, various types of specialty lighting that are used in displays, events, presentations, productions, and entertainment that takes place within the confines of the facility including all adjustments, repairs or replacement to said equipment and the operation of such equipment.
6. Operation of all lighting control systems and rigging control systems. This includes all lighting boards, dimming systems and the house light control system. This generally requires a minimum of two technicians to be present for operations during events.
7. Assembly, installation, handling, moving of all material association with scope of work.
8. Portable power, connections, distribution for all electrical and all voltages for all areas whether in the exhibit area or not.
9. Final distribution to outlets, installation of cords under carpet and over carpet distribution, overhead to equipment, lighting including operating of man-lifts, forklifts, scissor lifts, etc. required to perform the scope of work.
10. All electrical equipment, lighting fixtures, fixture repair, power track, and other apparatus that requires electrical and mechanical fastening to the event, display, exhibit, or structure.

## SPECIALIZED EVENT SERVICES

11. Electrical signage that comes separate from the display and must be mechanically and electrically installed separately from the display. This excludes such signs that may be fastened to an exhibit. All antennas on or around the building including set up and removal and interconnecting cables from outside of the building to inside of building to the exhibit or from booth-to-booth excluding interconnecting of computer-type equipment with service connections between components.
12. Portable generators, motor generators, converter transformers and hook-up of same. Responsibility of all maintenance and repair of all electrical installations on the property. Portable cabling from main switch gear to sub-panels to branch circuit panels to secondary distribution.
13. Installation of communication cable, audio/visual, data and telephone cable from booth-to-booth, outside-to-inside, inside-to-outside, excluding interconnects from exhibitor's equipment within the confines of their exhibit or their event.
14. Portable plumbing service, air, water, gas and drains for all areas whether in the exhibit area or not. Air compressors, pumps and sumps and hook-up of same. Final distribution of plumbing service to equipment whether overhead or under the carpet.
15. The use of individual air compressors or pumps are prohibited; however, if they are an integral part of the exhibited products, please notify SES in advance for approval.
16. Provide rental, service, and operation of all boom lifts, man-lifts, forklifts, etc. required to perform the scope of the work.
17. Only SES-supplied equipment may be used in the catwalks, ceiling joints, or unistruct hanging points. This includes all lighting and attachment hardware for other devices.

### AUDIO/VISUAL SERVICES

Encore Productions and SES is your one-stop shop for all your A/V needs. Encore Productions has a full line of the latest equipment and access to the most professional and knowledgeable technicians available in Las Vegas. As the in-house vendor, they are in touch with your resort contacts and the operational intricacies of the building, saving time and money through their expertise and knowledge of the space. They are also one of the many services provided by SES, ensuring a streamline flow of resources between multiple departments.

Charges will also be incurred for all tie-in requirements to "The Venetian & The Palazzo" house sound system. Please contact SES to schedule in advance. (Labor charges may also apply.)

Below is a short list of their equipment. Be sure to contact them at 702.733.5138 for a more detailed list of their services.

**Screens:** 6' Tripod to 15' x 20" Truss Frames. Draping for screens, Masking, and Tech Surrounds

**Projection:** LCD Projectors from 4,000 to 10,000 Lumens. Larger units and DLP's also available

**Video Players/Recorders:** VHS, Beta, DVD

**Plasma/LCD Screens:** 32" to 60", Floorstands, Speakers

**Cameras/Switching:** D-30 cameras, High-Resolution Switching Packages, Presentation Pros, DV Cameras

**House Infrastructure:** Fiber, Cat 5, Hardwire, Standard & High-Def Cable, DSS, ATSC

**Audio:** Wired & Wireless Mics, 4 to 32 Channel Mixers, CD Players, Analog & Digital Recording, House Sound Patches

## SPECIALIZED EVENT SERVICES

**Production Audio:** Ranging from 350-watt Powered Speakers to L'Acoustics V-Dosc Rigs (SES can provide premium sound reinforcement)

**Accessories:** Flipcharts, Laser Pointers, Speaker Timers, Wireless Cue Lights, Wireless Gyro Mouse, Teleprompters, and more

### BROADCASTING SERVICES

"The Venetian & The Palazzo" is proud to offer your group Broadcasting Services via a Vyvx infrastructure for 2-way broadcasting capability. This system uses the Vyvx Broadcasting Network. Services include full broadcast quality transmission/reception, live video conferencing, and Webcasting. "The Venetian & The Palazzo" provides use of its infrastructure and all routing within "The Venetian & The Palazzo". Vyvx service from "The Venetian & The Palazzo" must be arranged directly through Vyvx Fiber Services. The current Venetian & Palazzo charge for use of infrastructure is \$2,500.00 for the initial drop and \$200.00 per day thereafter. Venetian & Palazzo technical support is required for broadcasts at the rate of \$45.00 per hour (standard hours) with a two-hour minimum, and \$75.00 per hour (after hours and weekends) with a four-hour minimum. A credit card or master account authorization form must be completed and returned to schedule.

**To make arrangements with Vyvx, please contact:**

Vyvx Fiber Services  
Event Media Solution  
918.547.3969

**For arrangements within The Venetian and The Palazzo, please contact:**

The Venetian and The Palazzo Facilities Engineering dept.  
702.414.4043

Please remember: You must contact Vyvx for service outside of the building and The Venetian and The Palazzo Facilities for service within the building. Please copy your Conference Manager and SES Event Service Manager on any correspondence.

While not all frequencies will be in use all the time, these frequencies should not be used by outside vendors for their wireless systems. When bringing in other Shure or similar wireless equipment, please remember that changing the Group or Channel will not guarantee that you will avoid interfering with another wireless device with similar frequencies.

**House frequencies are set and will not be changed.** Gaps in the grouping system are available and will be given out on a first come, first serve basis. Any wireless use in the facility must be brought to the attention of the Audio Supervisor. Assigned frequencies will be in effect at the start of the show and will remain in effect for the duration of your event. While monitoring of all wireless use is attempted, interference between your assignment and another visiting vendor is not the responsibility of SES.

SPECIALIZED EVENT SERVICES

**The Venetian/Sands Frequency List\***

470.725	505.150	574.550	664.700	683.025
471.450	554.475	575.600	665.150	684.725
471.925	555.425	577.200	666.000	685.575
473.900	557.600	578.350	667.125	686.925
474.151	558.425	579.300	667.825	687.800
474.375	559.550	580.650	668.800	689.550
475.650	560.075	581.775	669.400	690.475
488.275	564.150	582.625	670.225	692.125
488.725	566.200	583.275	678.025	692.625
489.450	566.750	583.725	678.450	693.375
489.925	567.675	662.225	679.350	694.375
500.275	570.225	662.800	681.050	695.125
501.450	571.525	663.800	681.900	698.875
501.925	572.100	664.575	682.325	699.375
503.900	573.200			

**Blue Man Group**

544.250	692.375
545.250	695.000
550.500	697.000
557.750	699.875
687.250	700.875
687.575	702.500
688.000	742.000
689.000	743.800
690.875	744.600
691.250	753.400

**St. Mark's Square**

667.250
670.750
671.475
673.925
676.825
677.525
689.375
695.800
696.200
697.425

**Wayne Brady**

639.025
644.050
646.950
656.450
663.775
670.075
688.750
784.500

**Poker Room**

678.500
678.950
685.225
685.800
688.325

**Phantom**

470.300	470.600	471.000	471.500	472.100
472.900	474.200	475.800	491.875	497.125
499.875	507.125	509.750	510.600	511.575
511.875	530.125	535.200	538.300	541.200
542.400	547.600	569.000	569.900	590.300
590.800	591.450	592.250	607.900	614.125
614.425	614.825	615.325	615.925	616.725
618.025	639.300	639.700	640.700	642.700
648.200	649.000	649.875	662.400	662.700
663.100	664.100	666.300	669.600	670.400
673.400	675.500	680.150	684.500	685.475
704.100	704.400	705.350	706.200	723.450
725.200	726.625	729.025	732.650	734.500
742.500	743.225	749.100	754.825	757.300
758.125	759.350	761.250	762.750	764.900
766.525	770.050	772.350		

The house wireless frequencies are listed above.\* In addition to the frequencies listed, other frequencies are used by our various on-property entertainment venues. For more information, please consult your SES Event Service Manager with The Venetian & The Palazzo .

## SPECIALIZED EVENT SERVICES

### ELECTRICAL SERVICES

SES is the exclusive provider of electrical services for The Venetian and The Palazzo Las Vegas.

#### ELECTRICAL CODE:

1. Electrical requirements at The Venetian and The Palazzo Las Vegas are for the safety of all and are based on national and city electrical codes and ordinances.
2. Local ordinances prohibit more than 2000 watts / 20 amps per lighting circuit and only one connection for power and motor outlets.
3. Electrical permits required by the Local Building and Safety Code will be obtained by Specialized Event Services.

Below is a sample equipment list for your convenience.

#### Electrical Usage:

##### 120 VOLT – 60 Hz – AC

5 Amps/500 Watts or less  
10 Amps/1000 Watts or less  
20 Amps/2000 Watts or less

#### Electrical Usage:

##### 208 VOLT 1 Phase – 60 Hz – AC

10 Amps/1/2 h.p. or less  
20 Amps/1 1/2 h.p. or less  
30 Amps/2 h.p. or less  
40 Amps/3 h.p. or less  
60 Amps/5 h.p. or less  
100 Amps/10 h.p. or less

#### Electrical Usage:

##### 208 VOLT 3 Phase – 60 Hz – AC

10 Amps/1 h.p. or less  
20 Amps/3 h.p. or less  
30 Amps/5 h.p. or less  
60 Amps/10 h.p. or less  
100 Amps/20 h.p. or less  
200 Amps/50 h.p. or less  
400 Amps or less

#### Electrical Usage:

##### 480 VOLT Phase 3 – 60 Hz – AC

20 Amps/7 1/2 h.p. or less  
30 Amps/10 h.p. or less  
40 Amps/15 h.p. or less  
60 Amps/20 h.p. or less  
100 Amps/75 h.p. or less  
200 Amps/100 h.p. or less

### PHONE/TELECOMMUNICATION SERVICES (CONGRESS CENTER)

For telecommunication needs in your guest suite, please refer to page 84.

#### Phone

All additional phone needs in The Venetian and The Palazzo Meeting Space are handled through SES Telecommunications. This includes any needs beyond the house phone located in most meeting rooms. These existing house phones are not programmable for outside service. A variety of equipment and services are available. Special orders for direct data or ISDN lines must be ordered through Central Link telephone directly at 800.529.4259. For each aforementioned line, a corresponding single line must be ordered from SES Telecommunications. These services are exclusively available through SES Telecommunications.

#### See some sample equipment below:

- Single-Line Touch Tone Phone
- Modem Line
- Voice Mail
- Multi-Line Touch Tone Phone
- Extended T1 (The T1 line itself must be ordered through Embarq for delivery to the building. Please call for availability. SES has a limited number of T1 lines available for rent. To complete the service, the T1 extension must be ordered through SES, which will install the line at your meeting space.)
- Extended ISDN (follow directions for T1 line above).

## SPECIALIZED EVENT SERVICES

### INTERNET SERVICES

SES is the exclusive provider of Internet services at The Venetian and The Palazzo Las Vegas. The services available will cover all of your needs including Ethernet drops, IP addresses, hubs, and routers. One IP address will be assigned with each Ethernet drop.

See some sample equipment below:

#### Connectivity:

- Ethernet drop with one IP address
- Dedicated, secure, point-to-point line to your location

#### IP Addresses:

- Additional IP address(es)

#### Networking Accessories:

- Category 5 cable (per foot)
- 8-port auto-sensing hub
- 16-port auto-sensing hub

#### Important Information:

If you need public IP addresses, you must purchase them separately. Your IP addresses and other configuration information will be available five days prior to move in. Information regarding your Internet service will be sent via e-mail whenever possible.

Please include a floor plan indicating where your Internet drop should be within your booth or meeting space.

You are responsible for making your computers Internet-ready. This includes Ethernet cards, drivers, adapters, TCP/IP software, Internet browser, mail client, etc.,

installed for each machine you wish to connect. **There is a connection fee for each device that can access the Internet.** This fee may be for an additional public IP address, private IP usage, or DHCP routing.

Required equipment for network, such as cables and hubs, is available on site at an additional charge. Installation service is also available at an hourly rate. Rental hubs, switches, and patch cords are to be picked up at the Sands Service Desk on level one; in some cases a signature is required. Failure to return rental equipment to the Service Desk after your event will result in additional charges.

All devices that access the Internet will incur a fee. It is possible to arrange for rental of certain components within the exhibitor network backbone to use with your routers and switches. Arrangements will be made for a time and materials contract with this type of backbone rental agreement.

The installation and testing of the physical Ethernet drop is scheduled for completion the day prior to the event opening, unless other arrangements have been made in advance. Your IP address and network properties will be tagged at the end of your drop. If you encounter any problem with your Internet connection, please notify the Service Desk for prompt resolution.

**Special Notices: If your device is found to be causing a broadcast storm, or if you have perpetuated a virus from your equipment, your Internet service will be interrupted until the appropriate action has been taken. If at any time your hardware, cabling, or software is causing a slowdown on the network, your service will be interrupted without credit.**

The Venetian and The Palazzo Resort Conference Center has a wireless network available on all levels. Dedicated wireless service for your group is available by contacting the Internet department at SES. Please order in advance of your event so we can secure a network specially designed for your needs while on property.

You may not bring your own wireless access points. Unauthorized wireless equipment can cause significant problems with the existing SES wireless equipment and will be disconnected from the network.



## SPECIALIZED EVENT SERVICES

### TRUSS/LIGHTING RENTAL AND RIGGING

Allow SES to assist you with all of your production requirements. We can provide the equipment you need for any size show. Our vast resources include motorized hoists, trussing, robotic lighting, dimmers, and controls. SES has a fully-trained staff that can provide emergency 24-hour service, lighting design packages, and custom rigging solutions. Rigging is an exclusive service of SES for "The Venetian & The Palazzo".

Below is a short list of equipment available. This is not a complete list as SES can provide extensive rigging/lighting equipment for any size production.

### TRUSS/LIGHTING RENTAL

#### Product List

##### Lighting Fixtures

ETC SOURCE 4 ELLIPSOLIDALS  
 ETC SOURCE 4 PARS  
 PARS: 64 (or) 56 (or) 46  
 FRESNELS: 6" (or) 8" (500 or 1000 Watt)

##### Control

WHOLEHOG II  
 ETC EXPRESS 48 / 96  
 ETC EXPRESS 126  
 ETC EXPRESSION 2X / 3X  
 ETC INSIGHT 2X  
 HIGHEND LCD  
 JANS HOG 500

#### Motorized Hoists

1/4 – Ton  
 1/2 – Ton  
 1 – Ton

#### Perishables

ROSCOLUX  
 LEE FILTERS  
 GAM COLOR  
 CINEFOIL  
 STANDARD & CUSTOM GOBOS

#### Moving Lights

Cyberlights  
 Technobeams  
 Studio Spots  
 Studio Colors

#### Dimmers

ETC SENSORS:  
 12 / 24 / 48 / 96 X 2.4k

#### Truss

12" Box  
 20.5" Box

#### Equipment

BOOMLIFT  
 FORKLIFT/BASKET

## EXHIBITS/PRODUCTION

## AIR CONDITIONING AND HEATING IN EXHIBIT HALLS

(SANDS Halls A, B, C, and G - Venetian Hall D)

Exhibit Halls are heated and cooled during show hours only. The Sands Expo charges a standard fee per hall, per day, for cooling and heating during non-show days. Contact your Sands Expo Event Services Manager for the price structure. For Hall D, heating/air conditioning will be provided in the hall only during contracted show times.

## AIR QUALITY IN THE EXHIBIT HALLS

(SANDS Halls A, B, C, and G Venetian Hall D)

The Occupational Safety and Health Administration (OSHA) requires the Sands Expo to maintain a safe oxygen level during move-in and move-out. The HVAC (Heating, Ventilation, Air Conditioning) units are operating in the ventilation mode to circulate the air during these times to ensure everyone's safety.

## AISLES AND EXITS

Aisles and exits as designated on approved show plans shall be kept clean, clear, and free of obstructions. Booth construction shall be substantial and fixed in position in a specified area for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles.

## CEILINGS AND WALLS

All items to be hung from the ceiling must be described in writing in detail and submitted to your Catering & Conference Manager or to your Specialized Event Services Event Manager 30 days prior to arrival. All items hung from the ceiling must be installed by Specialized Event Services. Labor charges will apply. Nothing is to be placed against or leaned against any wall in the Meeting Space that may damage the facility. A two (2) foot distance must be maintained between the wall and any object. Any signs, banners, etc. that need to be hung from the ceiling or any ceiling

fixture in any of the meeting rooms must be hung by Specialized Event Services. Labor charges will apply. Reflective ceiling plan available on CAD upon request.

**Absolutely nothing may be attached to the airwall tracks at any time.**

**Note: All rigging, running of cables, assembly of trusses, lighting on trusses, and plug-in of lighting is exclusively done by Specialized Event Services. All rigging points must utilize existing ceiling structure and holes.**

## CLEANING OF EXHIBIT BOOTHS

SES Cleaning Services is the exclusive cleaning contractor. No other contractor or cleaning service will be allowed on the show floor except for initial wipe down of exhibit booth. To receive advance prices, SES Cleaning Services must receive your order with full payment twenty-one (21) days prior to show opening to ensure availability. Any orders received after the twenty-one (21) day cut-off will be charged at show site rate. All orders are subject to a 25% cancellation fee. See Booth Cleaning Services Form contained in this packet for prices.

## CLEANING OF FACILITIES

"The Venetian & The Palazzo" will provide the exhibit/production space in a clean condition, including exhibit floor, pantry areas, and freight dock areas. It is the responsibility of the Client to return these facilities in the same clean condition as received. If any unusual cleanup is required, your organization will be billed on a cost basis for man-hours required to restore "The Venetian's & The Palazzo's" property to the same condition in which it existed prior to your convention.

"The Venetian & The Palazzo" do not provide daily janitorial service in any area which contains exhibits/trade shows, except those areas designated for coffee breaks, food courts, etc. Daily booth and aisle cleanup must be arranged with SES Cleaning Services. Please contact your SES Event Services Manager/Event Coordinator to make arrangements.

## EXHIBITS/PRODUCTION

## COMPRESSED GAS IN FACILITY

Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshal. Approved cylinders must be stored and secured in an upright position with the cap on, secured tight. Helium canisters are permitted but must be stored in a secured, upright position.

## COOKING

Exhibit booth cooking will be permitted only with the approval of the Clark County Fire Department and the Catering & Conference Management Department. A permit from the Clark County Fire Department is required if cooking will be performed (see guidelines contained in the Health Department Regulations of this document). A copy of the Itinerant Food Permit Application is included in this packet. Clark County codes require hoods for venting and are very precise in their requirements. Do not overlook this critical step.

**Event Coordinator Application Fee:**

As per Clark County Health District Environmental Health Division Code, all events where one or more outside food/beverage vendor participates at the event, the Event Planner (your organization) must obtain an Event Coordinator Permit from the Clark County Health District. At the time of publication, a fee of \$200.00 is required along with the application. A sample application is included in this document. Consult your Catering Professional at The Venetian & The Palazzo prior to the application process as "The Venetian & The Palazzo" must approve any deviations from its policy of "No Outside Food or Beverage Will Be Allowed on Property." A permit from Clark County does not entitle the organization to bring in outside food or beverage.

Public food service establishments, food vendors at temporary food serving events, or special events shall comply with all applicable sanitary requirements of the Clark County Health Department Regulations.

All booths serving open food must apply for and receive an Itinerant Food Permit by mail or in person at the Clark County Health District. All booths serving food must supply copies of health cards for all individuals involved in distributing any food product.

The Environmental Health staff will be looking for the following requirements:

- A. All potentially hazardous foods (meats, dairy products, poultry, melons, etc.) must be maintained at proper temperatures: 40 degrees Fahrenheit or colder, or 145 degrees Fahrenheit or hotter. Poultry products must be cooked to 165 degrees Fahrenheit. Stem thermometers must be available to monitor food temperatures.
- B. Adequate refrigeration must be available for proper food storage. "The Venetian & The Palazzo" are not responsible for the cold storage of exhibit materials.
- C. Samples must be protected from contamination by sneeze guards, domes, or covers. Suitable utensils or individual portions must be provided.
- D. Single-service gloves or suitable utensils must be provided for handling of all ready-to-eat food.
- E. A bucket of sanitizer must be provided at each booth; change the water and bleach often. A sanitizing solution may be made by mixing 1-1/2 teaspoons of bleach to each gallon of cool water. We recommend each booth also have a portable handwash station or use the sanitwice station to meet SNHD regulation.
- F. No smoking or eating is permitted in any booth preparing or serving food.
- G. A fire extinguisher must be provided in any area using canned heat, gas, or fire. These also must be approved in writing by the Clark County Fire Department.
- H. Adequate extension cords must be available and stored to prevent electrical shock or a tripping hazard.

## EXHIBITS/PRODUCTION

- I. All food must be stored off the floor.
- J. To fully comply with SNHD regulations “The Venetian & The Palazzo” recommends all equipment include an NSF registration sticker or the equivalent.

If you have any questions or need assistance, please contact the office below:

**Clark County Health District  
Environmental Health Division  
P.O. Box 4426  
625 Shadow Lane  
Las Vegas, NV 89127  
702.759.1258**

### DISPLAY IN PUBLIC PARKING AREAS

Use of any of the public parking areas for convention-related display or advertisement must have prior approval from “The Venetian & The Palazzo” management and the Clark County Division of Zoning Department. Vehicle storage is prohibited in any area outside of The Venetian and The Palazzo Parking Garage. Please note clearance height of The Venetian parking garage is 8’2” for level one and 6’8” for level two and above.

Any request for such use must be sent to the Catering & Conference Management department no later than thirty (30) days prior to the purposed installation date.

### Exhibit Decorators:

All exhibits over the size of fifty (50) table top booths must have an official decorator/exhibit company or production company which will be responsible for floorplan production and approvals and freight handling in-bound and out-bound. The above requirements must be met prior to commencement of load in.

### EXHIBIT/PRODUCTION FLOOR PLANS

The official decorator/exhibit company/production company you select is responsible for and must submit floor plans of the proposed exhibit/production layout to the Clark County Fire Marshal’s office for approval three months prior to the show. A Fire Marshal-approved copy must be forwarded to “The Venetian & The Palazzo” one month prior to exhibit/production move in. Any changes to approved plans will require additional approval by the Fire Marshal. A Clark County Fire Department handbook of guidelines may be furnished upon request. Smoking is prohibited during move in/move out.

Floor plans must be drawn to scale for all areas indicating the location of:

- Exhibits
- Registration areas
- Food areas, with layouts
- Counters and tables
- Signage and banners
- All structures
- Props
- Security/Decorator space
- All other plans for space

## EXHIBITS/PRODUCTION

### **Final approval for all floor plans including the following basic requirements are made by the Clark County Fire Department:**

- All points of ingress and egress must have a minimum of twenty (20) feet of clearance.
- Aisles must be a minimum of ten (10) feet in width.
- Access to all restrooms and all exits cannot be restricted by any obstacles.
- All columns in aisles must have a minimum of six (6) feet clearance passage on at least three (3) sides.
- Fire hose cabinets and fire extinguishers must be clear of obstructions and must remain where they are placed.
- Dimensions of the entire area to be occupied: gross square footage.
- Display of items: materials, vehicles, equipment, grandstands, bleacher seats, riser seats, and the like.
- Location of all food areas: tables, chairs, props, etc.
- Size, location, and construction of booths.
- Location and width of all exits: exiting required, exiting provided, and number of exits used.
- Contact person and telephone number.
- Move-in dates, show dates, and move-out dates.
- Key of scale used.

### FIRST AID

The Resort's Security department is trained to provide first aid service in the event of an emergency. Any stationary, non-emergency service must be ordered through an outside service.

A permanent first aid room is located on the Sands Lower Level across from Meeting Room 401. For all exhibits, the Sands Expo & Convention Center requires that Show Management maintain, at its own expense, a nurse who is fully registered in the State of Nevada to dispense medicine, supply first aid care, and bring the required supplies needed for the first aid service for events taking place in the Sands Expo & Convention Center. This service must be contracted through an outside company.

The first aid provider must be on site during the contracted period to provide medical services during move-in, show days, and move-out of your event. Please provide the Sands Expo & Convention Center with your first aid plan for approval no later than 21 days prior to your first move-in day.

While on duty, the nurse will be in communication with the Sands Security department at all times. In case of an emergency, the nurse can be contacted through our in-house Security office at extension 65195 from any in-house phone in the building, or through your SES Event Coordinator via radio or telephone communication.

### FLOOR LOAD LIMITS

Floor load limits are 250 lbs. per square foot, static weight in Halls A, B, C, and D. Floor load limits are 150 lbs. per square foot, static weight in The Venetian Ballroom, Level 2, Level 3, Level 4, and The Palazzo Ballroom.

### POOL DECK

The Floor load on the Pool Deck of "The Venetian & The Palazzo" is 100 lbs. per square foot. Any exhibit/display/equipment exceeding this limit will require special handling to distribute the load. You are responsible for contacting "The Venetian & The Palazzo" of any potential weight concerns.

## EXHIBITS/PRODUCTION

**Vehicles placed in The Venetian Ballroom** may weigh no more than 8,000 lbs. per axle. Please note that, due to logistical and physical restraints, automobiles cannot be placed in the Casanova, Marco Polo, Galileo, Bellini, Titian, or Veronese Ballrooms, or The Venetian Foyers. The Decorator or Production Company is responsible for notifying "The Venetian & The Palazzo" of any potential weight problems in these areas and must abide by any decision from the Resort's Engineering department.

## FORKLIFTS

Standard loading procedures in our main ballrooms, meeting rooms, and pre-function areas:

1. No forklifts are allowed on the carpet without special permission from the Facilities department (Engineering).
2. No electric pallet jackets allowed on carpet for any reason.
3. No manually-operated pallet jacks allowed on carpet for any reason.
4. Use 4-wheel dollies instead of forklifts whenever possible.
5. For 3- or 4-wheel carts, tape the tires to protect the carpet.
6. Any heavy traffic areas for dollies, rolling crates, or containers must have heavy-duty Visqueen laid down and secured with tape that does not leave residue on the carpet fibers.
7. Any pallets, crates, or wooden-type boxes must have Visqueen placed under to protect the carpet.
8. No motorized vehicles other than handicap scooters and wheelchairs are allowed on hallway carpet without prior authorization.
9. No tape or rope should be used to hold doors at any time; use door wedges instead.
10. Loading through public space must be approved and coordinated by your Conference Manager.

Forklifts will not be allowed on any carpeted area of "The Venetian & The Palazzo" unless Visqueen or carpeting is laid thirty (30) feet out from all freight entrances. A 5-mph speed limit for forklifts will be enforced at all times. Forklift operators must be certified and able to provide supporting documentation.

"The Venetian & The Palazzo" do not loan or provide motorized forklifts, Genie booms, lifting devices, tools, ladders, etc., to outside contractors. Your contracted company must secure all equipment in advance. However, all exclusive services will provide all motorized equipment required to complete those services.

## FREIGHT DOORS MOVE-IN &amp; MOVE-OUT ACCESS

**Hall D and Sub Hall D:**  
**(See The Venetian and The Palazzo Facilities Guide for locations.)**

In an effort to conserve energy, the Security or Meeting Services department will control the opening and closing of any freight doors during your move in and move out. A schedule of when the doors need to be opened will be required from the exhibit/production company no later than two (2) weeks prior to move-in. This policy is strictly enforced and the doors will be automatically closed if there is not any activity in or out of the doors as observed by the Meeting Services department. Therefore, it is extremely important for the exhibit/production companies to use their time wisely when the doors are open. Plastic air curtains are not to be tied open. When freight doors are open, the user must supply, at their expense, a Security Guard to maintain a watch.

**Resort Receiving Docks:** There is limited dock space for shipments sent by carriers other than Fed-Ex, UPS, DHL, Airborne, or the US Postal Service, and delivery schedules must be approved in advance. Your Catering & Conference Manager will coordinate the appropriate arrangements, at least two days out, with the Resort's Package Center to ensure a successful delivery of your items to "The Venetian & The Palazzo."

## EXHIBITS/PRODUCTION

### MOVE IN/MOVE OUT

During the move in and move out of trade shows, the establishment and maintenance of designated “No Freight” aisles are required. These aisles must be kept clear at all times.

**Exhibit Load-In/Load-Out Aisles:** During move in and move out, a ten (10) foot wide lane must remain unobstructed for emergency vehicle access at all times. All fire exits leading from the building and compactor areas must also remain clear and unobstructed. All vehicles, equipment, crates, etc. must be removed from this area and remain clear for the duration of the event until move out begins.

### LOAD IN/LOAD OUT APPROVED ROUTES

During a show or event load in/load out, the organization agrees that load-in will be conducted in accordance with the following routes:

- Access to “The Venetian & The Palazzo” shall be via the Service Elevators located near The Venetian and The Palazzo Main Receiving Docks (no forklifts shall be used in these elevators) or via the freight elevators located off The Palazzo dock or near Hall D (forklifts can be used in these elevators).
- Load-in via the Hall D receiving doors is not permitted unless the organization contractually holds Hall D. Casanova, Marco Polo, and Galileo access shall take place via the Service Road located outside of the Galileo Ballroom (all vehicles must have a security attendant and your Catering & Conference Manager must coordinate arrangements). The use of pallet jacks in any public space is strictly prohibited without written consent from The Venetian & The Palazzo management. Any party using pallet jacks without consent from The Venetian and The Palazzo management is subject to damage charges and load-in/out will be halted.
- Level 2, Level 3, Level 4, and The Palazzo Ballroom access shall be via freight elevators located off The Palazzo dock (no forklifts shall be used in these elevators). Load via the Service Elevators in this area prohibited.

### SELLING ITEMS

In an effort to maintain a resort atmosphere as well as contractual agreements with internal lessors, “The Venetian & The Palazzo” restrict the sale of any goods and services to within the confines of the meeting room walls. All vendor collateral and marketing material is subject to review and rejection by the management of “The Venetian & The Palazzo” at its sole discretion.

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

If Show Management or exhibitors are tax-exempt, the State of Nevada requires a copy of the following on file with “The Venetian & The Palazzo”:

- 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.

### SEGWAYS

The use of a Segway personal transporter is prohibited in The Venetian and The Palazzo Las Vegas. Any exceptions must have express written consent from “The Venetian & The Palazzo”. If the guest has a medical condition that precludes use of a wheel chair, we allow the Segway, otherwise, they are banned.

## EXHIBITS/PRODUCTION

### STORAGE OF EXHIBIT MATERIALS

“The Venetian & The Palazzo” cannot accept and store large exhibit-type shipments of materials in advance of a show. Due to Clark County Fire Department regulations, crates, boxes, and such cannot be stored on “The Venetian & The Palazzo” premises during a show. It is necessary for you to make arrangements with your production company/exhibitor service to receive and store equipment for delivery to “The Venetian & The Palazzo” on the move-in date. These arrangements must also include the removal of empty crates, their storage during the show, and their subsequent return to “The Venetian & The Palazzo” on the move-out date. All storerooms inside “The Venetian & The Palazzo” must be maintained free of any outside contractor equipment. It will be the responsibility of the outside contractor to secure storage for any and all equipment off property. Should property be left by the group, the group’s decorator, or the group’s production company after the contracted period, “The Venetian & The Palazzo” will dispose of the property and will charge the licensee accordingly.

### STORAGE OF PRODUCTION MATERIALS

All production equipment, crates, boxes, etc. must be stored by the outside company within contracted meeting space. Under no circumstances shall production companies utilize service corridors, back hallways, or resort storage areas for storage of equipment.

### TRUCK/TRAILER STORAGE

Motorized vehicles and tractor trailers cannot be parked or stored overnight in “The Venetian & The Palazzo” parking lot or convention loading docks. These areas can only be used for loading and unloading. Once a truck has been unloaded, empty crates and trailers need to be stored off property. Securing a location off property is the responsibility of the production company and/or your company.



## FACILITIES

### ELEVATORS

#### 1. Freight Elevator(s) to Hall D & The Venetian Ballroom

These elevators are for the use of The Venetian and The Palazzo Team Members and our Tenants. Should you or your production company need access to these elevators, usage must be arranged through your Conference Manager.

Location & Access: From Sub Hall D to Hall D/The Venetian Ballroom Level

Elevator Number: ENGS-1 (1 Elevator)

Size: 20'6" (L) X 10' (W) X 12' (H)

Capacity: 20,000 lbs.

Elevator Number: ENGS-2 (1 Elevator)

Size: 12'6" (L) X 10' (W) X 12' (H)

Capacity: 10,000 lbs.

Available to: In-house personnel and authorized set-up crews

#### 2. Service Elevator(s) near Venetian A

These elevators are for the use of The Venetian and The Palazzo Team Members. Should you or your production company need access to these elevators, usage must be arranged through your Conference Manager.

Location & Access: From Receiving Docks to The Venetian Ballroom Level

Elevator Number: LSLS-3 & LSLS-4 (2 Elevators)

Size: 8'4" (L) X 6' (W) X 9'2" (H)

Capacity: 5,000 lbs.

Elevator Number: LSLS-1 & LSLS-2 (2 Elevators)

Size: 8'4" (L) X 6' (W) X 9'2" (H)

Capacity: 5,000 lbs.

Available to: In-house personnel and authorized set-up crews

#### 3. Service Elevator(s) to Levels 2, 3, 4, and 5

These elevators are for the use of The Venetian and The Palazzo Team Members. Should you or your production company need access to these elevators, usage must be arranged through your Conference Manager. These service elevators are located near the receiving docks across from the bus transportation area.

Elevator Number: PS-1, PS-2, PS-3, and PS-4 (4 Elevators)

Size: 12' (L) X 5'4" (W) X 9'2" (H)

Capacity: 10,000 lbs.

Available to: In-house personnel only

#### 4. Freight Elevator(s) to Level 2, 3, 4, and 5

Located across from the bus transportation area, the freight elevators provide access from ground level to levels 2, 3, 4, and 5.

Elevator Number: MEL8 & MEL9

Size: 20' (L) X 12' (W) X 9' (H)

Capacity: 20,000 lbs.

Available to: In-house personnel and authorized set up crews

#### 5. Guest Floor Elevators

These elevators are for the use of Resort Guests and are not designed for the transfer of production equipment or exhibit freight.

Location & Access: Access to The Venetian Guest Suite Tower

Elevator Numbers: TSBBP-1 through TSBBP-22

Size: 6'9 3/4" (W) X 6'3/4" (L)

Capacity: 3,500 lbs.

## FACILITIES

### 6. Freight Elevator(s) to the Pool Deck

These elevators are for the use of The Venetian and The Palazzo Team Members.

Location & Access: From Ground Level to The Venetian and The Palazzo Pool Deck

Elevator Numbers: LSSS-1, LSSS-2 (2 Elevators)

Size: 5'8" (W) X 8'6" (L) X 10' (H)

Capacity: 5,000 lbs.

Elevator Number: LSSS-3 (1 Elevator)

Size: 7'8" (W) X 9'4" (L) X 10' (H)

Capacity: 8,000 lbs.

Available to: In-house personnel and authorized set up crews.

The Las Vegas Metropolitan Police Department will patrol and ticket any vehicles parked on the streets surrounding "The Venetian & The Palazzo." Trucks should be dispatched to "The Venetian & The Palazzo" when space is available in the licensed area.

### FLOOR LOAD LIMITS

(See Page 37)

### EXTERNAL BOUNDARIES

This section addresses the outside perimeter areas surrounding the facility:

#### 1. Access Road (contact your Conference Manager for maps):

The loading and unloading of any vehicle is prohibited on this access road which must remain clear of all vehicles and equipment at all times. Vehicles will be towed from this area at the owner's expense.

#### 2. Truck Staging/Truck Marshalling:

There is no truck staging, storage, or truck marshalling on the streets surrounding "The Venetian & The Palazzo." It is the responsibility of the group/truck storage to obtain a truck staging/truck marshalling area at an off-site location. Show Management can arrange this service with the General Service Contractor.

## FACILITIES

### ROOM SPECIFICATIONS

For additional information regarding room specifications, refer to The Venetian and The Palazzo Facility Guide.

### LEVEL 1 / GROUND LEVEL

#### **Casanova, Marco Polo, and Galileo Ballrooms**

Each Ballroom divides by airwalls into fourteen (14) sections.

Dimensions: 79' 6" (W) x 207' 4" (L)

Chandeliers: Not applicable

Ceiling Height: 11' 4 3/4" at lowest point; 13' 3 3/4" at highest point

Power: (1) 100 AMP 3 phase

Located in each divisible section of these rooms are house phones, lighting controls, and the following standard items:

#### **At The A/V Panels of Each Section**

- (1) RF
- (1) Portable
- (1) Tele Multi
- (1) Video BNC
- (2) 20 AMP 120 volts (1-floor / 1-wall)
- (2) Ceiling power tracks 50 AMP 3 phase
- (3) MIC Inputs
- (3) Line Inputs
- (5) Internet (RJ45) CAT 5(E) -or- (20) Telephones (RJ11)

### LEVEL 2 (CASINO LEVEL & CONGRESS CENTER)

#### **Hall D**

The Hall is not subdivided by airwalls. Hall D shares an airwall with Hall C of the Sands Expo & Convention Center.

Dimensions: 414' (L) x 325' (W)

Ceiling Height: 32' 6"

Video: Upon request

Columns: (19) 24" square; spaced 60' X 90' apart

Power: (21) 600 AMP 3-phase (1) 2000 AMP - 480 volt Buss Duct

Load-In Door: (1) 19' 11" wide x 16' high

#### **The Venetian Ballroom**

The Venetian Ballroom divides by airwalls with twelve (12) sections. Ten (10) of these sections are directly accessible from public foyers.

Dimensions: 208' 2" (W) x 393' 4" (L)

Ceiling Height: 24' 10" from the lowest ceiling point to the floor  
27' 10" from the highest ceiling point to the floor

Chandeliers: (16) each 12' (W) X 28' (L) X 10" (H)

Clearance 18' from bottom of chandelier to floor

Sections: The Venetian Ballroom divides into twelve (12) sections

Load-In Doors: One located in Venetian L and one located in Venetian K, doors are 12' (W) x 16' (H)

Power: Section A: (1) 200 AMP 208 volts 3 phase,  
(1) 400 AMP 208 volts 3 phase

Section B: (2) 200 AMP 208 volts 3 phase, (1) 400 AMP 208 volts 3 phase

## FACILITIES

Section C: (2) 200 AMP 208 volts 3 phase, (1) 400 AMP 208 volts 3 phase

Section D: (1) 200 AMP 208 volts 3 phase

Sections E & F: N/A

Section G: (1) 200 AMP 208 volts 3 phase

Section H: (1) 400 AMP 208 volts 3 phase

Section I: (1) 400 AMP 208 volts 3 phase

Section J: (1) 200 AMP 208 volts 3 phase

Section K: (2) 100 AMP 208 volts 3 phase, (1) 100 AMP 480 volts 3 phase

Section L: (1) 100 AMP 208 volts 3 phase, (1) 400 AMP 208 volts 3 phase

Located in each divisible section of The Venetian Ballroom are a house phone, lighting controls, and the following standard items:

### At the A/V Panels of Each Section

- (1) 8-Channel Ashley Mixer #MX508
- (4) MIC inputs
- (4) Line inputs
- (2) Video BNC
- (1) COM (Clear Com)
- (1) RF
- (5) Internet (RJ45) CAT 5(E) -or- (20) Telephones (RJ11)
- (2) Multi-mode Fiber
- (2) DMX
- (1) 20 AMP 120 volts
- (1) 60 AMP 208 volts 3 phase

### In the Floor Pockets of Each Ballroom Section

- (4) MIC inputs
- (1) RF
- (2) Internet (RJ45) CAT 5(E) -or- (8) Telephones (RJ11)
- (1) 20 AMP 120 volts

### The Venetian Foyer Area

The following standard items are included:

Ceiling Height: 18'

Power:

- (1) 60 AMP 3-phase connection
- (1) 20 AMP connection
- (2) A/V Panels

### At the A/V Panels

- (2) (RJ45) Category 5 certified or the ability to expand each line up to
  - (4) standard telephone lines
  - (1) Gang box with (12) RJ11 standard telephone lines
- House sound:
- (1) 10-channel mixer
  - (4) Mic lines
  - (2) Coax connections for cable/satellite feed
  - (2) RF connections for video feed
  - (1) 60 AMP 3 phase connection

**There are no floor pockets in The Venetian foyer area.**

## FACILITIES

### **The Bellini, Titian, and Veronese Ballrooms**

Each ballroom divides by airwalls into fourteen (14) sections.

Dimensions: 80' (W) x 180' (L)

Ceiling Height: 19' 4" from the highest point in the ceiling to the floor  
17' 8" from the lowest point in the ceiling to the floor

Chandeliers: (14) total

Clearance: 15' 6" from the bottom of chandelier to floor  
16' 7" from the bottom of the chandelier to the floor in rooms 2001A, 2001B,  
2101A, 2101B, 2201A, 2201B, 2301A, 2301B, 2401A, 2401B, 2501A, and 2501B.

Power: (1) 20 AMP connection (2) on each side of the entrance

\* 200 AMP 480 volts: Can be found in rooms 2101B, 2301B, and 2601.

\* 400 AMP 480 volts: Can be found in rooms 2106, 2306, and 2506.

Located in each divisible section of these rooms are house phones, lighting controls, and the following standard items:

#### **At the A/V Panels of Each Section**

- (3) MIC Inputs
- (2) Line Inputs
- (1) Line Outputs
- (1) 5-Wire component video (1EA: R G B H \$ V BNC Connectors)
- (4) Multi-mode fiber T
- (4) Multi-mode fiber R
- (2) Single-mode fiber TR
- (1) Telephone - 25 lines

(4) Internet (RJ45) CAT 5(E)

(1) 20 AMP 120 volts

(1) 60 AMP 208 volts 3 phase

#### **In the Floor Pocket of Each Ballroom Section**

(2) Internet (RJ45) CAT 5(E)

(2) MIC Inputs

(2) Line Outputs

(1) 20 AMP 120 volts

(1) RGB - Video

(2) B&C

### **The Bassano Ballroom 2601 - 2605**

The Ballroom divides by airwalls into five (5) sections.

Dimensions: 39' (w) x 57' 6" (l)

Ceiling Height: 14' from the highest point in the ceiling to the floor  
11' 9" from the lowest point to the floor

Chandeliers: (10)

Clearance: 9' 3" from bottom of chandelier to floor

Power: (1) 20 AMP connection (2) on each side of the entrance

## FACILITIES

Located in each divisible section is a house phone, lighting controls, and the following standard items:

### At the A/V Panels of Each Section

(2) (RJ45) Category 5 certified or the ability to expand each line up to

(4) (RJ11) standard telephone lines

House sound:

(1) Mic line

(1) Coax connection for cable/satellite feed

(1) RF connection for video feed

(1) Mid-level connection for video feed

(1) 60 AMP 3 phase connection

### The Bassano Ballroom 2701 - 2710

The Ballroom divides by airwalls into ten (10) sections.

Dimensions: Maximum 57' 7" (w) x 79' 2" (l)

Ceiling Height: 14' from the highest point in the ceiling to the floor  
11' 9" from the lowest point to the floor

Chandeliers: (5)

Clearance: 9' 3" from bottom of chandelier to floor

Power: (1) 20 AMP connection (2) on each side of the entrance

Located in each divisible section is a house phone, lighting controls, and the following standard items:

### At the A/V Panels of Each Section

(2) (RJ45) Category 5 certified or the ability to expand each line up to

(4) (RJ11) standard telephone lines

House sound:

(1) Mic line

(1) Coax connection for cable/satellite feed

(1) RF connection for video feed

(1) Mid-level connection for video feed

(1) 60 AMP 3 phase connection

### The Board Rooms (Bassano 2606, Bassano 2803, Bassano 2804)

Room rental for the above mentioned Board Rooms is \$3,000.00 per day.

- The furniture within these rooms is permanent and cannot be moved or removed for any reason.
- The above mentioned Board Rooms are not to be used as offices, storerooms, or general breakout rooms.
- Bassano 2606 is set U-Shape for 16 guests. All other board rooms are conference style for 16.

### FOYERS:

All foyer space in The Venetian and The Palazzo Congress Center is considered public space. No private use and/or access is guaranteed at any time. Public traffic and movement of equipment will take place in foyer space.

**Please note that most meeting rooms are joined by airwall doors that cannot be locked. If you have items of value in these rooms, we strongly advise security coverage. "The Venetian & The Palazzo" is not responsible for lost or damaged items left in the meeting room(s).**

## FACILITIES

### LEVEL 3 (GRAND CANAL SHOPPES LEVEL)

#### **The Lido, Murano & San Polo Ballrooms**

Each ballroom divides by airwalls into fourteen (14) sections.

Dimensions: 80' (W) x 180' (L)

Ceiling Height: 19' 4" from the highest point in the ceiling to the floor

17' 8" from the lowest point in the ceiling to the floor

Chandeliers: (14) total

Clearance: 15' 6" from the bottom of chandelier to floor

15' 9" from the bottom of the chandelier to the floor in rooms 3001A, 3001B, 3101A, 3101B, 3201A, 3201B, 3301A, 3301B, 3401A, 3401B, 3501A, and 3501B.

Power: (1) 20 AMP connection (2) on each side of the entrance

\* 200 AMP 480 volts: Can be found in rooms 3101B, 3301B, and 3601B.

\* 400 AMP 480 volts: Can be found in rooms 3106, 3306, and 3506.

Located in each divisible section of these rooms are house phones, lighting controls, and the following standard items:

#### **At the A/V Panels of Each Section**

- (3) MIC Inputs
- (2) Line Inputs
- (1) Line Outputs
- (1) 5-Wire component video (1EA: R G B H \$ V BNC Connectors)
- (4) Multi-mode fiber T
- (4) Multi-mode fiber R

(2) Single-mode fiber TR

(1) Telephone - 25 lines

(4) Internet (RJ45) CAT 5(E)

(1) 20 AMP 120 volts

(1) 60 AMP 208 volts 3 phase

#### **In the Floor Pocket of Each Ballroom Section**

(2) Internet (RJ45) CAT 5(E)

(2) MIC Inputs

(2) Line Outputs

(1) 20 AMP 120 volts

(1) RGB - Video

(2) B&C

#### **The Toscana Ballrooms 3601-3610 & 3701-3710**

Each Ballroom divides by airwalls into ten (10) sections.

Dimensions: Maximum 57'7" (w) x 79'2" (l)

Ceiling Height: 14' from the highest point in the ceiling to the floor

11' 9" from the lowest point to the floor

Chandeliers: (5)

Clearance: 9' 3" from bottom of chandelier to floor

Power: (1) 20 AMP connection (2) on each side of the entrance

## FACILITIES

Located in each divisible section is a house phone, lighting controls, and the following standard items:

### At the A/V Panels of Each Section

- (2) (RJ45) Category 5 certified or the ability to expand each line up to
- (4) (RJ11) standard telephone lines
- House sound:
  - (1) Mic line
  - (1) Coax connection for cable/satellite feed
  - (1) RF connection for video feed
  - (1) Mid-level connection for video feed
  - (1) 60 AMP 3 phase connection

### The Board Rooms (Toscana 3803 & 3804)

Room rental for the above mentioned Board Rooms is \$3,000.00 per day.

- The furniture within these rooms is permanent and cannot be moved or
- The above mentioned Board Rooms are not to be used as offices, storerooms, or general breakout rooms.

### FOYERS:

All foyer space in The Venetian and The Palazzo Congress Center is considered public space. No private use and/or access is guaranteed at any time. Public traffic and movement of equipment will take place in foyer space.

### LEVEL 4

#### The Delfino, Lando, and Marcello Ballrooms

Each ballroom divides by airwalls into fourteen (14) sections.

Dimensions: 80' (W) x 180' (L)

Ceiling Height: 19' 4" from the highest point in the ceiling to the floor  
17' 8" from the lowest point in the ceiling to the floor

Chandeliers: (14) total

Clearance: 15' 1" from the bottom of chandelier to floor

15' 9" from the bottom of the chandelier to the floor in rooms 4001A, 4001B, 4101A, 4101B, 4201A, 4201B, 4301A, 4301B, 4401A, 4401B, 4501A, and 4501B.

Power: (1) 20 AMP connection (2) on each side of the entrance

\* 200 AMP 480 volts: Can be found in rooms 4101B, 4301B, and 4601B.

\* 400 AMP 480 volts: Can be found in rooms 4106, 4306, and 4506.

Located in each divisible section of these rooms are house phones, lighting controls, and the following standard items:

### At the A/V Panels of Each Section

- (3) MIC Inputs
- (2) Line Inputs
- (1) Line Outputs
- (1) 5-Wire component video (1EA: R G B H \$ V BNC Connectors)
- (4) Multi-mode fiber T
- (4) Multi-mode fiber R
- (2) Single-mode fiber TR



## FACILITIES

- (1) Telephone - 25 lines
- (4) Internet (RJ45) CAT 5(E)
- (1) 20 AMP 120 volts
- (1) 60 AMP 208 volts 3 phase

### In the Floor Pocket of Each Ballroom Section

- (2) Internet (RJ45) CAT 5(E)
- (2) MIC Inputs
- (2) Line Outputs
- (1) 20 AMP 120 volts
- (1) RGB - Video
- (2) B&C

### The Zeno Ballrooms 4601-4610 & 4701-4710

Each Ballroom divides by airwalls into ten (10) sections.

Dimensions: Maximum 57'7" (w) x 79'2" (l)

Ceiling Height: 14' from the highest point in the ceiling to the floor  
11' 9" from the lowest point to the floor

Chandeliers: (5)

Clearance: 9' 3" from bottom of chandelier to floor

Power: (1) 20 AMP connection (2) on each side of the entrance

Located in each divisible section is a house phone, lighting controls, and the following standard items:

### At the A/V Panels of Each Section

(2) (RJ45) Category 5 certified or the ability to expand each line up to

(4) (RJ11) standard telephone lines

House sound:

- (1) Mic line
- (1) Coax connection for cable/satellite feed
- (1) RF connection for video feed
- (1) Mid-level connection for video feed
- (1) 60 AMP 3 phase connection

### The Board Rooms (Zeno 4803 & 4804)

Room rental for the above mentioned Board Rooms is \$3,000.00 per day.

- The furniture within these rooms is permanent and cannot be moved or removed for any reason.
- The above mentioned Board Rooms are not to be used as offices, storerooms, or general breakout rooms.

### Foyers:

All foyer space in The Venetian and The Palazzo Congress Center is considered public space. No private use and/or access is guaranteed at any time. Public traffic and movement of equipment will take place in foyer space.

## FACILITIES

### LEVEL 5

#### **The Palazzo Ballroom**

Each Ballroom divides by airwalls into sixteen (16) sections.

Dimensions: 75,000 square feet

Ceiling Height: 30' from the highest point in the ceiling to the floor  
25' from the lowest point in the ceiling to the floor

Chandeliers: (16) Large (4) Small

Clearance: 20' 11" from the bottom of chandelier to floor

Located in each divisible section of The Palazzo Ballroom are house phones, lighting controls, and the following standard items:

#### **At the A/V Panels of Sections A, B, C, D, E, H, I, L, M, N, O, and P**

- (1) Mic Input
- (1) 100 AMP 3 phase ceiling track
- (1) Line Input
- (1) 400 AMP 208 volts 3 phase
- (4) Dry Pair
- (1) Ceiling track 100 AMP 208 volts 3 phase
- (4) CAT 5E - phone or internet
- (2) Multi-mode fiber
- (16) Phones
- (1) Single mode fiber
- (2) 20 AMP 120 volts
- (1) 60 AMP 208 volts 3 phase
- (1) 100 AMP 208 volts 3 phase

#### **In the Floor Pockets of Sections A, B, C, D, E, H, I, L, M, N, O, and P**

- (6) XLR Dry Lines
- (2) Single-mode fiber
- (4) CAT 5E - phone or Internet
- (1) 20 AMP 120 volts
- (4) Multi-mode fiber

#### **In the Floor Pockets of Sections F, G, J, and K**

- (1) Mic Input
- (2) Single-mode fiber
- (1) Line Input
- (4) CAT 5E - phone or Internet
- (4) XLR Dry Lines
- (1) 20 AMP 120 volts
- (4) Multi-mode fiber
- (1) 100 AMP 3 phase ceiling track

At the Wall Panel of the Public Corridor

#### **Outside Section A, B, C, D, E, H, I, L, M, N, O, and P**

- (4) CAT 5E - phone or Internet
- (2) Single-mode fiber
- (2) Multi-mode fiber
- (1) 20 AMP 120 volts

## FIRE MARSHAL REGULATIONS

### FOYERS

All foyer space in The Venetian and The Palazzo Congress Center is considered public space. No private use and/or access is guaranteed at any time. Public traffic and movement of equipment will take place in foyer space.

### DISPLAYS/DRAPES/HANGINGS

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited. **An official fire resistance certificate must accompany all materials.** These items are also prohibited from covering any and all sprinkler heads. It is prohibited to hang any items from the sprinkler heads. This would cause major damages to the resort and it would be the responsibility of the client to pay for damages.

### FLOOR PLANS

Function Space: In accordance with Article 25, Division I, Section 25.112 of the Uniform Fire Code, all functions with attendance greater than 299 require a Fire Marshal-approved diagram on the premises for and during each event. It is the sole responsibility of your Company to contact the Fire Marshal a minimum of thirty (30) days prior to your scheduled functions and submit in writing three (3) floor plans and appropriate documentation for any functions with attendance greater than 299 people. Your Company hereby acknowledges and warrants "The Venetian & The Palazzo" are not responsible for the production or development of any floor plan. A Fire Marshal-approved floor plan is to be forwarded to your Catering & Conference Manager no later than twenty-one (21) days prior to the event. Any function with attendance greater than 299 people not approved by the Fire Marshal, will not, under any circumstances, be allowed to go forward or proceed. Floor plans must be submitted on 11" x 17" or larger. Floor plans submitted to the Fire Marshal

must be in copies of 3 and folded. Rolled floor plans will not be accepted. Pre-event diagrams must be submitted to:

**Clark County Fire Department/Fire Prevention Bureau  
575 East Flamingo Road - Las Vegas, NV 89119 - 702.455.7316**

#### 1. The following must be shown on the diagram for your event:

- a. Scaled to a minimum of 1/20
- b. Dimensions and square footage of the entire area
- c. Size, location, and construction of booths or any object taking up floor space in the room
- d. Table and chair location
- e. Width of all aisles
- f. Location and width of all fire exits
- g. Location of ALL fire extinguishers and fire hose cabinets. One fire extinguisher per every 6,000 sq. ft. and travel distance not to exceed 75 feet.
- h. Name of contact person and phone number
- i. Move-in and move-out dates
- j. Room name
- k. Function name
- l. Name of "The Venetian & The Palazzo"
- m. Address of "The Venetian & The Palazzo"
- n. Occupancy
- o. Grandstands, bleachers, risers, and the like must be approved by the Clark County Building Department
- p. Perimeter/screen draping

## FIRE MARSHAL REGULATIONS

### The Fire Marshal fees for submitting diagrams for permits are as follows:

Up to 14,999 sq. ft.	\$150
15,000 to 74,999 sq. ft.	\$300
75,000 sq. ft. and up	\$450

Permits that are submitted within ten (10) business days of the event are considered "expedited." The Expedite Plan Review fee is \$85 (or one time the permit fee, whichever is greater).

Permits that are submitted within three (3) business days are considered a "late submittal." The late submittal fee is \$85 (or one time the permit fee, whichever is greater). Charges for permits are subject to change without notice.

### 2. All fire exits must be clearly visible with an illuminated exit sign above each.

### 3. Back-staging and rear-screen projection guidelines:

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

### 4. Automobiles or other fuel-powered vehicles of any nature must follow the following guidelines:

- Gas tank to be no more than 1/8 full of gasoline.
- Batteries to be disconnected.

- Locking gas caps.
- Ignition keys removed and turned into Facilities or with agreement hold their own keys.
- Propane tanks to be removed.
- Each vehicle must be equipped with its own fire extinguisher.
- All fuel-powered vehicles must have Fire Marshall approval.

### 5. Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department prior to the event for issuance permit.

### 6. All drapes, hangings, curtains, drops, and all other decorative material including Christmas trees shall be made from non-flammable material or treated and maintained in a flame-retardant condition.

### 7. Smoking is prohibited in all convention areas.

### 8. Any changes to approved diagrams must be re-submitted for approval to the Clark County Fire Department. Any unauthorized room changes may cause delays opening a specified event.

### 9. A certified fire watch person is required the entire time special effects are utilized which require "The Venetian & The Palazzo" to manually zone down any section of its fire safety system. Special effects are, but are not limited to, fog machines, pyrotechnics, and cooking. Please contact any of the security companies listed in "The Venetian & The Palazzo" Security section for certified fire watch personnel. A copy of their certificate is to be on file in the Catering & Conference department along with a schedule of the times "The Venetian & The Palazzo" is to manually zone down. In the event you have atmospheric effects, no oil-based fog machines are allowed.

## FIRE MARSHAL REGULATIONS

### MISCELLANEOUS

Due to regulations either implemented by “The Venetian & The Palazzo” or as a result of local, county, state, or federal requirements, you agree to abide by any additional policies regarding exhibits/productions or meeting space as may be in effect at the time of your convention. A schedule of rehearsals and show times when using pyrotechnics or fog machines must be submitted to your Catering & Conference Manager and the Clark County Fire Marshal twenty-one (21) days in advance.

### HAZING

Hazing for special events may be permitted with approval of the Clark County Fire Department and “The Venetian & The Palazzo.” Consult your Catering & Conference Manager to obtain “The Venetian & The Palazzo” approval.

**The following steps need to be followed for the Hazing to be reviewed for approval:**

1. Notify the Conference Manager (CM) of the upcoming hazing events — the CM will then forward a Hazing Request form for either a winter and/or summer function (both forms are attached; see page 55-56.)
2. Requesting party will need to fill out and sign the Hazing Request form and return it to the Catering & Conference Manager for processing.
3. Once the Conference Manager has received the signed Hazing Request form, the CM will forward the form to Facilities for the review process. All Hazing Request forms must be signed and receive a minimum of three (3) business days (72 hours) prior to the scheduled function.
4. Once Facilities has received the Form, a Signed Hazing Request form will be forward to Fire Command and a second copy will be given to Security.
5. Fire Command will contact CM to schedule a haze demonstration to verify that the equipment and haze levels meet The Venetian’s requirements, and determine if the Life Safety Systems must be adjusted. The demonstration

must be scheduled at least 24 hours in advance of first scheduled hazing event.

6. Once demonstration is scheduled, Fire Command will e-mail Facilities advising of scheduled demonstration time.
7. Fire Command is to contact and notify Security and Facilities to schedule Security for Hazing Event.
8. Once the Hazing Event is complete, Fire Command will notify facilities for the final times of Hazing Event for billing.

City approval is obtained from the Clark County Fire Department by submitting a written plan of operation within sixty (60) days of the scheduled event date. Please contact the Fire Inspector directly via mail, telephone, or fax:

**Clark County Fire Department Fire Prevention Bureau  
575 East Flamingo Road - Las Vegas, NV 89119  
Telephone: 702.455.7316, Fax: 702.735.0775**

Please find attached copies of “The Venetian & The Palazzo” Fire Watch for hazing done during winter months of October-March and summer months of April-September.

### PYROTECHNICS

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

**Clark County Fire Department Fire Prevention Bureau  
575 East Flamingo Road - Las Vegas, NV 89119  
Telephone: 702.455.7316, Fax: 702.735.0775**

## FIRE MARSHAL REGULATIONS

Upon written approval from the Clark County Fire Department, please forward the plan to your Catering & Conference Manager within thirty (30) days of the scheduled event. If pyrotechnics are to be used, the Insurance Certificate you provide must specifically state that the use of pyrotechnics is covered by your insurance policy.

According to the Clark County Fire Department, the 1997 **Uniform Fire Code** states that all procedures must be in accordance with Section 2505 when pertaining to the general liquid-fueled and gas-fueled vehicles and equipment for display, competition, and/or demonstration.

Section	Description
2505	Liquid-fueled and gas-fueled vehicles and equipment.
2505.1	General. Liquid-fueled and gas-fueled vehicles and equipment used for display, competition, or demonstration within assembly occupancies shall be in accordance with Section 2505.

Section	Description
2505.2	Displays.
2505.2.1	General. Display of liquid-fueled and gas-fueled vehicles and equipment inside and assembly occupancy shall be in accordance with 2505.2.
2505.2.2	Batteries. Batteries shall be disconnected in an approved manner.
2505.2.3	Fuel Systems.
2505.2.3.1	Fueling. Vehicles or equipment shall not be fueled or defueled within the building.
2505.2.3.2	Quantity limit. Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or 5 gallons (18.9L), whichever is less.

Section	Description
2505.2.3.3	Inspection. Fuel systems shall be inspected for leaks.
2505.2.3.4	Closure. Fuel tank openings shall be locked and sealed to prevent the escape of vapors.
2505.2.4	Location. The location of vehicles or equipment shall not obstruct or block exits.
2505.3	Completions and demonstrations.
2505.3.1	General. Liquid-fueled and gas-fueled vehicles and equipment used for competition or demonstration within an assembly shall be in accordance with Section 2505.3.
2505.3.2	Fuel Storage. Fuel for the vehicles or equipment shall be stored in containers in an approved location outside the building.
2505.3.3	Fueling. Refueling shall be performed outside the building at an approved site.
2505.3.4	Spills. Fuel spills shall be cleaned up immediately.

**These codes are subject to change without notice.**

## THE VENETIAN FIRE WATCH FOR HAZING

### EVENT ORDER SHEET

Client / Group Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Conference Manager: \_\_\_\_\_ Location: \_\_\_\_\_ Billing Information (Master Account): \_\_\_\_\_

#### HAZING DEMONSTRATION (DATE/TIME/LOCATION):

Start Date and Time: \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

End Date and Time: \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

#### FIRE WATCH FOR HAZING FEES:

**Winter Hazing (October – March):** Venetian Ballroom & Hall A-D: \$200.00 per hour with a four- (4) hour minimum per hazing period. Any other locations are \$350.00 an hour with a four (4) hour minimum per hazing period. **Summer Hazing (April – September):** Venetian Ballroom & Hall A-D: \$300.00 per hour with a four- (4) hour minimum per hazing period. Any other locations are \$475.00 an hour with a four- (4) hour minimum per hazing period.

**No hazing in Hall G. No hazing in level one meeting rooms.** This charge includes the presence of a security officer in the room for the purpose of Fire Watch and the monitoring of haze levels.

#### Fire Watch for Hazing Requirements & Procedures:

- “The Venetian & The Palazzo” allows use of water-based hazers only. **Oil-based hazers are not allowed at any time.** If found using oil-based hazers, hazing will be immediately shut down, all scheduled hazing charges will be applied, and you will be charged for any resulting life safety systems repairs.
- “The Venetian & The Palazzo” requires that a haze demonstration be scheduled at least 24 hours in advance of the first scheduled hazing event. At this time, “The Venetian & The Palazzo” will verify that the equipment and haze levels meet “The Venetian & The Palazzo’s” requirements. There will be no charge for this demonstration.
- The hazing fees will be listed as Fire Watch on your account, and you will be charged for actual hazing hours. A four- (4) hour minimum for each hazing period/rehearsal is required.
- **Any hazing request received with less than 48 hours notice will be automatically charged an additional fee of \$175.00 per hour. \_\_\_\_\_ Initial**

## THE VENETIAN FIRE WATCH FOR HAZING

### EVENT ORDER SHEET

**“The Venetian & The Palazzo” is not in control of hazing equipment and will not guarantee that the Fire Alarm will not activate if levels differ from test levels. If the life safety system is activated due to hazing and Resort incurs any financial liability due to disruption of other groups located in the congress center, resort will bill client for all such charges incurred.**

The Client agrees to indemnify, defend, and hold harmless, Venetian Casino Resort, LLC, its parent, subsidiaries, affiliated companies and their respective and future offices, directors, employees, agents and assigns (“Resort”) from and against any and all claims, damages, liability, losses, judgements, liens, cost and expenses (including all reasonable attorney’s fees) arising out of, or alleged to have arisen out of, the utilization by Client of any security officer or staff member hired by or furnished by the Resort. The Client’s duty to indemnify, defend, and hold harmless, as provided above, will apply even if the loss arises out of or in connection with, or is alleged to have arisen out of or in connection with, any negligent act or omission of the Resort.

The Client further agrees that the Resort is not liable for any property damage including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort. The Client further agrees to advise all participants that the Resort is not liable for any property damage including loss by theft or any other reason or any consequential damage to any personal property brought onto the premises of the Resort.

**Client Signature:** \_\_\_\_\_ **Facilities Approval:** \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



## GUEST SUITE POLICIES

## GUEST SUITES POLICIES

The following policies are in place to protect the condition and appearance of "The Venetian's & The Palazzo's" guest suites.

- A. The removal or dismantlement of any furniture in the suites at "The Venetian & The Palazzo" is prohibited. Exhibit/displays are not permitted in guestrooms or suites, without approval from Show Management and Resort Management. Unauthorized furniture movement or dismantlement of any furniture will automatically be charged an unauthorized furniture movement fee.
- B. Each guest suite has standard 110-volt 20-amp outlets. Electrical usage over and above the standard guest suites outlets is not available.
- C. Freight, boxes, or crates of equipment will not be allowed on the guest suite floor.
- D. Easels/signage are not permitted in the casino, the Resort lobbies, or guest suite floor hallways. **Please note, the Resort does not provide easels to guest suites.**
- E. Should you require additional meeting equipment or items in your suite, please contact the Resort's "Hotline" from your guest suite phone, at extension 7.1112. There is a charge for these services.
- F. All Food & Beverage requirements for your guest suite can be arranged through the Resort's Hospitality Manager at extension 72500.
- G. All reservations must be guaranteed with a deposit in the amount of the first night's room and tax. Credit cards will be charged at the time the reservation is made.
- H. At the time of check in, authorization will be obtained against the credit card presented for \$150.00 per day for incidentals in addition to room and tax for the entire stay.
- I. Guest Suites may not be used as hospitality or party suites. Except for the Third-Floor Hospitality Level of each hotel. Anyone who disregards this policy is subject to eviction.
- J. Guests must be 21 years of age or older to check in.

## RESORT SERVICES

### GROUP RESERVATIONS DEPARTMENT

A Group Reservations Manager/Coordinator will be assigned to each group. After the contracting phase your Group Manager/Coordinator will be your main point of contact for all housing needs. The Group Manager/Coordinator will work with you to set up group masters for billing, managing rooming lists, managing inventory, invoicing account balances, sending out reminders for contracted deadlines and partner with you for a successful event.

#### General Policies

- A. Please refer to your contract or Group manager/Coordinator for specific cut off dates, cancellation policies, and booking policies.
- B. All reservations must be guaranteed with a deposit prior to arrival. All reservations that are in a non-guaranteed status will be cancelled. Please refer to your contract or Group Manager/Coordinator for specific details.
- C. All reservations must have a first and last name. Only guests listed on the reservation will have access to check in. TBA or TBD reservations will be cancelled.
- D. Guests must be 21 years of age or older to check in.
- E. The use of one credit card to book ten (10) or more reservations will require a separate sub-master to be created.
- F. Payments in the form of a check must be received at least twenty-one (21) days in advance of the first group arrival.
- G. The Venetian and The Palazzo Resorts license Passkey, a group reservations management system. The meeting planner will be assigned a username and password for Passkey that will provide access to viewing real time reports and enable direct change processing. The following links offer additional information regarding Passkey services:

<http://microsites.passkey.com/venetian/>

<http://microsites.passkey.com/palazzp/>

<http://microsites.passkey.com/runofcampus/>

### ROOMING LIST GROUPS

Rooming lists must be provided in an electric format as provided by the resort. This format must not be altered. A separate list is required for each billing type, for example room and tax to master, guest pays own, etc. The rooming list must include:

- A. Arrival date
- B. Departure date
- C. Arrival time
- D. First name
- E. Last name
- F. Address
- G. E-mail address
- H. Method of payment
- I. Accommodations requested

In accordance with PCI compliance regulations, rooming lists must be delivered in a secure file transfer protocol (FTP) as provided by the Resort. Changes and cancellations must be submitted to the resort separately.

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

## RESORT SERVICES

### SELF-BOOKING GROUPS

A private uniform resource locator (URL) and toll free phone number will be provided for attendees to book individual reservations. The URL is group specific and can be customized for the event. Using the URL enables guests to reserve, cancel, and change their own reservations. Use of the URL reduces the risk of event attendees booking outside of the contracted block.

### HOTEL ASSIGNMENT

Group guest reservations will be placed in The Venetian and/or The Palazzo Las Vegas based upon contract. Groups contracted as Run of Hotel will be placed in either resort or both resorts based upon the size of the group and the availability of each resort. Your group Manager/Coordinator will discuss the placement of your suite block with you during the planning phase of your event.

### ARRIVAL PROCESS

“The Venetian & The Palazzo” each offer guest valet parking, self parking, and taxi/sedan arrival points at their respective porte cochere. Each resort offers separate arrival experience and check-in area. The Resort reserves the right to directly contact each guest prior to arrival to ensure this information is effectively communicated. This will allow for a seamless arrival experience for each guest.

### PRE-KEY

Front Office Groups is available to assist with key preparation in advance of group arrival in accordance with the guidelines listed below.

1. Requests for group pre-keys must be received by a Front Office Groups Manager a minimum of five (5) business days prior to the first group arrival.
2. A maximum of 50 suites per day to be pre-keyed.

3. A deposit of \$150 per day per suite must be collected and charged 72 hours prior to key distribution.
4. One method of payment must be provided for all group deposits, which will be posted to the master account. Individual credit card authorizations will not be accepted.
5. Keys will not be available for pick up until after 3:00 p.m. and may only be picked up by an authorized signer(s) for the group.

### FRONT OFFICE

“The Venetian & The Palazzo” each have a separate resort registration. Each Front Desk is staffed 24 hours a day, seven days a week to assist with the following needs: check in and check out, special requests, orientation to “The Venetian & The Palazzo” and establishing credit for suite charging.

### FRONT OFFICE GROUPS

The Front Office Groups Team is a specialized area dedicated to providing service for Meeting Planners. Prior to the group’s arrival, a Group Ambassador will contact the Meeting Planner to formally introduce themselves and discuss their role during the time of the group’s stay.

Each day, the Group Ambassador, who acts as a resort operations liaison, will meet with the Meeting Planner to ensure that all service needs are being handled as requested.

The hours of operation for the Front Office Groups area is 7 a.m. to 8 p.m. daily; a Group Ambassador can be reached by dialing extension 7.9980 to assist with any questions.

## RESORT SERVICES

## SPECIALTY ARRIVAL PROCESSES

“The Venetian & The Palazzo” offer a range of VIP arrival experiences:

**VIP Lounge:** The VIP Lounge is an exclusive area of the resort. The resort will review all requests for VIP guest access VIP Lounge access and will be approved based upon availability. VIP guests will receive a welcome amenity the day of their arrival. The VIP Lounge is located in the main lobby to the left of The Venetian Front Desk and to the right of The Palazzo Front Desk. The hours of operation for The Venetian VIP Lounge are between 8 a.m. and midnight. The Palazzo VIP Lounge is available 24 hours a day, seven days a week.

**Prestige at The Palazzo:** Provides a private check-in desk on the twenty-third floor of The Palazzo, unrivaled amenities and personal touches, such as complimentary continental breakfast, evening hors d'oeuvres, nightly cocktail reception, Wi-Fi, business center, and concierge services.

**Invited Guest Check in:** “The Venetian & The Palazzo” offer Invited Guest Check in the main lobby of each resort to the left of the front desk. This area offers expedited check in with a Front Desk Professional.

**Meet and Greet:** A Group Ambassador can provide a personalized arrival experience for any guest with transportation arrangements. The guest will be met on the front drive as they exit their vehicle and escorted directly to their suite for a private check in. (Based on size of group. Additional charges may apply.)

Use of the Specialty Arrival Processes is determined by the group contract and is subjected to availability as determined by the resort; please discuss these options with your Group or Conference Manager.

## FRONT DESK GREETER

The Front Desk can arrange additional Front Desk Greeters for your group arrival. Greeters will assist in directing guests to group functions and registration. Please speak to a Front Office Groups Manager to discuss pricing and availability.

## DISTRIBUTION OF MATERIALS AT CHECK IN

Group handouts and welcome letters can be distributed at check in. Please see page 61 for pricing.

CHECK-IN AND HOSPITALITY OPTIONS  
(ALL SUBJECT TO AVAILABILITY)

Please contact your Groups Ambassador if you are interested in these additional services:

**Hospitality Desks:** A Hospitality Desk, subject to availability, can be utilized for additional group needs; staffing must be provided by the group. Please see page 62 for pricing.

**Invited Check in:** Invited Check in, located in the The Venetian and The Palazzo lobbies, is another option to provide a personalized and expedited check in for your guests. Please see page 62 for pricing.

**Satellite Check in:** A satellite front desk can be created in the meeting space for a private check-in experience. A Front Office Groups Manager and your Conference Manager will work with you to determine the best location. Satellite check in requires advanced planning and is subject to availability. Please see page 62 for pricing.

**The Palazzo Flex Desk:** Located in The Palazzo Grand Lobby, is another option for providing a personalized and expedited check in for your guests. Please see page 62 for pricing.

**Alternative Check-in Options:** The goal of The Venetian and The Palazzo's is to ensure that our guests experience unmatched service throughout their stay. To meet this standard, The Venetian and The Palazzo reserves the right to offer alternative check-in areas for groups to ensure the check-in experience is efficient.

## RESORT SERVICES

### GUEST SERVICES

Guest Services is available at The Venetian and The Palazzo to assist each guest with valet services, luggage assistance, luggage storage, and wheelchair or scooter rentals.

### PORTAGE

Portage is available to any group that would like its luggage delivered directly to the guest suite at check-in or removed from the guest suite at departure at a specific time. Please see page 61 for pricing. If you would like to arrange a “bag pull”, please contact your Conference Manager or the Guest Services Manager.

### SUITE DELIVERIES

Guest Services can deliver non-food items to attendees of your group at a specified time. All product must be placed either in the guest suite or hung via plastic bag on the door. All plastic bags must have a pre-punched hole. All product and packing for distribution must be approved by your Conference Manager.

### LUGGAGE STORAGE

Guest Services can prepare a private luggage storage room in close proximity to your opening or closing events. Please see this page for pricing. Please contact your Conference Manager to reserve space for this request.

### TELECOMMUNICATIONS

Telecommunication is available to distribute voicemails and text messages to group attendees. Please see page this page for pricing.

### HOTEL OCCUPANCY TAX

The current hotel occupancy tax in Clark County is 12%. Taxes are subject to change without notice.

### RESORT FEE

A resort fee of \$17 per day per suite includes access to the fitness center at the world-famous Canyon Ranch SpaClub, unlimited internet access for your suite, unlimited local and toll-free calls, and a daily newspaper.

### CONCIERGE

Concierge Services is available in the lobbies of The Venetian and The Palazzo to offer assistance with dining, entertainment, and tour reservations. Concierge Services can provide personal concierge services to your group, please see this page for pricing.

### BAGS TO GO

Bags to Go is available in the lobbies of The Venetian and The Palazzo for guests traveling on Southwest, Delta, and US Airways. Bags to Go enables a guest to check-in luggage for their flight through to their final destination. To take advantage of this service luggage must be checked in three hours prior to flight departure and have a “paperless” ticket. Please see this page for pricing.

### RESORT SERVICE PRICING

As described in the previous pages the Resort Operations team offers a number of additional services to enable you to customize your event. Please contact your Conference Manager or Front Office Group Manager for assistance with any of the following:

## RESORT SERVICES

### MESSAGING AND HANDOUT SERVICES

Generic handout at check-in	\$1.50 per item
Name Specific handout check-in	\$2.50 per item
Text Message to guest suite	\$1.00 per item
Voicemail Message to guest suite	\$1.00 per item
<b>GUEST SUITE DELIVERIES</b>	
In Suite	\$2.50 per item per suite
Hanging on guest suite door in hallway	\$1.50 per item per suite
Bagging Items	\$0.50 per bag
Less than 72 hour notice on delivery	An additional \$0.50 per item

### GUEST SERVICE FEES

Portage	\$8.00 per guest
Luggage Storage	\$35.00 per hour per bellman

### CONCIERGE

Personal Concierge Service	\$35 to \$50 per hour
Gift Card Processing Fee	\$3.95 per fee

### BAGS TO GO

Bags to Airport	\$20 per bag
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## ADDITIONAL DESK(S) GROUP REQUEST FORM

**Event Name:** \_\_\_\_\_ **Conference Date:** \_\_\_\_\_ **Group Contact:** \_\_\_\_\_

**Contact E-mail:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_ **Begin Rental Date:** \_\_\_\_\_ **End Rental Date:** \_\_\_\_\_

**Convention Manager:** \_\_\_\_\_ **Install Location:** \_\_\_\_\_

**Billing Instructions:** \_\_\_\_\_

ITEMS	RATE	QTY	TOTAL
Invited Guest Check-in Area <sup>†</sup>	\$500.00 per day	_____	_____
Accessible Window	\$450.00 per day	_____	_____
Satellite Desk*	\$1,000.00 per day	_____	_____
Signage	\$65.00 per sign	_____	_____
Front Desk Agent Labor Per Hour	\$35.00 per agent	_____	_____
Phone Line (internal and external use)	\$250.00 per line	_____	_____
Flex Desk	\$500.00 per day	_____	_____
		<b>Total</b>	_____

**CALL DETAIL CHARGES:**

Local call, operator-assisted, and toll-free calls will be charged at a minimum of \$1.00 per call. All long distance and international calls are billed based on prevailing rates.

**INSTRUMENTS:**

Instruments with attachment line are property of The Venetian and The Palazzo Las Vegas.

In the event that Embargo and/or any third party provider bill "The Venetian & The Palazzo" for services rendered hereunder after your departure date, you will be billed directly for said services within sixty (60) days from the date thereof.

**All rental requests require approval from the front office and are subject to availability and business demands.**

<sup>†</sup>This is not an exclusive check-in area, and will be utilized by other resort and casino guests.

\* Staffing is an additional charge.

**Authorizing Signature:** \_\_\_\_\_

## INFORMATION DESK(S) GROUP REQUEST FORM FOR (THE VENETIAN)

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_ **Group Contact:** \_\_\_\_\_

**Contact E-mail:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_ **Begin Rental Date:** \_\_\_\_\_ **End Rental Date:** \_\_\_\_\_

**Convention Manager:** \_\_\_\_\_ **Install Location:** \_\_\_\_\_

**Billing Instructions:** \_\_\_\_\_

ITEMS	RATE	QTY	TOTAL
Information Desk by Grand Lux Cafe	\$600.00 per day	_____	_____
1-day Use of Computer Terminal	\$160.00	_____	_____
2-day Use of Computer Terminal	\$200.00	_____	_____
3-to 7-day Use of computer Terminal	\$290.00	_____	_____
Printer (only one available)	\$300.00 per week	_____	_____
Phone Line (only one available)	\$300.00 per line	_____	_____
Phone Line (internal and external use)	\$250.00 per line	_____	_____
Phone Line (internal use only)	\$95.00	_____	_____
		Total	_____

### CALL DETAIL CHARGES:

Local call, operator-assisted and toll-free calls will be charged at a minimum of \$1.00 per call. All long distance and international calls are billed based on prevailing rates.

### INSTRUMENTS:

Instruments with attachment line are property of The Palazzo Resort-Hotel-Casino.

In the event that Embarq and/or any third party provider bill "The Venetian & The Palazzo" for services rendered hereunder after your departure date, you will be billed directly for said services within sixty (60) days from the date thereof.

**All rental requests require approval from the front office and are subject to availability and business demands.**

Authorizing Signature: \_\_\_\_\_



## MEETING SERVICES

## BUILDING DAMAGES

Damage control, building upkeep, and preservation are primary areas of concern for the Engineering department. Your Catering & Conference Manager will assign a Meeting Service Coordinator to walk you through your space for a pre- and post-show/event inspection, if you so choose. Should damage occur during your stay, a damage report reflecting location, type of damage, and amount of repair will be included on your final invoice and repairs will be made at the end of your stay in order to preserve the property status and upkeep.

As building damages may occur, we suggest that a member of your staff take advantage of the pre- and post-event building damage inspection (see page 66).

## EQUIPMENT INVENTORY

The Resort's convention inventory is supplied at no charge. If however, your requirements are larger than the Resort supplies, "The Venetian & The Palazzo" will not be responsible for renting equipment or for any costs incurred. Please note that the Resort's entire inventory of equipment is not available for a single group, but is shared with all other groups on property at the time of your meeting.

Please note "The Venetian & The Palazzo" does not provide production staging for large events. These types of stages should be custom built by the client, rented through an outside source, or rented through "The Venetian & The Palazzo" at an additional cost applied to your Master Account.

Please see your Catering & Conference Manager regarding equipment for your group's specific use. Extraordinary set-ups, set delays caused by a decorator/production company, and schoolroom sets may incur a labor charge. Set-up changes made less than 24 hours prior to a function may incur a labor charge. Hourly labor rates are currently \$35.00 per hour per person with a 4-hour minimum for each person.

## INTERIOR CARPET INSTALLATION

Only a low adhesive tape is permitted on "The Venetian & The Palazzo" carpet. Decorator carpet may be installed only as follows:

Visqueen is to be laid directly over "The Venetian & The Palazzo" carpet and secured with a low adhesive tape.

Decorator carpet may then be laid over the Visqueen with tape securing the carpet to the Visqueen.

## MEETING ROOM KEYS

Key cards to all meeting rooms (with the exception of The Venetian Ballroom) are available through your Conference Manager. There is no charge as long as they are returned. There is a \$100.00 per key fee for lost keys. Keys must be returned to your Catering & Conference Manager or a Meeting Services Coordinator at the conclusion of your events. There is a \$100.00 fee for each key not returned prior to leaving property (with the exception of The Venetian Ballroom — this would be \$500.00 per key not returned.) In providing keys to a room, "The Venetian & The Palazzo" assumes no liability for the security of the items within the room.

Smart Keys are also available for the function space listed above and are charged at \$100.00 each. A Smart Key allows multiple rooms to be coded to one key.

The Venetian Ballroom is on a hard key system. The cost to re-key each door is \$100.00 per door. There is a \$500.00 fee for lost hard keys. A minimum of five (5) work days notice is required to re-key The Venetian Ballroom.

**In re-keying a room, "The Venetian & The Palazzo" assumes no liability for the security of the items within the room.**

Please note that Venetian Ballroom D is coded as a fire egress route and therefore cannot be locked.

## MEETING SERVICES

Please note that most meeting rooms downstairs, as well as most rooms upstairs, are joined by airwall doors that cannot be completely secured. If you have items of value in these rooms, we strongly suggest security coverage. The Venetian and The Palazzo is not responsible for lost or damaged items left in meeting rooms.

### MEETING REQUIREMENTS

Detailed specifications as to meeting room set ups, audio visual equipment, telephone services, menus, and additional requirements are due forty-five (45) days in advance of your event in order to distribute the Banquet event orders and resume in a manner that allows time for proper scheduling of employees.

**Please read all of the Meeting Resume and Event Orders carefully to ensure that your meeting is properly represented. Substantial changes requested after the room has been set are subject to availability of labor and shall be assessed a labor fee that is currently \$35.00 per hour per Meeting Service Provider with a 4-hour minimum per provider. A \$35.00 per hour fee shall be assessed for each Meeting Services provider for "Tight Turns" less than two (2) hours before beginning of next event.**

### MEETING SERVICES HOTLINE

**Dial 7.1112 from any house phone.**

For your convenience, we have established a Meeting Services "Hotline." For any convention need, be it more coffee for your break, more chairs for your general session, or temperature concerns, dial 7.1112 from any house phone. This one number is all you have to call. Your call will be answered by a Meeting Services Concierge who will assist you. The Hotline is answered from 6 a.m. until 11 p.m., seven days per week.

### MEETING SERVICES CONCIERGE

The Meeting Services Concierge is an extension of your Catering & Conference Manager. He/she is here to ensure that your events are set correctly and on time. While you are with the Resort, your Concierge will be checking in with you daily and monitoring your activities. They will be there to take changes, make adjustments to your sets, and supervise the set-up crews. Your Catering & Conference Manager will remain your primary contact for "The Venetian & The Palazzo"; however, your Meeting Services Concierge is there to assist you in every way possible.

### NOISE LEVELS

"The Venetian & The Palazzo" retains the rights to regulate the volume of any sound, whether it be music, voice, or special or artificial effects to the extent that the same interferes with other licensees within the facilities or is determined to be offensive or otherwise violates the terms, or the rules and regulations, or license agreement.

### PRE- AND POST-SHOW FACILITY WALKTHROUGH

As building damages may occur, we suggest that a member of your staff take advantage of the pre- and post-event building damage inspection (see the Meeting Services section of this document). "The Venetian & The Palazzo" Meeting Services Concierge and your representative will inspect the facilities and sign off during the pre- and post-walkthrough as to the condition of our convention property. Should you decide to waive the walkthrough, you agree that the facilities are in good repair. During the course of your event, if any damage is sustained to the property, your company will be liable and responsible for all repairs and costs incurred, which will be charged to your account.

## MEETING SERVICES

### PRE- AND POST-MEETING SPACE INSPECTION FORM

**Group Name:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Group Contact:** \_\_\_\_\_ **Conference Manager:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_

**Space Inspected:** \_\_\_\_\_

**CONDITION OF SPACE INSPECTED FOR THE FOLLOWING:**

- \_\_\_\_\_ General room condition
- \_\_\_\_\_ General carpet condition
- \_\_\_\_\_ Wall condition in good repair
- \_\_\_\_\_ Chandeliers/lighting in good repair and in working order
- \_\_\_\_\_ All doors in good working order

**Comments/Pre-Existing Conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCEPTED AND AGREED TO:**

**Group Representative:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**The Venetian and The Palazzo Meeting Services Representative:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

## MEETING SERVICES

### READER BOARDS

"The Venetian & The Palazzo" provides complimentary posting of meeting information on our Event Directory Boards and the individual flatscreen monitors outside each meeting room. Please note that the title you give to your individual meetings, which will appear on the event monitors in our Congress Center Lobbies, due to physical constraints, may not exceed 20 characters. If you wish the full title to read on these screens, please keep the name of the meeting, including blank spaces, within the 20-character limit.

Reader board information is also available on Channel 5 in all guest suites.

### STANDARD MEETING ROOM AMENITIES

Standard meeting room amenities consist of white linens for resort tables and water stations. Podiums, notepads, and pens are available upon request.

Podium dimensions are: 2' deep x 25.5" wide x 3' 8" tall.

Front: 46.5" tall.

Back: 39.75" tall

(Logo area: 18" wide x 8" high).

All podiums are wood and have a speaker light.

### SMOKING/NON-SMOKING

As of January 5, 2007, the Nevada state law on smoking has changed. Smoking is permitted on the casino floor only. All other public spaces are designated as non-smoking. See the Nevada Clean Air Act on page 15.

## POOL FUNCTION POLICY

The pools at The Venetian and The Palazzo Las Vegas is available for Private Food and Beverage functions. Prior to confirming a pool function, approval must be sought and received through your Conference Manager.

If use of the pool area is approved, the following conditions will be applied and must be adhered to:

- A representative of Resort and Organization will conduct an initial and final walkthrough of the pool area ("Pool Area") and the actual physical condition of the Pool Area will be documented by way of photographs and/or list of damages or defects prior to and following actual occupancy. In the event damage(s) is(are) incurred in the Pool Area during the period of occupancy by Organization or its pool reception, Organization shall be liable for any and all sums as Resort deems necessary to restore the Pool Area to the same condition and repair as was originally furnished to Organization.
- All pool functions must conclude by 10 p.m.
- All food must be tray-passed. No buffet tables will be placed on the pool deck.
- Existing set-up only, no cocktail tables.
- No tables will be set up on the pool deck.
- No grills.
- All bars will be VIP Club bars.
- Pool Cabanas are not included as part of the contracted pool space.
- Pool, Solaro, and RIVA patio events will start no earlier than 7 p.m. – with the exception of June and July. During these two months, pool events will start no earlier than 8 p.m. For the 7 p.m. start time, set-up can begin at 5 p.m. For the 8 p.m. start time, set-up can begin at 6 p.m. Any requests for earlier set-up times must have executive approval.
- Entertainment must be self-contained with no extensive set-up. No staging will be allowed on the pool deck.
- Clark County Fire Department dictates that there be a Fire Marshal-approved floor plan provided for all events over 299 persons, 10 days prior to the event. "The Venetian & The Palazzo" will be happy to assist you with this requirement. Cost for this service is \$225.00 prior to ten (10) days, \$450.00 within ten (10) days, and \$650.00 within three (3) business days.
- A labor fee will be apply to all pool functions. (See next page.)
- A lifeguard must be present at all times during the function. "The Venetian & The Palazzo" will arrange for this on your behalf at a charge of \$35.00 per hour, per pool lifeguard. Each charge a minimum of 4 hours. A minimum of two lifeguards are required.
- Extra security from The Venetian or The Palazzo security may be required during the event at a cost of \$40.00 - \$150.00 per hour, for a minimum of four (4) hours. (Contact your Conference Manager for details.)
- A minimum of \$85.00 per person, exclusive of tax and gratuity, will be required for food and beverage.
- No glass will be permitted on the pool deck.
- Specialized Event Services (SES) is our exclusive electrical, lighting, and rigging contractor. No other contractor will be allowed to perform these services.

## POOL FUNCTION POLICY

### POOL EVENT LABOR CHARGES

#### The Venetian capacities and Rentals:

Riva	Capacity - 250	Rental \$5,000
Riva/Lounge	Capacity - 400	Rental \$8,000
The Venetian Pool 1	Capacity - 500	Rental \$5,000
The Venetian Pool 2	Capacity - 1100	Rental \$20,000
The Venetian Pool Deck	Capacity - 1600	Rental \$25,000

#### The Venetian capacities and Rentals:

Solaro	Capacity - 131	Rental \$2,500
The Palazzo Pool 1	Capacity - 125	Rental \$5,000
The Palazzo Pool 1-3 (Azure)	Capacity - 350	Rental \$10,000
The Palazzo Pool 4	Capacity - 450	Rental \$10,000
The Palazzo Pool 5	Capacity - 1290	Rental \$20,000
The Palazzo Pool 7	Capacity - 750	(Only available in combination with the entire pool decks at The Venetian and The Palazzo)
Palazzo Pool Deck	Capacity - 2840	Rental \$50,000

#### The Pools at The Venetian & The Palazzo

**Capacity - 4440      Rental \$75,000**

The labor involved encompasses Meeting Services, Culinary, Stewarding, Banquets, Banquet Beverage, PAD and Pool Staff, and includes removal and storage of pool/Solara/RIVA furniture, delivery and set-up reception items (bar etc.), delivery of food and hot boxes etc., delivery of beverage, return of food equipment, return of beverage equipment and product, power wash the deck, delivery and re-set pool furniture, deck touch-up, and pool furniture repair.

**No** pool events will be booked on the weekends (Friday and Saturday) during the months of June and July.

### POOL DECK

The Pool Deck floor load limits on "The Venetian & The Palazzo" is 100 lbs. per square foot. Any exhibit/display/equipment is not permitted. You are responsible for contacting "The Venetian & The Palazzo" of any potential weight concerns.

**Cabana Usage:** Only those numbers of cabanas physical around the pool that has been assigned based on the contracted and / or reserved based on Space release form can be used for an event. The Rental Charge for each Cabana that is reserved for use during an event is \$500.00 each.

Extra Security from The Venetian may be required during the Event at a cost of \$35.00 per hour, for a minimum of 4 hours.

## SPECIAL PERMITS AND INSURANCE

## ANIMAL GUIDELINES

On occasion, convention clients or private parties have sought to display or otherwise use animals, including “wild” animals, as part of their group functions at “The Venetian & The Palazzo.” As a general rule, no animal other than an animal that qualifies as a “Service Animal” or police dog as those animals are defined by law, shall be brought onto the property without the prior approval of the Legal/Risk Management department. This applies regardless of the type of animal or the length of time the animal will be on property.

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

1. What type of animal(s)? (i.e., age, weight)
2. What is the purpose of bringing the animal on property?
3. How will it be transported? (i.e., caged, chained)
4. How long will it be on property?
5. Who will be handling the animal and what is his/her experience and training?
6. What will the exposure be to our Team Members and Guests?
7. What precautions are being taken to avoid injury to our Team Members and Guests? Provide a complete description including a diagram of the holding facility and/or cages used to confine and/or display the animal while it is on property and any other information that would tell us about security precautions taken to avoid injury to others.
8. If coming in from out of state, have the necessary Import Permits been granted by the Nevada Department of Wildlife?
9. Does the person, firm, or organization have an Exhibitor’s License issued by the United States Department of Agriculture in compliance with the Animal Welfare Act (7 U.S.C.2131 et seq.)?

10. Does the person, firm, or organization have a License to Sell or Exhibit Wildlife from the state where it is domiciled?

11. If the animal is to be exhibited, has the necessary amount of security personnel been arranged for?

## SERVICE ANIMALS QUESTIONS &amp; ANSWERS:

**Q. What is a service animal?**

A. A service animal is not a pet. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself. “Seeing eye dogs” are one type of service animal, used by some individuals who are blind. This is the type of service animal with which most people are familiar. However, please do not make the mistake of thinking that only dogs can be service animals.

There are service animals that assist persons with other kinds of disabilities in their day-to-day activities. Some examples include:

- Alerting persons with hearing impairments to sounds.
- Pulling wheelchairs or carrying and picking up things for persons with mobility impairments.
- Assisting persons with mobility impairments with balance.

## SPECIAL PERMITS AND INSURANCE

**Q. How can I tell if an animal is really a service animal and not just a pet?**

A. If you are not certain, you may require proof, NRS 651.075 (2). An example of such proof would be an ID card issued from a training school or a certificate or license issued by a state. Not all states have ID programs, therefore you may want to rely on other proof or common sense.

**Q. What must I do when an individual with a service animal comes to my attention?**

A. The service animal must be permitted to accompany the individual with a disability to all areas of the property where guests are normally allowed to go. An individual with a service animal may not be segregated from other guests.

**Q. The county health department says that only a seeing eye or guide dog has to be admitted. If I follow those regulations, am I violating the ADA?**

A. Yes, if you refuse to admit any other type of service animal on the basis of local health department regulations or other state or local laws. The ADA provides greater protection for individuals with disabilities and so it takes priority over the local or state laws or regulations.

**Q. Can I charge a maintenance or cleaning fee for customers who bring service animals onto the property?**

A. No. Neither a deposit nor a surcharge may be imposed on an individual with a disability as a condition to allowing a service animal to accompany the individual with a disability, even if deposits are routinely required for pets. However, we may charge a guest with disabilities for damages done by a service animal as long as it is our regular practice to charge non-disabled customers for the same types of damages. For example, we can charge a guest with a disability for the cost of repairing or cleaning furniture damaged by a service animal if we also charge when non-disabled guests cause such damage.

**Q. Are we responsible for the animal while the guest with a disability is on our property?**

A. No. The care or supervision of a service animal is solely the responsibility of his or her owner. We are not required to provide care or food or a special location for the animal.

**Q. What if a service animal barks or growls at other people, or otherwise acts out of control?**

A. We may exclude any animal, including a service animal, from our property when the animal's behavior poses a direct threat to the health or safety of others. For example, any service animal that displays vicious behavior towards other guests or customers may be excluded. We may not make assumptions, however, about how a particular animal is likely to behave based on our past experience with other animals. Each situation must be considered individually. Although we may exclude any service animal that is out of control, we should give the individual with a disability who uses the service animal the option of continuing to enjoy our property and services without having the service animal on the premises.

**Q. Can we exclude an animal that doesn't really seem dangerous but is disruptive to our business?**

A. There may be a few circumstances when we are not required to accommodate a service animal – that is, when doing so would result in a fundamental alteration to the nature of the business. Generally, this is not likely to occur in our property. But when it does (for example, when a dog barks during a performance) the animal can be excluded.

If you have further questions about service animals or other requirements of the ADA, you may call the Legal or Risk Management department.



## SPECIAL PERMITS AND INSURANCE

As a general rule, we will also require the following to be provided by the person, firm, or organization:

## ANIMAL PERMITS

In consideration of "The Venetian & The Palazzo" allowing me/us to bring an animal(s) onto the premises of "The Venetian & The Palazzo", I/we hereby agree to the following:

**Insurance:** (Organization) will carry and maintain the following insurance during the time that the animal(s) is on "The Venetian & The Palazzo" property:

1. Worker's Compensation Insurance in accordance with applicable state or local law covering the Organization's employees.
2. Employer's Liability Insurance in accordance with applicable state or local law in minimum limits of Two Million Dollars (\$2,000,000) per occurrence.
3. Commercial General Liability Insurance including blanket contractual liability and personal injury coverage with limits of liability of at least Two Million dollars (\$2,000,000) in any one occurrence.
4. Comprehensive Automotive Liability insurance insuring any owned, non-owned, and hired vehicles to be used in and out of the Resort's facilities in the amount of **Two Million dollars (\$2,000,000) in any one occurrence.**

With the exception of Workers' Compensation, all insurance required to be carried by the above shall include a full Waiver of Subrogation in favor of "The Venetian & The Palazzo" shall be endorsed to name the following as Additional Insured: Venetian Casino Resort, LLC ("VCR"), Sands Expo and Convention Center, Inc. ("SECCI"), Grand Canal Shops II, LLC ("GCS") and Phase II Mall Subsidiary, LLC ("PIIMS") and each of their parent subsidiaries and affiliates and each of their officers, directors, agents, and employees as respects the conduct of the named insured(s) in or about the property of VCR, SECCI, GCS, and PIIMS. (Organization) shall deliver a certificate(s) of insurance to the Resort at least ninety (90) days prior to the (Event Date) evidencing that such coverages are in effect. The certificate will be amended to show that the Resort will receive a minimum of fifteen (15) days notice of cancellation, non-renewal, or material change in any of the coverage evidenced by the certificate. All wording pertaining to "endeavor to" and "fail to mail such notice" must be stricken from the certificate. Further, (Organization) shall provide the Resort with a copy of the actual Additional Insured endorsement.

## SPECIAL PERMITS AND INSURANCE

### Indemnification

\_\_\_\_\_ (Exhibitor) agrees to defend, indemnify, and hold "The Venetian & The Palazzo" its parent, subsidiary, and affiliated companies and their respective officers, directors, employees, and agents and assigns free, clear, and harmless from any and all claims, demands, losses, liability, judgments, liens, costs, and expenses (including reasonable attorney fees) arising out of or in connection with The Venetian Resort-Hotel-Casino's agreement to allow (Organization) to bring and/or display an animal on "The Venetian & The Palazzo" property. Please note "The Venetian & The Palazzo" reserves the right to require additional coverage as it sees fit. Additional coverage needs will be dictated by the Resort's Legal and Risk Management departments at their sole discretion.

### WAIVER

"The Venetian & The Palazzo" does not assume any liability for loss of or damage to the animal(s) or any other personal property of \_\_\_\_\_ (Exhibitor) while on the property or in possession of "The Venetian & The Palazzo".

"The Venetian & The Palazzo" shall not be liable for, and \_\_\_\_\_ (Exhibitor) agrees to waive any and all claims for damage, including but not limited to consequential damages to the animal(s) and any of its personal property while on the property of or in the care, custody, or control of "The Venetian & The Palazzo".

Agreed to by: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name Printed Title

\_\_\_\_\_  
Organization

## SPECIAL PERMITS AND INSURANCE

### AUTOMOBILE/FUEL-POWERED VEHICLES INSIDE FACILITY

All requests for placement of automobiles, trucks, motorcycles, and other motorized vehicles must be approved in advance by Senior Management of "The Venetian & The Palazzo" before being submitted to the Clark County Fire Marshal. All requests need to be submitted 45 days in advance.

All requests will be reviewed in a timely manner.

The official decorator/exhibit/production company you select is responsible for, and must submit a floor plan of, the proposed location of any automobiles, trucks, motorcycles, and other motorized vehicles to the Clark County Fire Marshal's office for approval one (1) month prior to the event. A Fire Marshal-approved copy must be forwarded to "The Venetian & The Palazzo" two (2) weeks prior to vehicle move-in and placement. Any changes to approved plans will require additional approval by the Fire Marshal.

### ASCP/BMI/SESAC BROADCASTS AND PUBLICATIONS

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

For more information regarding copyrighted material please contact the following:

#### ASCAP

American Society of Composers Authors and Publishers

General Information: .....800.952.7227

Licensing Information: .....800.505.4052

#### BMI

Broadcast Music, Inc. Telephone: .....800.925.8451

SESAC: .....800.826.9996

### INSURANCE/INDEMNIFICATION AND LIABILITY

As the Organization, your exhibitors, and any third party outside authorized contractors hired, must provide "The Venetian & The Palazzo:"

1. Workers' Compensation Insurance in accordance with applicable state or local law covering the employees of the foregoing, respectively.
2. Employers' Liability Insurance in accordance with applicable state or local law in minimum limits of **Two Million dollars (\$2,000,000.00) per occurrence.**
3. Commercial General Liability Insurance including blanket contractual liability and personal injury coverage with limits of liability of at least **Two Million dollars (\$2,000,000.00)** in any one occurrence.
4. Commercial Automobile Liability Insurance insuring any owned, non-owned, and hired vehicles to be used in and out of the Resort's facilities in the amount of **Two Million dollars (\$2,000,000.00) in any one occurrence.**

Please know that higher limits may be necessary depending upon the event.

Without this certificate(s) on file with "The Venetian & The Palazzo," move-in cannot commence. Please refer to your Sales Contract for further requirements, if any.

All issuing companies must have authorization to do business in the State of Nevada. All insurance coverage required hereunder shall be primary coverage regardless of any coverage maintained by the Resort for any qualifying incident arising hereunder and shall be issued by companies authorized to do business in the State of Nevada. The Organization, its exhibitors, and any third party outside authorized contractors shall have completed by its insurance agent a Certificate of Insurance and/or separate certificates for Nevada Workers' Compensation. The Organization, its exhibitors, and any third party outside authorized contractors shall deliver such completed Certificates of Insurance and any applicable Additional Insured Endorsements to the Resort at least ninety (90) days prior to the beginning of the License Period. All required insurance policies shall name as Additional Insured, Venetian Casino Resort, LLC ("VCR"), Sands Expo and Convention Center, Inc. ("SECCI"),

## SPECIAL PERMITS AND INSURANCE

Grand Canal Shops II, LLC (“GCS”) and Phase II Mall Subsidiary, LLC (“PIIMS”) and each of their parent subsidiaries and affiliates and each of their officers, directors, agents, and employees as respects the conduct of the named insured(s) in or about the property of VCR, SECCI, GCS, and PIIMS.

All required insurance policies shall provide that (i) the insurance carrier will give written notice to the Resort at least fifteen (15) days prior to any material change in, cancellation, or non-renewal of the policy. The Organization’s failure to provide such certificates or policies for organization, its exhibitors, and any outside authorized contractors, as the case may be, within the period specified herein will constitute a breach of the Organization’s duties and obligations hereunder; (ii) the Organization, its exhibitors, and any outside authorized contractors shall obtain and maintain during the License Period, insurance policies on all personal property owned, leased or hired by, or in the care, control or custody of the Organization, its exhibitors, and any outside authorized contractors during the License Period. Such policies shall provide coverage for all risks, including earthquake, flood and theft, with the deductible per loss of not more than \$1,000.00. The certificate must list the total number of days licensing the facility and include the above coverage required.

### SPECIAL PERMITS

The Clark County Fire and Health Departments require special permits for the following:

1. To display and/or operate any heater, barbecue, heat-producing device, open flame, candles, lamps, lanterns, torches, etc.
2. To display and/or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3. Use or storage of flammable liquids, compressed gasses, or dangerous chemicals.
4. Itinerant Food Permit for special events.

### ADDITIONAL HEALTH PERMITS

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

The Southern Nevada Health District requires additional permits (Temporary Food Establishment Permit) when the following activities take place within the Congress Center/Sands Expo:

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

## SPECIAL PERMITS AND INSURANCE

### GAMING COMPLIANCE:

The Nevada Gaming Commission requires notification and its approval for any of the following activities:

- Any event where Mock Gaming Takes Place
- Any event where a game of chance is to take place
- Any event where prizes are awards by chance

Events that fall into this classification are required to submit information to the Gaming Control Board through "The Venetian & The Palazzo's" Compliance department to obtain approval. Approval must be granted before any activity shall take place. Approval Process must be started at least 30 days prior to event date in order to be processed by the Gaming Control Board. The Gaming Control Board's decision is final and "The Venetian & The Palazzo" is required by law to follow their decisions.

- Please note that Raffles are Illegal in the State of Nevada
- Please note that Lotteries are Illegal in the State of Nevada

### LIVE ENTERTAINMENT TAX (LET):

Within the State of Nevada any event that is sold to the general public where Live Entertainment is to take place shall be subject to a Live Entertainment Tax of 10%. This amount is based on the sales price of the actual ticket. Any Food or Beverage sold at an event sold to the general public is also subject to LET. Should your event fall into this classification it is required that the event Organizer notify "The Venetian & The Palazzo" a minimum of 30 days prior to the event. The State of Nevada requires that "The Venetian & The Palazzo" collect LET for all events taking place on property. Consult your Catering Professional for additional information.

## BUSINESS SERVICES DIVISION

### BUSINESS & PACKAGE CENTER

Our Business Services Division Team is here for you and your guests' convenience. The Venetian and The Palazzo Business Services Division can provide services and equipment to support and enhance the needs of your event and program. We are located in the Congress Center on the 2nd Floor/ Casino Level. Please make the first left turn after The Venetian Showroom and proceed to the end of the Bellini Ballroom corridor, next to Bellini Room #2006.

### HOURS AND CONTACT INFORMATION

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

**Phone Number:** 702.414.4488 / 702.414.4489

**Fax Number:** 702.414.1100 / 702.607.7770

(\*) Extended Hours can be arranged by discussing this with the Conference Manager. Additional labor charges for extended hours are as follows:

\* Each Hour requires a minimum of three (3) Business Services Agents at the rate of \$50.00 per hour, per Business Service Agent. Minimum of two (2) hours extension of operating hours.

### EQUIPMENT RENTALS

The Business Services Division can provide a variety of equipment rentals for your show and meeting needs. Every equipment rental will include delivery to your meeting space (within The Venetian and The Palazzo Congress Center, Meeting Rooms, and Guest Suites) in-depth training and service support. Below is a brief listing of rental able to can be rented. Please call to inquire about pricing and other equipment available for rental.

- Copiers
- Fax Machines

- Laptops
- PC/MAC Workstations
- Black & White Printers / Color Printers
- Nextel Digital Radios
- 2-Way Radios
- Cell Phones

### COPY, FAX, INTERNET, AND SECRETARIAL SERVICES

#### Copy, Internet, and Secretarial Services

Business Services is equipped with a variety of color and high-speed copiers to handle any meeting needs. Computer workstations offer high-speed Internet access where you may print and download documents from the internet or a USB flash drive. Our Business Services Agents will also assist you in minor secretarial projects such as stapling, collating, three-hole punching, binding and name badge printing. Please call the Business Services Division for current pricing on these services.

#### Faxes

The Business Services Center handles all incoming guest faxes (directed to the Business Services Center Fax Line).

Various suite types at "The Venetian & The Palazzo" are equipped with a personal fax machine and guests are assigned a private fax number for use upon check-in.

Listed below are the current charges for receiving an incoming fax for non-resort guests:

- \$3.00 for the first page
- \$2.00 for each additional page

## SHIPPING &amp; RECEIVING/PACKAGE CENTER

## SHIPPING &amp; RECEIVING PACKAGES

Our in-house Package Center handles all shipping and receiving for our guests; however, it is not designed to handle exhibitors and trade show freight. All tradeshow exhibitors must ship directly to their contracted decorating freight company for delivery as listed in Exhibitor Handbook Manuals. Tradeshow and Exhibitor freight misdirected to the Package Center is subject to delayed delivering and/or refusal of delivery.

## ARRIVAL SHIPPING INSTRUCTIONS/RECEIVING AT THE RESORT

In order to assure arrival and timely processing of your packages, please use the following format on your shipments. Please be sure to include the **first** and **last** name of the person who will be receiving the package at the resort. Provide detailed return address information, including phone number. Groups, meetings, conferences, and all other events, please list the title of the group or event and dates of the program on the shipping address label. Please ensure if sending multiple pieces that they are listed as "1" of "Total Number" of packages in the shipment. Below is an example copy of correct shipping labels:

**Name of Guest/Recipient (person receiving package)**  
**c/o The Venetian and The Palazzo Resort-Hotel-Casino**  
**3355 Las Vegas Boulevard, South**  
**Las Vegas, NV 89109**  
**(Convention/Conference/Group/Event Name)**  
**(Dates of Group/Conference Events)**  
**(Box \_\_ of \_\_)**

Please **do not ship** any items to the attention of the Catering & Conference Manager unless the items are specifically for their use (i.e., resort specifications, rooming lists, signed documents.) This is specifically including any room drops or deliveries to any other area of the resort campus.

Please remember when using a carbon airway bill to press hard to ensure the recipient's name and information is clearly visible on the bottom copy. We are not responsible for illegible writing on the shipping label when sending shipments to recipients at "The Venetian & The Palazzo".

If you are using a drayage company for exhibitor packages, they must be shipped directly to the drayage company.

In cases where a drayage company is used, the Resort is prohibited from delivering freight to the exhibit floor. If materials are shipped to the Resort specifically for an exhibit show; the Resort re-directs the packages to the drayage company responsible for that show. The materials are subject to refusal by the Package Center.

If materials are shipped to the Resort and are not identified for an exhibit show, the Package Center will release the shipment to the consignee and will take the materials (if requested) up to the edge of the show floor.

The Venetian and The Palazzo Team Members are **not** permitted to deliver shipments to your booth on the exhibit floor. We accept and process boxes for guests as well as for non-guests. These boxes are held for a period of three (3) weeks (21 calendar days.) If, at that time, the package has not been picked up, it will be returned to sender.

## SHIPPING & RECEIVING/PACKAGE CENTER

### SHIPPING & RECEIVING / THE VENETIAN RECEIVING DOCK

There is limited dock space for shipments sent by carriers other than Federal Express, UPS, or the US Postal Service, and delivery schedules must be approved in advance. The Catering & Conference Manager will coordinate the appropriate arrangements, at least fourteen (14) days out, with Business Services Division, the Receiving Dock Master Foreman, and Security to ensure a successful delivery of your items to "The Venetian & The Palazzo". If you ship to the dock without prior authorization from the Catering & Conference Manager, please be aware that your shipment will be refused.

### PACKAGE DELIVERY WITHIN THE RESORT

The Venetian and The Palazzo Business & Package Center is capable of delivering packages within Congress Center, Ballrooms, Meeting Rooms, and Guest Suites. Personnel of "The Venetian & The Palazzo" cannot take materials on to a convention show floor that is controlled by a drayage company. If you are using a drayage company for exhibitor packages, they must be shipped directly to the drayage company. In cases where a drayage company is used, the Resort is prohibited from delivering freight to the exhibit floor. If materials are shipped to the Resort specifically for an exhibit show, the Resort re-directs the packages to the drayage company responsible for that show. The guest will be responsible for both the Business Services Processing and Handling Charges in addition to any charges applied by the drayage company. Please note that the Business Services Division cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

### PROCESSING, HANDLING AND STORAGE CHARGES

Processing & Handling Charges: Assessed for both incoming and outgoing packages. This charge is in addition to the charge determined by the carrier for shipping. Charges are determined according to weight of the packages. Current processing and handling charges are the following:

<b>Weight</b>	<b>Cost</b>
Envelopes.....	\$4.00
Padded Envelope Pak.....	\$5.00
0 - 15 lbs.....	\$7.00
16 - 30 lbs.....	\$12.50
31 - 50 lbs.....	\$15.50
51 - 75 lbs.....	\$21.00
76 - 100 lbs.....	\$40.00
Over 100 lbs.....	75¢ per lb.

Multiple boxes (5 or more), crates, pallets, etc., are billed at 75¢ per pound.

Note: prices are subject to change without notice.

Storage Fees: The Package Center can store shipments for your arrival; however, due to limited storage space, please ship all packages to arrive no more than one (1) week (7 calendar days) and no less than three (3) days prior to the date required. Storage of boxes is available for a fee of \$25.00 per box, per day, or \$50.00 per pallet (small) per day or \$100.00 per pallet (large) per day. Please contact the Package Center at 702.414.4489 for rates on storage of oversized items and for sending shipments prior to the one (1) week (7 calendar days) of the event. Any items that are not shipped from the resort starting after the third (3rd) calendar day at the conclusion of events are subject to storage fees which will be charged to the group master.



## SHIPPING & RECEIVING/PACKAGE CENTER

### DEPARTING SHIPPING INSTRUCTIONS FROM THE RESORT

At the conclusion of the convention, conference or event, we would like to ensure that packages reach their next destination. In order to ensure that a proper delivery is handled, we require The Venetian and The Palazzo Shipping Instruction Form to be completed with all shipments departing the Resort. The Shipping Instruction Form is required even if pre-printed shipping labels accompany the parcels that are being shipped from the Resort. Without the completion of this form, the Resort will not be able to process the delivery of the shipment and have it arrive at its next destination in the time expected. Credit card numbers are necessary to be listed on the Shipping Instruction Form to ensure payment for any and all shipping, processing, and handling charges even if charging to the suite is requested. Group master accounts setup by the Catering & Conference Manager are not subject to providing credit card numbers for outbound shipments. "The Venetian & The Palazzo" only will ship to destinations using FedEx and UPS for domestic and international shipments. Only DHL International is permitted for shipments requesting services provided by DHL.

### OUTBOUND INTERNATIONAL SHIPMENTS

When shipping to an international country, outside the continental United States (including Alaska and Hawaii), Business Services must receive a Commercial Invoice/ Customs Form with a detailed list of all items contained in packages. The recipient of the packages is responsible for all customs charges of international shipments. Shipments that do not have a Commercial Invoice / Customs Form will not be sent out and may be subject to storage charges listed above.

### PROHIBITED SHIPPING ITEMS

Business Services Division of "The Venetian & The Palazzo" is prohibited from shipping any alcohol, tobacco, and firearms as regulated by the Federal Department of Alcohol, Tobacco, and Firearms. Large items are restricted to a 60" x 60" x 60" dimension size. Any items exceeding this size need to be shipped by a drayage company from the resort campus.

### HOURS AND CONTACT INFORMATION

Deliveries must be made during normal operating hours.

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

**Phone Number:** 702.414.4468

After normal business hours, the Security department will need to be contacted for access to the Receiving Dock. Your Catering & Conference Manager can make these arrangements on your behalf.

## SIGNAGE AND PROMOTIONAL MATERIALS

### ADVERTISING

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

#### VICE PRESIDENT OF BRAND MARKETING

**The Venetian and The Palazzo Resort-Hotel-Casino**  
**3355 Las Vegas Boulevard, South**  
**Las Vegas, Nevada 89109**  
**702.414.4410**  
**e-mail: [advertising@venetian.com](mailto:advertising@venetian.com)**

### BANNER AND SIGNAGE POLICY

All banners or signs hung or suspended from the ceiling or against walls must be hung by SES (Specialized Event Services). Please note that banners are not allowed in public areas of the Resort.

- A. "The Venetian & The Palazzo" provides electronic reader board posting outside all meeting rooms and Resort event directory locations.
- B. "The Venetian & The Palazzo" does not provide printed signage. All printed signage brought in must be professionally made and meet the requirements of "The Venetian & The Palazzo" management. "The Venetian & The Palazzo" is not responsible for your signage or promotional materials left inside or outside of meeting rooms after functions have concluded.
- C. All meeting room signage should be 22" x 28", professionally made, and approved by "The Venetian & The Palazzo." All signage will be placed in "The Venetian & The Palazzo" sign holders.

- D. Association signage is permitted in the convention area at the discretion of the Catering & Conference Management department. Signage for functions of affiliate or sponsoring groups will be limited to one sign outside the meeting room their function will be held in.
- E. Signage is not permitted in the casino, resort lobbies, sleeping room hallways, or in guest elevator banks. Group signage is prohibited outside the Congress Center. The Congress Center begins at the firedoor adjacent Venetian D.
- F. Should your group heavily utilize hospitality suites, special provisions can be made for signage. Your group can provide one single sign on the hospitality floor listing all hospitality suites utilized by the group. In the event multiple groups are using the hospitality floor, the Resort will consolidate signage using its best judgement. The decision regarding sign consolidation made by the Resort is final and binding upon all parties. Otherwise, hospitality suite signage must be contained within the meeting room area.
- G. Easels for exhibitors in trade shows must be obtained from the exhibit service company.
- H. Banners are not to be hung outside of meeting rooms.
- I. Signs or banners may not be taped, stapled, nailed, tacked, or otherwise affixed to any Resort doors, walls, columns, or other parts of the building or furnishings. Any damages that may occur from the promotion will be the responsibility of the client to whom the space is leased. Any such damages will be billed to the client to whom the space was rented when the violation occurred.
- J. All banners are to be hung by SES. For all signage, banners, etc., that will be hung from the ceiling **inside** Ballrooms or Meeting Rooms, the load is not to exceed 50 lbs. per running foot. A labor charge will be assessed for the hanging of signs and banners.

## SIGNAGE AND PROMOTIONAL MATERIALS

- K. Permanent facility signage is located through out “The Venetian & The Palazzo” and may not be visibly blocked in any manner. This signage includes directional graphics, emergency exits, restrooms, exhibit hall/ballroom signs, etc. Show signs and /or decorations may not be attached to the permanent facility signage. The removal of such signage is strictly prohibited.

## DISTRIBUTION OF PRINTED MATERIAL

All convention-related brochures, magazines, flyers, and similar printed materials (“Convention Publications”) to be delivered to guestrooms in “The Venetian & The Palazzo” shall be delivered exclusively by The Venetian and The Palazzo Team Members.

All convention publications must be approved in advance by the Client and by “The Venetian & The Palazzo.”

“The Venetian & The Palazzo” may consolidate one (1) or more items comprising convention publications for purposes of any and all deliveries.

The Client agrees to pay “The Venetian & The Palazzo” as a service charge for each delivery the sum of \$1.50 (door delivery placed in hanging plastic bag) or \$2.50 (in-room delivery) for each item comprising a convention publication, multiplied by the number of guest rooms where delivery is to be made. As used herein, “delivery” means a scheduled distribution of one convention publication to each designated guestroom in “The Venetian & The Palazzo.” Three (3) or more items to be delivered to guest rooms on the same day will require packaging in plastic bags. If the Client undertakes responsibility for packaging convention publications, the Client will deliver the necessary number of pre-packaged items to a location designated by “The Venetian & The Palazzo,” and the delivery service charge will be as mutually agreed by the Association and “The Venetian & The Palazzo.” Please coordinate with the Director of Resort Services regarding charges if your distribution will require packaging or special handling by “The Venetian & The Palazzo.”

**Delivery Charges:**

Delivered Outside Room	\$1.50 per room, per door knob-hanging bag
Delivered Inside Room	\$2.50 per room, per item

Distribution of gummed promotional stickers or labels by the Group, Exhibitors, or Affiliates is strictly prohibited. Any actions necessary for the protection and/or repair of the premises, equipment, or furnishings will be at the expense the Client to whom the space was originally contracted.

In the event the client has sub-leased their space to an Affiliate or Exhibitor, it shall be the client’s responsibility to enforce the stated policy. The client shall be liable for any damages caused by gummed promotional stickers that are passed out/ distributed either by the client, the client’s affiliates, or the client’s exhibitors.

## EXCLUSIVE DEALING ARRANGEMENTS

Any requests for an exclusive arrangement with respect to the delivery of Convention Publications or use of the In-house Television Channel must be made by the Client in writing. The reasons for the request will be specified, and the Client agrees to provide a copy of any such request to any and all third parties that will be affected by such an arrangement and are known to the Client.

## LITERATURE

Literature on display shall be limited to reasonable quantities. Reserved supplies shall be kept in closed containers and stored in a neat and compact manner.

## PROMOTIONAL MATERIAL

Nothing shall be posted, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith that is necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the organization to whom the space is/was contracted.

## SIGNAGE AND PROMOTIONAL MATERIALS

## PROGRAM/HANDOUTS

If you want “The Venetian & The Palazzo” to place convention related programs or handouts in the seats or at the place settings of your function, please provide information on these items with your meeting requirements. In some cases, there may be a charge for this service.

## PUBLIC AREAS

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

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

## DVD CHANNEL FEED

Rental Channels for all three towers

**Channel 30 will view to all TVs in all three towers — first come first serve.**

- Facilities set up fee \$2,000
- Please be advised Advertising has additional fees

**Standard Def Suite Group viewing channel 3 to be viewed by selected suite numbers**

- Facilities set up fee \$3,000
- Please be advised Advertising has additional fees

**Coming soon —HD Def Suite Group viewing channel**

- Facilities set up fee \$3,500
- Please be advised Advertising has additional fees

## TELECOMMUNICATIONS

### GUEST IN-SUITE TELECOMMUNICATION NEEDS:

**Single Line - Touch Tone Phone (Analog)** ..... **\$250.00 per line**

(Can be used for a fax, modem, or credit card machine)

**Roll-Over Line** ..... **\$25.00 per line**

Used as an additional line for DID.

**Voice Mail**..... **\$75.00 per line**

Will act as an answering machine for your single or multiple line service.

**Multi-Line - Touch Tone Phone (Digital)**..... **\$300.00 per line**

Installed with up to six rollover lines Allows the ability to receive six incoming calls simultaneously.

**Polycom Conference Phone:**..... **\$250.00 per day**

High-quality conference phone and microphones providing optimized sound, quality, range and mobility. Includes hands-free ability and accommodates up to 15 people in rooms as large as 15' x 20'.

**T-1 Line/High-Speed**..... **\$500.00 per line**

High-speed Internet access, other than \$350.00 installation per line access provided in suite.

**Expedite Fee**..... **\$95.00 per order**

Will be charged on orders that are placed less than five (5) business days prior to installation, or same day service.

**Overtime** ..... **\$210.00 per hour (2 hour min.)**

Will be charged on labor done between the hours of 4 p.m. and 8 a.m., Monday through Friday, including weekends and holidays.

### Guest Suite Phone:

Local, credit card, and "800" calls are currently subject to a \$1.00 charge.

### Existing Pre-Wired Communication Lines:

Refer to Specialized Event Services section of this document.

### Radios/Nextels:

It is recommended that larger groups use radios or Nextels for communications within the building. In the event that you arrange for radios or Nextels with an outside company, please include one radio/Nextel for your Catering & Conference Manager, one radio/Nextel for our Meeting Services department, and one radio/Nextel for our Banquet department.

## TRANSPORTATION

Please forward to your Catering & Conference Manager your transportation plan with the following information included:

- Name of transportation company that you have selected
- Key contact on-site for shuttle buses
- Telephone number
- Number of buses being utilized on the property
- Number of routes that will be running
- Schedule of dates and hours of the shuttle service
- Hours of peak traffic inbound and outbound
- Private charter loading and unloading area (this area must be blocked by your Catering & Conference Manager and is treated just like Ballroom Space). Departure areas for all off-site transportation must be approved by the Director of Resort Services. For groups that have DMCs, please provide the name of the contact. All shuttles should be restricted to their assigned transportation slips. Any extra shuttles/busses will be staged along the shared access road and will require that this be coordinated by the DMC or transportation company. Transportation desks will be placed adjacent to escalators. They must not block doors, elevators, or phones.

- Taxi Authority Service information
- Limo staging, loading, and unloading area (again, this area must be blocked by your Catering & Conference Manager and is treated just like Ballroom Space)
- Destination list: where the shuttle service originates and returns
- Las Vegas Metropolitan Police Traffic-Control Schedule
- Any special requirements
- Any potential challenges

Please provide this plan to your Catering & Conference Manager at least thirty (30) days prior to your first move-in day.

All arranged transportation must depart from the Transportation Area. Bus slips must be reserved by your Conference Manager.