GENERAL MEETING POLICIES & PROCEDURES
GENERAL MEETING POLICIES & PROCEDURES

Bellagio Convention Services Department is honored that you have chosen us to host your event. Your Convention Services Manager (CSM) becomes the main contact for all details involving function arrangements, reservations and billing procedures, as well as providing recommendations for outside services if necessary.

These Policies and Procedures are being provided to help ensure that all guests of Bellagio Hotel & Casino receive excellence in service. Please review them carefully.

This P&P may not cover all situations a group may encounter. Should you have specific needs or questions that fall outside of this list, please speak to your CSM to clarify any costs or specific requirements. For more detailed information regarding these policies/procedures, please see the Meeting Planners Guide.

ACCESS AND RIGHT TO ENTER: Representatives of Bellagio may enter upon and have access to the Function Space at any time. Additionally, officers and authorized employees of governmental agencies may enter the Function Space at reasonable times, when necessary, in the performance of their official duties.

ADDITIONAL LABOR CHARGES: Additional labor charges may be incurred if a group requests changes to the room setup after the room has been set. Bellagio Hotel & Casino will do their best to accommodate the room setup changes; however, it will be based on business levels and availability of our convention staff. At the time the change is requested, your CSM will advise whether the room setup change can be accommodated, the approximate time it will take to complete the changes and if additional labor charges will apply.

AMERICANS WITH DISABILITIES ACT: Hotel shall, with respect to its performance required under your contracted agreement, to the best of its knowledge, comply with all laws including the Americans with Disabilities Act and the Hearing Capacity Act of January 26, 1992 and the regulations and guidelines. Group warrants to Hotel that the Client, its agents, contractors and employees, and their functions within the function space and hotel complex, in connection with your contracted agreement, will be in compliance with the requirements of the above referenced laws, except to the extent that the setup or operation is controlled by the Hotel. Meeting Group agrees to provide proper ramp access to all elevated exhibit booths and/or non-permanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.

We will work with you to meet the ADA requirements specific to your function. Segway scooters (at walking speed only) are permitted in public areas of the hotel only when the operator represents that the equipment is a mobility assistance device for a disability condition. Other operators without reported disability should be advised that the equipment is not accepted for use in Bellagio public areas, including but not limited to the tradeshow halls at the Bellagio Convention Center. Use of a Segway may be excluded in areas that are relatively high foot traffic venues. This includes the Casino, theaters, Event Center, restaurants and the Convention Center. In such cases of exclusion, a guest will be offered the use of a balanced wheeled mobility device such as a wheelchair or motorized scooter.

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

AUDIOVISUAL: Encore Event Technologies is our preferred audiovisual provider. Encore is located on property to help service your audiovisual production needs. Group is required to use Encore Event Technologies for all meeting and breakouts (excluding General Sessions) or utilize the Client Assurance Package that will incur additional fees. An outside AV/Production company may work within Bellagio Hotel & Casino if they follow our production guidelines and contractor vendor policies. Please contact your CSM for production guidelines and contractor vendor policies.

Encore is the exclusive provider of all rigging and power equipment and services. This includes but is not limited to: labor, trussing, chain motors, cables, span sets and all other rigging related equipment. Free-Climbing is not permissible at Bellagio Conference Center. For those ballrooms with enclosed ceilings, client must work with existing rig points.

In the event electrical power drops, television cables, telephone cords or other such cables and wires must be laid on the floor, or in public traffic areas, appropriate cable bridges and/or low adhesive tape must be installed.

All 110-volt extension cords shall be three-wire (grounded), #14 or larger AWG copper wire. Cords must not support connectors. Two-wire “Zip Cords” are not permitted other than factory-installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.

Cube tap adapters are prohibited. Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating. All temporary electrical wiring must be accessible and free from debris and storage materials.
BAGGAGE HANDLING

Individual Arrival/Departure:

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

**Departure:** After 11:00 a.m. checkout, guests who wish to store luggage can do so at the Bell Desk located at Main Valet, gratuity appreciated.

**Group Arrival/Departure:** All group arrivals are subject to a mandatory baggage handling charge (porterage). This charge covers the handling of baggage both arrive to and departing from the hotel. In the event group requires baggage delivery in an auxiliary area aside from the designated hotel bag drop area, an additional fee of $0.50 both in and out will apply. Current porterage charge is $4.00 inbound and $4.00 outbound per person and subject to change.

**Auxiliary Luggage Holding Area:** An optional auxiliary luggage holding area can be facilitated by the Bell Desk team for $4.00 per claim check. CSM can determine an appropriate location. There are two payment options:

- **Client Paid:** Group can choose to cover this fee for attendees; charged for actual use with a minimum of 30% of in-house room block required.
  
  **Example:** 1,000 rooms peak on departure day, so a minimum of 300 x $4.00 would be charged to the master account, up to the actual number of people using the service.

- **Guest Pays Own:** Guests have the option to pay on their own with cash or credit card, no minimum required.
  
  In this instance, the cashier would be coordinated by the Bell Desk team.

Group cannot arrange/manage their own luggage storage room or hire an outside company to arrange/manage a luggage storage room. This must be a Bell Desk function.

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

**Ballroom Stages:** The facility is equipped with three (3) permanent stages. It is not permissible to place any exhibits, offices or storage on the stages. There is to be no food or beverage placed on the stages. All props, decorations, audiovisual, sound reinforcement and lighting equipment must have Hotel approval. Labor charges vary with individual requirements. Your CSM must coordinate and approve any use of the convention stages.

**Broadcasting/Taping/Recording:** Group may not broadcast (either live or on a delayed basis), tape or record on hotel property for any purpose or by any means without receiving written permission from Bellagio Hotel & Casino. Please contact your CSM for details.

**Business Center Shipping and Receiving:** FedEx Office provides a variety of services at reasonable rates, including shipping, equipment rentals, copying and fax services. Pricing and shipping instructions are available in the Convention Service and Catering Meeting Planning Guild.

There is limited storage space at Hotel and NO freight will be accepted by Hotel in advance of a show. Shipments to Hotel more than three (3) days in advance of the arrival date will not be accepted. Shipments that require special handling (refrigeration, etc.) should be coordinated with your CSM or FedEx prior to shipping. Hotel shipping labels are available through your CSM upon request.

The following will not be accepted by the Hotel Receiving Department:

1. Collect shipments.
2. Shipments that require a forklift to unload.
3. Shipments consigned to an exhibitor in a trade show booth. Hotel has the right to consign any shipments received for a trade show to the decorator handling said show. Show management will advise their exhibitors that additional handling charges may be incurred.
CATERING POLICIES: The Catering Department will be in contact with the Group following receipt of the signed contract. The Catering Manager becomes the main contact for all planning and on-site details involving Catering function arrangements and can assist with recommendations for outside services, if necessary.

PLEASE NOTE: A tentative program schedule of function room requirements is due to the Catering Manager at least 90 days in advance of the main arrival date. A final detailed program is due to the Catering Manager no later than 45 days prior to the main arrival date. At the 45-day deadline or upon receipt of the final detailed program, any un-assigned meeting/function/exhibit space will revert to Bellagio. Any additional requests for function rooms will be based on a space available basis. All Banquet Event Orders are to be completed, signed and returned to your Catering Manager 15 business days prior to the first day of your program.

A Catering Manager will work with you to plan every facet of your functions and accompanying arrangements. Upon request, menus can be custom created with input from our chefs to make those very special celebrations even more memorable. We will maintain a flexible position regarding suggested menus; however, due to changing food costs, definite prices on food and beverage will be guaranteed three (3) months prior to your program. Please note there is a three-course minimum for all plated lunches and dinners. For your planning purposes, our current per person banquet prices are as follows:

Breakfast: $36.00 – $62.00
Lunch: $55.00 – $70.00
Dinner: $114.00 – $183.00

Guarantees for all catered functions must be given to your Catering Manager by 9:00 am PST based on the schedule below. If notice would fall on a holiday, then guarantees must be received by the first working day prior to the holiday.

If your guarantee is not received, you will be charged with a guarantee equal to the expected number set forth on the Banquet Event Order or the number of people served, whichever is greater. We will set 3%, up to a maximum of 50 guests, of your guaranteed number.

- Functions 2,502–5,999 guests: Guarantees due five (5) business days prior.
- Functions under 2,500 guests: Guarantees due three (3) business days prior.

Customized menus may be arranged directly through our Catering Department. Labor charges and setup fees may apply. Please contact your Catering Manager directly for current menus or to discuss your entire food and beverage requirements.

To ensure compliance with County Board of Health food handling regulations, food will be consumed on Hotel premises at the contracted time, except for “to-go” meals, arranged in advance. Bellagio is the sole provider of all food and beverages served in the Convention Area.

In compliance with Nevada Liquor Laws, Hotel is the only authorized licensee able to sell and serve liquor, beer and wine on the Hotel premises. Bellagio reserves the right to refuse service to any person who appears to be intoxicated. Bellagio reserves the right to inspect the identification of any person attending events in the Convention Area. No one under 21 years of age will be served alcoholic beverages.

TAX & SERVICE CHARGES & ADDITIONAL FEES: Catered food and beverage prices are subject to a 19% gratuity which is nontaxable and a 4% service charge, which is taxable at the prevailing sales tax rate, currently 8.25%. Tax-exempt organizations must provide a Certificate of State Exemption to the Catering Office at least three (3) weeks prior to the event. Service charge and sales tax are subject to change without notice.

Events booked within a 72-hour period prior to service will incur an additional fee of $150.00
(No Tax, No Service Charge)

Events booked within a 24-hour period prior to service will incur an additional fee of $250.00
(No Tax, No Service Charge)

FOOD & BEVERAGE CHARGES: The following charges will be added to the Banquet Event Order. Labor charges are taxable under the IRS code and are subject to the prevailing sales tax of 8.25%

- Chefs – $225.00 each
- Bartenders – $225.00 each
- Attendants – $175.00 each
- Sushi Chef – $400.00 each
- Sommelier – $400.00 each

Receptions, except those preceding a dinner, require a $75.00 per person minimum expenditure in food, excluding beverage, tax and service charge. Reception Stations are charged on the total number of guests guaranteed.

Cash events require approval by Bellagio Management in advance of event. Minimum charges will apply.
**OUTDOOR/POOLSIDE EVENTS:** Many of the Hotel's outdoor locations are available for private parties. Each area has specific rental fees, time guidelines and food and beverage minimums. Additional information can be provided upon request.

Due to the architectural nature of the pool(s) and patio(s) and for the safety of all guests, additional Bellagio lighting will be necessary for all pool and patio events. Lighting costs are based on the location use and type of event being planned and will be added to all final client invoices as installed.

A minimum of three (3) lifeguards per pool are required for all poolside events at a charge of $200.00 per lifeguard.

A minimum of one (1) Security officer for each event is required for all pool events at a charge of $65.00 per hour (within a two-week period) or $55.00 per hour (outside of a two-week period) based on a four-hour minimum.

Bellagio Management reserves the right to make the final decision to move the event inside in case of inclement weather on the day of the event. Final decision will be made no later than six (6) hours prior to the start of the event that day.

**CASH ADVANCES (PAID OUTS):** Cash advances may be obtained if approved prior to your arrival. Your company/association must have previously submitted a credit application and have been approved for direct billing. Cash advances cannot be approved for credit card payments.

All groups must send funds for cage paid outs either by check or wire. It is possible to receive a cash advance for up to 10% of your group deposit on-site; however, this must be approved in advance by the Finance Department.

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

**CHARITABLE EVENTS:** Should Group wish to conduct a charitable event as part of their program, please ensure you reach out to your CSM/CM before confirming any details. Due to Nevada Revised Statutes under the oversight of the Nevada Gaming Control Board, there are strict policies determining how these types of events are defined and must be conducted. Prior to developing events, please ensure you advise your CSM/CM as we may need to get approvals from our compliance team before proceeding. Some types of charitable events that would require approvals would be silent auctions, raffles, bingo, gaming tournaments (this is not an all-inclusive list).

**CHECK-IN/CHECKOUT:** Check-in time is 3:00 p.m. and checkout is 11:00 a.m. If rooms are requested prior to check-in time, they will be accommodated based on availability at no additional charge. Any guest wishing to guarantee an early check-in will have the option to pay an early check-in fee at the time of booking based on availability. Departure dates will be confirmed upon check-in. Guests have the option to change their departure date at this time. Should a guest depart before their scheduled and confirmed departure date, we will charge for one additional night's room and tax. For example, if a guest checks out three (3) days early from their confirmed departure date, they will be charged for one (1) additional night (not all three nights). Luggage can be stored on a complimentary basis for guests who have checked out but are not yet departing the hotel.

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

**CHIPS AND TOKENS:** Gaming Control Board Regulation 12.060 prohibits Bellagio from selling chips and tokens for purposes other than gaming. Should you wish to purchase casino chips for your group, please speak with your CSM for more details.

**CREDIT APPLICATIONS:** Direct billing privileges may be established for those accounts incurring $10,000.00 or more in charges and if a credit application is submitted to the Finance Department no later than 60 days prior to the first arrival date. If direct billing is approved, a master account will be established.

At least 60 days prior to your program, your CSM will draft an “estimated charges” worksheet for you. Once complete, accounting will work with you for all required deposits as outlined in the contract or license agreement. They will also advise you of your credit approval status.

**DAMAGE TO PROPERTY:** Group shall be liable for any damage, normal wear and tear excluded, to the Function Space, or to any other real or personal property of Bellagio Hotel & Casino, caused by the act or omission of Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers. Group will not, and shall not permit others to, drive nails, tacks, hooks, screws, or other items into any part of the Function Space, hotel equipment or property. Group shall return the Function Space to Bellagio Hotel & Casino in as good of condition and repair as the same shall have been found when licensed for Group's use. Nothing is to be placed against or leaned against any wall in the ballrooms. All crates, exhibit panels and pallets must always be kept a minimum of five (5) feet away from the walls. Group will be charged by hotel for any damages incurred by their exhibitors or exposition company. Group shall, always, conduct its activities in a safe and careful manner, with full regard to public safety, and will observe and abide by all applicable laws (including the Americans with Disabilities Act), ordinances, rules, regulations and requests by duly authorized governmental agencies having jurisdiction, as well as those of the Board of Fire Underwriters or any similar body and Bellagio Hotel & Casino.

**DRONES:** There are very limited scenarios where drones will be allowed on property. This policy may be considered; however, prior review and approval (in writing) must be obtained from Bellagio Risk Management Director and Convention Senior Leadership team. Any such requests must be made at least 60 days prior to any event to allow for sufficient review time. This policy also applies to any unmanned vehicles.
ELEVATOR ACCESS (GUEST ROOM FLOORS): Our elevators are restricted to registered guest access only. Guest room keys only grant access to the floor of that specific guest room. Guests not staying at Bellagio do not have access to any guest room floors. Therefore, if you decide to have a hospitality event in your guest room/suite, you will need to arrange elevator access for your guests attending your event. Below are your options.

- If no food and beverage is ordered through In-Suite Catering: The host of the event must come to lobby and escort their guests up to their suite.
- If food and beverage is ordered through In-Suite Catering: In-Suite Catering can arrange for an elevator attendant for the event to give their guests access. There is a cost of $85.00 per hour for this service.

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

EXHIBITS: Hotel will provide up to 15 tabletop displays (six or eight-foot tables) including standard linen and table skirting, one chair and one waste basket at no charge during Meeting Group's program. A charge of $150.00 per display will be charged for 16–25 displays. Tabletop displays in excess of these numbers must be furnished by an outside decorator/exhibit company. Hotel can provide phone lines, signage, AV equipment, etc. at a charge.

EXHIBIT EXCLUSIVE PROVIDER: Bellagio or its designated service provider is the exclusive cleaning contractor in the facility including aisle carpet, registration areas and booth cleaning. We offer full cleaning services with a professionally trained staff to ensure quality cleaning. Bellagio cleaning services are required for all areas used as exhibit space. If carpet is applied to any of our flooring, cleaning services will also be required.

The types of cleaning services we offer are:

- Carpet vacuuming
- Carpet shampooing
- Damp mopping and waxing
- Machine scrubbing and waxing
- Trash removal
- Porter service

Use of confetti, balloons, glitter or other similar materials will incur an additional clean up charge per event. Please contact our Exhibitor Services Department for pricing.

Our Exhibitor Services Department will provide an estimate of cleaning costs for your event upon receipt of your Fire Marshal-approved floor plan and schedule of events. Please send both items to Bellagio Exhibitor Services at exhibitorservices@bellagioresort.com. Show Management is responsible for all costs, associated dumpster or compactor pulls or any other associated waste removal during move-in, show days, and move-out of the event.

30 days prior to a show, the Bellagio Exposition Services will contact your CSM to review and confirm move-in and move-out times and dates. A Facility Supervisor is required in all exhibit halls during load-in, load-out and during show hours associated with straight time and overtime fees.

Bellagio Expo Services is the exclusive provider for the following services: Audiovisual, Truss & Rigging, Staging and Lighting, Electrical, Telecommunications, Broadband Internet Connections (provided that attendees may use personal devices to connect to the Internet on unlicensed frequencies and third-party networks not controlled by Bellagio Expo Services or the Meeting Group or its affiliates), Showroom and Booth Cleaning and Computer Rentals. Tradeshows Policies and Procedures outlining additional costs will be sent once the Agreement has been fully executed and a CSM has been assigned. Any damages caused by Meeting Group, Meeting Group's attendees, and Meeting Group's exhibitor and/or exposition company will be the responsibility of the Meeting Group.
**EXHIBIT/TRADE SHOW:** 30 days prior to a show, your CSM will contact your exposition company to review and confirm the move-in and move-out times and dates.

Prior to exhibit move-ins, a representative of the Meeting Group, your exposition company and the Facility Supervisor will walk the area for an official inspection.

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

It is your exposition company's responsibility to designate the ramp control person to control the exhibit traffic flow around the Hotel move-in area.

At the conclusion of each show move-out, a representative from the Meeting Group, your exposition company and the Facility Supervisor will walk the areas of Hotel, both inside and out, for a final inspection.

Mutually agreed upon damages caused by the Meeting Group or their exposition company will be recorded and submitted to your CSM, who will, in turn, coordinate the repairs with the Engineering Department. All labor and materials will be billed to the Meeting Group at cost and will be with the approval of the Meeting Group and Hotel. Full payment is required within 30 days of billing date.

The Meeting Group’s exposition company will be responsible for leaving all areas of the Hotel that the exposition company is responsible for, in the same condition, less normal wear and tear that they were in prior to move-in.

The Meeting Group’s exposition company is required to cover the doorway entries with carpet and any other approved coverings deemed appropriate by the Convention Services Department.

With reference to forklift usage, the following procedures **must** be adhered to:

- A designated forklift must be assigned for both indoor movements and outdoor movements. Single forklift is not allowed to run both in and out of the hotel ballrooms.
- A designated drop point will be located just inside the freight door. The drop point is required to be covered with carpet and 1/4” to 1/2” plywood. The size of the drop point should be in proportion to the size of the show.
- The tires of the designated indoor forklift must have NOMAR tires; no duct tape, vinyl tape or other coverage will be acceptable.
- All forklifts must be equipped with a fire extinguisher.
- No gas/diesel forklifts will be operated in any convention areas. Electric and propane forklifts only.
- Two-way carpet tape is not permitted. Only a low adhesive tape is permitted on ballroom carpets.

Prior to the show opening, and after all booths are set, a representative of the Meeting Group, your CSM, the Hotel Safety Manager and the exhibition company representative or his/her representative will walk the floor with the Fire Marshal-approved floor plan. The Meeting Group will correct any violation prior to the show opening.

Bi-level or double-deck exhibits must adhere to the following:

- Exhibit construction plans must bear the stamp of a structural engineer.
- All covered or enclosed areas exceeding 100 NSF must be equipped with smoke detectors and fire extinguishers.
- The Las Vegas Fire and Safety Coordinator may restrict the size of a covered area and/or may require fire watch.
- Booth construction must meet all applicable local building codes.
- Any equipment that is to be installed or hung in our convention space needs to be cleared by Hotel in advance of installment.
  The ballroom ceilings are designed to the following specifications:
  - Unistrut Track is designed to support 250 pounds under each of the thread points and 75 pounds between eight (8) foot centers.
  - Rigid Pick Points rated at 2,000 pounds.

At no time during the show will the exposition company be allowed to store freight and/or equipment, either their own or that of the exhibiting company, in any public area, service area, or the back dock of Hotel. This includes the outside perimeter of Hotel, as well as, the parking lot. No commercial vehicles may be parked overnight in the convention load-in area.

With approval from your CSM, the exposition company may store minimal equipment necessary to open the exhibit hall in a timely fashion (i.e., table skirts, wastebaskets, smoking stands, etc.). All equipment must be stored in an orderly fashion, behind the Decorator Exhibitor Services Desk, in accordance with fire code and causing no damage to the walls, fixtures, or other areas of Hotel.

All freight, equipment and trailers must be taken off property for the duration of the show.

A Hotel representative will be assigned to monitor the actual move-in and move-out. This person will monitor such areas as the loading dock, service corridors and the exposition ballroom.

A NO-SMOKING policy will be in effect during all setup and tear down times. It is the responsibility of the exposition company to enforce this policy with their personnel.
All production companies are required to fully remove all post-show waste material. If disposing on property, they must pre-arrange the drop-off of a dumpster if amount of materials exceeds on-site capacities. Hotel will not permit material to be left on the hotel premises. A Convention Services representative will indicate locations for dumpster placement. For exhibit halls all cleaning and trash removal is exclusive to Bellagio Exposition Services. They will schedule all dumpsters needed for pre and post show waste removal. The cost for dumpsters will be an additional cost to the client's full cleaning estimate. Any trash left behind or “dumped” in an unauthorized location will be removed by Bellagio Exposition Services and appropriate costs charged to the client accordingly.

Meeting Group's exposition company will provide an adequate number of trash receptacles throughout the exhibit area during setup.

Meeting Group's exposition company must contain their employee/labor forces to the loading dock and exhibit areas. Back-of-the-house restrooms should also be utilized. These employees are not permitted to use public restrooms or other public facilities or the Hotel staff dining room.

Hotel will setup a water station and smoking area, with ashtrays, on the back dock during setup and tear-down times. Any food and beverage consumption outside this designated area is not permitted.

**EXTRA PERSON CHARGE:** Room rates are based on single or double occupancy. There is a $40.00 per person, per night charge for each third or fourth person sharing the same room/suite, regardless of age, with a maximum of four (4) guests per room/suite.

Rollaway Bed Rental — $50.00 each, per night. Refrigerator Rental — $35.00 each, per night.

**FIRE REGULATIONS:** One (1) month prior to the show, the Meeting Group's exposition company is required to submit floor plans of the proposed exhibit layout to the Clark County Fire Department, Fire Prevention Bureau for approval. A Fire Marshal-approved copy must be forwarded to your CSM no later than three (3) weeks prior to the exhibit move-in.

All required fire exits may not be blocked or used for moving exhibit material in or out, or used as storage areas. All exits must be kept clean and unobstructed.

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 specified areas for the duration of the show. Easels, signs, etc. shall not be placed beyond booth areas into the aisles.

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 Clark County 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.

**ALL MATERIAL MUST BE ACCOMPANIED BY AN OFFICIAL FLAME RETARDANT CERTIFICATE AND PROVIDED TO THE DIRECTOR OF CONVENTION SERVICES PRIOR TO MOVE-IN.**

If substitutions of original materials must be made, such labor and materials as are required to bring the work up to code standard shall be provided by Meeting Group at no additional expense to Hotel. In the event Meeting Group is unable to comply with these requirements, said convention shall be cancelled by Hotel without liability to Hotel.

During setup and move-out of trade shows, Hotel requires establishment and maintenance of designated “No Freight” aisles. These aisles **must** be clear at all times.

Fire extinguishers, fire hose cabinets and sprinkler closets must be visible and accessible at all times. Fire extinguishers may be blocked **only** if approved by the Fire Marshal and temporary extinguishers are supplied in the same area and are clearly visible.

All internal combustion engine driven vehicles or equipment displayed in the hall must have fuel filler caps locked or taped, batteries disconnected, and fuel tanks almost empty. A non-flammable drop cloth must be placed under the engine.

Anytime pyrotechnics or hazers are used, the Fire Safety System will have to be disabled or “put into test mode”. This process will require several personnel to be dedicated to watching for potential fire or smoke in the area in which the Fire Safety System is disabled. Charges will apply for fire watch during rehearsals and show. In the case of Pyrotechnics/Flame Effects, a permit is required from the CCFD. Please submit your pyrotechnic/hazing schedules to your CSM, 30 days prior to your event. Please note we cannot allow pyrotechnic displays outdoors if the wind speeds are 10 mph or greater. A copy of the operator's certificate must be on file prior to the show.

Compressed gas cylinders are prohibited unless approved by the Fire Marshal; if approved, cylinders must be secured in an upright position. Exhibitors are required to be available to receive and pick up any cylinders. Hotel will not store any cylinders on-site.

All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage; all empty cartons must be removed for storage or they will be removed as trash.

Combustible materials must not be displayed at any time.

Fire Strobes are in each of our meeting rooms, public spaces and exhibit halls. In accordance with Fire Code, these strobes can NEVER be blocked without strobe extensions.

In addition to the exhibit floor plans noted above, Fire Marshal-approved plans are also required for all meetings or catered events of 300 persons or more. Approval of the plans will be charged by the Clark County Fire Department (See Meeting Planners Guide).
GROUP ENTERTAINMENT: Group acknowledges that Bellagio Hotel & Casino has a reputation for offering high-quality entertainment and services to the public, is a publicly held company, is subject to regulation and licensing, and desires to maintain its reputation and receive positive publicity concerning Group’s functions. Consequently, prior to contracting with any entertainer or production company to provide entertainment at its function(s), Group shall obtain Bellagio’s written consent for the entertainment, which consent shall not unreasonably be withheld. In contracting for entertainment, Group agrees that any such entertainment will comply with Bellagio’s normal policy regarding risqué or questionable material and that no disparaging remarks toward gaming, Bellagio Hotel & Casino, its directors, officer or employees or those of any affiliate of Bellagio Hotel & Casino shall be made.

HOSPITALITY SUITES: The guidelines below are to ensure the enjoyment and comfort of all our guests.

- In order to promote a restful environment for all our hotel guests, we request that you do not schedule your hospitality suite to run past 11:00 p.m. Please ensure that any noise from music or entertainment is kept to a level that cannot be heard outside of your guest room/suite.
-Clark County Fire Department regulations do not permit easels and signage in guestroom hallways.
-Should you require easels for display of signs inside your guest room, please contact our Banquet Setup Department for rental.
-Maximum allowable seating will be determined by Banquet Setup or a Housekeeping Supervisor.
-Hospitality events require at least two (2) hours notification prior to scheduled start time.
-If your event is scheduled to start prior to 3:00 p.m., the suite must be reserved the day prior to allow for setup and availability. Appropriate charges will be applied.
-Any event scheduled to extend past the standard 11:00 a.m. checkout time will be charged for an additional day.
-The taping, tacking or otherwise affixing of any materials to walls, floors or ceilings is not permitted.
-Pleas be advised that all liquor, beer, wine and food for hospitality suites must be purchased through our In-Suite Catering Department. The terms of our liquor license preclude us from providing setup service for bars not purchased through the In-Suite Catering Department. Should it be discovered that liquor has been purchased from an outside source, corkage fees and applicable service charge will be charged.
-We are unable to remove or dismantle furniture in guestrooms.
-Room or suite numbers are available on the day of check-in. You may contact a PBX Supervisor to give permission for the room number of your hospitality event to be distributed to inquiring guests. The room will be reserved under the group name or the name of the individual reserving the suite. Suite numbers cannot be issued in advance.
-Each standard guestroom is equipped with two (2) 20-amp outlets. Due to safety regulations, additional electrical service cannot be provided in guest rooms or suites.
-Suites are designed for networking and entertainment purposes. Exhibiting in suites is not allowed.
-You may register your suite as a hospitality suite with a representative from the front desk. If you would like the hospitality event displayed on a special television channel that can be accessed in all guest rooms, please contact an In-Suite Catering coordinator.

IN-ROOM MEETINGS: Guest room meetings are a resource for clients to hold private, small meetings outside the conference center in Hotel Suites and Resort rooms. If Meeting Group would like to pursue this option, please contact your CSM and Sales Manager to assist with room availability, processes and pricing.

INSURANCE: A copy of your certificate of insurance (COI) is due to Bellagio Hotel & Casino 30 days prior to your event. The certificate must list all days of your license of the facility and include the following coverage:

- Worker’s Compensation Insurance in accordance with Nevada Law covering your employees.
- Employer’s Liability
- Commercial General Liability
- Comprehensive Auto Liability

Please consult your contract and license agreement (if applicable) for coverage required for each of the above. All issuing insurance companies must have authorization to do business in the state of Nevada. This certificate of insurance must state Bellagio Hotel & Casino, its parent company, subsidiaries and affiliates are named as additional insured. The certificate is unacceptable if all these entities are not named.

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

LIVE ENTERTAINMENT TAX: Live Entertainment Tax (LET) must be applied to any events where public admissions are being charged and the event is defined as Entertainment per the Nevada Revised Statutes under the oversight of the Nevada Gaming Board. LET must be collected by Bellagio Hotel & Casino as we are required to collect and remit all taxes for entertainment events occurring on the premises. All events must be reviewed by Bellagio Hotel & Casino Compliance Team to determine applicability of LET. The current LET rate is 9%.

The Nevada Gaming Board requires all ticketing systems to be approved by the Gaming Control Board. Therefore, all events subject to LET must use the Bellagio Ticketing system to be compliant with the Nevada Gaming Board regulations. Please contact your CSM for more details and to put you touch with our ticketing department to set up your ticket sales.

LOST OR STOLEN PROPERTY: Bellagio Hotel & Casino shall not be responsible for losses by Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, performers or any other party due to theft, damage to, or disappearance of equipment or other personal property, it being specifically acknowledged that such equipment and property is not under the care, custody, or control of Bellagio Hotel & Casino.
MEETING ROOM GUIDELINES

- Fastening or affixing objects to ceilings, painted surfaces, podiums, columns, fabric moveable walls, or decorative walls will only be allowed under certain circumstances, and must be approved by Convention Services. Only approved adhesive products can be used. No nails or tape will be allowed on any surface.
- Carpet protection (Visqueen) must be in place prior to the delivery of freight, prior to construction of any display, and prior to the use of any motorized devices.
- No plants or furniture may be moved or relocated from the hallways or meeting rooms unless prior arrangements have been made with your CSM. A removal fee will be assessed for all relocations.
- Changes to meeting room setups may be subject to an additional labor charge. There may also be charges for any same-day room turns.
- The standard meeting room amenities include water service, note pads and pens at a water station inside or outside the room. Additional amenities are available on request at a reasonable charge. For setups of 300 people or more, we will be happy to place water stations around the perimeter of the meeting room.
- Specific room assignments may be changed as needed. Sufficient space will be made available to accommodate meeting/function/exhibit requirements. Bellagio Hotel & Casino reserves the right to maximize space usage for all function space.
- Meeting rooms which contain air walls cannot be secured. You are responsible for security in areas you have contracted. Hotel bears no responsibility for equipment left in the meeting rooms. Security is recommended in any rooms where you may be planning to leave valuable equipment (i.e., meeting rooms or display areas in public foyer space) and it is required for all trade shows. Security can be contracted to provide coverage. Please contact your CSM for current rates.
- Hotel maintains a standard inventory of equipment such as, but not limited to, banquet chairs, tables, risers, podiums, easels, dance floor and linens. This inventory is shared by all groups in the facility and will not be dedicated to any one group. Should your equipment requirements be greater than what can be provided, rental costs may be your responsibility.
- Please check with your CSM before leaving audiovisual setups in meeting rooms overnight. 24-hour setup holds must be pre-arranged, and, in some instances, AV setups may have to be torn down and reset for subsequent meetings or functions. Security is recommended.
- Hotel cleaning services are required for all areas used as exhibit space. This includes concrete halls, carpeted meeting space, public foyers and the parking lot. If carpet is applied to any of our flooring, cleaning services will also be required. Cleaning services are required for any areas requiring excessive cleaning such as registration areas, events in our parking lot, stores etc. Please contact your CSM for clarification and pricing.
- Hotel cleaning services are required for all areas used as exhibit space. This includes concrete halls, carpeted meeting space, public foyers and the parking lot. If carpet is applied to any of our flooring, cleaning services will also be required. Cleaning services are required for any areas requiring excessive cleaning such as registration areas, events in our parking lot, stores etc. Please contact your CSM for clarification and pricing.

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

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 meeting and convention spaces, this includes all e-cigarettes and vapor cigarettes. Additionally, smoking is not permitted in restaurants, lounges where food is served, hotel lobbies, elevators, guest rooms and hallways, theaters, arenas, arcades, retail stores and other indoor public spaces. If there is evidence of smoking in your room, you will incur a minimum deep cleaning fee charged to your account. The Casino floor and certain lounges where food is not served are exempt. Please contact your CSM for more information.

PARKING

PARKING NOTICE: Vehicles that are self-parked at any MGM Resorts parking facility for longer than one (1) hour will be subject to a parking fee. The self-parking fee is $15.00 for vehicles parked between one (1) to four (4) hours and $18.00 for vehicles parked between four (4) to 24 hours at Bellagio.

The valet parking fee is $21.00 for the first two (2) hours, $24.00 for the first two (2) to four (4) hours and $30.00 for between four (4) to 24 hours (no grace period). All parking fees repeat every 24 hours. Parking fees may be higher during special events.

Self-parking is complimentary for M life® Rewards members level Pearl and higher, and valet parking is complimentary for M life Rewards members level Gold and higher. All complimentary parking is subject to availability.

For registered hotel guests, the 24-hour parking fee (self or valet) includes “in and out” privileges at the guest's originating MGM Resorts destination and also includes the same “in and out” parking privileges at any other MGM Resorts destination within the same 24-hour period, subject to availability.

Parking fees are subject to change and parking is subject to availability.
PAYMENT OPTIONS: Payments by check must be drawn on a U.S. bank payable in U.S. dollars. Deposits must follow the outlined format in the Hotel and/or License Agreement. All checks need to be received 14 days prior to the first scheduled arrival. You can also choose to submit a wire transfer. Accounting processes all pre-show deposits and prepares the final billing invoice. You are responsible for remitting full payment of the final invoice within 30 days of receipt. (Terms may vary. Please consult your contract for full payment information.)

PRINTED MATERIALS: We request that your CSM contact be placed on your mailing list to receive all materials concerning Hotel. This will allow us to share with our staff all printed materials in the possession of your prospective attendees.

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

RETAIL SALES TAX: The Nevada Administration Code (NAC) 372.180 states that the promoter or organizer of an event allowing any retail sales on the show floor has the responsibility to collect and remit the taxes for their respective event. This means you are responsible for these taxes.

If Group is tax exempt, the State of Nevada requires a copy of the following on file with Bellagio Hotel & Casino:

• 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.

ROOM DELIVERIES: The Hotel Front Services Department will be happy to arrange for guest room deliveries between the hours of 10:00 a.m. – 10:00 p.m. Early morning deliveries prior to 10:00 a.m. should be flyers, periodicals or any other door hang item that can be delivered without the disturbance of knocking. Items will be placed inside the room after the guest has checked in. All deliveries will be charged $3.50 per person for up to two (2) items and $1.00 for each additional item per day, per room (subject to change). Additional costs apply for name specific items or items requiring assembly by the Bell Service Team.

The Hotel Front Services Department can also deliver newspapers and periodicals to guest rooms. These may be hung on the doorknob outside of the room if placed in plastic Hotel newspaper sleeves. The delivery charge for this is $3.50 per item, per day, per room (subject to change). Items may not be left outside on the floor or slipped under the door of the guest room.

SALE OF MERCHANDISE: Meeting Group may not utilize Hotel function space or property for the purpose of selling merchandise or services without the prior written approval of, and under the conditions established by Hotel, Meeting Group, its agents, contractors and employees. All permits and licenses required by law for such activity in Clark County are the sole responsibility of Meeting Group.

SECURITY: For the safety of Bellagio and all guests; any vendor, client and/or guests requiring Back of House (BOH) access is required to sign in and obtain a security badge prior to being permitted in BOH. Violators of this policy may be denied BOH access. In the event of additional Security being requested by Client or Bellagio, only Bellagio Security may be used. All outside surveillance equipment must be identified to Bellagio Security leadership.

Bellagio Security is an exclusive service at Bellagio. The current cost to hire a Bellagio Security Officer is $55.00 per hour (subject to change). If less than 14 days’ notice to hire a Bellagio Security Officer is given, the cost is $65.00 per hour (subject to change). If the event requires five (5) or more Officers for a certain timeframe, there is an additional charge of $55.00 per hour for a Relief Officer and a $60.00 per hour charge for a Supervisor.

The Supervisor’s responsibilities include:

• Scheduling the appropriate Security Personnel for the event
• Managing the Security Officers assigned to the event
• Ensures that all personnel receive their required breaks
• Ensures the safety of both the event attendees and the Security Officers

SIGNAGE AND DISPLAY ADVERTISING: Hotel retains exclusive rights to all display advertising within the function space and all other space on the Hotel property. Meeting Group may not advertise within the function space, nor represent to any third party that it may advertise within the function space or on Hotel property, and may not place any signage or banners in the function space or on Hotel property without prior written consent of Hotel. In the event Hotel grants its consent for Meeting Group to advertise within the function space or on Hotel property, it shall be a nonexclusive right to advertise; however, signage is typically restricted to meeting area and should be pre-arranged with your CSM. It is the policy of Hotel that all signage approved must be professional and pre-approved flame retardant signs and banners, which must be 28” high x 22” wide and must be professionally printed. Any signage or banners approved by Hotel may only be hung or posted by the Hotel Audiovisual Department. Signs or banners may not be taped, stapled, nailed or tacked to any hospital doors, walls, registration desks, etc. No flyers, advertising materials or free samples shall be produced, placed or distributed, without the prior written approval of, and under the conditions established by Hotel, Meeting Group, its agents, contractors and employees, may not affix signage to any wall located on the Hotel property.

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

TRADEMARK: Neither party is authorized to use any trademark, trade name, nor service mark owned or registered by the other party, its parent, subsidiaries or affiliates. Neither party may, without prior written approval of the other party, copy, reproduce, distribute or use any trade name, trademark, copyrighted material, or service mark of the other party, its parent, subsidiaries, or affiliates.