

# MEET

las vegas

A BOUTIQUE EVENT AND EXHIBITION VENUE.



## Operational Policy DRAFT DOCUMENT

(As of May 31, 2008)

233 S. 4<sup>th</sup> St  
Las Vegas, NV 89101

Main Telephone Number (702) 735-1111  
Main Fax Number (702)-735-1143  
[www.MEETLV.com](http://www.MEETLV.com)

Thank you for choosing MEET Las Vegas for your important event. We are committed to providing you with the best experience available, and we understand that if your event is a success, then we are successful.

Our goal is to exceed your expectations in every way. The detailed planning and precision execution of your program at MEET will reflect this goal. It is our sincere wish that your post convention evaluation reflects the fact that there is only one destination your attendees and exhibitors can even imagine traveling to for your future events....MEET!

Sincerely,

MEET - Las Vegas

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## **ADVERTISEMENTS, POSTERS, BANNERS**

- You may generate additional revenue by renting to your exhibitors in designated areas. MEET must approve all signage and will charge a percentage of the gross revenue you receive from advertising. Prior to the sale of exhibitor advertising you must forward to MEET your advertising plan. We require the size, format, advertiser's name, duration, location, and gross revenues to you from the advertising party. All advertising locations, outside contracted space must be approved by MEET prior to production of such advertising. This information needs to be sent to your assigned Manager of Events and Exhibits at MEET 60 days prior to your first event date.

Banners may be displayed wrapping the building or displayed and lit in any of the outdoor wall sectionals. Special lighting and displays may be arranged through MEET to energize your events.

## **AIR CONDITIONING & HEATING**

- Energy conservation is of prime concern in Las Vegas, so the facility maintains minimum levels of heating, ventilation, air conditioning and lighting during move-in and move-out of events regardless of the space used.
- Full heating, ventilation, air conditioning and lighting is included in the Facility Rental and provided in the activity areas, public areas, and meeting rooms only during show hours.
- Set point, of the facility, for air comfort is seventy-two (72) degrees during summer months and seventy (70) degrees during the winter months.

## **AISLES**

- Aisles in activity areas must be at least ten (10') feet wide.
- Perimeter aisles must be at least ten (10') feet from the doors

## **ALCOHOLIC BEVERAGES**

- Alcohol Beverage Services are exclusive to the facility.
- The sales and service of all alcohol in the facility is regulated by Nevada Law.
- All alcoholic beverages must be dispensed by licensed and trained MEET personnel. MEET has an exclusive Liquor contract.
- MEET Personnel reserve the right to refuse service to any patron for any reason.
- Alcoholic beverages may not be brought into the facility by any person or outside service.
- Alcohol may not be taken out of the facility.
- Pursuant to Nevada law, it is illegal to serve alcoholic beverages to a minor less than twenty-one (21) years of age. Legal and Valid identification will be requested of any individual who appears to be 30 (thirty) years of age or younger.
- To arrange for alcohol beverage service, MEET must be informed 30 days prior to the event.

## AMERICANS WITH DISABILITIES ACT (ADA)

- The Client is responsible for providing accessibility to qualified individuals with a disability for exhibits, displays, meetings, etc. with respect to set-up, location, path-of-travel and other aspects of the event within their control.
- The Client is responsible for providing temporary auxiliary aids and services to qualified individuals with a disability attending an event. “Qualified individuals with a disability” and “Auxiliary aids and services” shall have the meaning set forth in the ADA and applicable regulations.
- As a “Public Assembly Facility” MEET responsibility is for permanent premises access accommodations, such as, but not limited to wheelchair ramps, elevator standards, door width standards and restroom accessibility.

## ANIMALS

- Animals are not permitted in the facility without approval; the exception is a service animal, an animal in an approved exhibit or display or an approved performance animal.
- All animals must be contained within a pen or on a leash or under similar control, at all times.
- Exhibit animals or animals on display must be kept in the exhibit or performance area at all times.
- Plastic covering with carpet must be placed underneath the cage.
- Fire proof protection is required inside the pen.
- The Client assumes full responsibility for any approved animal in the facility.
- The Client is responsible for the clean up required as a result of any animals in the building.

## ARMED SECURITY

- The only armed security allowed in the facility is any law enforcement officer with jurisdiction over this facility, i.e. City of Las Vegas, Clark County Sheriff, Federal Officers or any licensed security company making cash pick-ups or deposits, i.e. Brinks, Pinkerton, etc.
- The Client must provide notice to MEET of such pick-ups.
- MEET reserves the right to enter any space in the facility covered by the leased premises in the event of an emergency.
- When the Client contracts directly for armed security with one of the agencies, a copy of the contract with the work schedule and duties must be provided to MEET no less than sixty (60) days from the first contract day.

## AUDIO VISUAL

- Use of built-in A/V and all “in-house” equipment is an exclusive service to the facility and must be arranged through MEET. See “Audio Visual Rates for In-House A/V” for a list of equipment and prices.
- Production requirements must be submitted 45 days before the first contract day.
- MEET has an exclusive audio visual contractor for all audio visual equipment and operator needs above and beyond what is provided in-house.

## **BALLOONS (SEE HELIUM BALLOONS)**

### **BILLING**

- The cost of the Facility rental is to be paid in full before move-in.
- The Client will be billed for all additional charges.
- In anticipation of additional onsite charges, MEET requires that a Credit Card Authorization Form be completed and submitted at least (30) days prior to contracted move-in date.
- The balance, if any, owed to the Facility is due and payable at the time the invoice is presented.
- MEET will present to Client an itemized invoice reflecting all charges for services or equipment used and damages or excessive cleanup costs incurred during the event.

### **BOOTH CLEANING (SEE CUSTODIAL SERVICE)**

- MEET provides normal custodial service for all public areas, restrooms, and meeting rooms (except when used for exhibits) at no cost to Client.
- Booth cleaning, aisle cleaning and vacuuming in any exhibit area is the responsibility of the Client and can be arranged through Freeman Companies.

### **BOX OFFICE**

- The Facility does not maintain a permanent box office; however a temporary structure may be erected in designated outdoor areas.
- Such outdoor areas may be subject to additional facility charges.
- Client is responsible for all costs incurred for constructing or leasing, staffing, and maintaining the operation of a box office.

### **BUBBLE MACHINE**

- Bubble machines are permitted in the outdoor pavilion.

### **BUSES (SEE TRANSPORTATION)**

### **BUSINESS CENTER**

- The facility does not maintain or operate a business center. Please take this into account when using the space and plan accordingly.

### **CANDLES (SEE OPEN FLAME)**

### **CAPACITIES**

- Setup capacities may vary due to additional space required for audio visual equipment and/or catering service.
- Room capacities are governed by Building Code and Fire Code. The Facility does not allow any space to be set or occupied at a greater capacity than approved.

## **CARTS**

- Carts are not provided by MEET for move-in, show, move-out and/or movement of any materials.
- Carts may be rented from an outside contractor or brought on-site by the Client or their exhibitors.

## **CATERING**

- Catering services are provided through MEET; please contact your Manager of Exhibits and Events at MEET for menus and pricing.

## **COAT CHECK**

- An outside vendor may be hired for coat check services.
- Facility is not responsible for any lost or stolen articles.

## **COMPRESSED GASES**

- The use, display or storage of compressed gasses, flammable liquids, or dangerous chemicals is prohibited without prior written approval.
- Maximum tank size is less than one pound (1 lb.) for each appliance. Storage of additional tanks is not allowed inside the facility.
- Pressurized containers having flammable propellants (aerosols) are prohibited without prior written approval.
- All pressurized tanks holding any type of gas (helium, nitrogen, LP, etc.) must be secured to an object in an upright position while being used in the facility. The object must keep the tank from falling over, such as an appropriate dolly.

## **CONTRACTING**

- MEET does not have a date protection policy.
- A written, executed contract accompanied by the appropriate deposit is the agreement and consideration that commits specific date(s) and specific space(s) for an event.
- An executed contract is recorded upon the receipt of a contract signed by the Client accompanied by the appropriate deposits and countersigned by MEET designee.
- A completed Request for Proposal and a request for date(s) does not guarantee the date(s) will be contracted.
- Changes to the contract must be mutually agreed upon and amended by MEET and the Client.
- Applicants for facility space are cautioned not to sell space, advertise, or promote the event without an Executed Contract. MEET will not assume responsibility or liability for any such promotion(s).
- The Client, upon entering into a properly Executed Contract, agrees with the terms therein.
- A Contract Day begins no earlier than 7:00 A.M. and ends no later than 11:59 P.M. on the same calendar day.

## **CONTRACTING (continued)**

- Overtime charges are \$300 per hour after Midnight and before 6:59 A.M
- Client is required to pay the prevailing rate for all services and equipment in effect at the time of the event.
- Only the space listed on the contract is held for your program. Additional space and date(s) previously held are released at contracting.
- Subletting of leased premises to any other person, firm or organization for any purpose including, but not limited to, hospitality rooms, demonstrations and/or sales meetings is not allowed. Any firm or organization wanting to have an event in conjunction with your event is required to make independent arrangements for space with the Facility. If Client allows another organization to use their leased space, the Client identified on the contract is responsible for any damages, services ordered, etc. incurred by the other organization.

## **COVERED EXHIBIT BOOTHS**

- Plans for covered exhibits must be reviewed and approved a minimum of ninety (90) days prior to the first contract day.
- The approval process requires submission of two (2) copies of scaled, signed and dated blue prints (with front and side elevations) by a registered architect or engineer to MEET.
- Each enclosed or covered area must be protected by an audible smoke detector. This includes closets built into the exhibit.
- Plans must include show name and dates.
- Plans must include the exhibitor's name and assigned booth number.
- All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials.
- Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by MEET. It is recommended to have certifications of flame retardant treatments available at show site.
- Covered displays or multilevel displays may need to meet specific fire regulations.

## **CRATE STORAGE**

- Crate storage is prohibited in meeting rooms, activity areas, public area/lobby or carpeted areas, including service corridors.
- Crate storage must be pre-arranged.

## **CUSTODIAL SERVICES**

- MEET provides custodial service for all public areas and restrooms at no cost.
- Booth cleaning and aisle vacuuming in any activity area is the responsibility of the Client and needs to be arranged through Freeman Companies
- The Client is responsible for the removal of bulk trash in the meeting rooms, activity areas, and pre-function areas during event move-in, and move-out. Bulk trash is defined as boxes, pallets, packing materials and any other excessive trash not easily removed by a standard push broom or vacuum.

## **CUSTODIAL SERVICES (continued)**

- Clean-up of special effect items, such as confetti, balloon drops, tape on floors, etc., is charged to the Client at the prevailing rate.
- MEET will empty its trash containers placed in the aisles during event and non-event hours.
- The Client shall be responsible for expenses associated with excessive cleanup.

## **DAMAGE TO FACILITY**

- Costs for damages to the facility or for clean up of the facility are billed to the Client.
- Holes may not be drilled, cored or punched into the facility.
- Decorations signage or other items may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, and columns, painted surfaces, fabric or decorative walls.
- Cost to repair damage resulting from the improper/and or unauthorized installation of materials is charged to the Client.
- Painting of signs, displays, exhibits or other objects is not permitted inside or outside the facility.
- The Client is responsible for any and all damages caused by the Client or Client's employees, subcontractors, exhibitors or attendees to MEET facility.
- Displays containing soil, peat moss, sand, topsoil, humus, or other landscaping material or pens containing live animals must have a protective coating for the floor such as plastic and carpet or materials of similar strength.
- The floor must be protected from stains.
- Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters or similar equipment (except equipment for persons who are mobility challenged) may not be operated on any permanent carpeted area in the facility.
- Carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance.
- Double-faced tape and heat tape cannot be directly applied to permanent carpet.
- The Client is responsible for removing all tape.

## **DANCE FLOORS**

- Dance floors may be used on carpeted surfaces.
- Dance floors will not be placed on risers.
- The Client is responsible for ordering dance floor through MEET.

## **DECORATIONS**

- MEET can provide decorations (such as plants, etc.) for any event at the facility. The service for such may be arranged through the MEET.
- Decorations signage or other items may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, and columns, painted surfaces, fabric or decorative walls.
- Cost to repair damage resulting from the improper and/or unauthorized installation of materials is charged to the Client.

## DECORATIONS (continued)

- The use of glitter is not permitted in the facility due to the difficulty in removing it from carpet, chairs and/or other equipment.
- Cleanup fees are assessed at the prevailing rate when special effect items are used, such as confetti or balloon drops.
- Live Christmas trees are not permitted.
- Helium balloons are not recommended. Charges to retrieve helium balloons are billed to the Client.
- Painting of any kind must be approved by MEET.
- All curtains, drapes, decorations and decorative or construction materials must be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.
- All decorations remaining in the facility at the conclusion of the event are considered trash.
- Pressure-adhesive stickers or decals or similar promotional items are not allowed for distribution in the facility.
- If MEET is required to remove any decoration or decal, the Client will be charged at the prevailing rate for such removal.

## DELIVERIES

- Freight and C.O.D. deliveries including, but not limited to UPS, FedEx, RPS, GSP, etc., are not accepted by MEET before, during or following the contract period.
- Shipments delivered to MEET, during the contract period, must be addressed to the Client representative.

## DOORS

- Doors are opened at the time specified by the Client subject to MEET's right to open doors earlier if, in the sole discretion of MEET, the doors need to be opened due to safety reasons or in consideration of other events in the facility.
- The front doors are not to be used for move-in or move-out purposes. ("The main entry doors on 4<sup>th</sup> Street and the main entry doors on Bridger are not to be used for move-in or move-out purposes.")
- Locks and/or chains are not permitted to be placed on any door of the facility.
- MEET does not issue exterior door keys of the facility to any Client, service contractor or any other outside vendor. Access to the facility may be arranged through MEET.
- Posting of notices or flyers is not permitted on doors.
- Activity area service door dimensions:
  - (1<sup>st</sup> floor "Event Access Door" – 11'-6" (W) x 12'-0" (H)
  - (2<sup>nd</sup> floor "Over-head Roll-Up Door" – 10'-0" (W) x 9'-2" (H)

## ELECTRICAL EQUIPMENT & SERVICE

- All electrical services are done exclusively by Freeman Companies.
- See Freeman Companies for Electrical policies

## ELEVATORS AND LIFTS

- Passenger elevators are provided for use by the general public and may not be blocked or used to transport equipment. Equipment includes easels, chairs, tables and other similar devices.
- The lobby areas and passenger elevators are not to be used for move-in or move-out purposes.
- Facility Freight Elevator is available.
- Equipment transported by freight elevators must not exceed the total weight capacity of such freight elevator.
- Freight Elevator Capacity: 4500 lbs  
Dimensions: Inside Cab 5'9"(W) x 7'10"(D) and Clear Door Opening: 4'-0"(W) x 7'-0" (H)

## EMERGENCY PROCEDURES

- Procedures for handling emergency (medical or fire) situations in the facility have been established to limit and to control injuries and property damage.
- The Facility is equipped with closed circuit television cameras mounted in various locations within the facility as well as on the exterior.
- In any emergency, MEET's safety committee will provide direction.
- MEET will keep the Client and service contractors informed in emergency situations and of decisions relating to events.
- In the event of an emergency, the Client or any person on site may dial 911 directly from any phone.
- Evacuation is required any time an audible fire alarm sounds. A general fire alarm can be heard throughout the facility.
- In the event of a facility-wide power failure, the facility is equipped with an emergency generator designed to provide emergency lighting and power within ten seconds of the failure. The facility is equipped with illuminated exit signs at every pedestrian exit. Electronic/magnet door holders will release all self-closing fire and smoke doors in the related trouble zone.

## EQUIPMENT OR MATERIAL MOVEMENT

- Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters or similar equipment (except equipment for persons who are mobility challenged) may not be operated on any permanent carpeted area in the facility.
- Doorways, carpeted areas and floors must be protected from the movement of crates, registration counters, pallet jacks, plants, sign-hanging activities and all other Rolling stock during move-in and move-out.
- When off loading counters, booths and other heavy objects, the use of floor protection and extreme care are required.
- Carpeted areas must be protected by the use of a minimum of six (6) mil polyethylene sheeting (reinforced preferred).
- Temporary carpet or plywood on top of reinforced polyethylene sheeting must be used for heavy objects. Heavy objects are defined as items in excess of 1500 pounds or that exceed the limit of an average pallet jack.
- The Client is responsible for the transport of crates and boxes to and from the leased premises.

## EVENT AGENDA

- A tentative agenda is recommended at least six (6) months before the first contract day.
- Alcohol Beverage Service must be ordered (30) days prior to the first contract day
- A preliminary agenda is required forty-five (45) days before the first contract day.
- Production requirements must be submitted thirty (30) days before the first contract day.
- A final agenda containing complete event requirements is due 21 days before the first contract day, including but not limited to, event schedule or timeline, exhibition timeline (move-in, show, move-out) and diagram, approved floor plans (exhibits, meetings, general sessions), utility and technical requirements, event security, production and/or audio visual schedule, General Service Contractor production schedule, Fire Marshall Permits.

## EVENT PERSONNEL

- All event personnel, including the employees of service contractors, must display valid permanent and/or temporary identification badges at all times. Each service contractor must submit, to MEET, a list of employees assigned to work each day.
- All event personnel, including show and service contractor staff, exhibitor-appointed contract staff, temporary staff, exhibitors and other workers affiliated with an event must enter and exit the facility through the entrance and exits designed by the Client and MEET.
- All event personnel are subject to inspection of cartons, packages or containers brought into or taken out of the facility.
- Access to the facility for move-in/set-up, show, move-out/tear-down is allowed on the date(s) and time(s) listed on the contract.
- The Client and service contractors are responsible for the conduct of their personnel and subcontractors and for any damages caused by such personnel while in the facility. Loud or profane language and disorderly conduct are not permitted at any time. The use of alcoholic beverages and illegal drugs is strictly prohibited.

## EXCLUSIVE SERVICES

- The following are exclusive services to MEET
  - Rigging – by Freeman Companies
  - Electrical – by Freeman Companies
  - Plumbing – by Freeman Companies
  - Audio Visual – by Freeman Companies
  - Cleaning – by Freeman Companies
  - Show Move-In/Move-Out – Freeman Companies
  - Designer Furniture Rental – Lounge 22
  - Utility Services – Internet, Phones, etc.
  - Alcohol Beverage Service
  - Food & Non-Alcoholic Beverage Service
    - The use of a non-exclusive caterer is permitted but must be approved by MEET and is subject to a daily facility charge.

## EXHIBITION BOOTH CONSTRUCTION

- Exhibitors are responsible for the proper and safe construction, materials and maintenance of their exhibit. This includes draping, table coverings, banners, props, scenery, evergreen trees, shrubs, etc.
- Exhibit booths shall be constructed of noncombustible or limited combustible materials. Wood shall be greater than one-quarter (1/4") inch nominal thickness or wood not greater than 1/4" thickness shall be treated with fire retardant meeting the requirements of National Fire Protection Association (NFPA) standard 703. Other combustible materials must be flame resistant in accordance with NFPA 701 for textiles and films, and Underwriters Laboratories (U.L.) 1975 for foamed plastics.
- Cotton batting, straw, dry vines or leaves, celluloid or other flammable material is not allowed unless it is fireproofed in a manner approved by the Fire Marshal. Proof of treatment, if applied by exhibitor, must be provided and displayed on-site.
- Fireproofing and approval is required in advance.
- Vehicle cleaning using wax or Armor-all creates a very hazardous and slippery condition. Applications must be done with a pre-soaked cloth. Spray cans or bottles are not permitted. All hard floor surfaces must be totally covered with a non-porous covering during application of waxes or Armor-all products.

## EXHIBITOR GUIDELINES

- Safety First!
- Evacuation is required when a general fire alarm sounds.
- MEET provides all utilities as an exclusive service.
- Permanent Facility outlets are not considered part of an exhibitor's booth space.
- Access to some utility services may be limited to certain areas (i.e. gas).
- An exhibit involving animals, the display of vehicles, construction, a covered area, or the use of any heat producing materials requires approval in advance by the Client, MEET and/or the Fire Marshal. All fire regulations must be followed.
- Chains or locks may not be placed on any facility door.
- A display or exhibit must not be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign.
- All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on-site.
- Outside food or drinks are not allowed in the facility.
- Sample size food and beverage items as a booth giveaway require approval by MEET. Fees may apply.
- Utilities are ordered by using the utility order form included in the Exhibitor Kit provided by Freeman Companies.
- Do not tape, tack, Velcro, or affix anything to any walls, doors, floor or furnishings in the Facility.
- The use of "duct tape" is prohibited on any surface in the facility. Costs involved for removal of such are assessed a fee which is reflected on the Client invoice or exhibitor utility service order.
- Use of tape or adhesive products, nails, tacks, pins, etc., on any surface of glass or equipment in the Facility is not allowed.

## **EXHIBITOR GUIDELINES (continued)**

- The use of high residue tape is prohibited on carpeted and uncarpeted areas. Use of low residue carpet tape such as Venture Tape 576 - 2" or Polyken 105C - 2" is required.
- Storage of empty boxes or wooden crates in the building is not allowed.
- MEET personnel are not allowed to lend out tools or ladders to any Non-MEET personnel.
- Freight requirements need to be arranged through the Freeman Companies.
- Booth cleaning services need to be arranged through MEET.
- MEET is a smoke-free facility. Smoking is allowed in designated areas outside the Facility only.
- Vehicle cleaning using wax or Armor-all creates a very hazardous and slippery condition. Applications must be done with a pre-soaked cloth. Spray cans or bottles are not permitted.
- All vehicles, boats, equipment containing fuel must meet and comply with these requirements before allowing entry into the building and any combination of different types of fuel cannot exceed 1/4 tank when combined, for example: 1/8 of gas and 1/8 of compressed natural gas (CNG). No fuel will be drained or siphoned on MEET property.
- Each exhibitor must order power separately.
- Unauthorized use (i.e. non-payment) of services (water, drain, electrical, etc.) will be terminated immediately.
- When a special electrical plug is required, the exhibitor is responsible for furnishing the associated wiring schematics and required connectors.
- Applicable fire marshal permits for any vehicles on display is the leasee's responsibility.

## **EXHIBITOR SERVICE KIT**

- The Facility requires the following forms be included in the Exhibit Service Manual:
  - Exhibitor Guidelines
  - Fire Regulations
  - Rigging Guidelines
  - Utility Service Order Form
  - Parking Information Flyer and Map
  - Food and Beverage Guidelines

## **EXITS**

- For your safety, exit doors may not be obstructed, locked, blocked or held open, except by an approved smoke detection closing device.
- Items may not be placed within fifteen feet (15') of a means of ingress or egress doorway.
- Exit signs may not be obstructed from view by booth, decorations or any other object or hanging materials.

## **FACILITY ACCESS**

- Client may access the building no earlier than 7:00 A.M. and no later than midnight on contracted days.
- Overtime charges are \$300 per hour after Midnight and before 6:59 A.M.
- Restricted areas of the facility are off limits to all persons except those authorized.
- No one is allowed in the leased premises unless MEET and Client or their appointed designee is on-site.
- Access to the facility for move-in/set-up, show, move-out/tear-down is allowed on the date(s) and time(s) listed on the contract.
- Exhibit personnel are not allowed loading area access during show hours for the purposes of smoking.
- Exhibit personnel are not allowed access to the loading area during show hours. Exhibit personnel must use the public entrances for access during show hours.
- MEET personnel may gain access to any area of the facility, at any time, for the purposes of operation, including areas in lock-down.
- Exhibits, displays, equipment, and supplies are not allowed to enter or leave the facility through the 4<sup>th</sup> Street and Bridger Street entrances.

## **FIRE REGULATIONS / FIRE MARSHALL**

- One month prior to the event, the Meeting Group's exposition company is required to submit floor plans of the proposed exhibit layout to Clark County Fire Department, Fire Prevention Bureau for approval. A Fire Marshal approved copy must be forwarded to the Meeting and Event Manager no later than three 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 Marshall. 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 MANAGER OF EVENTS AND EXHIBITS PRIOR TO MOVEIN.**

- 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 expenses to Facility. In the event Meeting Group is unable to comply with these requirements, said event shall be cancelled by Facility without liability to Facility.

## **FIRE REGULATIONS / FIRE MARSHALL (continued)**

- During set-up and move-out of tradeshow, Facility 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 Marshall 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.
- When pyrotechnic displays are used on property, a permit from the Clark County Fire Department is required. A copy of this permit should be given to the Meeting and Event Manager at Facility prior to any related function. A competent and certified operator must be present for the firing of any pyrotechnics. 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.
- 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.
- In addition to the exhibit floor plans noted above, Fire Marshal approved plans are also required for all meeting or catered events of 300 persons or more. Approval of the plans will be charged by the Clark County Fire Department (which may be modified from time to time) as follows:
  - Plans submitted prior to 10 days before the event are subject to a \$150.00 per plan fee.
  - Plans submitted within 10 days of the event are subject to a \$450.00 per plan fee.
  - Revisions to previously submitted plans within 10 days of the event are subject to an additional \$450.00 per plan fee.
- Floor plans are final once approved by the Fire Department. No additional equipment, tables or décor may be added. However, the Fire Department will allow deletion of equipment, tables and décor from the final floor plan. Regulations of the Clark County Fire Department, Fire Prevention Bureau must be observed in their entirety.

## **FIREARMS**

- The display, use or handling of firearms in MEET is prohibited. The exceptions or Las Vegas City, County or Nevada State law enforcement officers.

## **FLOOR LOADS**

- First Floor areas: The floor load is 100 psf (pounds per square foot).
- Second Floor meeting rooms: The floor load is 100 psf (pounds per square foot).

## FLOOR PLANS

- Exhibit Floor plans and Floor Plans for events of 300 persons or more must first be sent to the MEET Manager of Exhibits and Events for review, who then submits the plan to the Fire Marshal for approval.
- MEET and the Fire Marshal approve all floor plans prior to move-in.
- Floor plans are not considered approved without being signed and stamped “Approved” from MEET and the Fire Marshal.
- The Client is cautioned not to sell exhibit space until the Fire Marshal has approved the floor plan. This is to ensure exits, aisles and fire protection equipment are clear and unobstructed, as well as, to avoid costly changes involving exhibits.
- A preliminary exhibit floor plan is required six (6) months prior to the first contract day.
- Required information on exhibit floor plans:
  - Event Name
  - Event Date
  - Area leased
  - Date of initial draft and of revisions
  - All exits clearly identified
  - Distance to exits
  - Total number of booths, if applicable
  - To scale diagram with scale indicated
  - Utility floor pockets indicated
  - All aisle dimensions
  - A minimum of two (2) freight free aisles per hall
  - Event expected attendance
  - Location and dimensions of entrance headers or kiosk
  - Registration location and set up time
- Required specifications Activity floor plans: (Any exception must be submitted in writing to MEET.)
  - All entrance and exit points must have a minimum of fifteen feet (15') of clear space on all sides.
  - All aisles must be at least ten feet (10') wide.
  - No more than two hundred feet (200') of aisle travel is permitted from any location to the nearest exit.
  - Dead-end corridors should be no longer than twenty feet (20').
  - All fire hose connections, fire extinguisher standpipe and alarm call stations must be visible, accessible and kept clear of obstruction at all times.
  - Visual or physical obstructions of fire exits are not permitted.
  - Facility graphics, rest room, and concession areas must be clear and not blocked.
  - If the final floor plan is different from the initial plan submitted and approved, the final plan must be resubmitted and processed for approval at least twenty one (21) days before the scheduled move-in or fees may apply.
- The activity area utility boxes are located on approximately ten (10') centers.
- An exhibitor list, both in alphabetical and numerical order, is required so prompt service may be provided to exhibitors.
- Exhibits in the activity area require prior written approval.

## **FLOOR PLANS (continued)**

- Utilities in the activity area are limited and the cost for providing utility and technical services to exhibits is the responsibility of the Client.
- The Client must arrange for equipment or labor services for exhibit booths, i.e. tables, chairs, booth cleaning, aisle cleaning, etc. This can be arranged through MEET's preferred staffing vendors.

## **FOG MACHINE / SMOKE MACHINE**

- Fog and smoke machines, as well as, the schedule for use of such, require advance approval.
- Any "fogging" or "hazing" has the potential to activate one of the many types of fire detection devices in the facility. Therefore, at least thirty (30) days advance notice given to MEET is required to avoid unwanted disruption to an event.
- Fog/smoke machine usage is restricted to water based chemicals.
- Use of fog or smoke machine(s) may require a fire watch. Such costs are at the Client's expense.

## **FOOD AND BEVERAGES SERVICES**

- MEET in-house food and beverage management company has exclusive catering and concession rights at the Facility. Arrangements for these services must be made through your assigned Manager.
- MEET has the right to open and maintain concession stands for any event at the facility. Clear access must be maintained to permanent food service areas (that are required to be open) for all events
- Approval is required for requests to hang third party banners in facility pre-function/ lobby areas or on facility exterior.
- A signed Banquet Event Order must be on file in the MEET Events and Exhibits office fourteen (14) days prior to the first contract day; otherwise items and prices cannot be guaranteed.
- Alcoholic beverages or containers are not allowed on the premises, except by the MEET in-house food and beverage management company.

## **FOOD SHOW REQUIREMENTS**

- Exhibitors distributing food and/or beverage at events open to the public must obtain a Food Permit from the City of Las Vegas Health Department.
- Exhibitor cooking is approved in advance, on a case-by-case basis by MEET and the Fire Marshal.
- The following requirements are for food displays:
  - A Class K rated fire extinguisher must be provided for every exhibit area or booth with a deep fat fryer.
  - Deep fat fryers are to be thermostat controlled.
  - Fryer units are not to be located on tables that are along aisles.
  - Public access is not allowed for fryers.
  - Deep fat fryer units are to be placed on sheet pans or similar non-combustible material. (Foil is not acceptable.)

## **FOOD SHOW REQUIREMENTS (continued)**

- Combustible materials will not be located near deep fat fryers.
- Chafing dishes are to be designed with a shelf for the fuel or the chafing dish is to be placed on a sheet pan.
- Devices producing open flames are not allowed in exhibit areas.
- A fire watch may be required. The show promoter/owner is responsible for such expense.
- All heat sources must be at least four feet (4') from the public aisle way.
- A splatter guard or heat shield is required for all frying equipment.
- Cooking permits must be included in the exhibitor kit (manual) completed and accepted by MEET prior to any cooking activity.
- Exhibitors must comply with all City of Las Vegas Health Department rules and regulations.
- Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management.
- Exhibitors are responsible for providing or renting a sink as a washing area.
- Disposal of cooking residue into the facility drainage system is prohibited.
- MEET does not rent sinks with grease traps. Holding receptacles for disposal of cooking residue (oil, grease, etc.) are required.

## **FREIGHT**

- The facility does not accept store or ship freight or packages for exhibitors, delegates or the Client before, during or after an event.
- MEET will decline receipt of any shipments arriving prior to the first contract day. MEET personnel are not permitted to sign for shipments.
- All materials, equipment and/or freight are to be delivered and removed through the designated entrance.
- MEET is not responsible for any loss or damage to properties of any kind shipped or otherwise delivered to the facility.

## **FURNITURE**

- Furniture located throughout the facility is not designed to be moved.
- Furniture and equipment for exhibit booth use (trade shows) must be prearranged
- Lounge furniture is provided exclusively by Lounge 22, please contact your Event Manager for more details.

## **GROUND TRANSPORTATION**

- A plan must be submitted thirty (30) days before the first contract day.
- The plan should include the total number of shuttle buses to be used, all shuttle schedules and shuttle bus stop locations and signs.
- Taxicabs have assigned areas and may not station elsewhere.
- Events requiring traffic schemes must be coordinated with MEET for approval.
- MEET provides transportation through a preferred partner.

## HAZARDOUS CHEMICALS AND MATERIALS

- A hazardous chemical means any chemical which is a physical hazard or a health hazard.
- MEET must be notified at least ninety (90) days before the first contract day that Client, exhibitors or service contractor intends to bring in hazardous materials in or about the facility.
- No one may bring hazardous materials into the facility without prior written approval.
- Certain waste products are classified as hazardous waste and may only be used, handled, stored and disposed of in accordance with OSHA and EPA material handling guidelines.
- Special handling is required for the proper disposal of a hazardous material or substance and must be coordinated with MEET. All costs associated with safe handling of materials, including insurance, are the responsibility of the Client.
- MEET may require a written plan for handling any releases or threats of or release of such hazardous material in, on, or about the facility.
- A hazardous material may include, but is not limited to pesticides, herbicides, poison, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers), paint, ink, certain chemicals, particular petroleum-based and ketone-based and certain medical supplies. • A material safety data sheet (MSDS) is required on-site for such materials.
- Public display of compressed flammable or toxic gases or hazardous materials require approval.
- Toxic or hazardous materials are subject to immediate removal if the required information is not received and Fire Marshal instructions are not followed.
- The following are not allowed without prior written approval:
  - Display or storage of LPG.
  - Storing flammable or combustible liquids in or on the facility premises.
  - Flammable gas.
  - Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
  - Welding or cutting equipment for demonstration purposes.
  - Gas-fired appliances for demonstration purposes.
  - Salamander stoves.
  - Lit candles or lanterns for demonstration purposes.
  - Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position.
  - Any cooking or heat producing devices.

## HAZARDOUS WORK AREAS

- During move-in and move-out, activity areas, loading areas, truck staging and service corridors are considered hazardous work areas.
- The following MEET guidelines apply in and/or about the facility:
  - No alcoholic beverages, possession or use of controlled substances of any kind is permitted.
  - Horseplay, practical jokes, etc. are prohibited.
  - -Speeding (over 5 miles per hour) or reckless use of vehicles or equipment is prohibited.
  - Refueling of vehicles may not occur on-site.
  - All utility panels, switch gear, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.
  - Oil spills, loose or missing floor box covers and other apparent safety hazards should be reported to MEET Personnel immediately.
  - Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited.
  - Children under sixteen (16) years of age are prohibited in hazardous work areas.
  - Vehicle cleaning using wax or Armor-all products creates a very hazardous and slippery condition. Applications must be done with a pre-soaked cloth. Spray cans or bottles are not permitted. All hard floor surfaces must be totally covered with a non-porous covering during application of waxes or Armor-all products.

## HELIUM BALLOONS

- Helium balloons are not recommended and require prior written approval by MEET.
- Helium balloons may not be distributed or sold within the facility, but may be approved as a permanent attachment to an authorized event display or exhibit.
- Charges to retrieve helium balloons are billed to the Client at the prevailing rate.

## HOURS OF OPERATION

- Regular hours on non-show days are 8:00am–5:00 P.M., Monday-Friday
- Client may access the building on contracted event days including move-in and move-out no earlier than 7:00 A.M. and no later than midnight.
- Overtime charges are \$300 per hour after Midnight and before 6:59 A.M.
- An event Contract Day is from 7:00 A.M. to 11:59 P.M. Event hours outside of a “Contract Day” are subject to overtime.
- Administrative office hours are Monday through Friday 8:00 A.M. to 5:00 P.M. Pacific Time. The Administrative office is closed on most major holidays:
  - New Years Day
  - Martin Luther King’s, Jr. Birthday
  - Presidents Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Day after Thanksgiving
  - Christmas Day

## HOUSE PHONES

- House phones are located on each building level.
- House phones may only be used to access internal extensions. Outside local telephone and long distance telephone service is not available by MEET house phones.

## INSTALLATION

- A full move-in and move-out plan, including installation and rigging plans, should be submitted to MEET at least sixty (60) days prior to the first contract day.
- Facility carpeting must be covered by a layer of six (6) millimeter visqueen and then by carpeting supplied by the Official General Service Contractor. For heavy items and dollies with metal wheels, extra protection like plywood sub-flooring is required.
- Exhibit booths in permanently carpeted areas must be covered by a layer of six millimeter visqueen and then by carpeting supplied by the show general service contractor. The covering must be approved by MEET and must remain in place during move-in, show and move-out.

## INSURANCE REQUIREMENTS

- At all times during Meeting Group's use of the Function Space, Meeting Group shall maintain: Statutory Workers' Compensation insurance, in accordance with the laws of the State of Nevada; Employers' Liability insurance with limits of at least one million dollars (\$1,000,000.00) per accident covering all of the Meeting Group's personnel performing work at Facility property in connection with the Agreement; Commercial General insurance with contractual indemnity coverage and combined single limits in the minimum amount of two million dollars (\$2,000,000.00) per occurrence for personal injury and property damage; and Commercial Automobile Liability insurance with coverage for owner, non-owned, rented and borrowed automobiles with a combined single limit of not less than one million dollars (\$1,000,000.00). The insurance provided by Meeting Group shall name Facility, its parent company, subcontractors, subsidiaries and affiliates as additional insureds, shall be issued by a company with a current A M Best Company rating of at least A:VII and may be obtained through one or a combination of insurance policies.
- No later than fourteen (14) calendar days prior to Meeting Group's function, Meeting Group shall deliver such certificates of insurance to: MEET Las Vegas, 233 South 4<sup>th</sup> Street, Las Vegas Boulevard, Las Vegas, Nevada, 89101. The consent of Facility to the insurance and limits insured, as show herein shall not be considered as a limitation of Meeting Group's liability under the Agreement or an agreement by Facility to assume liability in excess of said amounts or for risks not insured against.

## KEYS AND LOCKS

- Keys are not available for activity area doors.
- For secured areas, please contact MEET personnel.

## KITCHEN

- A full service kitchen is available for use, please contact MEET for use and pricing.

## LABOR SERVICES

- MEET has a preferred staffing relationship for most staffing needs and activity move-ins/outs and servicing.
- Credit will not be given for services ordered and not used. A four (4) hour minimum may be required for services involving MEET personnel.
- MEET determines the number and type of personnel required for an event.
- Overtime fees may apply.  
Unscheduled labor may be subject to the overtime charges of one and one-half (1 1/2) the regular rate.

## LIGHTING

- MEET features customizable color kinetic lighting so you can control the hues of our exterior for ultimate branding value. Please contact your event manager for details and pricing.
- MEET also features customizable lighting effects through Martin Cyclo fixtures on the first floor. The Cyclo series provides a simple dynamic lighting solution for commercial applications, with fluorescent linear luminaire that uniformly washes surfaces with color and variable white light, please contact your Event Manager for details and pricing.
- Energy conservation is of prime concern; therefore, minimal levels of lighting are maintained during move-in and move-out.
- Facility Rental includes lighting in public areas, meeting rooms and activity areas (except when used for exhibits) during move-in, show and move-out.
- During move-in and move-out work lighting is provided (175 watt lamps) at no charge.
- The lighting pods in the activity areas consist of three different lamps: a 400 watt, a 250 watt and a 175 watt that are grouped together; meaning, when a specific lamp is turned off, the entire group is turned off.
- Full lighting is provided (400, 250, and 175 watt lamps) in the activity areas thirty (30) minutes prior to the start of the event on the first day and fifteen (15) minutes prior to the start of the event on subsequent days.
- The meeting rooms and activity areas have lighting controls in each room. Special lighting levels may be pre-set if requested.
- Requests to dim lights in the pre-function/lobby area for an event must be reviewed in advance. Impact on other events in the facility and safety are considered before approval is given.
- Client is responsible for the costs associated for requests to remove light bulbs to gain a specific lighting effect.

## LOADING AREA

- MEET's loading area is under the supervision of MEET personnel at all times and generally open to its exclusive providers.

## **LOST AND FOUND**

- Every effort is made to ensure property found and/or turned in is handled to provide the best possible opportunity for return to its owner. If property is found before, during or after an event, it is turned in to MEET.
- All items turned in should remain there until the end of the event, at which time the Client may decide to turn over such items to MEET.
- Any item unclaimed after forty eight (48) hours becomes the property of MEET and is disposed of in a manner deemed practical by MEET management.

## **MEDIA**

- Media access to the facility prior to 6 A.M. is charged the overtime rate.
- Press releases are sent out specific to MEET activity, but not specific for each event.
- For safety reasons, the routing of support cables for media must be coordinated through MEET.
- Media support vehicles are not allowed to park on public sidewalks, block entrance/exit doors or route shore power to their vehicles from inside the facility.

## **MESSAGE DELIVERY**

- Client is responsible for routing messages to attendees and hired event personnel. MEET receptionist will give a show office number, if one is assigned.
- MEET personnel are not responsible for delivering/forwarding messages to any attendee, exhibitor or Client event personnel.

## **MOBILITY IMPAIRED PARKING ACCOMODATIONS (See Parking)**

## **MOVEABLE WALLS**

- The moveable walls in the facility must be operated by authorized MEET personnel only.

## **MOVE-IN/MOVE-OUT**

- Thirty (30) days prior to a show, the Meeting and Event Manager will contact your exposition company to review and confirm the move-in and move-out times and dates.
- Move-in/move-out times are between 6:00AM and 12:00 midnight. The Meeting and Event Manager must approve any exception to this time frame. Please note that move-in/move-out times for Facility will be predicated upon other business in the facility.
- Prior to exhibit move-ins, a representative of Meeting Group, your exposition company and the Freeman supervisor will walk the area for an official inspection.

## **MOVE-IN/MOVE-OUT (continued)**

- 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 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 expositions company's responsibility to designate the ramp control person to control the exhibit traffic flow around the facility move-in area.
- At the conclusion of each show move-out, a representative from Meeting Group, your exposition company and the Freeman supervisor will walk the areas of Facility, both inside and out, for a final inspection.
- Mutually agreed upon damages caused by Meeting Group or their exposition company will be recorded and submitted to the Meeting and Events Manager, who will, in turn, coordinate the repairs with the Engineering Department. All labor and materials will be billed to Meeting Group at cost and will be with the approval of Meeting Group and Facility. Full payment is required within thirty (30) days of billing date.
- Meeting Group's exposition company will be responsible for leaving all areas of the Facility that the exposition company is responsible for, in the same condition, less normal wear and tear that they were in prior to move-in.
- Meeting Group's exposition company is required to cover the doorway entries with carpet and any other approved coverings deemed appropriate by the Facility.
- In reference to forklift usage, if approved in advance by the Facility, the following procedures must be adhered to:
  - A designated forklift must be assigned for both indoor movements and outdoor movements. A single forklift is not allowed to run both in and out of the Facility.
  - A designated drop point will be located just inside the freight door. The drop point is required to be covered with carpet and ¼" to ½" 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 meeting areas. Electric and propane forklifts only.
  - Two-way carpet tape is not permitted. Only a low adhesive tape is permitted on Facility carpets.
- During exhibit shows, Facility will only be responsible for areas where the facility has provided food and beverage. Meeting Group's exposition company will handle booth and aisle cleaning.

## **MOVE-IN/MOVE-OUT (continued)**

- Prior to the show opening, and after all booths are set, a representative of Meeting Group, the Meeting and Event Manager, a safety manager designated by the Facility, and the exhibitor company representative or his/her representative will walk the floor with the Fire Marshal approved floor plan. Meeting Group will correct any violation prior to the show opening.
- 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 the Facility. This includes the outside perimeter of the Facility as well as the parking lot. No commercial vehicles may be parked overnight in the load-in area.
- With approval from the Meeting and Event Manager, 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, in accordance with fire code and causing no damage to the walls, fixtures, or other areas of Facility.
- All freight, equipment, and trailers must be taken off property for the duration of the show.
- A Facility 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/destination companies are required to pre-arrange the drop off of a dumpster in order to properly dispose of any waste material. Facility will not permit any material to be left on the facility premises. A Meeting and Event Manager will indicate exact locations of dumpsters.
- Meeting Group's exposition company will provide an adequate number of trash receptacles throughout the exhibit area during set up.
- Meeting Group's exposition company must contain their employee/labor forces to the loading dock and exhibit areas. Back-of-the-house rest rooms should also be utilized. These employees are not permitted to use public rest rooms or other public facilities or the Facility staff dining room.

## **NOVELTY ITEMS OR MERCHANDISING**

- A Novelty item is any non-food or beverage item for sale such as books, programs, photography, tee shirts, coffee cups, koosies, records, tapes or souvenirs commemorating a specific event or program, such as a concert, conference, or convention.
- MEET reserves the right to determine which items are considered merchandise or novelty.
- Novelty fee may apply.
- Exhibitors may give away free items to event attendees, with the exception of firearms and other weapons.

## **ON-SITE REPRESENTATIVE**

- The Client or an authorized representative must be present at all times during move-in, move-out and show days when exhibitors or attendees are occupying leased space.
- A contract day is 6:00 A.M. to 11:59 P.M. Time requested outside this time frame is charged at the overtime rate of \$300 an hour.
- When the facility is closed, access is not allowed unless accompanied by MEET personnel.

## **OPEN FLAME**

- Open flame devices and candles are not permitted in exhibit booths.
- A request for open flame(s) requires a written request from the Client to the attention of MEET.
- An operation permit is required for any open flame. The permit is issued by the Fire Marshal.

## **OUTSIDE AREAS/DISPLAYS**

- Outside exhibits are considered on a case by case basis and based on other show activity in the facility and/or type of exhibit. Client may not place exhibits outside the facility without prior approval.

## **PAGING SYSTEM**

- MEET reserves the right to limit paging to activity areas whenever paging in the lobby areas may interfere with another event sharing the facility.
- The paging system does not have the ability to page a specific meeting room or activity area.

## **PAINTING (See Decorations or Decals)**

## **PALLET REMOVAL (See Custodial Services and Waste Removal)**

## **PARKING**

- Parking is available at a cost of \$7-\$10/daily max; please contact a MEET representative for details.
- Mobility Impaired Parking – three on site (3) spaces
- Vehicles displaying a handicap permit may park at any parking meter free-of-charge.
- Parking is charged at the prevailing rate on move-in, show and move-out days.
- Overnight parking is prohibited in MEET parking facilities or surface lots.
- Violators will be towed at the owner's expense.
- Client may not place exhibits in the surface parking area unless that area is leased as such.
- If Client is paying for attendee event parking, contact MEET.
- Parking is not allowed in MEET Circle Drive.
- Valet parking is available, please contact MEET.

## **PERMITS/LICENSES/TAXES**

- Special permits are required for event activities and/or exhibits involving cooking, pyrotechnics, tents, multi-level or covered exhibits and/or other potentially hazardous situations. Each situation must be individually approved by MEET and/or the regulatory agency.
- Cooking permits must be included in the Exhibitor Kit (Manual) or obtained from show management, completed and accepted by MEET prior to any cooking activity.
- The City of Las Vegas Transportation Department must be contacted to obtain any street closure. Fees may apply.
- Exhibitors must comply with all City of Las Vegas Health Department rules and regulations.
- Client or its exhibitors are responsible for acquiring and paying the costs of any and all licenses, permits and taxes required by authorities having jurisdiction over Public Assembly/Convention Facilities.

## **PYROTECHNICS**

Pyrotechnics may present unusual risks to the public as well as to property when used indoors.

- The following guidelines are established for such use:
  - The use of open flames, burning or smoke emitting materials as part of an act, display or show is prohibited unless prior written approval is received.
  - Sixty (60) days notice before the first contract is required for special requirements pertaining to the facility HVAC and fire alarm systems.
  - Requestor must provide five (5) copies of a detailed description of the pyrotechnic activity planned and provide a diagram of the area for approval.
  - Requestor must provide plans for pre-event pyrotechnic testing.
  - A copy of the "flame effects or pyrotechnics operators license" for each operator must be furnished and be on-site at all times.

## **PYROTECHNICS (continued)**

- An operational permit is required from Las Vegas Fire Marshal for any flame effect or pyrotechnic display.
- A state pyrotechnic permit may be required.
- Requestor must submit the request to MEET for a permit and approval. The Fire Marshal's office will be contacted for such.
- Contractor is responsible for arranging any demonstration required by the Fire Marshal a minimum of 24 hours before the event and is responsible for any cost incurred to have the Fire Marshal present or cost for a fire watch.
- Requestor must provide a certificate of insurance.
- Requestor must provide a list of materials to be used.
- As additional security for damages to the facility, the Client or the pyrotechnic contractor may be required to provide a damage deposit to MEET at least three (3) days before the pyrotechnic event. Such deposit shall be refunded less any damages resulting from the pyrotechnic event.
- A copy of the written plan that is submitted with the permit application must be provided to MEET.
- Sufficient personnel at the event where pyrotechnics are used to assist with evacuation are required. The arrangement of tables and chairs must be reviewed to promote ample room for individuals to evacuate the area.
- Pyrotechnic supplies or devices not approved for use at the event are not permitted on premises.
- Appropriate fire extinguishers are required.
- Nothing may be placed over the pyrotechnic device that will block or interfere with the fire sprinkler system.
- Fees may apply and deadlines must be adhered to.
- Additional insurance may be required from the Pyrotechnic Licensed Operator.

## **RADIO COMMUNICATION**

- MEET recommends the Client be in contact with MEET personnel by radio. This will provide a quicker response for the Client requests.
- Securing radios and all costs associated for such is the responsibility of the Facility Contractor.
- Proper radio etiquette, as determined by the FCC, must be followed at all times.

## **REGISTRATION AREA**

- For rentals encompassing both the 1<sup>st</sup> and 2<sup>nd</sup> floor space, registration areas in the pre-function/lobby areas are provided on a complimentary basis. Registration equipment, telephones, and electrical equipment are not included.
- Pre-function/lobby areas are used only for registration/ticket sales and pedestrian traffic. All other event activities must be held within the contracted space.
- In the event of multiple events, drape lines are required to cover construction or demolition of registration areas in public space. Access to all public space must be scheduled through MEET.

## **RENTAL OF EQUIPMENT**

- Rental equipment and the prevailing rates are listed on a separate rate schedule. MEET equipment must be set up and operated by authorized personnel.

## **RESIDUAL MATTERS**

- MEET reserves the right to alter and/or amend these Operational Policies. MEET shall determine any matters not expressly covered by the Operational Policies.

## **RIGGING (See Rigging Guidelines)**

- Connection points are located on the ceiling, walls, and floor allowing new possibilities in structural design and interior furnishings. Rigging to these connection points are done exclusively by MEET rigging personnel.
- MEET reserves the right to require the use of designated rigging personnel for hanging any item when necessary (including those under 100 pounds) or when safety is a concern.
- Requests for installation of show banners, exterior signs, interior signs, directional signs and rigging must be submitted to MEET ninety (90) days before the first contract day.
- A plan must be submitted indicating all points and the weight for each.
- An electronic version of facility space may be requested from MEET.
- MEET rigging personnel are required to approve any rigging over one hundred pounds (100 lbs.).
- All rigging services are performed and/or supervised by MEET rigging personnel. Fees may apply.
- Any material or equipment related to signs and/or rigging must be completely removed by the end of the last contract day.
- Items are not allowed to be attached to electrical or lighting conduits, utility pipes or sprinkler systems.
- All beam structures or other painted surfaces must be covered with protective material before wire, cable, or the like is attached to prevent damaging the painted surface.

## **ROOM CHANGEOVERS / RESET FEES**

- Equipment is set one (1) time, at not charge, during the term of the contract.
- Changes to the original set are subject to fees.
- A fee is assessed for any room or area changeover after the initial room or area setup, unless the changeover is for a catered function.
- A request to add or delete equipment (a reset) or a request for a change (a changeover) to the first room set is subject to labor fees and/or the cost of the additional equipment requested. (See Equipment and Services Rate Information)

## **SAFETY**

- **Safety First!**
- All forklift drivers must be certified and approved by MEET prior to working in the facility. Verification of certification must be carried at all times when operating equipment on site.
- MEET reserves the right to recall any equipment not being operated in a safe manner.
- Motorized vehicles are not allowed on permanently carpeted areas.
- Chains or locks may not be placed on any facility door.
- High-impact dancing, high-impact aerobics or similar activities are prohibited on the upper level of the facility.

## **SAFETY RAILING**

- All performance stages and risers not positioned with the rear of the stage or riser flush against a wall must be equipped with safety railing. Contractor is required to sign a waiver of liability if they request the removal of the railing. All performance staging stair units are equipped with non-removable handrails.

## **SALES TAX**

- Leasee, or exhibitor, is responsible for any and all applicable taxes on services or equipment provided.

## **SAMPLE SIZE FOOD AND BEVERAGE**

- MEET retains the exclusive right to provide, control and retain all food and beverage services for events.
- Samples are limited to three ounces (3oz.) of beverage (non-alcoholic) and one ounce (1oz.) food portion.
- Exhibitors giving away and/or selling food and beverage products must obtain a permit and pay appropriate fees required by the City of Las Vegas Health Department.
- The Client and contractor's exhibitors are fully responsible for any and all liabilities resulting from consumption of their products.
- Exhibitors wanting to distribute beer, wine or other alcoholic beverages must contact the in-house food and beverage management company.

## **SAMPLE SIZE FOOD AND BEVERAGE (continued)**

- The Client is responsible for informing exhibitors of these requirements and is responsible for the enforcement.
- Written authorization is required for distribution of sample size food and/or beverage products.
- Exhibitors may give away sample size items of materials/products produced directly by the exhibitor.
- Contact the in-house food & beverage management company, for specific requirements.

## SECURITY

- MEET security personnel (unarmed) patrol all facility perimeters, parking areas, exterior grounds and public areas.
- MEET maintains twenty-four (24) hour building security in the public space and grounds.
- The Client is responsible for event staffing to secure leased premises and support areas from the first contract day to the last contract day. A minimum level of event staffing is required for move-in and move-out, concerts, dances, etc.
- The Client is responsible for event security of the areas in the leased premises of the contract, as well as public areas used for display or registration.
- Abusive language, threats, assault, vandalism, theft and other conduct detrimental to the successful staging of an event are grounds for immediate removal from the premises or arrest, depending on the nature of the offense.
- Solicitation is prohibited.
- Credit is not given for services ordered and not used. A four (4) hour minimum may be required and charged for labor unless otherwise specified. MEET determines the number and type of personnel required for an event.
- Overtime fees may apply.
- During move-in and move-out hours of exhibits, a minimum of two (2) MEET Facility Service Representatives are required to manage the move.
- Final determination of the number of, type of and duties of personnel required for an event is made by MEET.
- Only licensed, Nevada peace officers may be hired as armed security. Their contact information and work schedule must be provided to MEET no later than sixty (60) days prior to the first contract day.
- MEET may require additional personnel to manage specialized move-in and move-out requirements.

## SERVICE CONTRACTOR PERSONNEL

- As a major tool in maintaining a safe environment for persons and property, the following requirements are mandated for all decorator or service contractor staff and labor:
  - A company shirt must clearly display the name of the company. Company name must not be covered.
  - An ID Badge must include the company name and the name of the employee. Badges must be worn on the upper chest area.
  - The shirt or badge must be worn at all times while the employee is in the facility or on the facility grounds.
- The Official General Service Contractor is required to place at least one person at the entrance gate to issue dock passes during move-in and move-out. This person must work in conjunction with MEET Facility Service Representative.
- Freeman Companies is MEET's exclusive move-in/move-out partner. If another company is desired, MEET approval must be obtained in advance. Additional fees may apply and a Freeman Companies representative will be required to oversee the move-in/move-out/set-up.

## **SERVICES INCLUDED IN RENTAL OF MEET**

- Janitorial services in public spaces, restrooms and meeting space (excluding exhibit booths, aisle carpeting and registration areas).
- Regularly provided heat, air conditioning, and light, reasonably required for facility use.
- Electricity for decorator to vacuum exhibit booths, aisle carpet and registration areas.

## **SETUP AND TEAR DOWN**

- Access to the facility for move-in/set up, show, move-out/tear down is allowed on the date(s) and time(s) listed on the contract.

## **SIGNS**

- MEET's goal is to accommodate a request to promote events with interior signs, banners and other forms of promotional advertisement, including exhibitor's requests for signage above booth areas. The following guidelines are designed to protect the interest of all users of the facility and maintain an appropriate building environment. Generally, these guidelines do not apply to floor installations by individual exhibitors within exhibit booths.
- Requests for installation of show banners, exterior, interior or directional signs must be submitted to MEET six (6) months in advance.
- Final requests are required sixty (60) days before the first contract day.
- Decorations, signs, banners and/or similar materials may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls. Damage resulting from the improper and/or unauthorized installation of materials is charged to the Client.
- The Facility permanent directional signs or graphics may not be obstructed in any manner.
- Due to safety concerns, MEET reserves the right to require the use of rigging personnel for hanging items when it deems necessary.
- Signs are not allowed to be attached to electrical lighting conduits, utility pipes or sprinkler systems.
- All beam structures or other painted surfaces must be covered with protective material before wire, cable, or the like is attached to prevent damaging the painted surface.
- Any material or equipment related to signs must be completely removed by the end of the last contract day.
- In accordance with the City of Las Vegas Transportation, signs or banners may not be installed within the right-of-way of the public roadways.
- If MEET is required to dismantle any sign, Client will be charged at the prevailing rate.
- Plans for all directional and informational signs, as well as plans for banners, special graphics or decorations in public areas must be reviewed by your MEET Manager.
- All rigging services are performed and/or supervised by MEET rigging personnel. Fees will apply.

## **SMOKING**

- MEET is a non-smoking facility. Smoking is not permitted in any interior areas of the facility or within fifteen feet (15') of any pedestrian entrance. Thank you for your cooperation in enforcing this policy.

## **STORAGE**

- MEET does not accept, store, or ship freight or packages for exhibitors, delegates or the Client before, during or after an event.
- Crate or box storage is not allowed behind exhibit booths.

## **STREET CLOSURES**

- Client must contact the City of Las Vegas Transportation Department to obtain a street closure. Fees apply and deadlines must be met.
- A copy of such request and the approved permit must be given to MEET.

## **TAPE/ADHESIVE-backed MATERIAL AND REMOVAL**

- Use of tape or adhesive products, nails, tacks, pins, etc. on any surface, glass or equipment in the facility is not allowed.
- The Client is responsible for the removal of all tape and tape residue marks from any surface at the facility, including but not limited to, the activity area floor, wall surfaces, glass, equipment, public areas, meeting rooms or activity area floors.
- The use of high residue tape is prohibited on carpeted and uncarpeted areas. Use of low residue carpet tape such as Venture Tape 576 - 2" or Polyken 105C - 2" is required.
- The cost for MEET to remove tape or residue, repair any damage caused to a surface from inappropriate use of cleaning chemicals or tools is charged to the Client.

## **TELECOMMUNICATION SERVICES**

- MEET provides all the wired and wireless telecommunication services (voice and data) equipment and transmission lines as an exclusive service.

## **TOWING AREAS**

- Vehicles parked in zones identified by appropriate signage are subject to towing at the expense of the owner/driver.

## **UTILITY SERVICES (See Utility Order Form)**

- Client must make MEET utility service order forms available to exhibitors at least thirty (30) days before the first contract date.
- MEET provides all utilities as an exclusive service including, but not limited to, electrical, water and drain, gas, compressed air and telephone services.
- Costs for utility services are the customer's responsibility and will be assessed at the prevailing rate.

## UTILITY SERVICES (continued)

- Permanent facility outlets are not considered part of an exhibitor's booth space.
- Certain utilities may be limited to certain areas (i.e. gas).
- Electrical equipment must be Underwriter Laboratory approved.
- MEET's electrical equipment (extension cords, distribution boxes, etc.) should not be removed by exhibitors, service contractors or other personnel.
- The activity area utility floor boxes are located on approximately ten (10') foot centers.
- An exhibitor list, both in alphabetical and numerical order, is required so prompt service may be provided to exhibitors.
- Credit is not given for services ordered and not used.
- Unscheduled labor may be subject up to 4 hours minimum at the prevailing labor rate.
- Electrical outlets & audio patches are included with the use of MEET
- Preferred Audio Visual Company only.
- Over payment for utility services is only considered when MEET is notified before the end of the event at which overpayment was made.
- Utility service is available both inside and outside the facility.
- Production requirements must be submitted 45 days in advance. For a complete listing and additional information on utility services and technical services, refer to the order forms.

## VEHICLES

- Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters or similar equipment (except equipment for persons who are mobility challenged) may not be operated on any permanent carpeted area in the facility.
- Vehicles may not be parked in the activity area unless they are part of a display and comply with specified regulations.
- Gasoline/Diesel operated vehicles may not be operated in the activity area during show hours.
- Vehicle cleaning using wax or Armor-all creates a very hazardous and slippery condition.
- Applications must be done with a pre-soaked cloth. Spray cans or bottles are not permitted. All hard floor surfaces must be totally covered with a non-porous covering during application of waxes or Armor-all products.
- Equipment, such as forklifts, scissor lifts, or the like, are not allowed to be stored inside the facility or on the dock platform.
- The following addresses the display of automotive vehicles and equipment:
  - There is to be no more than five (5) gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
  - Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
  - Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service as approved by the Fire Marshal. MEET personnel are not allowed to loan out tools to non-City of Las Vegas personnel for such use.

## VEHICLES (continued)

- Ignition keys are to be removed and placed in a central location on site (with show management, the General Service Contractor or MEET personnel).
- The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
- Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office. Vehicles may not be moved during show hours.
- Vehicles, boats and similar exhibited products having over one hundred (100) square feet of roofed area must have a smoke detector and/or contain a fire extinguisher at the booth.
- All vehicles, boats and equipment containing fuel must meet and comply with these requirements before allowed entry into the building and any combination of different types of fuel cannot exceed 1/4 tank when combined, for example: 1/8 of gas and 1/8 of compressed natural gas (CNG). No fuel will be drained or siphoned on MEET property.

## WASTE REMOVAL

- The Client is responsible for the removal of bulk trash in the meeting rooms, activity areas, activity areas and pre-function space such as registration areas and show office areas during move-in, show and move-out. Bulk trash is defined as boxes, crates, lumber, pallets, packing materials and any other excessive trash not easily removed by a standard push broom or vacuum.
- Bulk and irregular waste is placed in the waste receptacle. Waste shall not extend beyond the top or sides of the waste receptacle.
- The Client is assessed costs associated with the removal of bulk trash.
- The Client is responsible for removing all tape from the activity area floor or carpeted areas at the end of the event.
- Clean-up of special effect items; such as confetti, balloon drops, etc. is charged to Client at the prevailing rate.
- MEET will empty MEET trash containers placed in the aisles during show hours.