

*General Contractor &  
Production Guide*



THE VENETIAN® RESORT  
LAS VEGAS



A handwritten signature in black ink, appearing to read 'KTD'.

**KIRSTEN DIMOND, CEM**  
Vice President & General Manager,  
The Venetian Expo Las Vegas

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# Welcome

To The Venetian Expo at The Venetian Resort Las Vegas.

Whether you've partnered with us in the past or if this is your first time here, our team looks forward to working with you. We've created this guide to clarify procedures/policies, identify exclusive services, and provide basic facility information to help make your time with us as successful as possible.

In addition, I encourage you to visit [venetianlasvegas.com/meetings](https://www.venetianlasvegas.com/meetings) to review our Meeting Professionals Guide and Facilities Guide. These documents delve into details such as individual exhibit hall and meeting room specs, floor load limits, freight elevator information, and more.

Should you have any questions, please contact the Expo Event Manager in charge of your program, who functions as your liaison to our facility. Thank you in advance for your partnership in creating a successful event.

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# Facility Overview

## **AUTOMATIC FIRE SAFETY SYSTEM (AFSS) REQUIREMENTS/SPRINKLER COVERAGE**

Single-level covered and multi-story displays do not require sprinkler coverage as long as the following fire prevention safety measures are in place:

- Duration of event where the exhibit booth is displayed must be fewer than seven show days (move-in and move-out days are not included).
- Maximum of two levels. If the two-story display has an enclosed rooftop, the roof must be a 70% open-grid/FM melt away/FM debris barrier.
- At least one fire extinguisher must be within reach at all times. If a space is divided into separate rooms, there must be one fire extinguisher per room.
- Exhibit booths must be constructed of noncombustible materials.
- Booth-specific fire watch security must remain present at all times outside of active show hours.
- An un-sprinklered covered booth measuring more than 1,000 sq. ft. must maintain a 20 ft. distance from vehicles and any other un-sprinklered, covered booths of that size.
- Open flames and hot work are prohibited within 35 ft. of a covered sprinklered booth measuring more than 1,000 total sq. ft.

Any covered booth larger than 1,000 sq. ft. that is on the show floor as a completed structure for more than seven days must be sprinklered.

Please contact The Venetian Expo Facilities Department at 702.733.5151 or [facilities@venetianlasvegas.com](mailto:facilities@venetianlasvegas.com) for more information.

## **AUTOMOBILES/FUEL-POWERED AND BATTERY-POWERED VEHICLES INSIDE FACILITY**

All requests for placement of automobiles, trucks, motorcycles, and other motorized vehicles (including hybrids) must be approved in advance by Senior Management of The Venetian Resort and The Venetian Expo before being submitted to the Clark County Fire Department/Fire Prevention Bureau (CCFD/FPB). All requests need to be submitted 45 days in advance. All requests will be reviewed in a timely manner.

The official decorator/exhibit/production company is responsible for, and must submit a floor plan of, the proposed location of any automobiles, trucks, motorcycles, and other motorized vehicles to the CCFD/FPB for approval one (1) month prior to the event. A Fire Marshal-approved copy must be forwarded

to The Venetian Resort and The Venetian Expo two (2) weeks prior to vehicle move-in and placement. Any change to approved plans will require additional approval by the CCFD/FPB.

Automobiles or other fuel-powered vehicles of any nature (including hybrids) must comply with the following:

- Gas tank to be no more than 1/8 full of gasoline.
- Batteries to be disconnected.
- Gas caps locked.
- Ignition keys to be removed and turned into Facilities or have an agreement in place to hold your own keys.
- Propane tanks to be removed.
- Each vehicle must be equipped with its own fire extinguisher.
- Exhibitors must provide requests to Show Management to ensure the event contractor includes it on the overall plan submitted to the Fire Marshal.
- All vehicles require individual permits and must have Fire Marshal approval. Please call **702.455.3000** or visit [clarkcountynv.gov/government/departments/building\\_\\_\\_fire\\_prevention/index.php](http://clarkcountynv.gov/government/departments/building___fire_prevention/index.php) for details.
- Visqueen must be placed underneath to protect the carpet.

## **ELECTRIC VEHICLES DISPLAYED AT THE VENETIAN EXPO**

- Battery to be disconnected. If unable to disconnect, Facility approval will be required.
- Battery must be less than 50% charged.
- Charging is not permitted within the Facility.
- Visqueen must be placed underneath to protect the carpet.
- Ignition keys to be removed and turned in to the contracted security team or have an agreement in place to hold your own keys.
- Each vehicle must be equipped with a type ABC fire extinguisher.
- Fire watch is required overnight.
- Vehicle may not be located near any load-bearing columns or walls.
- A 20 ft. clearance surrounding the vehicle is required.
- Exhibitors must provide requests to Show Management to ensure that the event contractor includes it on the overall plan submitted to the Fire Marshal.

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# Facility Overview

## **BALLONS/INFLATABLES**

Balloons/inflatables inside the facility must remain tethered to a fixed object and may be no larger than thirty-six inches (36") in diameter. The use of Mylar balloons is discouraged. Approval to display balloons must be obtained from the Catering & Conference Manager or Expo Event Manager prior to the start of move-in.

If any type of balloon or inflatable comes loose and causes damage to any ceiling or other area (e.g., permanent and/or temporary light fixtures, electrical, audio-visual, etc.), the Meeting Planner shall assume full liability for said damages, and a labor and equipment charge to retrieve balloons will be assessed. If balloons or inflatables come loose and are ingested into the HVAC system, the Meeting Planner will also assume full liability for these damages. Furthermore, The Venetian Resort and The Venetian Expo cannot be held responsible for any HVAC, electrical, or other system failures as a result of damage created and incurred by balloons and inflatables.

## **CATWALK ACCESS**

Catwalk access is not permitted during show hours unless prior approval has been granted by Facility Security and the Expo Event Manager. Please see page **20** for catwalk security guidelines.

## **CARPET OVER CARPET INSTALLATION & VISQUEEN REMOVAL**

The property maintains strict rules regarding General Contractors/EACs installing carpet over carpet and the removal of Visqueen from all carpeted and public areas. This applies to all areas within The Venetian Convention & Expo Center Meeting Rooms and carpeted lobbies. Please see page **20** for compliance guidelines and fee information.

## **CARTLOAD SERVICE**

This service is provided by the General Contractor for exhibitors in POVs who require assistance with moving materials that cannot be hand-carried. A one-time fee will be assessed for this round-trip service (inbound/outbound). Exhibitors with vehicles that do not qualify for this service or who have materials that require mechanical assistance to unload will be directed to the POV Staging Area established by the General Contractor.

## **CLINGS**

All clings (floor, wall, column, window, etc.) must receive approval from the Expo Event Manager prior to installation and must be made of 3M or similarly approved material. Floor clings may not be placed in front of escalator or stair landings (top or bottom) or in front of door thresholds. Should they become damaged or start to peel, they must be immediately replaced.

- Installations and removals of clings are the responsibility of the General Contractor.
- The Meeting Planner is responsible for all charges relating to damages/repairs incurred from the use of clings, including those from installation and removal.

## **CURBSIDE LOADING/UNLOADING**

Guests attempting to load or unload large amounts of items curbside will be instructed to utilize cartload service. The General Contractor may use hand pushcarts and dollies in approved areas only.

## **DISPLAYS/EXHIBIT BOOTH REQUIREMENTS**

All booths consisting of four (4) walls and no ceiling must have at least two (2) exits leading directly to the aisle. It is also recommended that such booths possess a fire extinguisher. Please note the CCFD may have additional requirements (e.g., sprinklers, etc.).

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal.

- Canvas, cloth, cardboard, leaves, or similar combustible materials must be completely flame retardant.
- Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant, and their use is prohibited.
- Manufacturer fire resistance certificate must accompany all materials.
- These items are also prohibited from covering any and all sprinkler heads and column numbers.
- It is prohibited to hang any items from pipes or sprinkler heads.
- All single-level covered multi-story display areas where the enclosed space is greater than 1,000 square feet are required to have sprinkler coverage throughout the space.

# Facility Overview

## DONATION PROGRAM

As part of the Green Meetings initiative, The Venetian Expo manages an extensive donation program that supports a number of charitable organizations. Exhibitors have the opportunity to impact the local community via unused event materials that are eligible for donation. Please email [expodonations@venetianlasvegas.com](mailto:expodonations@venetianlasvegas.com) if interested in donating leftover booth inventory (e.g., samples, furniture, etc.).

## EQUIPMENT USAGE GUIDELINES

- Trucks/trailers may not stage or remain on property before or after daily operating hours.
- All forklift operators must be certified through the General Contractor.
- Equipment may not enter areas that have ceramic, stone, or marble tile unless protective measures are taken (e.g., application of carpet and plywood over area).
- Forklifts carrying propane or gasoline are required to carry a fire extinguisher.
- Pallet jacks and the use of straight-edge razors are prohibited on all carpeted or tiled areas.
- Visqueen must be installed in hallways and meeting rooms prior to moving freight, crates, pallets, and materials; when laying carpet over existing carpet; and when operating electric carts, scooters or lifts of any kind (including white tire forklifts).
- The Meeting Planner is responsible for all charges relating to damages/repairs incurred as a result of equipment or personnel.
- During event move-in and move-out, lift equipment may be stored overnight in exhibit halls. The Event Meeting Planner will be responsible for working with their Expo Event Manager to obtain authorization for overnight storage of lift equipment.
- Propane tanks must be removed and placed in the approved outside location.

## EXHIBIT & BUSINESS SERVICE CENTER

Located on the Level 1 of The Venetian Expo, the Exhibit & Business Service Center is available for procuring on-site technical services assistance, as well as a variety of business support services. The Exhibit & Business Service Center does not accept or store shipments of materials/goods sent to the facility on behalf of the Meeting Planner or any exhibiting company. To ensure availability for any need that arises, operating hours are tailored to move-in, show days, and move-out schedules.

Visit the Exhibit & Business Service Center for assistance with:

- A/V Rental
- Booth Lighting
- Rigging
- Catering
- Plumbing
- Electrical
- Hanging Applications
- Show/Booth Cleaning
- Lighting Rental
- Internet/Telecom
- Domestic Shipping/  
Handling Printing
- Faxing
- Floral
- Scooter Rental
- Photocopying

## EXHIBIT BOOTH & BULK TRASH DISPOSAL

Exhibitors intending to discard their booth at the show site must order labor from the General Contractor for dismantle, and pay the pre-ordered Dumpster fee to have materials discarded. Exhibitors should contact [servicecenter@venetianlasvegas.com](mailto:servicecenter@venetianlasvegas.com) or visit [venetianmeetings.com/ordernow](http://venetianmeetings.com/ordernow) to arrange these services in advance. To place an order on-site, exhibitors should contact the Exhibit & Business Service Center on Level 1 of The Venetian Expo lobby.

## EXHIBIT HALL CLIMATE CONTROL

Climate Control (air conditioning and heating) is provided in the exhibit halls during show hours only. Please contact your Expo Event Manager to request climate control during non-show hours and to obtain a related fee schedule. The fee schedule is structured by hall, per hour, with a four-hour minimum.

# Facility Overview

## EXHIBIT HALL LIGHTING

The Venetian Expo has LED lighting standards on a preset timer tailored to move-in, show days, and move-out schedules. Lighting in the exhibit halls is set at 100% during show hours and at 50% during non-show hours. Please contact your Expo Event Manager regarding additional or specialty lighting needs and applicable fees and to provide an accurate schedule.

During move-in, the Facilities Department will perform a light check with lights at 100%, and will lower back to 50% for the remainder of move-in. Any overhead lights that burn out during show hours will be replaced after the show closes for the day.

## FACILITY DAMAGES

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

- A Team Member of The Venetian Resort and The Venetian Expo and your representative will inspect the facilities and sign off during the pre- and post-walkthrough as to the condition of the convention property.
- Should you decide to waive the walkthrough, you agree that the facilities are in good shape.
- During the course of the event, if any damage is sustained to the property, your company will be liable and responsible for all repairs and costs incurred.

## FIRE MARSHAL PERMITS & APPROVALS

In accordance with Article 25, Division I, Section 25.112 of the Uniform Fire Code, all functions with attendance greater than 299 require a Clark County Fire Marshal-approved diagram on the premises for and during each event.

- It is the sole responsibility of the Meeting Planner to contact the Fire Marshal a minimum of thirty (30) days prior to your scheduled functions and submit in writing three (3) floor plans and appropriate documentation for any functions with attendance greater than 299 people.
- Your Company hereby acknowledges and warrants The Venetian Resort and The Venetian Expo are not responsible for the production or development of any floor plan.
- A Fire Marshal-approved floor plan is to be forwarded to your Catering & Conference Manager and Expo Event Manager no later than twenty-one (21) days prior to the event.

- Any function with attendance greater than 299 people not approved by the Fire Marshal will not, under any circumstances, be allowed to go forward or proceed.
- Submitted floor plans must be 11" x 17" or larger.
- Floor plans submitted to the Fire Marshal must be in copies of 3 and folded.
- Rolled floor plans will not be accepted.

Go to [clarkcountynv.gov/government/departments/building\\_\\_\\_fire\\_prevention/plan\\_submittal/index.php](http://clarkcountynv.gov/government/departments/building___fire_prevention/plan_submittal/index.php) for the CCFD/FPB permit and service fee schedule.

### Pre-event diagrams must be submitted to:

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

## FLOOR LOAD LIMITS

Exhibit Halls A, B, C, and D, located on Level 2, have floor load limits of 250 pounds per square foot. Any exhibit exceeding this limit requires special handling to distribute the load. The Meeting Planner is responsible for notifying The Venetian Expo of any potential weight concerns. Hall G, located on Level 1, has an unlimited pounds per square foot capacity. Please refer to the **Facilities Guide** for additional specifications.

## FLOOR PLAN REQUIREMENTS

- The following must be shown on the diagram for every event:
  - Scaled to a minimum of 1/20
  - Dimensions and square footage of the entire area
  - Size, location, and construction of booths or any object taking up floor space in the room
  - Table and chair location
  - Width of all aisles
  - Location and width of all fire exits
  - Location of ALL fire extinguishers and fire hose cabinets. One fire extinguisher per every 6,000 sq. ft. and travel distance not to exceed 75 feet
  - Name of contact person and phone number

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- Move-in and move-out dates
- Room name
- Function name
- Name of The Venetian Resort and The Venetian Expo
- Address of The Venetian Resort and The Venetian Expo
- Occupancy
- Grandstands, bleachers, risers, and the like must be approved by the Clark County Fire Prevention Bureau
- Perimeter/screen draping
- Combustible storage
- All fire exits must be clearly visible with an illuminated exit sign above each.
- A carpet plan must be provided no later than thirtieth (30) day prior to move in.
- Back-staging and rear-screen projection guidelines:
  - No storage boxes, musical cases, etc., may be stored behind staging
  - Hyperthane cable protectors must be used to ramp all cable 1" in diameter or greater
  - Ramp all cable leaving a function room to an outside area
  - All wires less than 1" in diameter must be taped down with gaffer tape
  - If exiting is covered by stage masking, there must be a clear path from masking to exit and an illuminated exit sign located on masking
  - Any fire extinguishers or fire hose cabinets located backstage must be clear and easily accessible
- All fire exits must be clearly visible with an illuminated exit sign above each.
- A carpet plan must be provided no later than the thirtieth (30) day prior to move-in.
- Back-staging and rear-screen projection guidelines:
  - No storage boxes, musical cases, etc., may be stored behind staging
  - Hyperthane cable protectors must be used to ramp all cable 1" in diameter or greater
  - Ramp all cable leaving a function room to an outside area
  - All wires less than 1" in diameter must be taped down with gaffer tape
  - If exiting is covered by stage masking, there must be a clear path from masking to exit and an illuminated exit sign located on masking
  - Any fire extinguishers or fire hose cabinets located backstage must be clear and easily accessible
- Automobiles and other fuel-powered or battery-powered vehicles of any nature must adhere to the guidelines identified on page 5.
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the CCFD/Fire Prevention Bureau prior to the event for issuance permit.
- All drapes, hangings, curtains, drops, and all other decorative material, including Christmas trees, shall be made from non-flammable material or treated and maintained in a flame-retardant condition.
- Smoking and/or vaping is prohibited in all convention areas.

## FOOD & BEVERAGE

No outside food or beverage may be brought on property at any time. All food and beverage products must be purchased from retail/concession outlets within The Venetian Expo and The Venetian Resort. Please call 702.733.5366 or email [catering@venetianlasvegas.com](mailto:catering@venetianlasvegas.com) for more information or to inquire about catering for a group.

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# Facility Overview

## FOYERS

All foyer space in The Venetian Convention & Expo Center is considered public space. No private use and/or access is guaranteed at any time. Public traffic and movement of equipment will occur in foyer space.

When multiple events are scheduled concurrently, the Expo Event Managers will work with Show Management and General Contractors to coordinate simultaneous move-in and move-out schedules, with every effort being made to accommodate each program's needs.

Feature wall installations in The Venetian Expo lobby or any work requiring a boom lift are only permitted during specific move-in/move-out times. Please speak with your Expo Event Manager for details.

Guests will have access to the Sphere at The Venetian bridge through The Venetian Expo foyer, subject to the Hotel's discretion.

## FREIGHT DOORS

Freight doors are located in each exhibit hall. When open, security must be present. General Contractors must provide the Expo Event Manager with a list of personnel who are authorized to request these doors be opened or closed. Freight doors are not permitted to be open during show hours.

## FREIGHT ELEVATOR OPERATIONS

When The Venetian Expo front lobby freight elevator is needed, it must be included as part of an event's execution plan for move-in, show days, and/or move-out operations. Show Management must contact the Expo Event Manager to obtain permission for their contracted security to be posted and operate the elevator. Please expect delays in coordinating short notice pop-up requests, as this creates an unexpected task for the contracted security company. Once permission is granted, contracted security is responsible for checking in/out at The Venetian Expo Security podium to receive Saltos access controls.

This does not apply to freight elevators located in The Venetian Convention Center, including Hall D, which are available for outside staff to operate independently.

## HAZARDOUS MATERIALS

No party may possess, store or bring hazardous materials (as defined by federal, state, and local law) onto the property without prior approval from the Facility. To preserve a safe working environment, The Venetian Convention & Expo Center may withhold, for any reason, the ability to possess, store or transport uch hazardous material.

## HAZING

Hazing for special events may be permitted with approval of the CCFD/FPB, The Venetian Resort, and The Venetian Expo. Consult your Catering & Conference Manager or Expo Event Manager to obtain The Venetian Resort and The Venetian Expo approval.

The following steps must be followed for Hazing to be reviewed for approval:

1. Notify the Catering & Conference Manager of the upcoming hazing events; they will then forward a Hazing Request form for either a winter and/or summer function.
2. Requesting party will need to complete and sign the Hazing Request form and return it to the Catering & Conference Manager or Expo Event Manager for processing.
3. Fire Command will contact to schedule a haze demonstration to verify that the equipment and haze levels meet The Venetian Resort requirements and determine if the Life Safety Systems must be adjusted. The demonstration must be scheduled at least 24 hours in advance of first scheduled hazing event.
4. Once demonstration is scheduled, Fire Command will email Facilities advising of scheduled demonstration time.
5. Fire Command is to contact and notify Security and Facilities to schedule Security for hazing event.
6. Fire Command will notify facilities for the final times of hazing event for billing.

## LOADING DOCKS

Loading dock space is extremely limited, and certain areas have been designated for General Contractor storage. Please contact the Facilities Department at 702.733.5151 to request additional space. The map on page 30 identifies General Contractor storage locations and the additional areas that may be requested.

# Facility Overview

## LUGGAGE & COAT CHECK

Luggage and Coat Check is located on Level 1 of The Venetian Expo, adjacent to the Exhibit & Business Service Center. Patrons using this service will pay a per-item-per-day fee at the time of check-in. Show Management should contact their Expo Event Manager to schedule operating hours.

## MEETING ROOM KEYS

Fobs and/or key cards to The Venetian Expo meeting rooms (with the exception of Exhibit Halls) are available through your Catering & Conference Manager and Expo Event Manager.

- Fobs and/or key cards are supplied at no charge so long as they are requested at minimum five (5) business days in advance and returned upon completion of the program.
- There is a \$175 fee for each non-returned or damaged fob.
- Fobs and/or key cards can be requested in two formats:
  - The Venetian Resort and The Venetian Expo Team Members have the ability to enter the room along with key holders. Doors can be fully locked and unlocked.
  - The Venetian Resort and The Venetian Expo Team Members (with the exception of Facilities and Security) are locked out of the room, and only key holders have access to the doors. Doors remain in locked mode and cannot be fully unlocked.
- At the conclusion of your event, key cards and/or fobs must be returned to your Catering & Conference Manager, Expo Event Manager, or a Catering & Conference Manager Coordinator.

## MOTORIZED & WHEELED TRANSPORTATION

The Venetian Resort and The Venetian Convention & Expo Center permit guests with a disability under the ADA to utilize a Segway (or device similar to a Segway) for personal transportation during their visit. A Segway may only be used by and for the benefit of an individual with a qualifying disability in accordance with the Other Power-driven Mobility Device (OPDMD) use rules contained in the resort/Expo-provided acknowledgment form. Patrons intending to utilize a Segway should review the ADA section of the Exhibitor Success Guide for usage guidance. Upon arrival, please visit a resort front desk or The Venetian Expo Security Podium to sign an acknowledgment form outlining our Segway use guidelines and to obtain an identification tag to hang on the Segway to prevent future stops.

Please note Hoverboards and certain wheeled transportation (e.g., rollerblades, bicycles, skateboards) not being used within ADA guidelines are strictly forbidden. If a motorized scooter or wheelchair is needed, an on-site vendor (located inside the Exhibit & Business Service Center) rents out a limited quantity. Please call 702.733.5070 for assistance.

## NOISE LEVELS

The Venetian Resort and The Venetian Expo retains the right to regulate the volume of any sound, whether it be music, voice, or special or artificial effects to the extent that the same interferes with other guests within the facilities or is determined to be offensive or otherwise violates the terms, or the rules and regulations, or agreement.

## PARKING

Paid self-parking is in effect at The Venetian Resort Las Vegas for both hotel guests and visitors, including those going to the Grand Canal Shoppes® and The Venetian Convention & Expo Center. Venetian Rewards Sapphire members and above receive complimentary self-parking. Venetian Rewards Ruby members and above also receive complimentary valet.

Authorized vendors setting up or working at an event will receive complimentary parking while they are working on site. These individuals must park on levels 10, 11 or 12 of The Venetian guest garage and enter the Heart of the House through the designated entrance for The Venetian Expo, where their parking ticket can be validated. Levels 10, 11 or 12 of The Venetian guest garage are the only authorized areas for vendor parking. If a vendor parks in The Palazzo guest garage they will be subject to the normal daily parking rates and their ticket will not be validated.

Motorized vehicles and tractor-trailers cannot be parked or stored overnight in resort parking lots or convention loading docks. Once unloaded, empty trailers must be stored off property. Securing an off property location is the responsibility of the production company and/or the Meeting Planner.

Covered handicapped and overnight parking is available at The Venetian Resort, allowing access to hotel and casino areas and The Venetian Expo. Limited oversized vehicle parking is available on the first level of The Venetian parking garage and may be accessed from either the Las Vegas Boulevard or Koval Lane entrances.

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## PRIVATELY OWNED VEHICLES (POV)

For the purpose of curbside loading/unloading of hand-carried items, vehicles other than POVs are prohibited from staging in front of the building. Vehicles must be no larger than a typical Sport Utility Vehicle or pick-up truck and may not be left unattended at any time. Please note unattended vehicles parked curbside will be towed at the owner's expense.

## PYROTECHNICS

Pyrotechnics (including cold sparks) for special events may be permitted with approval of the CCFD, The Venetian Resort, and The Venetian Expo. Please consult your Catering & Conference Manager or Expo Event Manager to obtain The Venetian Resort and The Venetian Expo approval. The Meeting Planner must obtain city approval from the Clark County Fire Prevention Bureau by submitting a written plan of operations within sixty (60) days of the scheduled event date. Please contact the Fire Inspector directly via email, telephone, or fax:

**Clark County Fire Department/Fire Prevention Bureau**  
**4701 W. Russell Road - Las Vegas, NV 89119**  
**Telephone: 702.455.7316, Fax: 702.735.0775**

## REMOTE-CONTROLLED DEVICES/ DEMONSTRATION AREAS

For the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, Meeting Planners are required to provide a Demonstration Area for this purpose. Products such as remote-controlled cars, drones, planes, helicopters, robots, etc., are to be demonstrated in a safely controlled area of the exhibit floor (e.g., Demonstration Area). The Demonstration Area must include safe netting appropriate to accommodate the product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval.

The Venetian Resort and The Venetian Expo management reserves the right to determine what is acceptable in a safe and controlled demonstration area prior to final approval.

The Venetian Expo and its parent, subsidiary, and affiliated companies are to be held clear and harmless from any/all claims, demands, losses, liability, or expenses arising from The Venetian Expo agreement to allow the display and operation of such product(s) in the proposed Demonstration Area.

Please contact your Expo Event Manager for details and to submit a completed Unmanned Aerial Vehicles (UAV) Release of Liability and Hold Harmless Agreement.

## RESORT EMPLOYEE ACCESS

- It is understood that employees of The Venetian Resort and The Venetian Expo may require access to your exhibit or production area for reasons including, but not limited to, housekeeping, maintenance, and Security.
- Meeting Planners must agree to allow entry to The Venetian Resort and The Venetian Expo Employees or resort contractors presenting suitable identification and stating job-related need for their entry.

## SATELLITE TRUCKS

The Venetian Expo is able to accommodate satellite trucks. However, due to a limited number of positions, locations must be reserved via the Expo Event Manager. A footprint fee will be charged, as well as additional fees if power and infrastructure are needed. Space availability is at the sole discretion of The Venetian Expo.

## SHIPPING & RECEIVING

The Venetian Convention & Expo Center has two locations to support shipping and business-related needs. Please note items sent to the FedEx office on Level 2 of the Convention Center will not be transported to The Venetian Expo by resort personnel. Meeting Planners and Exhibitors are responsible for transporting materials delivered to this location.

The storing of crates, boxes, or cartons within a facility is prohibited. This fire and safety regulation is strictly enforced.

The Exhibit & Business Service Center, located on Level 1 of The Venetian Expo, does not accept or store shipments of materials/goods sent to the facility on behalf of Meeting Planners or any exhibiting company. However, outbound domestic shipping is available, as well as a number of business support services as outlined on page 7.

Any property remaining after an event's contracted period will be disposed of, and the Meeting Planner will incur any related fees.

# Facility Overview

## **SHOW CLEANING & MEETING SERVICES**

Show Management needs to work with the Show Cleaning and Meeting Services department in developing a comprehensive cleaning plan. The Venetian Expo is the exclusive provider of all Show Cleaning services. Except for the initial wipe down and suggested disinfection between attendees, no non-Expo staff may perform custodial services, vacuum, or utilize floor cleaning equipment on the show floor (this includes EACs and Interior & Design companies). Failure to comply with this policy will result in a service charge to the Meeting Planner, based upon total square footage.

At the end of a program and unless otherwise approved and prearranged with the Show Cleaning & Meeting Services Department, General Contractors may not leave excess materials behind (e.g., crates, pallets, signage, printed materials, publications). Any labor costs incurred will be applied to the Organizer's final show cleaning bill.

## **SMOKING/VAPING POLICY**

The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking and/or vaping is not allowed within The Venetian Convention & Expo Center. Separate smoking areas have been designated for Team Members/Staff and for event participants, as identified on the map located on page 29. Individuals working at an event are prohibited from smoking in the area deemed for guests. For safety reasons, smoking/vaping is forbidden at any loading dock area.

## **TRUCKS IN EXHIBIT HALLS - NO IDLING**

Idling is not permitted in the exhibit halls. Engines must be turned off as soon as trucks are stationary.

## **TRUCK STAGING & MARSHALING**

Truck staging and marshaling are prohibited on the streets surrounding The Venetian Expo. The Meeting Planner is responsible for obtaining a truck staging/marshaling area at an off-site location, which may be coordinated via the General Contractor.

# Storage Requirements

## COMBUSTIBLE/NON-COMBUSTIBLE STORAGE - SHOW SUPPORT

Floor plans must identify storage areas as “combustible” or “non-combustible” storage. On-site these areas must be clearly marked and have fire extinguishers on all four corners. Roving security is required 24/7 for combustible storage during non-show hours.

- Combustible Storage: drapes, tables, chairs, trash cans, access usage, signage, electric carts, pallet jacks, dollies, pushcarts, rolling cases, empty crate returns.
- Non-combustible Storage: metal, concrete, brick, dirt.
- Carpet pigs, ramps, pallets, crates, propane canisters, forklifts, boom lifts, and equipment that requires propane or fuel are not permitted to be stored inside the facility.

## EMPTY STORAGE

The return of approved empties may not occur during show hours. It must be done overnight or early morning of the final show day before the show floor opens. Empties may be placed directly behind freight/roll-up doors of the approved space and/or on the building side of the ramp (if a show occupies Hall A). Empties cannot block emergency exits or no-parking areas, and cannot block traffic from entering and exiting on the dock/ramp. Empty returns may not exceed 12' in height; rubber/plastic may not exceed 6' in height in front of the freight/roll-up doors. (no trailers can be stored on the dock/ramp during show hours).

## EQUIPMENT STORAGE

During show days and space permitting, a maximum of five (5) lifts may be stored in a pre-approved area located outside the building on the ramp/dock. No storage trailers, ramps, freight or empties may be stored in this area. Empty returns must be pre-approved by the Expo Event Manager.

During event move-in and move-out days, lift equipment may be stored in the exhibit halls. All life safety equipment/areas (exit aisles, exit doors, exit signs, hose valves, fire extinguishers, etc.) must remain visible and clear at all times. There must be at least three feet (3') of access on all sides from the equipment.

The Event Meeting Planner and Expo Event Manager will be responsible for authorizing any overnight storage of lift equipment.

Propane tanks must be removed and placed in the approved outside location.

## EXHIBITOR STORAGE

Exhibitor storage of any kind (e.g., behind drapes/display walls or inside display area) is prohibited. All cartons, crates, containers, packing materials, etc., necessary for repackaging must display an “empty” sticker. It is the responsibility of the General Contractor to remove all “empties” from the show floor.

## ROLL OVER EQUIPMENT STORAGE

In non-occupied areas, counters, tables, chairs, and other furnishings require roving security.

Please call **702.455.3000** or visit [clarkcountynv.gov/government/departments/building\\_\\_\\_fire\\_prevention/index.php](http://clarkcountynv.gov/government/departments/building___fire_prevention/index.php) for a complete list of storage regulations,

# Emergency / Security

## CONTRACTED SECURITY

The Venetian Resort Security Department can supply security services throughout an event's contracted space. If contracting Facility staff and unless otherwise communicated, the presenting of company credentials are acceptable. Contact your Catering & Conference Manager or Expo Event Manager for details.

Please see page **22** for policies relating to the use of Private Security Companies on The Venetian Resort and The Venetian Expo property.

## EMERGENCY ACCESS REQUIREMENTS

Loading Ramp:

- During move-in and move-out, a lane ten feet (10') wide must remain clear and unobstructed at all times. All fire exits leading from the upper-level exhibit halls to the loading ramp and trash compactor areas must remain clear and unobstructed at all times. This is necessary to ensure access for emergency vehicles and The Venetian Resort Security.
- During show days, the loading ramp area must remain clear of all vehicles, equipment, crates, trailers, etc. There are no exceptions to this policy unless written approval is given by both the CCFD/Fire Prevention Bureau and The Venetian Expo.
- At the end of each workday, the access road and loading ramp must be clear. Leaving equipment overnight is prohibited and is subject to removal at the expense of the Meeting Planner.

The Venetian Resort and Harrah's Shared Access Drive:

- The loading/unloading of any vehicle is prohibited on this access road, which must remain clear at all times.
- Any vehicles will be towed at the owner's expense.

## EMERGENCY ANNOUNCEMENT PROTOCOL

1. In the event of an alarm activation, audible and visual alarms will activate. This is not a signal to evacuate the building.
2. An announcement will be made stating the nature of the alarm is being investigated.
3. Once the nature of the alarm is determined, further instructions will be communicated.

4. In the event the alarm poses no danger, an "all clear" will be announced.
5. Should evacuation be necessary, we will communicate using our Life Safety System.

## EMERGENCY EQUIPMENT

The Venetian Expo is equipped with a state-of-the-art Life Safety System.

- The facility is equipped with an alarm system and sprinkler system that activates by heat-sensitive devices and smoke detectors in the ventilation system.
- Fire extinguishers and other emergency equipment are strategically located in all areas of the building.
- The resort's Fire Command Center continually monitors all building emergency systems throughout the facility.
- Automatic External Defibrillators (AED) are strategically located throughout the facility. Please notify Security if an AED is used.

## EMERGENCY EXIT DOORS/CRASH DOORS

Emergency Exit crash doors equipped with alarms are located around the perimeters of Exhibit Halls A, B, C, D, and G. Each door has identifying signage with a warning that if opened, an alarm will sound. Please ensure these doors remain closed and are only utilized in the case of an emergency.

Please ensure all fire and emergency exits, both inside and outside of the facility, must remain clear of obstructions and maintain a minimum of twenty feet (20') of clearance.

# Emergency / Security

## EMERGENCY STAFF - EMT SERVICES

Our Security department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.

- The Catering & Conference Manager and Expo Event Manager are responsible for keeping show management and service contractors informed of decisions relating to emergency events in progress.
- Events with exhibit halls are required to contract EMT services for the program's duration (including 30 minutes before and after move-in/move-out and final cleaning). Please provide a schedule and on-site provider contact information to your Expo Event Manager.

The provider must be licensed and registered in the State of Nevada and/or with the Southern Nevada Health District (SNHD) and is responsible for disposing of any hazardous materials or sharps. These services will be available in the First Aid office, located in The Venetian Expo lower lobby, at the end of the 200 Hallway.

## FIREARMS

Firearms are **prohibited** on the premises. If your event requires armed security, please contact your Expo Event Manager for guidance through the process.

## FIRE EXTINGUISHERS/FIRE HOSE CABINETS

- All fire extinguishers and fire hose cabinets require three feet (3') of clearance. They must be kept accessible and remain free of obstruction at all times.
- The fire hose cabinets, fire extinguishers, and permanent fixtures of the facility cannot be moved without approval from Facilities.
- Please notify Security if an extinguisher or fire hose is used.
- Please pay special attention to booth structures built near or around such locations.

## LOST & FOUND

Show management, show registration counters, contracted security companies, or other show-related entities should immediately turn over any lost and found items to The Venetian Resort Security Department. During event days, please visit the Security podium located at The Venetian Expo lower lobby entrance. To ensure accurate documentation and maximize the possibility of returned items, please do not maintain separate lost and found programs.

## SECURITY CONTACTS

The resort maintains 24-hour security over the interior/exterior of the facility, including all life safety and equipment systems.

In an emergency, please call the resort emergency numbers:

- **702.607.9311**      **7.9311 (house phone)**
- **702.414.9311**      **4.9311 (house phone)**

## SECURITY INCIDENT REPORTING

- The Venetian Resort and The Venetian Expo maintain 24-hour security over the interior/exterior of the facility, its property, employee work areas, and all life safety and equipment systems.
- The Venetian Resort and The Venetian Expo require copies of all incidents of injury, vandalism, theft, etc.
- These should be reported to contracted security immediately so appropriate investigations/reports may be initiated.



## **SECURITY STAFFING REQUIREMENTS & TRAFFIC CONTROL**

- A Security Officer must be present while The Venetian Expo freight doors are in use. No freight doors will be opened without this security present.
- At least one (1) Security Officer in each exhibit hall during closed hours is required for fire watch.
- A Security Officer must be present at any specific door being used after the facility is locked and during move-in and move-out.
- Sufficient security must be present in front and around the building to maintain traffic control during the contracted period.
- If an event has contracted two or more exhibit halls, attendance is expected to exceed five thousand (5,000) attendees, shuttle service is being provided to other hotels, convention centers or to the airport for attendees, or is open to the public, the Meeting Planner is required to contract or hire Las Vegas Metropolitan Police Department (LVMPD). Call 702.229.3442 to contact the Special Events Office at LVMPD. When LVMPD has been hired, this information must be included in your security plan provided to the Catering & Conference Manager and Expo Event Manager.
- A Security Officer must be present at any combustible areas that have been approved.
- As space becomes available in the licensed area, trucks should be dispatched to The Venetian Expo. The LVMPD will patrol and ticket any vehicle parked on the streets surrounding The Venetian Expo.
- Please provide a copy of the security staffing contract and schedule to your Expo Event Manager.

# The Venetian Expo / Technical Services

## EXCLUSIVE/NON-EXCLUSIVE SERVICES

The Venetian Expo, Encore, Event Service Electrical, and Event Service Technology are the exclusive providers of the following technical services:

- Audio-visual\*
- Electrical
- Rigging/Lighting/Banner Hanging
- Internet
- Telecommunications
- Truss and Motor Rental
- Plumbing
- Air Compressors

Non-exclusive services include:

- Computer Rental
- Satellite Service General Session
- Theatrical Lighting Equipment Rental

Please review the *Exclusive Technical Services* guidelines for additional details on exclusives, including breakouts and labor. For more information and assistance with all Show Management requirements, please contact your Expo Event Manager.

*\* All Audio-visual equipment is to be provided by Encore, except for the one General Session as noted under Exclusive Technical Services guidelines and exhibitors.*

## EXCLUSIVE TECHNICAL SERVICES (FORMERLY SCOPE OF WORK)

At The Venetian Convention & Expo Center, some technical services are exclusively provided by The Venetian Expo and Encore. This exclusivity is necessary for safety concerns, consistency in standards, and efficiency. Set forth below is a description of those services to assist in the planning of your event.

- The assembly, installation, and dismantling are exclusive and may only be performed by Encore labor for the following:
  - Anything attached to rated truss or building structure (e.g., lighting, cabling, audio equipment, video equipment, special effects gear, etc.)
  - All ground-supported rated truss, lighting, and rigging systems. This includes attachment of all equipment, drapery, signs, and banners connected to ground supported truss
- All floor-supported items that project more than 16 feet from the floor
- All lighting installation, operation, and dismantling
- All signage installed, hung, or rigged by Encore
- Truss and Motor: All truss and motors are to be provided by Encore. The client or their production company shall be responsible for all charges.
  - All truss, lighting trees, and video walls are subject to a CAD review service
- All lateral traveling loads require an engineering stamp.
- Maximum allowable rigging loads aren't applicable to dynamic loads, such as the hoisting or flying of live performances. Any loads that include performer flying require an engineering stamp.
- Encore provides engineering stamp services, although clients may obtain engineering stamps directly and submit them to Encore ten (10) days prior to load-in. While Clark-Reder has conducted the venue's engineering study and is a preferred provider, clients are able to contract their own engineering vendor for a stamp
- Once a labor crew reaches 20+ workers, a scheduling administrator will be added.
- As the exclusive provider of truss and motors, Encore utilizes XSF truss products and Columbus McKinnon motors. Encore houses certified, on-site, industry-trained professionals to assist with integration throughout your design process. Specialty equipment, if required, can be accommodated in many scenarios. Contact Encore to begin partnering on your event's rigging design.
- Each event is permitted one General Session that could be provided by another production company, excluding any policies identified within the Exclusive Technical Services document. All other meetings will be considered breakouts and fall inside this exclusivity. Events for the purpose of receptions, pool functions, or hospitality rooms would fall outside of this exclusivity.
- All Audio-visual equipment and operation is to be provided by Encore, except for the one General Session as noted above and for exhibitors.
- When submitting labor, a lead position will be assigned per each department.

# The Venetian Expo / Technical Services

- Once delivered to the facility loading docks, the unloading and loading of out-of-state trucks, and handling/moving of all materials included in the Exclusive Technical Services document for in-state and out-of-state trucks is exclusive to Encore.
- All lift equipment required to perform Exclusive Technical Services must be operated and rented through Encore.
- Installation of the following is exclusive to Encore labor and services:
  - Cords and cables under carpet and final connection from equipment, light fixtures, power tracks, and all electrical items to outlet(s)
  - Electrical signage that comes separate from the display
  - All antennas on or around the building, including set up and removal of interconnecting cables from outside to inside of the building and to exhibit booths
  - Portable generators, motor generators, and converter transformers
  - Portable cabling from main switch to all panels and distribution
  - Fiber and communication cables, audio-visual, data and telephone cables
- Installation of the following is exclusive to The Venetian Expo labor and services:
  - Portable plumbing service (air, water, and drains for all areas), whether in the exhibit area or not. Includes air compressors, various pumps, and sub-pumps, and hook-up of same
  - The use of individual air compressors or pumps is prohibited. If they are an integral part of the exhibit products, please contact The Venetian Expo for advance approval
- All work required in the catwalk structure is to be exclusively performed by Encore labor. In addition, any equipment on or around the catwalk needs to be Encore-owned or inspected and approved.
- Events with twenty-five-plus (25+) 7.5' x 13' or larger screens, twenty-five-plus (25+) breakouts containing projection and/or monitors, or fifty-plus (50+) chain hoists are subject to trucking and delivery fees.
- Specialized production requirements can be accommodated within the Encore required program; please contact the Expo Event Manager for more details.
- All work not in compliance with the Exclusive Technical Services document is subject to additional fees upon review.

## TECHNOLOGY/WI-FI

- The Venetian Expo is known as an industry trailblazer in the area of Wi-Fi capability. Working with Xirrus and Extricom solutions, the leading providers of high-performance wireless networks, our facility has become the largest 802.11 ac Meetings and Convention Center network west of the Mississippi.
- In addition to this high-density redundant Wi-Fi network, The Venetian Expo offers robust network reporting and analytics, complete with customization and engineering, as well as 10Gb redundant WAN bandwidth.
- Our facility's capabilities are matched by a highly trained team of CCNA and CCNP certified engineers who work in tandem with our A+ and Network+ certified technicians. Together, they manage our cloud-ready infrastructure and ensure network security, efficiency, and interoperability for every event.
- Our permanently installed wireless network was specifically designed to support a massive number of simultaneous connections. 10Gbps of bandwidth (backed up by an additional 10Gbps) are dedicated solely to our 2.25 million square feet of meeting and exhibition space. We've never reached full capacity, and one recent event broke records with close to 38,000 wireless devices concurrently connected.
- Utilizing an Internet service provider blend over a 10Gb metro ethernet connection with triple physical redundancy ensures our connection to the Internet remains as stable and reliable as possible.
- Customers are able to bring in their own network infrastructure. Spare fiber optic cables are in each of our data closets, which allow us to install outside network equipment.
- Customers are allowed to run their own cat5 cable above carpet inside of their meeting rooms. However, running any cable under carpet, across main walkways, or under air walls is prohibited.
- If there is a request to turn off the house wireless network, every effort will be made to do so at wireless access points in one's rented space. There is no fee to turn off the wireless network.

# Compliance

## ANIMAL GUIDELINES

On occasion, convention clients or private parties have sought to display or otherwise use animals, including “wild” animals, as part of their group functions at The Venetian Resort and The Venetian Expo. As a general rule, no animal other than one that qualifies as a “Service Animal” or police dog as those animals are defined by law shall be brought onto the property without the prior approval of the Legal/Risk Management department. This applies regardless of the type of animal or the length of time the animal will be on property. Permission for any animals other than ADA animals appearing in a show or booth must first be approved by Show Management, the Expo Event Manager, and the Risk Management Department. Please note a trainer must accompany the animal at all times, that animals may not remain in the building overnight, and it is the owner’s responsibility to clean up after the animal while on property. Please review the **Meeting Professionals Guide** for additional guidelines and permit requirements.

## CARPET OVER CARPET INSTALLATION & VISQUEEN REMOVAL

The Venetian Convention & Expo Center maintain strict rules regarding General Contractors/EACs installing carpet over carpet and the removal of Visqueen from all carpeted and public areas. This applies to all areas with The Venetian Convention & Expo Center Meeting Rooms and carpeted lobbies. ICWs/Exhibitors solely occupying a Junior Ballroom are responsible for requesting their own security and cutting/removal services. Ballrooms with multiple exhibitors are the responsibility of show management. Security and Visqueen Removal requests should be ordered via the **Carpet over Carpet: Show Cleaning/Security Order Sheet**, located in the **Forms Guide**.

- Installation of carpet that needs on-site cutting is only allowed when overseen by resort security. Labor for this installation can be scheduled through the Catering & Conference Manager or Expo Event Manager and will be billed directly at the prevailing security rate. Labor for this monitoring is billed at a 4-hour minimum.
- When installing carpet in areas where facility carpet already exists (meeting rooms and foyers), there must be a protective layer of Visqueen between facility carpet and temporary carpet. In addition, pre-cut floor tiles that require zero cutting should be used.
- Use of open, exposed blade cutting tools (box cutters, razors, utility knives, etc.) is strictly prohibited. Acceptable tools are the Klever Konzept Safety Cutter, Crain #300 Loop Pile Cutter, Crain #303 Loop Pile Cutter, and Crain #304 Versa Cutter.

- All cutting in carpeted areas requires a cutting board to be placed between facility carpet and top carpet. A cushion back cutter is permitted when cutting carpet for alignment, but only if a cutting board is used underneath at all times.
- If it is discovered that an unapproved tool is in use, Security will halt work and contact the Catering & Conference Manager or Expo Event Manager to address directly with the labor provider.
- Non-residue leaving carpet tape is the only approved tape to be used in carpeted areas. Accepted brands are Polyken Fastfloor available from Berry and MGM Tape available from Bron Tapes.
- The cutting and removal of Visqueen in carpeted space may only be done by The Venetian Expo Show Cleaning & Meeting Services Department. Labor charges will be applied for both move-in and move-out. Exhibitors must pre-order security and Visqueen removal via the Carpet Over Carpet: Show Cleaning/Security Order Sheet, located in the **Forms Guide**.
- Failure to adhere to this policy will result in an automatic charge of \$1,000. Pre- and post-move-in inspections of carpet over carpet areas are required. If damage is identified during or after a program, a repair bill will be issued to the requestor.

## CATWALK SAFETY GUIDELINES

Any individual requesting access to the catwalk must be escorted by authorized personnel familiar with the activity to be performed. All temporary escort activities must be approved by the Expo Event Manager or the Director of Engineering. Security dispatch must be informed upon completion of the work. Anyone other than authorized contractors must provide a Certificate of Insurance (COI) prior to receiving catwalk access. Please see page **22** for COI, indemnification, and liability release requirements.

When any show-related activities are occurring on the exhibit floor, authorized personnel must obtain permission to enter the catwalk.

- Only items needed for completing a work order may be taken on the catwalk.
- Authorized tools must be secured within a container that can be tethered to the catwalk or another permanent fixture while the work is being performed or tethered to the individual conducting the work.
- Food, drinks, knives, electronic devices (e.g., cell phones, radios), and instruments not required for the requested task are prohibited.

# Compliance

If the duties being done require the use of a dart gun, slingshot, or hand toss:

- A designated individual must be on the ground to maintain a 20' wide by 50' boundary, ensuring others are kept away while work is occurring.
- A specified time frame for the work being performed must be identified and provided to the Security Department.

## DOCK CLEANLINESS & TRASH REMOVAL

The Loading Dock is a shared area that can only work efficiently if all parties use it as intended and abide by the following rules:

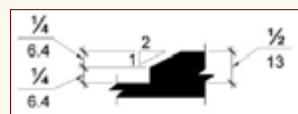
- Dock usage must be scheduled in advance.
- Trucks can never be parked at the Loading Dock.
- The dock cannot be used as (temporary) storage under any circumstance.
- No items on the dock should be left unattended.
- No trash is to be left behind; what is brought in must go back out.

Anything left behind runs the risk of being discarded, with trash removal/dock cleaning fees applied.

## EXHIBIT BOOTH RAISED FLOORING REGULATIONS

Raised flooring in exhibit booths is required to comply with ADA regulation 303: Vertical changes in level of 1/4" (6.4mm) high maximum shall be permitted to be vertical.

Changes in level between 1/4" (6.4mm) high and 1/2" high must be beveled with a slope not steeper than 1:2. Please note that a change in level of 1/2" (13mm) is permitted to be 1/4" (6.4mm) vertical plus 1/4" (6.4mm) beveled. However, in no case may the combined change in level exceed 1/2" (13mm). Changes in level exceeding 1/2" (13mm) must comply with ADA regulation 405 (ramps) or 406 (curb ramps).



## EXHIBIT HALL NO IDLING POLICY

Idling in exhibit halls is prohibited. Trucks in loading and unloading areas must turn engines off. Once a vehicle has entered an exhibit hall, the driver will be directed to a designated location for loading and unloading. The vehicle's engine must be turned off prior to vehicle doors being opened or the start of any loading/unloading. Compliance with this policy is strictly monitored and enforced.

## LIVE ENTERTAINMENT TAX (LET)

Within the State of Nevada, any event that is sold to the general public where Live Entertainment is to take place shall be subject to a Live Entertainment Tax of 9%. This amount is based on admission charge, which may apply if a minimum purchase of food, beverages, or merchandise is required to enter the area with entertainment. Per NRS 368A, "admission charge" means the total amount, expressed in terms of money, of consideration paid for the right or privilege to enter or have access to a facility where live entertainment is provided. This includes an entertainment fee, a cover charge, a required minimum purchase of food, beverages, or merchandise, a membership fee, and a service charge or any other fee or charge that is required to be paid in exchange for admission to a facility where live entertainment is provided.

Should your event fall into this classification, it is required that the event Organizer notify The Venetian Resort and The Venetian Expo a minimum of 30 days prior to the event. The State of Nevada requires The Venetian Resort and The Venetian Expo to collect LET for all events taking place on property. In addition, the Event Organizer must exclusively use The Venetian Resort Box Office and Ticket Services. Consult your Catering & Conference Manager for additional information.

## TAPE USAGE IN EXHIBIT HALLS

Red freight aisle tape and tape that requires manual scraping are no longer permitted within the facility. If used, there will be a charge added to the show's damage bill. Only "MGM" tape and tape that is easily removable are allowed.

# Insurance / Required Documentation

## **CERTIFICATES OF INSURANCE, INDEMNIFICATION & LIABILITY**

The Organization, your exhibitors, and any third party outside authorized contractors hired must provide The Venetian Expo with the following:

- Workers' Compensation Insurance with statutory limits as required by law and Employer's Liability Insurance covering legal obligation to pay damages for bodily injury or occupational disease (including death) sustained by an employee with minimum limits of: \$1,000,000 bodily injury by accident; \$1,000,000 bodily injury by disease; \$1,000,000 policy limit.
- Commercial General Liability Insurance (Occurrence Form) covering bodily injury, property damage, products and completed operations, and personal and advertising injury with minimum limits of one million dollars (\$1,000,000) per occurrence. This policy shall include contractual liability coverage applicable to the indemnities assumed hereunder. If the policy has a general aggregate limit, either the general aggregate limit shall apply separately to this project/location, or the general aggregate limit shall be two times (2x) the required occurrence limit.
- Automobile Liability Insurance covering loss arising out of the ownership, maintenance, operation, or use of any motor vehicle, whether owned, hired, or non-owned, with minimum limits of one million dollars (\$1,000,000) per accident for bodily injury and property damage. Appropriate endorsements should be evidenced if hazardous waste is to be transported – ISO MCS 90 and CA 9948 (Broadened Pollution Liability Endorsement).
- Umbrella/excess liability insurance policies must follow the form of the underlying primary policies (except Workers' Compensation) with minimum limits of four million dollars (\$4,000,000) per occurrence.

Please know that higher limits may be necessary depending upon the event. Without this certificate(s) on file with The Venetian Expo, move-in cannot commence. Please refer to your Sales Contract for further requirements, if any.

- All issuing companies must have authorization to do business in the State of Nevada.
- All insurance coverage required hereunder shall be primary coverage regardless of any coverage maintained by the resort for any qualifying incident arising hereunder and shall be issued by companies authorized to do business in the State of Nevada.

- The Organization, its exhibitors, and any third party outside authorized contractors shall have completed by its insurance agent a Certificate of Insurance and/or separate certificates for Nevada Workers' Compensation.
- The Organization, its exhibitors, and any third party outside authorized contractors shall deliver such completed Certificates of Insurance and any applicable Additional Insured Endorsements to the resort at least ninety (90) days prior to the beginning of the License Period.
- All required insurance policies shall name as Additional Insured, Venetian Las Vegas Gaming, LLC, Expo and Convention Center, LLC, Grand Canal Shops II, LLC (GCS) and The Shoppes at The Palazzo, LLC (SATP) and each of their parent subsidiaries and affiliates and each of their officers, directors, agents, and employees as respects the conduct of the named insured(s) in or about the property of Las Vegas Gaming, LLC, Expo and Convention Center, LLC, GCS, and SATP.

## **CONTRACTED SECURITY**

The Venetian Resort Security Department can supply security services throughout an event's contracted space. Contact your Catering & Conference Manager or Expo Event Manager for details.

Policies of Private Security Companies on The Venetian Resort and The Venetian Expo property:

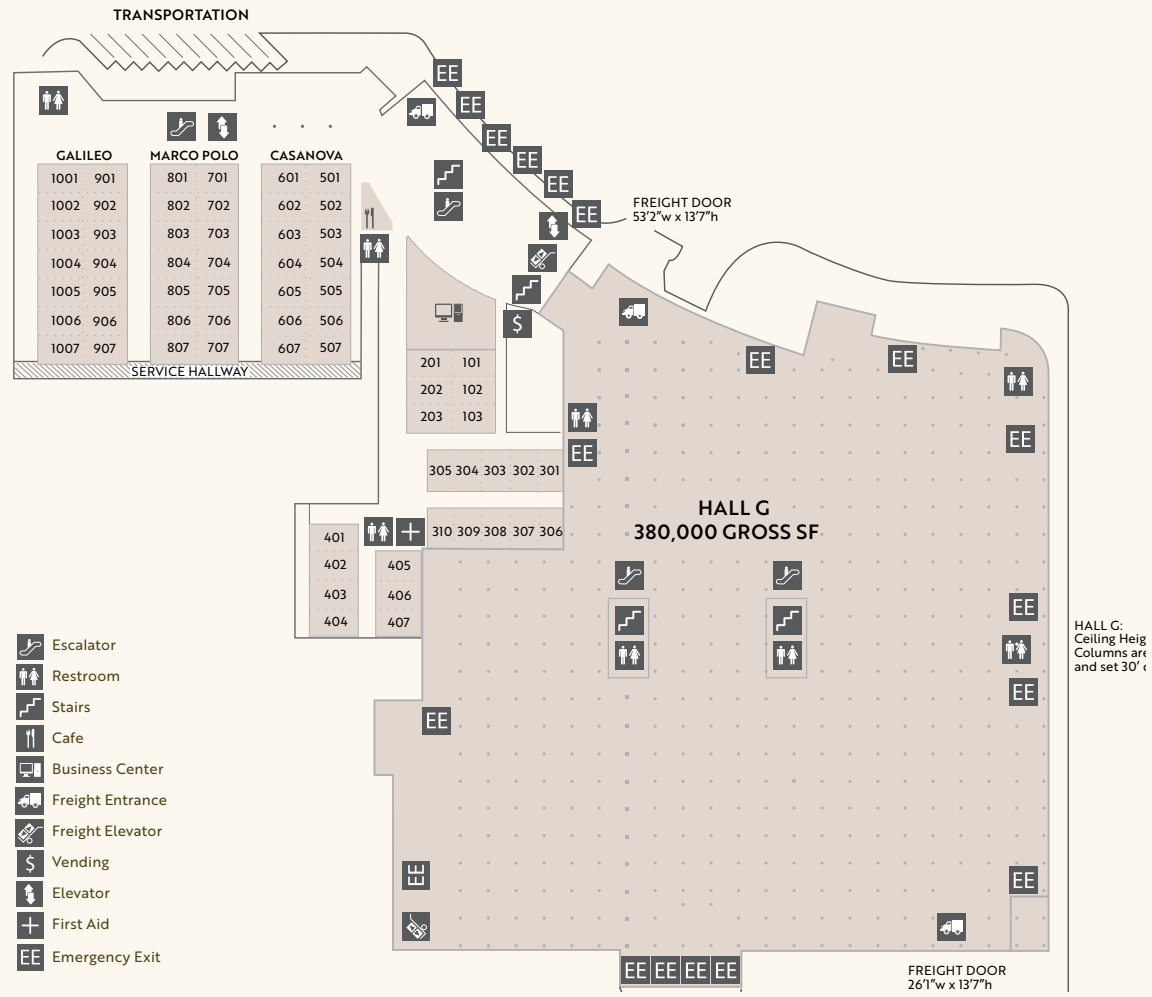
1. A copy of current city/county business license and state security license on file with The Venetian Resort Security Department per local ordinance. Please coordinate via your Catering & Conference Manager.
2. Workman's Compensation Insurance in accordance with Nevada law covering licensee's employees.
3. Employer's Liability as required by the State of Nevada – \$1 million for the State of Nevada for each occurrence.
4. Commercial General Liability – \$1 million for each occurrence.
5. Commercial Auto Liability – \$1 million for each accident for all owned and non-owned and hired automobiles.

# Insurance / Required Documentation

## CONTRACTED SECURITY (CONTINUED)

6. A Certificate of Insurance for \$4 million naming Venetian Las Vegas Gaming, LLC, Expo and Convention Center, LLC, Grand Canal Shoppes II, LLC (GCS) and The Shoppes at The Palazzo, LLC (SATP) and each of their parent subsidiaries and affiliates and each of their officers, directors, agents, and employees as respects the conduct of the named insured(s) in or about the property of Las Vegas Gaming, LLC, Expo and Convention Center, LLC, GCS, and SATP as additionally insured.
7. Security guards must have their Sheriff's work card in their possession at all times.
8. Weapons of any type (e.g., guns, nightsticks, mace, etc.) are not allowed on The Venetian Resort and The Venetian Expo properties unless approved as follows:
  - Letter from the Organization/Convention on their letterhead that is contracting the Event
  - The Venetian Resort and The Venetian Expo weapons request form, complete with all information
  - Written permission must be granted by the Vice President of The Venetian Resort Security Department before armed guards or firearms are allowed on premises
9. The Venetian Resort Security Department is to be notified of any criminal or medical emergency immediately; incidents must be reported during the shift they took place. Any law enforcement or medical response must be coordinated with The Venetian Resort Security Department.
10. Notify The Venetian Resort Security Department immediately of any major offense or unusual activity that may require reporting, assistance, or follow-up investigation.
11. Outside security agencies will keep The Venetian Resort Security Department informed of any action against any persons or of any properties seized, recovered, or found.
12. All rules and regulations of The Venetian Resort and The Venetian Expo must be followed as enforced.
13. Emergency exits are for emergencies only.
14. Contracted Security Companies must complete a standby log when assigned to an area after show hours. This document will provide an accurate count on items of value being watched and accounted for. The standby logs will be available to The Venetian Resort Security Department when requested for review.

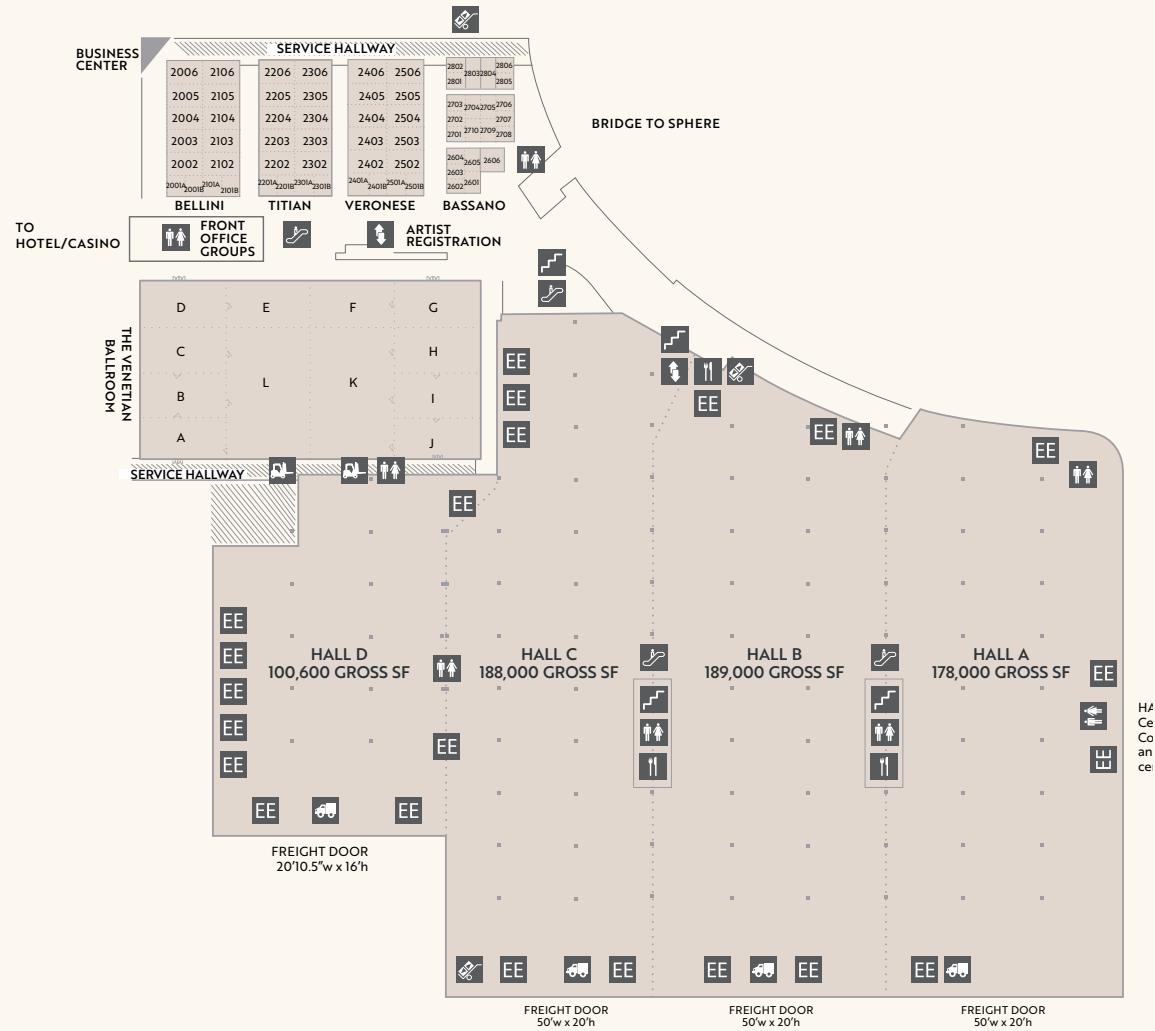
# Maps - Level 1



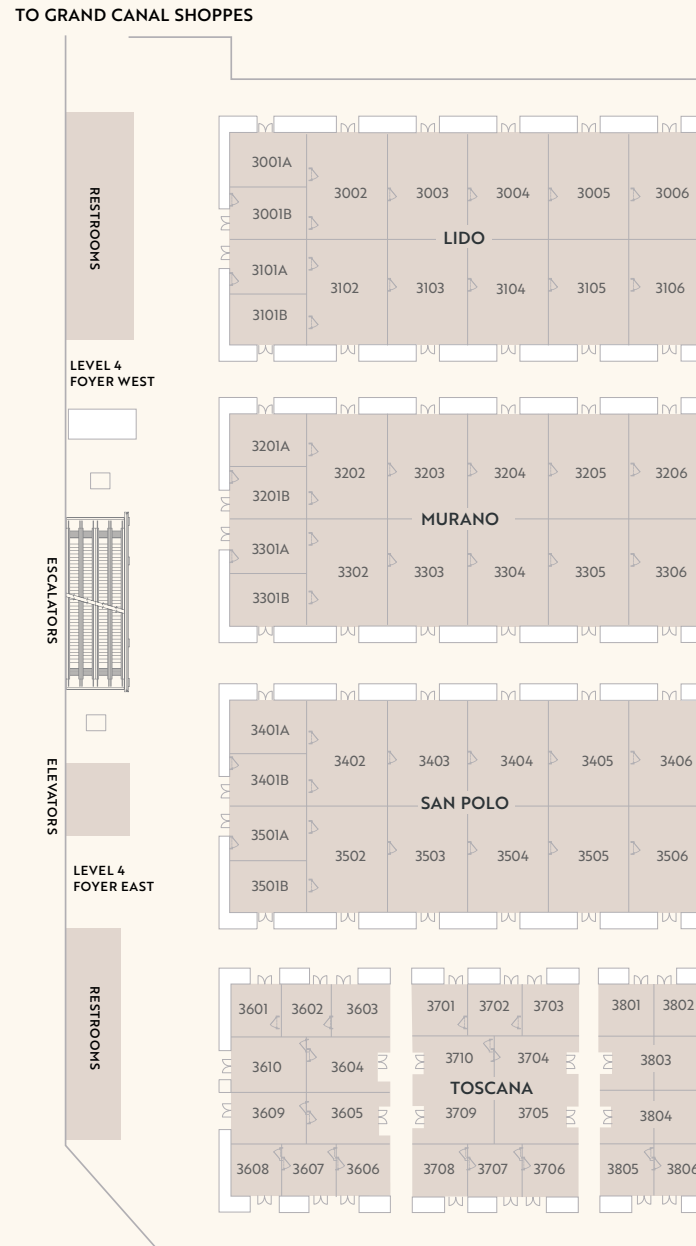
- Escalator
- Restroom
- Stairs
- Cafe
- Business Center
- Freight Entrance
- Freight Elevator
- Vending
- Elevator
- First Aid
- Emergency Exit



# Maps - Level 2



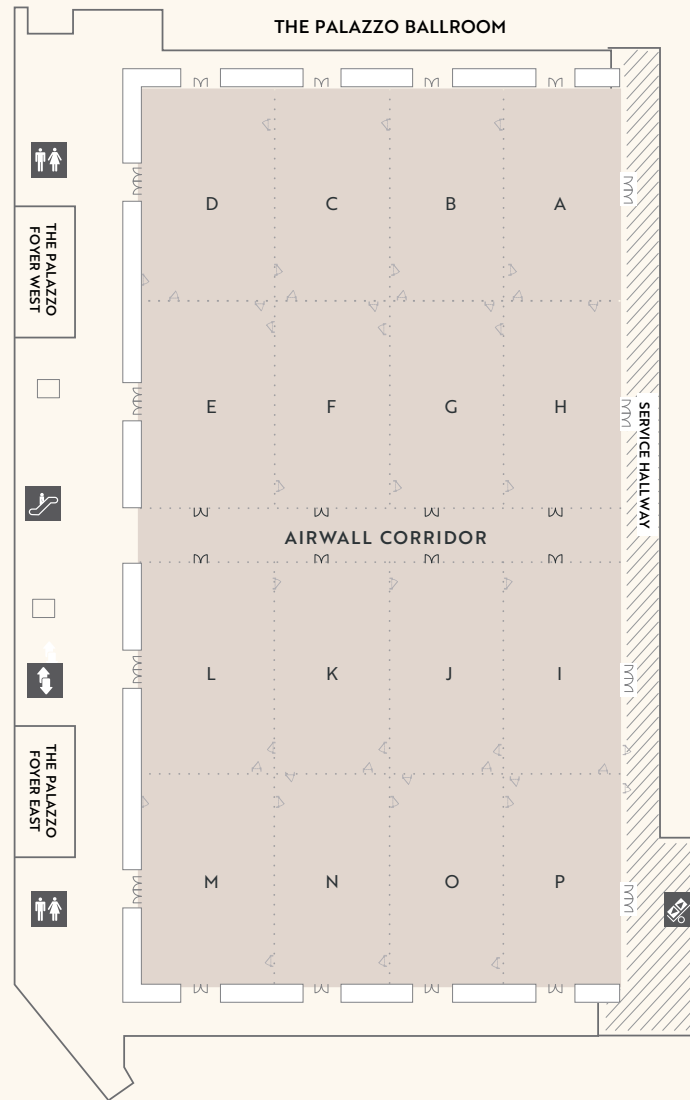
# Maps - Level 3



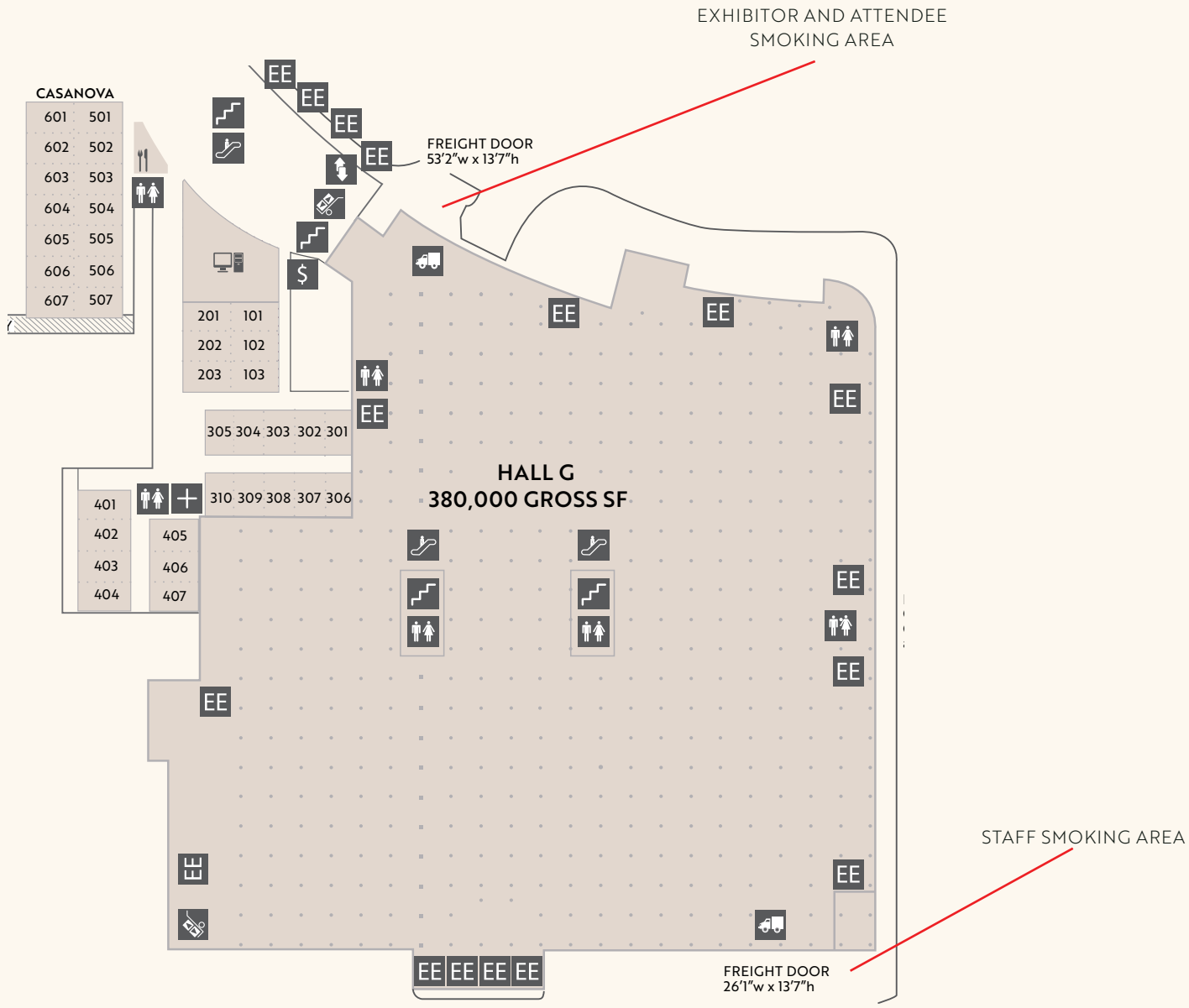
# Maps - Level 4



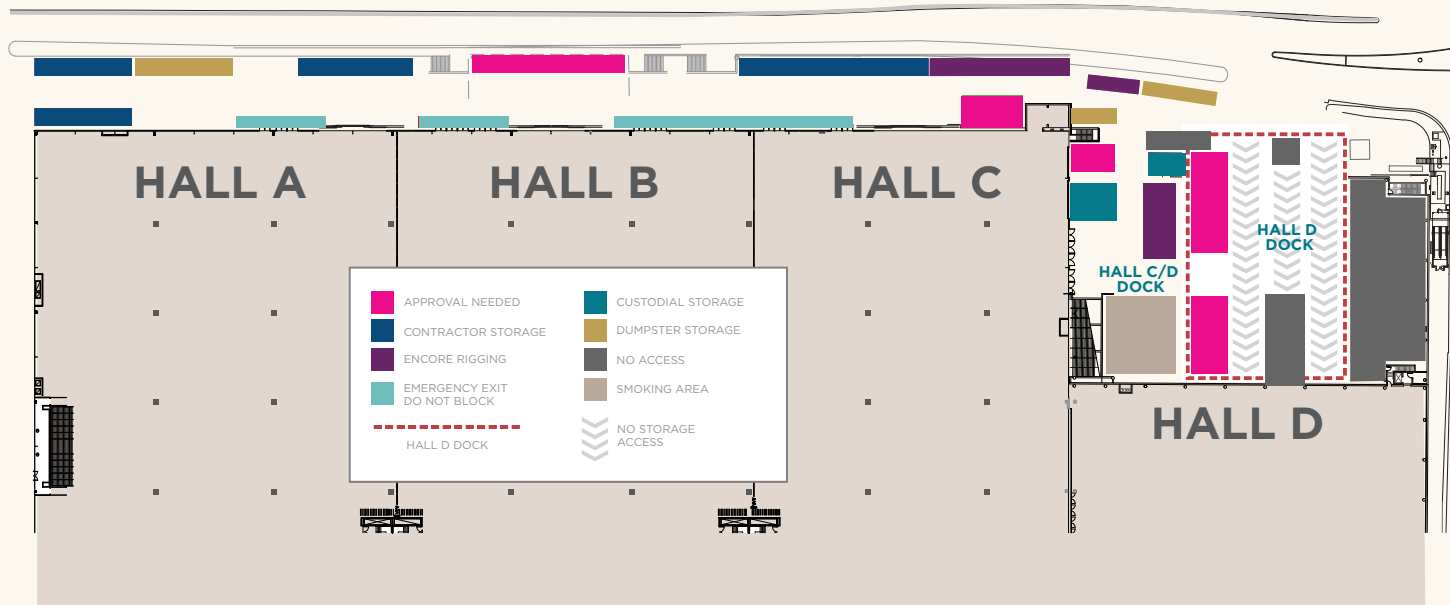
# Maps – Level 5



# Maps – Designated Smoking Areas



# Maps – Loading Docks



Freight lane and ramp access for Exhibit Halls A-C are managed by Event Contractors during events, except for the spaces identified below. C/D dock areas are for The Venetian Expo use only, unless otherwise approved by The Venetian Expo Facilities Management. D Dock storage and use must be approved by The Venetian Expo Facilities Management or The Venetian Resort Management.

Please contact the Team Members listed below for approval to utilize controlled dock spaces.

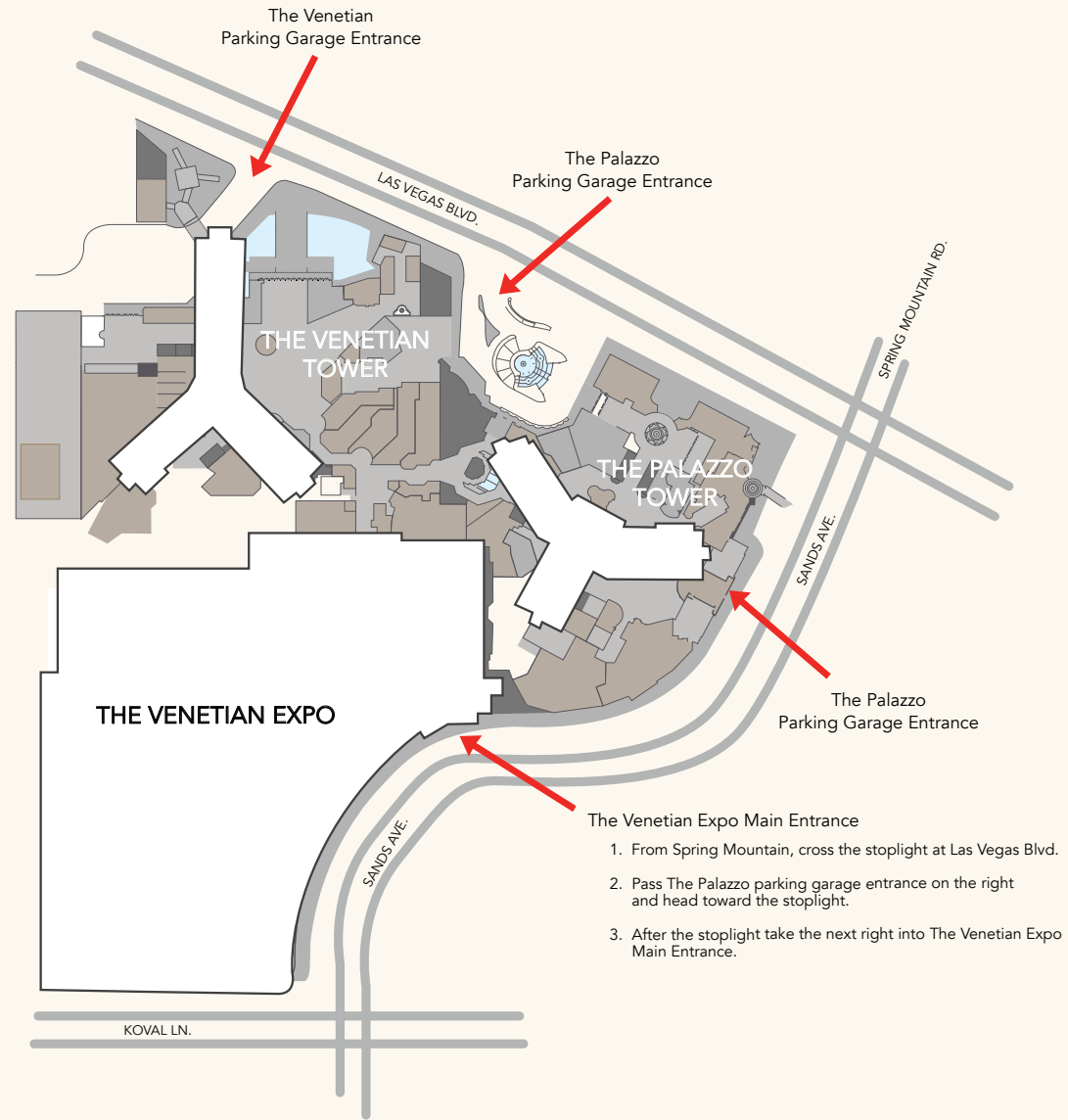
## FOR A-C DOCK APPROVALS

- **Terry Salaices**, Executive Director of Expo Operations 702.733.5255  
[terry.salaices@venetianlasvegas.com](mailto:terry.salaices@venetianlasvegas.com)
- **Jesse Santiago**, Assistant Chief Engineer 725.273.5630  
[jesse.santiago@venetianlasvegas.com](mailto:jesse.santiago@venetianlasvegas.com)
- **Sean Watts**, Facilities Manager 702.733.5151  
[sean.watts@venetianlasvegas.com](mailto:sean.watts@venetianlasvegas.com)

## FOR D DOCK APPROVALS

- **Terry Salaices**, Executive Director of Expo Operations 702.733.5255  
[terry.salaices@venetianlasvegas.com](mailto:terry.salaices@venetianlasvegas.com)
- **Jesse Santiago**, Assistant Chief Engineer 725.273.5630  
[jesse.santiago@venetianlasvegas.com](mailto:jesse.santiago@venetianlasvegas.com)
- **Sean Watts**, Facilities Manager 702.733.5151  
[sean.watts@venetianlasvegas.com](mailto:sean.watts@venetianlasvegas.com)
- **Jesus Villeda**, Director of Meeting Services 702.414.1101  
[jesus.villeda@venetianlasvegas.com](mailto:jesus.villeda@venetianlasvegas.com)

# Maps – Resort Parking, The Venetian Expo Main Entrance





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