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

These Policies and Procedures are being provided to help ensure that all guests of MGM Grand receive uniform excellence in service. Please review them carefully.

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

ADDITIONAL LABOR CHARGES
Additional labor charges may be incurred if a group requests changes to the room setup after the room has been set. MGM Grand will do their best to accommodate the room setup changes; however, it will be based on business levels and availability of our convention staff. At the time the change is requested, your CSM will advise whether or not the room setup change can be accommodated, the approximate time it will take to complete the changes, and any additional labor charges, if applicable.

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

AMERICANS WITH DISABILITIES ACT
The Americans with Disabilities Act (ADA) forbids discrimination against individuals with disabilities. In compliance with the ADA, MGM Grand provides reasonable accommodations to allow physically challenged individuals to participate in all MGM Grand activities. Accessible sleeping rooms, wheelchairs, TDD kits, and Braille menus are available. Specific MGM facility questions may be directed to your Convention Services Manager (CSM).

Pursuant to the ADA Act of January 26, 1992, Meeting Group agrees to provide proper ramp access to all elevated exhibit booths and/or nonpermanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines regarding both seeing and mobility impaired persons.

Segway scooters (at walking speed only) are permitted in public areas of the hotel only when the operator represents that the equipment is a mobility assistance device for a disability condition. Other operators without reported disability should be advised that the equipment is not accepted for use in public areas, including, but not limited to the Casino, theaters, Event Center, restaurants and the Convention Center. In such cases of exclusion, a guest will be offered the use of a balanced wheeled mobility device such as a wheelchair or motorized scooter.

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

ATM
Located throughout MGM Grand, ATM terminals handle most nationwide bank cards. In addition, credit card advances may be initiated here and picked up at the Casino Cashier with proper valid identification (i.e., passport or U.S. driver’s license).

AUDIO VISUAL
Encore Event Technologies is our preferred audio visual provider. Encore is located on property to help service your audio visual production needs. Encore is the exclusive provider of all rigging and power
equipment and services. This includes but is not limited to: labor, trussing, chain motors, cables, span sets and all other rigging related equipment. Please contact Encore Event Technologies for quotes and additional information. An outside AV/Production company may work within MGM Grand as long as they follow our production guidelines and contractor vendor policies. Meeting Group is required to use Encore Event Technologies for all meeting and breakouts or utilize the Client Assurance Package that will include additional fees.

**BAGGAGE HANDLING**

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

**Group:** All group arrivals are subject to a mandatory baggage handling charge. This charge covers the handling of baggage both arrive to and departing from the hotel. In the event group requires baggage delivery in an auxiliary area aside from the designated hotel bag drop area, an additional fee may also apply. Please contact your CSM for current rates.

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

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

**CASH ADVANCES (paid outs)**
Cash advances may be obtained if approved by the Finance Department prior to your arrival. Your company/association must have previously submitted a credit application and have been approved for direct billing by the hotel Finance Department. Cash advances cannot be approved for credit card payments. For more detailed information regarding cash advances, please see your CSM.

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

Cash advances in excess of $5,000 require a Federal Tax ID.

**CATERING**

MGM Grand takes great pride in its catered functions. We have established a reputation of having a superior catering staff excelling in creating, planning, and managing one-of-a-kind events for all groups, large and small.

Our Executive Chef has made a strong and lasting commitment to use only the highest-quality food products available, all of which are prepared with the greatest of care and presented in the most creative ways.

Our experienced catering staff and culinary expertise far exceed the limitations of our printed menus; therefore, we can custom tailor a gourmet dinner or theme party for your special events. The only limitation for themed events is your imagination (See MGM Resorts Event Productions). Tablecloths and napkins are available in colors that will complement the décor of our function space. Specialty linens are
available at an additional charge through MGM Resorts Event Productions. Please note: It is the policy of the hotel to provide all food and beverages for our guests; therefore, MGM Grand does not permit food and/or beverages to be brought into the hotel for any catered functions.

CATERING POLICIES

MGM Grand is the sole provider of all food and beverages served in the banquet facilities. MGM Grand is the only authorized party able to sell and serve liquor, beer, and wine on premises. The Catering Department will be in contact with the Meeting Group following receipt of the signed contract/license agreement. The Catering Manager (CM) becomes the main contact for all planning and on-site details involving Catering function arrangements and can assist with recommendations for outside services, if necessary. PLEASE NOTE: A tentative program schedule of function room requirements is due to the CM at least 90 days in advance of the main arrival date. A final detailed program is due to the CM no later than 45 days prior to the main arrival date. At the 45-day deadline or upon receipt of the final detailed program, any unassigned meeting/function/exhibit space will revert back to MGM Grand. Any additional requests for function rooms will be based on a space available basis. All Banquet Event Orders are to be completed, signed and returned to your CM fifteen (15) business days prior to the first day of your program.

Catering is responsible for assisting you with menu selections. We will maintain a flexible position regarding suggested menus; however, due to changing food costs, definite prices on food and beverage will be guaranteed six (6) months prior to your program. Please note there is a three-course minimum for all plated lunches and dinners. For your planning purposes, our current per person banquet prices are as follows:

Continental Breakfast: $30.00 - $36.00
Lunch: $48.00 - $60.00
Dinner: $78.00 - $130.00

All prices are plus tax and service charge and are subject to change. Food and Beverage for hospitality suites are handled through our Room Service department. Please see information under Hotel Services/Hospitality Suites for all details. Guarantees for all functions must be given to your CM seventy-two (72) business hours prior to a function. If notice would fall on a holiday, then guarantees must be received by the first working day prior to the holiday. If your guarantee is not received, you will be charged with a guarantee equal to the expected number set forth on the Banquet Event Order or the number of people actually served, whichever is greater. We set 3% above your guaranteed number.

Customized menus may be arranged directly through our Catering Department. Labor charges and set-up fees may apply. Please contact your CM directly for current menus or to discuss your entire food & beverage requirements. Catered food & beverage prices are subject to a 19% gratuity which is nontaxable and a 4% service charge, which is taxable at the prevailing sales tax rate, currently 8.25%.

Events booked within a 72-hour period prior to service may incur an additional fee, please contact your CM for more details. All guests must be 21 years of age or over before alcoholic beverages are permitted to be served.

CHECK CASHING

Check cashing for all MGM guests is handled at our Main Casino Cage located near the David Copperfield Theatre. Hotel guests may cash preprinted checks totaling up to $1,000 during their stay. A major credit card and valid U.S. driver’s license must accompany the check. Higher limits must be arranged in advance and approved by our Credit Manager on an individual basis. A company check made payable to “MGM Grand” must have bank and hotel approval prior to arrival. A check of $10,000 or more will only be cashed with a corporate tax identification number. Cashier’s checks are accepted only with prior approval. MGM Grand will not accept the following:

- Third-party checks
- Checks drawn on foreign banks
- Stale-dated or post-dated checks
- Temporary or starter checks

Please notify your Convention Services Manager (CSM) if you need to cash any checks as policies are
subject to change.

CHECK-IN/CHECK-OUT
Check-in time is 3pm and checkout is 11am. If rooms are requested prior to 3pm at the time of check-in, they will be accommodated based on availability at no additional charge. Any guest wishing to guarantee early check-in will have the option to pay an early check-in fee at the time of booking based on availability. Departure dates will be confirmed upon check-in. Guests have the option to change their departure date at this time. Should a guest depart before their scheduled and confirmed departure date, room/tax for those additional nights will be charged. Luggage can be stored on a complimentary basis for guests who have checked out but are not yet departing the hotel.

CHILDCARE SERVICES
The State of Nevada does allow childcare services on property when strictly regulated. There are many regulations and stipulations that must be followed before this can be approved by the State. If you are considering having childcare services on property, please contact your CSM at least 6 months in advance in order to initiate the approval process. Nannies & Housekeepers U.S.A. is an MGM Resorts International authorized and approved babysitting service.

CLEANUP FEES
· If confetti or balloons are utilized in a ballroom, a cleaning fee will apply, see Exclusive Cleaning.
· Loading docks are to be clean and clear upon move out. If trash or debris is left on the loading dock, a cleaning fee will apply. Please contact your CSM for details.

CONCIERGE
Whatever you desire, the Concierge at MGM Grand is here to assist. Looking to dine at one of our countless award-winning restaurants? Our Concierge can provide recommendations and make reservations. We can also provide general information, give directions, and help you with any service you desire. The service is extraordinary, like everything at MGM Grand.
To reach the Concierge at MGM Grand, please call 877.660.0660. Phone lines are open from 8:00 a.m. – 8:00 p.m. daily. You may also email MGMLobbyConcierge@lv.mgmgrand.com.

CREDIT APPLICATIONS
Direct billing privileges may be established for those accounts incurring $10,000 or more in charges and, if a credit application is submitted to the Finance department no later than 90 days prior to the first arrival date. If direct billing is approved, a master account will be established.

At least 90 days prior to your program, your CSM will draft an “estimated charges” worksheet for you. Once complete, accounting will work with you for all required deposits as outlined in the contract or license agreement. They will also advise you of your credit approval status.

Should you wish to establish a master account for the purpose of billing guest rooms, tax, incidentals, and/or catered functions, an MGM Grand credit application must be filled out by the responsible party and received by the hotel at least 90 days prior to your meeting dates. Estimated charges must be at least $20,000.

The Credit Department will require a minimum 50% deposit, based on total estimated charges for companies or organizations meeting at MGM Grand.

Additional deposits or full prepayment for all services may be required based upon the amount of credit that is approved by MGM Grand.

Unless otherwise arranged, all guests will be responsible for their own guest room, food and beverage, and incidental charges.
CURRENCY EXCHANGE
The Casino Cage maintains updated exchange rates and will exchange foreign currency.

DAMAGE TO PROPERTY
Meeting Group shall be liable for any damage, normal wear and tear excluded, to the Function Space, or to any other real or personal property of MGM Grand, caused by the act or omission of Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers. Meeting Group will not, and shall not permit others to, drive nails, tacks, hooks, screws, or other items into any part of the Function Space, hotel equipment or property. Meeting Group shall return the Function Space to MGM Grand in as good of condition and repair as the same shall have been found when licensed for Meeting Group’s use.

Nothing is to be placed against or leaned against any wall in the ballrooms. All crates, exhibit panels and pallets must at all times be kept a minimum of 5 feet away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Meeting Group will be charged by hotel for any damages incurred by their exhibitors or exposition company.

Meeting Group shall, at all times, conduct its activities in a safe and careful manner, with full regard to public safety, and will observe and abide by all applicable laws (including the Americans with Disabilities Act), ordinances, rules, regulations and requests by duly authorized governmental agencies having jurisdiction, as well as those of the Board of Fire Underwriters or any similar body and MGM Grand.

DRONES
Please be advised that drones are not permitted to be operated anywhere on MGM Grand property. There are very limited scenarios where this policy may be considered, however, prior review and approval (in writing) must be obtained from Risk Management Director and Convention Senior Leadership team. Any such requests must be made at least 60 days prior to any event to allow for sufficient review time. This policy also applies to any un-manned vehicles.

EDLEN ELECTRICAL
MGM Grand has an exclusive agreement with Edlen Electrical Exhibition Services to provide all temporary electrical and plumbing services for all exhibit halls, ballrooms, and meeting rooms. Your General Services Contractor and/or Production Company should work with Edlen Electrical directly. Please contact your CSM for more details.

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

EXCLUSIVE CLEANING
MGM Grand has an exclusive agreement with United Service Companies for all exhibit hall cleaning. Your General Services Contractor should work with MGM Grand Exhibitor Services directly to schedule any and all cleaning services: exhibitorservices@MGMGrand.com

EXCLUSIVE PROVIDERS
MGM Grand has exclusive providers for the following services: Audio Visual, Truss & Rigging, Staging & Lighting, Electrical & Plumbing, Food & Beverage, Telecommunications, Internet Connections (provided that attendees may use personal devices to connect to the Internet on unlicensed frequencies and third party networks not controlled by MGM Grand or the Meeting Group or its affiliates). Any damages caused by Meeting group, Meeting Group’s attendees, and Meeting Group's production / audio visual supplier will be the responsibility of the Meeting group.
EXHIBITS
Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor by the exhibitor must be approved by the hotel. Proper tape can be purchased from the hotel Audiovisual Department. No helium-filled balloons or adhesive-backed stickers may be used by exhibitors without prior approval.

Nonflammable materials: All materials used in the Exhibit Hall, Ballroom, or any other room of the hotel MUST be nonflammable to conform with the Fire Regulations of Las Vegas, Nevada. Electrical wiring must be handled by Edlen Electrical Services. Any equipment installation must conform to appropriate Las Vegas, Nevada, codes: Hotel personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming to such regulations will be removed immediately at the exhibitor’s expense. Engines, motors, or any kind of equipment may be operated only with the prior approval of your Convention Services Manager (CSM) and Fire and Safety Director.

Special Notices: All booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. No nails or bracing wires used in erecting displays may be attached to the building without written consent from the Safety Director at MGM Grand. All property destroyed or damaged must be replaced at the exhibitor’s expense. Any materials furnished by MGM Grand will remain the hotel’s property and will be removed by MGM Grand after close of show.

Liability: The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor’s agents, employees, or property, or to any other person or property prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage was not caused by the willful negligence of an employee of the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss, or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Temporary Business License: If you plan to sell anything from your booth or display, you will need a temporary business license.
Clark County Business License & Tax ID Number 500 S. Grand Central Pkwy. 3rd Floor P.O. Box 551810 Las Vegas, NV 89155-1810 Phone: 702.455.4252, 800.328.4813 co.clark.nv.us/buslic

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

If Show Management or exhibitors are tax-exempt, the state of Nevada requires a copy of the following on file with the MGM Grand Conference Center:
· Nevada tax-exempt sales tax permit providing the evidence of non-taxability
· U.S. government tax-exempt sales tax permit
Please contact the Nevada Department of Taxation at 702.486.2300 for further details.

Storage: Absolutely no storage of material of any type will be allowed behind booths or between booths. The hotel has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayage company. Shipments that arrive prior to showtime will be directed to the official drayage company’s warehouse for storage and delivery to the exhibitor’s booth at showtime, at exhibitor’s expense.

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

**EXHIBITOR SERVICES**
This department will assist all of your exhibitors in ordering all of their exclusive services from the MGM Grand Conference Center.
These services include:
· Booth & Registration Desk Cleaning
· Electrical
· Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by MGM Grand’s Catering Department.
· Rigging Equipment and Services: Includes labor, trussing, chain motors, cables, span sets, and all other rigging-related equipment
· Telecommunications
· Audiovisual
· Plant and Floral

Our qualified staff is always available to your exhibitors to answer their questions and inquiries prior to and during the entire event.

We require an initial exhibitor list and exhibitor manual 120 days prior to your first move-in day, and then updates every 30 days. Please ensure to indicate any changes in subsequent updates. The list must include the exhibiting company names in alphabetical order, a contact name, telephone number, fax number, address, email address, booth location, and size for each company in an Excel spreadsheet. By providing this fax number and email address, exhibitors give permission to MGM Grand to fax an exhibitor at this fax number or email an exhibitor at this email address.

Please contact your Convention Services Manager (CSM) up to six months prior to your show to request our exhibitor services flyer to be included in your exhibitor manuals. Please provide a link to our website https://www.mgmgrandexhibitorservices.com for online ordering and access to order forms on your website.

The MGM Grand Conference Center must receive a completed order form with accompanying full payment from exhibitors before we render service. We offer advance discount rates to exhibitors if orders are received 21 days prior to the first event day. We accept company checks, cash, all major credit cards, and wire transfers as payment for services. Some restrictions may apply.

**FEDEX OFFICE BUSINESS SERVICES CENTER**
In an effort to meet every need of our hotel guests, MGM Grand offers the FedEx Office Business Services Center. It is located on the first floor of the MGM Grand Conference Center.

**SHIPPING AND RECEIVING PACKAGE SHIPPING INSTRUCTIONS:**

**PREPARING YOUR SHIPMENT:**
FedEx Office Business Services Center is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive three to four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be onsite to receive and sign for the package(s). Please do not ship any items to the attention of Catering and Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of MGM Grand.
PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

FedEx Office Business Services Center
MGM Grand Las Vegas
4701 Koval Lane
Las Vegas, NV 89109
Phone: 702.388.1132
Fax: 702.388.1135

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at MGM Grand Las Vegas
4701 Koval Lane
Las Vegas, NV 89109
(Convention / Conference / Group / Event Name)
Box ____ of ____

Operating Hours:
7:00 a.m. – 7:00 p.m. Monday-Friday
8:00am-4:00pm Saturday-Sunday
Business Center Email: usa5684@fedex.com
Guest Package Services Email: pm5684@fedex.com

SHIPPING AND RECEIVING – INSTRUCTIONS:
Meeting organizers and participants are encouraged to reach out to the FedEx Office in advance of shipping their items to MGM Grand Las Vegas with any specific questions. If you have any special needs such as refrigeration requirements, after-hours delivery requests, or changes to your meeting dates or rooms, please work directly with your Convention Services Manager who will communicate these needs to the FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL:
FedEx Office will complete delivery or pick up of packages within the conference center, lobby area, and guest suites of MGM Grand Las Vegas. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address to avoid handling fees.

Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES:
FedEx Office will complete delivery or pick up of packages to guest suites at MGM Grand Las Vegas. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.

UPON YOUR ARRIVAL:
Packages will be available for pick up inside the FedEx Office Business Center (receiving fee will apply). Pallets, crates, display cases, and other heavier items may be scheduled for delivery by contacting our staff at 702.388.1132 (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office’s custody. Release signatures are captured at the time of package pick up or package delivery to the recipient.

UPON YOUR DEPARTURE:
All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, etc.) are available for purchase within the FedEx Office Business Center. FedEx Office offers pack and ship services in the Business Center; while packaging supplies are also available for purchase. FedEx Express shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound Handling Fees will be applied to all packages,
regardless of carrier, in addition to shipping/transportation fees.

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<thead>
<tr>
<th>PACKAGE WEIGHT</th>
<th>PACKAGE PICKUP OR DROP OFF BY GUEST</th>
<th>PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE</th>
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<tr>
<td>0.0 – 1.0 lbs.</td>
<td>$7.00</td>
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<tr>
<td>1.1 – 10.0 lbs.</td>
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<td>10.1 – 20.0 lbs.</td>
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<td>20.1 – 30.0 lbs.</td>
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<tr>
<td>Over 75.0 lbs.</td>
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<td>Pallets &amp; Crates*</td>
<td>$0.75 / lb. ($250.00 Minimum)</td>
<td>$0.75 / lb. ($250.00 Minimum)</td>
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Package Storage Fees will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet on all sides are considered oversize and will be assessed the Oversize Fee if stored for more than five (5) calendar days.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of $0.75 / lb. ($250. Minimum), which is applied to each pallet/crate handled. A labor fee of $70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The Labor Fee can be charged in 15 minute increments.

**TERMS AND CONDITIONS:**
Receiving, delivery, and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state, and federal laws, including those governing packing, marking, labeling, and shipping. OBTAIN FIRE, CASUALTY, AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the hotel nor FedEx Office and Print Services, Inc. nor the employees, agents, or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of $100 or the liability of the carrier indicated above. By sending your package to the hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for...
receiving and delivering of packages.

**FIRE MARSHAL REGULATIONS/FLOORPLANS**
Clark County Fire Department requires that a floor plan must be submitted for approval by the Fire Inspector and Temporary Occupancy Permits be secured for all meetings or catered events of 300 persons or more. A separate Motor Vehicle permit is also required for fuel burning vehicle.

MGM Grand can generate the scale drawings, and apply for the permits on your behalf, provided we have all the necessary audio visual and setup requirements at least 30 days prior to your load-in. Cars, props and décor must be included on submitted floor plans.

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.

Any floor plans submitted by an outside production or decorating company must be reviewed and authorized by MGM Grand CSM prior to submitting. Production or decorating companies must send a copy of the Fire Marshall approved plan to your CSM prior to actual move in. Set up will be delayed if we have not received the plans.

We will charge a fee to your master account for drawing and/or submitting as well as the Clark County Fire Department Fees. These charges must be pre-paid or posted to the Meeting Group's Master Account. Please see your CSM for a price structure.

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

**FOOD SAMPLES:**
For shows (open to the public): Show Management is responsible to obtain an Event Coordinator Permit. Private shows (not open to the public) are not obligated to obtain permits, but must still comply with applicable Southern Nevada Health District regulations, which include, but are not limited to:
- Hand washing must be available with 110 degree water.
- Exhibitors handling food must wash their hands for 20 seconds upon entering their work station.
- Sanitizer must be provided at each booth, and the exhibitor should have knowledge of what sanitizer they are using. Suggested sanitizer is Quat (150-400ppm) or Chlorine (50- 00ppm). Test strips should be available to check the levels of the sanitizer.
- All foods must be maintained at proper temperatures: 41 degrees F. or colder or 135 degrees F. or hotter. Stem thermometers must be available to monitor food temperature.
- Suitable utensils or individual portions must be provided.
- Single-service gloves or suitable utensils must be provided for handling of all ready to eat food.
- No smoking or eating is permitted in any booth preparing or serving food. All beverages must have a lid.
- A fire extinguisher must be provided in any area using canned heat, gas or fire.
- Adequate extension cords must be available and stored to prevent electrical shock or a tripping hazard.

MGM Grand Conference Center guidelines for the service of prepared food are as follows:
- Samples are limited to manufactured, processed or distributed products only.
- Food samples are limited to one (1) ounce.
- Beverage samples are limited to two (2) ounces.
- Items used as traffic promoters must be purchased through MGM Grand.
- MGM Grand must approve all samples.
- Each exhibitor intending to serve samples must advise MGM Grand for approval and instructions.
• Corkage and gratuity fees may apply.
• Please address further questions to:

SOUTHERN NEVADA HEALTH DISTRICT - Environmental Health Division
Address: 280 South Decatur Blvd. Las Vegas, NV 89107
Phone: (702) 759 -1000
Website: http://www.southernnevadahealthdistrict.org/index.php
Email: environmentalhealth@snhdmail.org

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

Contact: Freeman Decorating Company
6555 West Sunset Road, Las Vegas, NV 89118
Phone: 702.579.1509
Fax: 702.579.6180
Cell: 702.491.7781
https://www.freeman.com/

GREEN ADVANTAGE
MGM Resorts International is committed to being a leader in environmental stewardship, bringing value to our shareholders and the communities in which we operate. The MGM Resorts' Green Advantage, our environmental responsibility program, was created to increase the sustainability of our company and is designed to focus on reducing our consumption of the planet’s limited resources. We have but one home in the universe. Being responsible stewards of its resources is one of our top priorities at MGM Resorts International. That’s why you’ll find us at the forefront of sustainability initiatives that help our destinations operate in a way that’s more efficient, more planet-friendly, and more responsible. Pursuing a greener way of being. Now that’s inspiring. Inquiries regarding sustainability efforts can be directed to greenadvantage@mgmresorts.com.

GREEN KEY
MGM Grand is a proud recipient of the prestigious "5 Green Keys" for Green Meetings. The designation of 5 Keys is awarded to hotels that exemplify the highest standards of environmental and social responsibility in relation to their meeting and convention facilities and practices. MGM Grand is among an elite group of only six in North America to receive this designation.

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

• Worker's Compensation insurance in accordance with Nevada Law covering your employees.
• Employer’s Liability
• Commercial General Liability
• Comprehensive Auto Liability

Please consult your contract and license agreement (if applicable) for the amount of coverage required for each of the above.

All issuing insurance companies must have authorization to do business in the state of Nevada. This certificate of insurance must state MGM Grand, its parent company, subsidiaries and affiliates are named as additional insured. The certificate is unacceptable if all of these entities are not named.

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

**LAS VEGAS CONVENTION CENTER**
Centrally located in Las Vegas, the Las Vegas Convention Center (LVCC) is approximately three miles away from MGM Grand. Operating the LVCC is the Las Vegas Convention and Visitors Authority (LVCCVA). The Las Vegas Convention and Visitors Authority and the Las Vegas Convention Center are located at 3150 Paradise Road, Las Vegas, NV 89109-9096. Visit the Las Vegas Convention Center.

**LAS VEGAS MONORAIL**
7:00 a.m. – 2:00 a.m. Monday – Thursday
7:00 a.m. – 3:00 a.m. Friday – Sunday
Group discounts available. For information and pricing, contact sales@lvmonorail.com or visit Las Vegas Monorail.

**LAUNDRY**
If arranged prior to 9:30 a.m., same-day service is available through the Bell Desk at ext. 57420.

**LOST OR STOLEN PROPERTY**
Lost and Found is available through Hotel Security at ext. 53602.
MGM Grand shall not be responsible for losses by Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, performers or any other party due to theft, damage to, or disappearance of equipment or other personal property, it being specifically acknowledged that such equipment and property is not under the care, custody, or control of MGM Grand.

**MEETING GROUP ENTERTAINMENT**
Meeting Group acknowledges that MGM Grand has a reputation for offering high-quality entertainment and services to the public, is a publicly-held company, is subject to regulation and licensing, and desires to maintain its reputation and receive positive publicity concerning Meeting Group’s functions. Consequently, prior to contracting with any entertainer or production company to provide entertainment at its function(s), Meeting Group shall obtain MGM Grand written consent for the entertainment, which consent shall not unreasonably be withheld. In contracting for entertainment, Meeting Group agrees that any such entertainment will comply with MGM Grand normal policy regarding risqué or questionable material and that no disparaging remarks toward gaming, MGM Grand, its directors, officers or employees or those of any affiliate of MGM Grand shall be made.

**MEETING ROOM GUIDELINES**
Fastening or affixing objects to ceilings, painted surfaces, podiums, columns, fabric moveable walls, or decorative walls will only be allowed under certain circumstances, and must be approved by Convention Services. Only approved adhesive products can be used. No nails or tape will be allowed on any surface.
Carpet protection (Visqueen) must be in place prior to the delivery of freight, prior to construction of any display, and prior to the use of any motorized devices.
No plants or furniture may be moved or relocated from the hallways or meeting rooms unless prior arrangements have been made with your CSM. A removal fee will be assessed for all relocations.
Changes to meeting room set ups may be subject to an additional labor charge should the changes be made less than 48 hours prior to a function or if there is an extensive meeting room set up or turn required. There are also charges for any same day room turns.
The standard meeting room amenities include water service, note pads and pens at a water station. Additional amenities are available on request at a reasonable charge.
Specific room assignments may be changed as needed. Sufficient space will be made available to accommodate meeting/function/exhibit requirements. MGM Grand reserves the right to maximize space usage for all function space.

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

Hotel maintains a standard inventory of equipment such as, but not limited to, banquet chairs, tables, risers, podiums, easels, dance floor and linens. This inventory is shared by all groups in the facility and will not be dedicated to any one group. Should your equipment requirements be greater than what can be provided, rental costs may be your responsibility.

Please check with your CSM before leaving audio-visual set ups in meeting rooms overnight. Twenty-four hour set up holds must be pre-arranged and, in some instances, AV set ups may have to be torn down and re-set for subsequent meetings or functions. Security is recommended.

Hotel cleaning services are required for all areas used as exhibit space. This includes concrete halls, carpeted meeting space, public foyers and the parking lot. If carpet is applied to any of our flooring, cleaning services will also be required. Cleaning services are required for any areas requiring excessive cleaning such as registration areas, events in our parking lot, stores etc. Please contact your CSM for clarification and pricing.

MGM RESORTS EVENT PRODUCTIONS
Welcome to the extraordinary world of MGM Resorts Event Productions. A full-service event production company, MGM Resorts Event Productions employs an award-winning team of planners, designers, and artisans. Whether planning an informal gathering or an opulent celebration, our talented group of professionals will assist you in everything from choosing a theme to custom invitations to tailor-made floral arrangements and larger-than-life props. Engage MGM Resorts Event Productions to produce your next occasion.

We will bring all the pieces together to ensure that every aspect of your experience is brilliant, memorable, and unique.

Please contact your Convention Services or Catering Manager for further information or visit MGM Resorts Event Productions:  http://www.mgmresortsevents.com/

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

NEVADA CLEAN INDOOR AIR ACT
The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking is not permitted in the meeting and convention spaces. Additionally, smoking is not permitted in restaurants, lounges where food is served, hotel lobbies, elevators, guestroom hallways, theaters, arenas, arcades,
retail stores and other indoor public spaces. The casino floor and certain lounges where food is not served are exempt.

**NOTARY PUBLIC**
A notary public is available and can be arranged through the Business Services Center.

**OUTSIDE VENDORS**
Anytime an exhibit, production, or decorating company is brought into the hotel, floor plans must be approved by the fire department and proof of insurance must be received. Additionally, the subcontracted company must read and sign policies and procedures prior to working at MGM Grand. View our Vendor Policy.

**SHOW MOVE IN/MOVE OUT:**
Thirty days prior to a show, the Convention Services Manager (CSM) will contact the convention meeting planner to review and confirm the move-in and move-out times and dates. Prior to move in, a representative of the group, the outside company, and an MGM Grand representative will walk the area for an official inspection.

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

The show will be inspected according to the Fire Marshal-approved floor plan. The group, prior to the show opening, will correct any violation.

At the conclusion of each show move out, a representative from the group, the outside company, and an MGM Grand representative will walk the areas of MGM Grand, both inside and out, for a final inspection.

Mutually agreed upon damages caused by the group or outside company will be recorded and the repairs coordinated with the Engineering Department. All labor and materials will be billed to the group at cost. Full payment is required within 30 days of billing date. All hours and prices are subject to change.

The outside company will be responsible for leaving all areas of MGM Grand in the same condition they were in prior to move in, less normal wear and tear.

During exhibit shows, MGM Grand will only be responsible for cleaning areas where the hotel has provided food and beverage.

**PARKING NOTICE**
Beginning on June 1, 2016 vehicles that are self-parked at any MGM Resorts parking facility for longer than one hour will be subject to a parking fee. The self-parking fee is $9 for vehicles parked between 1-2 hours, $12 for vehicles parked between 2 – 4 hours, and $15 for vehicles parked between 4-24 hours at the following resorts: Bellagio, Aria, MGM Grand, The Park MGM, New York - New York, Mandalay Bay & Mirage. The self-parking fee is $6 for vehicles parked between 1-2 hours and $8 for vehicles parked between 2-4 hours, and $10 for vehicles parked 4-24 hours at the following resorts: Luxor and Excalibur.

The valet parking fee is $13 for the first 4 hours (no grace period) and $18 for between 4-24 hours at the following resorts: Bellagio, Aria, Vdara, MGM Grand, Mandalay Bay, Delano, New York - New York & Mirage. The valet parking fee is $8 for the first 4 hours (no grace period) and $13 for between 4-24 hours at the following resorts: Circus Circus, Monte Carlo, Luxor and Excalibur. All parking fees repeat every 24 hours. Parking fees may be higher during special events.

Self-parking is complimentary for M life members level Pearl and higher and valet parking is complimentary for M life members level Gold and higher. All complimentary parking is subject to availability.
For registered hotel guests, the 24 hour parking fee (self or valet) includes “in and out” privileges at the
guest's originating MGM resort and also includes the same “in and out” parking privileges at any other
MGM resort within the same 24 hour period, subject to availability.

PARKING FEES
Parking fees are subject to change and parking is subject to availability.

PAYMENT OPTIONS
MGM Grand will utilize an e-billing system, BillDIRECT, to present all invoices. Your billing representative
will provide login credentials when your first invoice becomes available. BillDIRECT offers electronic
invoices and payments for your convenience by ACH or credit card. MGM Grand also accepts payments
by check or wire. Payments by check must be drawn on a U.S. bank payable in U.S. dollars and be received
14 days prior to the first scheduled arrival. Deposits must follow the outlined format in the Hotel and/or
License Agreement. MGM Resorts International Accounts Receivable department processes all pre-show
deposits and prepares the final billing invoice. You are responsible for remitting full payment of the final
invoice within 30 days of receipt. (Terms may vary, please consult your contract for full payment
information). In the event there is a dispute, MGM Grand requires that full payment be sent less disputed
amounts.

PER DIEM CHECKS
Per diem checks must be approved by the Finance Department. Should attendees of your meeting require
per diem checks to be cashed, the following will be required:
- Your organization must supply a written guarantee of the funds, a copy of the check, a range of
  check amounts and the total anticipated amount of all checks that may be cashed.
- Attendees cashing checks must provide a photo ID and cash checks at the main casino cage.

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

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

If Meeting Group is tax exempt the State of Nevada requires a copy of the following on file with <Hotel>:
- NEVADA tax-exempt sales tax permit providing the evidence of non-taxability.
- U.S. Government Tax-exempt sales tax permit.

Please contact the Nevada Department of Taxation at (702) 486-2300 for further details.

ROOM DELIVERIES (non-room service)
MGM Grand Front Services Department will be happy to arrange for guestroom deliveries. Items will be
placed inside the room after the guest has checked in. Items may not be left outside on the floor or slipped
under the door of the guestrooms. Please check with your CSM for rates and delivery times.

ROOM RESERVATIONS
METHODS OF RESERVATION
Reservations for your participants can be handled several ways:
- Rooming list, indicating full names and addresses of guests, arrival and departure dates,
  smoking/nonsmoking preference, and pairing for shared rooms.
- Use your own housing request forms. We must approve printed copy prior to distribution
to your attendees.
- Website reservations available through Passkey and can be arranged with your Sales or
Convention Services Manager (CSM).
CATERING & CONVENTION SERVICES POLICIES & PROCEDURES

· Individual call-in number to our Reservations Department is 800.929.1111. In order to receive your preferred convention rate, delegates must identify their affiliation with your convention and confirm the reservation prior to the agreed cut-off date.

Please note that a valid credit card is required to register and check in at MGM Grand and will be used for authorization for incidental charges.

All hours and prices are subject to change.

RESERVATION GUARANTEE
Reservations may be guaranteed to the master account, to individual credit cards, or by sending one night’s deposit. All individual room reservations need to be guaranteed at the time of booking to confirm a reservation. If a major credit card number is provided, one night’s room and tax will be charged to the credit card at that time.

EARLY DEPARTURE FEE
An early departure fee will be applied to each reservation for guests who depart the hotel prior to their scheduled departure date. This fee will be the amount equal to the applicable room rate and tax for all dates remaining on the reservation. Guests have the option to confirm or change their check out date at the time of check-in without being charged. The fee will apply to any changes after check-in.

CUT-OFF DATES
All reservations must be received by the cut-off date as indicated in your contract. Room blocks will be released on the cut-off date. Any reservations received after this date will be confirmed on a space and rate availability basis.

ROOM BLOCKS
Your contract will indicate any attrition damages that may be incurred should you not fulfill your room block. Attrition charges will be billed to your master account.

SAFETY — MGM GRAND CONFERENCE CENTER
Our goal is to provide you and your group with the premier conference experience and assist you to maximize results. The following guidelines are provided to help assure the safety of your group while at MGM Grand.

FIRE PREVENTION
MGM Grand Conference Center is equipped with a state-of-the-art fire prevention and sprinkler system with 24-hour monitor control by MGM Grand personnel. In the event of a fire, call ext. 55911 on a house phone to report the incident. In order for the system to be fully effective, it is most important that there is no interference with sprinkler heads, fire extinguishers, and fire exit doors. It is also important to ensure that you never block designated emergency exits and pathways with displays, stanchions, freight, or other materials. Your Convention Services Manager (CSM) must approve all displays and decorations. Mylar balloons are not allowed. All display decorations must be treated with fire retardant. Do not bring any fuel or flammable materials into the Conference Center without approval.

EMERGENCY EVACUATION
Notice will be given by a whistle alarm and a flashing strobe light. Listen for voice instructions over the Public Address System. Remain in your meeting area and evacuate if instructed to do so. Do not take escalators or elevators in an emergency evacuation. Use only the emergency stair exits.

MGM Grand Security will arrive on the scene to direct and assist. Follow all directions issued by MGM Grand Security Officers.

SMOKE-FREE ENVIRONMENT
The entire conference center is smoke free. Designated outdoor smoking areas are available at the
first floor patio adjacent to the pre-function area. Ashtrays are placed in these spaces for your convenience.

CHEMICALS
Materials may be brought into MGM Grand Conference Center only by approval of your Convention Services Manager (CSM). You will need to have Material Safety Data Sheets (MSDS) available on site for any approved chemicals that you are bringing into the Conference Center.

EMERGENCY MEDICAL
Attention may be summoned by contacting MGM Grand Security at ext. 55911 on a house phone.

Be prepared to give your location in MGM Grand Conference Center, your name, and the nature of the emergency. MGM Grand Security has EMS responders.

INCIDENTS
Occurrences that need attention but are not an emergency, such as spills, property damage, or other related conditions, should be reported to MGM Grand Security at ext. 53600.

MECHANICAL LIFT EQUIPMENT
Forklift, pallet jack, and scissor lifts should be used only with approval by your Convention Services Manager (CSM).

PYROTECHNICS
Pyrotechnics and flame-effect presentations must be presented to your Convention Services Manager (CSM) and approved by the Clark County Fire Department. You must arrange to have such plans submitted to the Fire Department. Operational procedures for pyrotechnics and flame-effect displays must be followed according to the approved plan. MGM Grand Conference Center does not have the authority to allow changes to your plans that have been approved by the Fire Department.

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

SECURITY
Our Security Staff can assist you with medical and personal emergencies and inquiries regarding lost and found. Call ext. 53600. To hire security, the group must hire an outside security company. Arrangements need to be made by the meeting planner. Armed security is not permitted on MGM Grand premises. Prior approval of security company must be obtained by your Convention Services Manager (CSM).

Your items and materials in MGM Grand Conference Center remain your responsibility. While MGM Grand Security is as effective as possible, we cannot guarantee the total protection of your property. Report any suspicious conditions to MGM Grand Security at ext. 53600. For additional security, see your Convention Services Manager (CSM).

Should Group desire security for event, or if it is the type of event for which MGM Grand will require Group to provide security, the security provided must be licensed to operate in the State of Nevada and an approved vendor through MGM Resorts International’s Corporate Security. At Group’s request, the hotel will provide a list of security companies acceptable to MGM Grand.

SIGNAGE AND DISPLAY ADVERTISING
MGM Grand retains exclusive rights to all display advertising within the function space and all other space on the hotel property. Meeting Group may not advertise within the function space, nor represent to any third party that it may advertise within the function space or on hotel property, and may not place any signage or banners in the function space or on hotel property without prior written consent of MGM Grand. In the event...
MGM Grand grants its consent for Meeting Group to advertise within the function space or on hotel property, it shall be a nonexclusive right to advertise, however signage is typically restricted to meeting area and should be prearranged with the CSM. Any signage or banners approved by the hotel may only be hung or posted by Encore Event Technologies.

Electronic signs are provided above all meeting rooms in the Conference Center, as well as several large electronic reader boards listing all of the events in chronological order. In the event additional signage is required, you will need to submit a request in writing and include a sample of the signage and planned locations.

Additional signage is not permitted until you have received approval from your Convention Services or Catering Manager. If approval has been granted, all signs must be 28” high x 22” wide, professionally printed, and flame retardant. MGM Grand will provide complimentary easels, based on availability. Encore Event Technologies must hang all banners at prevailing rates.

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

Additional cost and advertising opportunities are available in The Branding Opportunity Guide which can be obtained from your CSM.

THE SIGNATURE AT MGM GRAND
The Signature at MGM Grand lets you revel in the luxury of deluxe, one-bedroom, and two-bedroom suites in three 40-story towers, each with 576 suites. Located next to MGM Grand, The Signature’s separate entrance brings you into this secluded enclave near the heart of all the action. Many suites boast a private balcony with view. All suites offer concierge, pillow-top beds, lavish bathrooms featuring Jacuzzi® tubs, upscale linens, and gourmet in-suite dining. Additional amenities include an exclusive heated pool complex, personal check-in/checkout privileges, HDTV flat-screen TVs with DVD/CD players, high-speed Internet access, Fitness Center, Business Center, and much more.

STAY WELL® MEETINGS
Stay Well Meetings is the world's first-ever wellness meetings experience. Offering healthy environments for high performance corporate meetings, the program provides meeting rooms and spaces designed to optimize the health and well-being of attendees, wellness programming, and Stay Well room and suite accommodations.

Featuring Delos' state-of-the-art designs and innovative wellness features, Stay Well Meetings creates a healthy work environment that helps increase the energy, focus, and productivity of attendees with meeting spaces that offer evidence-based health and wellness elements.

TELECOMMUNICATIONS
Single-line phones, conference phones, and fax lines are available through our MGM Grand Telecommunications Department. Please contact your Convention Services Manager (CSM) for more details.

TELEVISION CHANNEL
MGM Grand offers an in-house television channel, which may be rented by in-house conventions for advertising, subject to the approval of the hotel’s management.

Scheduled meetings and locations are also listed on an in-house channel. Please contact your Convention Services Manager (CSM) for current pricing.

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

TRANSPORTATION

CAR RENTAL
Avis Rent A Car has designed a special program for MGM Grand to meet your group’s car rental needs.
For your convenience, Avis Rent A Car is located in the hotel lobby.
Open daily 7:00 a.m. – 5:00 p.m. or call ext. 53012.

TAXIS
Taxis are available at the Main Porte Cochère entrance of the Hotel. The fare for a taxi from the airport to MGM Grand is approximately $12 – $15.

WEDDING CHAPEL
Forever Grand Wedding Chapel has everything you need to make this experience one you will never forget. You take care of falling in love, and we’ll take care of the rest. Visit the Forever Grand Wedding Chapel for more information.

WHEELCHAIRS AND SCOOTERS
Wheelchairs for in-house guests are available from the Bell Desk at no charge. A credit card is required as a guarantee. Motorized scooters are available for $45 per day. Multiple-day rates are also available.
For more information, contact the Bell Desk.

WIRE TRANSFERS
For your convenience, money can be wired to MGM Grand to be applied as deposits to your master account. Listed below is the address to use. Please be sure to reference your organization, conference name, MGM Grand Group Code, and advise your Convention Services Manager (CSM).

Bank of America
300 South 4th Street
Las Vegas, NV 89101
ABA #122400724
Acct: 501012629871