



Signage Policy

MGM Grand Conference Center is pleased to offer signage opportunities throughout the facility as outlined below. To support the integrity of the Conference Center and Public Areas outside of the Conference Center, we recommend the use of temp staff for directional signage, which reduces guest confusion as well. Please contact your Convention Services Manager for further details.

Digital Signage:

- Electronic reader boards are located on all three levels of the Conference Center. The main reader boards post the daily meetings and events and have a limit of 47 characters, including spaces.
- In addition, there are reader boards located directly outside of most of the meeting room doors within the Conference Center.

Signage Guidelines

- Signage and pre-function plans must be submitted for approval to your Convention Services Manager at least 30 days prior to the first day of your program. Plans should include a diagram of any items that will be placed in the foyers or pre-function spaces noting the item description and dimensions, the preferred location, and the install and dismantle dates. All signage must be approved by your CSM prior to production.
- Items that require pre-approval include but are not limited to are registration/info desks, kiosks, technology stations, entrance units, towers, meter boards, banners, directional signs, column wraps, gobos, window clings, and wall graphics.
- All hanging signs or banners must have at least 10' of clearance from the floor. Banners larger than 4'x 20' must be approved in advance by your Convention Services Manager. Encore is the exclusive provider of all rigging and must hang any banners.
- Signage or column wraps cannot obstruct any life safety components, strobes, surveillance cameras or hotel signage. Fire extinguishers and emergency exits must be accessible at all times.
- One professionally printed sign is permitted directly outside of your meeting room. Handwritten signs are not permitted. MGM Grand will provide easels at no charge, based upon availability.
- Signage of any kind in Conference Center Public Foyers must be approved in advance by your Convention Services Manager.
- Signage clings on any surface within the Conference Center must be approved in advance.
- Signage may not be taped to doors or any surface.
- Stickers of any kind may not be adhered to walls, windows, or floors.
- Signage is not permitted outside of the Conference Center unless approved in advance by your Convention Services Manager. Please consider using temp staff as directional signage in these areas
- Full Facility Conventions utilizing all space may have the following signage (contact your Convention Services Manager to discuss options if you do not have the full Conference Center contracted):
 - One professionally made sign in the District directing guests to the Grand Garden Arena and/or the Conference Center. Contact your Convention Services Manager for exact location.
 - One professionally made sign at the top and/or base of the Pool Escalators.
 - Professionally made signage beginning at the south entrance of the Conference Center.
 - Groups may purchase advertising space on the pool windows and in the Conference Center. Please contact your Convention Services Manager for a full Sponsorship Guide of opportunities.