

THE VENETIAN® | THE PALAZZO®

3355 Las Vegas Boulevard South
Las Vegas, Nevada 89109



THE MEETING PLANNER'S GUIDE TO THE VENETIAN® | THE PALAZZO® AND SANDS® EXPO 2012

January 1 – June 30, 2012

On behalf of the entire staff of The Venetian, The Palazzo and Sands Expo, a warm welcome and thank you for entrusting your event to our team.

Rest assured that our more than 10,000 Team Members look forward to partnering with you in making your event a success.

We believe that we have created one of the finest meetings facilities in the world. Our team is on hand to ensure that your experience at The Venetian and The Palazzo is unparalleled and we are committed to providing the utmost in quality and service.

Your Catering Conference Manager's sole objective is to guide you and your event through the resort and make your job as Meeting Planner as worry-free as possible. The following guide is designed to assist you in answering questions and outlining procedures for the campus.

Once again, a heartfelt welcome from all of us at The Venetian and The Palazzo.

Thank you for allowing us to serve you.

A handwritten signature in black ink, appearing to read 'Gary McCreary', with a stylized flourish at the end.

Gary McCreary, CMP/CSEP/CPCE
Vice President of Catering & Convention Operations

TABLE OF CONTENTS

THE CORE PHONE DIRECTORY	7-11	Service Charge	20
The Venetian and The Palazzo Directory.....	7-10	State Tax.....	20
The Venetian and The Palazzo		Food/Beverage Product Demonstrations, Samples,	
Restaurant Directory.....	10-11	or Sponsorship.....	20
MEETING PLANNER'S CHECKLIST	12-13	Sample Request Form.....	21
ACCOUNTING/CREDIT	14-15	EMERGENCY/SECURITY	22-25
Hotel Credit Group/Convention		Emergency Equipment	22
Cash Paid Outs Policy	14	Emergency Staff.....	22
Wire Transfer Information.....	14	Fire Extinguishers/Fire Hose Cabinets	22
Credit Applications	14	Resort Employee Access	22
Credit Cards	15	Contracted Security.....	23-24
Master Accounts Billed to Credit Card	15	Security Event Order Sheet.....	25
Review Master Account.....	15	SPECIALIZED EVENT SERVICES (SES)	26-31
BANQUET STANDARDS AND POLICIES	16-21	Introduction	26
Alcoholic Beverages	16	Scope of Work.....	26-27
Banquet Service Ratios/Banquet Policies.....	16-19	Audio/Visual Services.....	27
Labor Fee.....	17	Broadcasting Services.....	27-28
Additional Charges	18	The Venetian/Sands Frequency List.....	28-29
Continental Breakfast	19	Electrical Services/Electrical Code.....	30
Cash Food Sales	19	Telecommunication Services	30
Seating	20	Internet Services.....	30
Special Meal Orders.....	20	Truss/Lighting Rental and Rigging	30

TABLE OF CONTENTS

EXHIBITS/PRODUCTION	31-34	COMPLIANCE MATTERS	45-50
Exhibitor Services.....	31	Americans with Disabilities Act.....	45
Ceilings and Walls.....	31	Wheelchairs/NV Clean Indoor Air Act/No Smoking Law.....	45
Cleaning of Exhibit Booths	31	Foyers.....	45
Cleaning of Facilities	31	Display/Drapes/Hangings	46
Cooking.....	32-33	Fire Marshall Approval/Floor Plans	46-47
Display in Public Parking Areas	33	Hazing	47-48
Move-In/Move-Out.....	33	Pyrotechnics.....	48
Load-In/Load-Out Approved Routes.....	33	Gaming Compliance	48
Selling Items/Segways.....	34	Live Entertainment Tax.....	48
Truck/Trailer Storage	34	Hazing Event Order Sheet.....	49-50
FACILITIES GUIDE	35-44	GUEST SUITES POLICIES	51
Elevators	35-36	RESORT SERVICES	52-58
Floor Load Limits.....	36	Group Reservations Department	52
Room Specifications.....	36	General Policies.....	52
Foyers.....	36	Rooming List Groups	52
Level 1/Ground Level	36-37	Self-Booking Groups	53
Level 2 (Casino Level and Congress Center)	37-40	Hotel Assignment.....	53
Level 3 (Grand Canal Shoppes Level)	41-42	Arrival Process	53
Level 4.....	42-43	Pre-Key	53
Level 5.....	44	Front Office.....	53

TABLE OF CONTENTS

RESORT SERVICES CONTINUED

Front Office Groups	53
Specialty Arrival Processes.....	54
Front Desk Greeter	54
Distribution of Materials at Check-In	54
Check-In and Hospitality Options	54
Guest Services	55
Portage/Suite Deliveries	55
Luggage Storage	55
Telecommunications.....	55
Hotel Occupancy Tax	55
Resort Fee.....	55
Concierge	55
Bags to Go.....	55
Resort Service Pricing	56
Additional Desk(s) Group Request Form	57-58
Information Desk(s) Group Request Form	58

MEETING SERVICES

59-61

Building Damages.....	59
Equipment Inventory.....	59
Interior Carpet Installation.....	59
Meeting Room Keys	59
Meeting Requirements	60
Meeting Services Hotline	60
Meeting Services Concierge.....	60
Noise Levels.....	60
Pre- & Post-Show Facility Walkthrough	60
Reader Boards.....	61
Standard Meeting Room Amenities	61

POOL FUNCTION POLICY

62

Pool Event Rental Charges	63
Pool Deck	63

TABLE OF CONTENTS

INSURANCE AND SPECIAL PERMITS	64-69	Departing Shipping Instructions within the Resort	73
Insurance/Indemnification and Liability.....	64	Outbound International Shipments.....	73
Waiver Form (Indemnification).....	65	Prohibited Shipping Items.....	73
Animal Permits	66	Hours and Contact Information	73
Animal Guidelines.....	66-67	SIGNAGE & PROMOTIONAL MATERIALS	74-75
Service Animals Q&A.....	67-68	Advertising	74
Automobile/Fuel-Powered		Banner and Signage Policy	74
Vehicles Inside Facility.....	69	Distribution of Printed Materials	75
ASCP/BMI/SESAC Broadcasts and Publications.....	69	Promotional Materials	75
Additional Health Permits	69	Program/Handouts.....	75
BUSINESS SERVICES DIVISION	70	Public Areas	75
Business and Package Center	70	DVD Channel Feed.....	75
Equipment Rentals	70	TELECOMMUNICATIONS (GUEST SUITES)	76
Copy, Fax, Internet and Secretarial Services	70	Guest In-Suite Needs.....	76
SHIPPING & RECEIVING PACKAGE CENTER	71-73	TRANSPORTATION	77
Shipping & Receiving Packages	71		
Arrival Shipping Instructions/Receiving at the Resort.....	71		
Shipping & Receiving/The Venetian Receiving Dock.....	72		
Package Delivery within the Resort.....	72		
Processing, Handling and Storage Charges.....	72		

THE CORE TELEPHONE DIRECTORY

BANQUETS	702.414.1155	Rochelle Brooksby, Manager.....	702.414.4003
Shane Brereton, Director of Banquets	702.414.1157	Megan Eskelson, Manager	702.414.1019
BUSINESS SERVICES	702.414.4488	Ashlee Ernst, Manager.....	702.414.4273
Fred Cox, Director.....	702.414.1443	Breanna Flick, Manager.....	702.414.4517
Dwight Gunn, Asst. Manager.....	702.414.4487	Chip Heim, Manager	702.414.4136
Gregory Mine, Asst. Manager.....	702.414.4472	Michael Huettner, CMP, Senior Manager	702.414.0406
CANYON RANCH SPA CLUB®	702.414.3600	Jennifer Little, Manager	702.414.4002
CASINO MARKETING	702.414.1500	Nathaniel Moore, Manager.....	702.414.1595
CONCIERGE		John Quach, Senior Manager.....	702.414.1347
The Venetian	702.414.4300	Johain Rivera, Manager.....	702.414.4132
The Palazzo.....	702.607.4300	Natalie Rogers, Manager.....	702.414.1103
CONFERENCE MANAGEMENT	(877) 226.8319/702.414.3999	Danielle Ross, Senior Manager	702.414.1391
Fax.....	702.414.2305	Jason Roth, Manager.....	702.414.2159
Gary McCreary, CMP/CSEP/CPCE		Barry Tester, Senior Manager.....	702.414.4006
VP of Catering & Convention Operations.....	702.414.4009	Verena Vater, Manager.....	702.414.4941
Laura Perlman, Asst. Director.....	702.414.4137	Suzi Waltos, CSEP, Manager.....	702.414.4121
Clay Baldwin, CMP, Senior Manager	702.414.4097	Marina Wasiak, Manager.....	702.414.4374
Richard Bennett, CMP, Senior Manager	702.414.0791		
		EMERGENCY (INTERNAL CALLS ONLY)	
		The Venetian	49311
		The Palazzo.....	79311

THE CORE TELEPHONE DIRECTORY

GROUP RESERVATIONS

702.414.4111

Jaime Miranda, Executive Director of Group & Hotel Services	702.414.1244
Ana Taque-Nolasco, Senior Groups Manager	702.414.4122
Karla Alegre, Group Manager.....	702.414.4759
Christopher Bejar, Group Coordinator.....	702.414.4551
Michele Buchanan, Group Manager.....	702.414.0357
Elsy Chevez, Group Coordinator	702.414.1276
Mara Chonnay, Group Manager.....	702.414.4936
Brendy Cook, Group Manager	702.414.4991
Kelly Ford, Group Manager	702.414.0362
Perry Frias, Group Manager	702.414.0355
David Galloway, Group Coordinator	702.414.3014
Leticia Gonzalez-Alvarez, Group Manager	702.414.4672
Denise Imre, Group Manager.....	702.414.0361
Heidi Kolish, Group Manager	702.414.4945
Jared Kunitake, Group Manager	702.414.4757
Priscella Lewis, Attrition Manager	702.414.4208
Suzanne Lunak, Group Manager	702.414.4696
Karla Mazon, Group Coordinator.....	702.414.4125
Colleen McCormick, Hospitality Coordinator.....	702.414.4791

Erica Monroe, Group Manager	702.414.3689
Felesiah Musinde, Group Manager	702.414.4756
Cindy Ono-Smith, Group Coordinator.....	702.414.4794
Paul Runnells, Group Manager.....	702.414.2072
Michael Sandhoff, Group Manager.....	702.414.4643
Sandy Smith, Group Coordinator	702.414.0358
Kelly Trionfo, Group Manager	702.414.2116
Tracey Watts, Group Manager.....	702.414.1880

FRONT OFFICE GROUPS 702.414.2120

John Brady, Hotel Manager-Groups	702.414.2120
Brian Dragovich, Hotel Manager-Groups	702.414.2128
Michael Willinsky, Hotel Manager-Incentives	702.414.2123
Chris Wolsey, Hotel Manager-Groups	702.414.2127

GUEST SERVICES

702.414.4344

Brad Busby, Executive Director of Guest Services.....	702.414.1969
Greg Skowronski, Director of Guest Services	702.414.4967
Limousine Dispatch.....	702.414.4311

HOTEL CREDIT/ACCOUNTS RECEIVABLE

Diane Hanley, Director of A/R and Hotel Credit	702.414.4559
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THE CORE TELEPHONE DIRECTORY

IN-SUITE DINING

702.414.1177

Jennifer Guevarra, Hospitality Manager	702.607.3712
Moses Kallay, Hospitality Manager	702.414.1190
Hospitality	702.414.4616
Stuart Katuda, Manager ISD	702.607.0641

MEETING SERVICES

Michael Thomas, Director.....	702.607.1102
Terry Salaices, Asst. Director	702.607.1256
Patrick Hutchinson, Asst. Manager	702.607.1347
Dispatch/Hotline (For all on-site meeting needs)	702.607.1112

RESTAURANT RESERVATIONS

702.414.1600

SECURITY

The Venetian Security Dispatch Line.....	702.414.9311
The Palazzo Security Dispatch Line	702.607.9311
Tony Whiddon, Executive Director	702.607.3905
George Valley, Dayshift Manager.....	702.607.3953

SPECIALIZED EVENT SERVICE MANAGERS

Jeff Zamaria, Director of Convention Services.....	702.733.5699
Andrea Clarke, Manager	702.733.5069
Pedro Garcia, Manager	702.733.5726
James McWilliams, Manager	702.733.5746
George Smejkal, Manager	702.733.5388
Amy Snider, Manager.....	702.733.5447
Nicole Sweetin, Manager.....	702.733.5685

SPECIALIZED EVENT SERVICES/TRADE SHOW SPECIALISTS

Connie Ahren, Sr. Event Manager	702.733.5472
Melinda Buchanan, Sr. Event Manager	702.733.5292
Milton Dunn, Sr. Event Manager	702.733.5229
Teresa Lugowski, Sr. Event Manager.....	702.733.5601
Scott Newcomb, Manager.....	702.733.5747
Erica Thomas, Manager	702.733.5193
Group Service	702.733.5138
Fax.....	702.733.5127

THE CORE TELEPHONE DIRECTORY

TELECOMMUNICATION - GUEST TOWERS

Katie Shelah, Manager 702.414.1024

THE VENETIAN VIP SERVICES

Michelle Becker, Manager 702.414.2003

THE PALAZZO VIP SERVICES

Summer Smith, Asst. Manager 702.607.1598

FAX NUMBERS:

Conference Management 702.414.2305

Group Room Reservations 702.414.2960

Credit 702.607.0786

Business Center and Guests 702.414.1100

Front Desk – Groups 702.414.2160

TELEPHONE NUMBERS:

Conference Management 877.226.8319

Group Sales 888.2VENETIAN (283.6384)

Group Reservations 877.2VENICE (283.6423)

Individual Traveler Reservations 888.283.6423

General Information 702.733.5000

THE VENETIAN RESTAURANT DIRECTORY

AquaKnox 702.414.3772

B&B Ristorante 702.266.9977

Bouchon 702.414.6200

Canaletto 702.733.0070

Canyon Ranch Café 702.414.3633

Delmonico Steakhouse 702.414.3737

Enoteca Otto Pizzeria 702.677.3390

Grand Lux Cafe 702.414.3888

Noodle Asia 702.414.1444

Pinot Brasserie 702.414.8888

Postrio Bar & Grill 702.414.7770

Riva (Seasonal, The Venetian Pool Deck) 702.414.7482

TAO Asian Bistro 702.414.3274

TAO Nightclub 702.414.3274

Taqueria Cañonita 702.414.3773

The Grill at Valentino 702.414.3000

Tintoretto Bakery 702.414.3400

Trattoria Reggiano 702.362.2053

Piero Selvaggio's Valentino 702.414.3000

Zeffirino 702.414.3500

THE CORE TELEPHONE DIRECTORY

THE PALAZZO RESTAURANT DIRECTORY

Carnevino.....	702.789.4141
CUT.....	702.607.6300
Dal Toro Ristorante.....	702.437.9800
FIRST Food & Bar.....	702.792.3900
Grand Lux Cafe.....	702.733.7411
i♥Burgers.....	702.242.2747
Lagasse's Stadium*.....	702.607.2665
LAVO Italian Restaurant.....	702.791.1800
LAVO Nightclub.....	702.791.1818
Morels French Steakhouse & Bistro.....	702.607.6333
Solaro (Seasonal, The Palazzo Pool Deck).....	702.607.2510
SUSHISAMBA.....	702.607.0700
Table 10.....	702.607.6363
Zine Noodles Dim Sum.....	702.607.2220

MEETING PLANNER'S CHECKLIST

Below is a general timeline for your reference of items your Conference Manager will need. Naturally, depending upon when your meeting books, the timeline will float and therefore should be used as a guide and not a hard and fast rule.

12 MONTHS OUT:

- Determine the number of guest rooms to be set aside for a sub-block or your staff/VIP rooms.
- Review reservation procedures for general attendees.
- Submit a copy of your housing form for approval (if applicable).
- Submit a copy of your exhibitor contract for approval (if applicable).
- Review suites held (COMP or otherwise).
- Submit a **tentative** program.

9 MONTHS OUT:

- Submit the Company and contact names of your decorator, production company, security company, and any other outside companies you may be utilizing.
- Submit a copy of your certificate of insurance, naming "The Venetian & The Palazzo" as additional insured.
- Update tentative program.

6 MONTHS OUT:

- Submit a copy of your exhibitor list (if applicable).
- Submit a Fire Marshal-approved floor plan of your exhibit hall.
- Submit a definite and detailed program of all meetings, food and beverage functions, and exhibit hall hours with start and end times, a head count, and set-up style (theatre, classroom, conference, etc.) for each function.
- Release all space not being utilized back to the Resort.

- Submit an outline of any functions requiring set-up time of more than 2 hours prior to scheduled start time.
- Return a signed copy of the Acknowledgement Sheet for The Venetian Policies and Procedures (included in the initial Conference Management Welcome Packet).
- Review your equipment requirements to determine if you have needs beyond the standard Resort inventory. Needs beyond resort inventory will incur additional charges that will be billed to the group's Master Account.
- Submit an outline of power and rigging requirements to the resort.
- Review any equipment you are renting, including office equipment, two-way radios, copy machines, and cellular phones.
- Submit a copy of your mailings to your attendees.
- Discuss Hospitality requirements with Hospitality Manager.
- Make tentative banquet and wine selections.
- Determine arrival/departure location for all planned transportation with your Conference Manager.

90 DAYS OUT:

- Provide shuttle bus schedules.
- Provide an outline of your telephone requirements.
- Decide dates and times for pre-convention and post-convention meetings.
- Submit/double check on status of requests to local authorities for Fire Marshal Plan, Health Permits, and Gaming Compliance Issues.

60 DAYS OUT:

- Submit credit requirements.

MEETING PLANNER'S CHECKLIST

45 DAYS OUT:

- Submit detailed and final specification for the set-up, audio-visual, and food and beverage requirements for each of your functions.
- Submit a list of reservations for your staff/VIPs/speakers to include arrival/departure dates, type of accommodation requested, special requirements, and method of payment for room and incidental charges.
- Submit rooming list for your general attendees (if applicable).
- Submit copies of Fire Marshal-approved diagrams for any function set for 300 or more people.
- Submit fire watch schedule and certification due to resort.

30 DAYS OUT:

- Submit an outline of any rehearsals that will be held in function rooms.
- Finalize any outstanding details needed for your arrangements.
- Submit final production schedules.
- Submit any VIP transportation requirements.
- Submit notification of any news or print media that has been invited to any of your events.
- Finalize arrangement for any organized group transportation.
- Submit Insurance Certificates for all outside vendors hired by your organization to do work on your behalf. (Please note prior to work being done in "The Venetian & The Palazzo", all outside companies must have certificates on file.)
- Ensure you or your production company have obtained necessary approvals from local officials (Fire Marshal approved plans, health permits, gaming compliance) or applicable.

14 DAYS OUT:

- Return signed and approved group resume for distribution in Resort.

10 DAYS OUT:

- Provide arrival/departure manifest (if applicable).
- Review Event Monitor posting(s) for all functions.

7 DAYS OUT:

- Submit any changes to original resume provided.
- Submit any changes to original BEOs provided.

72 BUSINESS HOURS PRIOR TO FUNCTION:

- Submit guarantees for all F&B Events (guarantees are not subject to reduction once given). Should no standard be submitted in writing, you accept and agree that the expected number is the standard and, as such, is not subject to reduction. **Note:** Guarantees for events with 3,500 or more attendees require an earlier guarantee – see page 16 for more details.

If you need assistance or should you have any questions on any of the above items, please contact your Conference Manager.

ACCOUNTING/CREDIT

HOTEL CREDIT GROUP/CONVENTION CASH PAID OUTS POLICY

For accounts with established credit, a cash paid out can be arranged. The maximum amount for a cash paid out is \$5,000 without special funding.

Paid outs for more than \$5,000 must have a cashier's check posted to your Master Account for the amount of the paid out. Either method must be communicated to "The Venetian & The Palazzo" fifteen (15) days in advance with a description of the denominations that you will require.

All requests for cash paid outs must be done via e-mail. In order to prepare your paid out, we request 15 days advance notice along with:

Amount of paid out being requested

Date paid out is requested

Who (first and last name) will be signing for the paid out

(This person must be a confirmed authorized signer on the account)

Any specific denominations that are requested

If approved, Hotel Credit will send an approval and include appropriate cage personnel on the e-mail. All paid outs, regardless of the amount, will be paid at the Casino Cage. The client must have proper identification.

WIRE TRANSFER INFORMATION

Requests for a company to wire transfer monies to "The Venetian & The Palazzo" refer to the following:

The Venetian & The Palazzo Las Vegas

Account Number: 000990129926

Bank of America

300 South 4th Street

Las Vegas, NV 89101

Routing Number: 0260-0959-3

CREDIT APPLICATIONS

A credit representative will contact you within 60 days of arrival to determine payment arrangements. At that time, a credit application will be sent, if applicable. A completed credit application must be submitted prior to any credit being established. Master Accounts less than \$10,000 do not qualify for direct bill credit privileges. Acceptable forms of payment are company check, wire transfer, or credit card. **An additional deposit may be requested, in order to establish credit privileges.** Once your Master Account request is approved, "The Venetian & The Palazzo" requests a detailed breakdown of how you wish your charges to be billed, along with a list of authorized signatures, so that we may set up your Master Account.

ACCOUNTING/CREDIT

CREDIT CARDS

"The Venetian & The Palazzo" accepts the following major credit cards:

American Express, Diners Club, Visa, Master Card, Carte Blanc, Discover, JCB

MASTER ACCOUNTS BILLED TO A CREDIT CARD

In order to set up this form of billing we request that you complete a Credit Card Authorization form.

REVIEW MASTER ACCOUNT

Once you are on site, a daily review of your Master Account can be arranged through your Front Office Groups Representative.

BANQUET STANDARDS AND POLICIES

ALCOHOLIC BEVERAGES

Alcoholic beverages may not be brought into “The Venetian & The Palazzo” from outside sources. The State Alcoholic Beverage Commission regulates the sale, service, and consumption of alcoholic beverages. “The Venetian & The Palazzo,” as an alcoholic beverage licensee, is subject to the regulations promulgated by the State Alcoholic Beverage Commission, violations of which may jeopardize the license of “The Venetian & The Palazzo”. Consequently, it is the policy of “The Venetian & The Palazzo” that due to liability issues; bartenders are required whenever alcoholic beverages are served in the Resort function space. The Resort does not allow self-service of alcoholic beverages at anytime in the Meeting Space.

In the event that you wish to order special alcoholic beverages that are not in “The Venetian & The Palazzo” inventory, these items must be ordered by the case. Please be aware that these items may not be returned and must be paid for in their entirety. Due to Nevada regulations and the liquor license of “The Venetian & The Palazzo”, unused cases may not be sent to guestrooms or leave “The Venetian & The Palazzo” premises.

Under Age Drinking Policy: Any guest that is under the age of 21 will not be served any alcoholic beverages. If a guest looks to be under the age of 25, any Team Member of The Venetian or The Palazzo has the right to check their identification to confirm they are of age to consume alcohol.

BANQUET SERVICE RATIOS

The following service ratios will apply to all Food & Beverage functions:

Plated Breakfast	2 servers per 40 guests
Buffet Breakfast	2 servers per 40 guests
(This calculation includes required attendants on standard buffets.)	
Plated Lunch	2 servers per 40 guests
Buffet Lunch	2 servers per 40 guests
(This calculation includes required attendants on standard buffets.)	
Plated Dinner	2 servers per 30 guests
Buffet Dinner	2 servers per 30 guests
(This calculation includes required attendants on standard buffets.)	
Hosted Consumption Bar	1 bar per 75 guests
Hosted Package Bar	1 bar per 100 guests
Cash Bars	1 bar per 150 guests

BANQUET POLICIES

Guarantee: “The Venetian & The Palazzo” must be notified no later than noon, three (3) business days (72 hours) prior to the scheduled function, as to the exact number of guests to attend all planned functions. **Guarantees for functions of 3,500-4,999 guests: the guarantee shall be due no later than noon five (5) business days prior to the scheduled function. Guarantees for functions more than 5,000 guests – the guarantee shall be due no later than noon, seven (7) business days prior to the scheduled function.** Guest counts for events scheduled to be held on Sunday and Monday must be given no later than noon of the preceding Thursday.

BANQUET STANDARDS AND POLICIES

Functions scheduled to be held on Tuesday must be given no later than noon of the preceding Friday. In some instances, more advance notice may be required due to menu complexity, holidays, delivery, or other constraints. Such number shall constitute a guarantee, not subject to reduction, and charges will be made accordingly. The “overset” for “The Venetian & The Palazzo” for events of 100 persons or greater are guaranteed; the overset is 3% over the guarantee figure. In all cases, the overset will not exceed more than 50 persons over the guarantee. The chef will prepare all items for the “set” figure. For events of 100 persons or less, the guarantee will equal the “set.”

Should the client not notify “The Venetian & The Palazzo” of a guarantee number, “The Venetian & The Palazzo” shall utilize the expected number as the final guarantee. Should the guarantee decrease by 15% of the original estimated number of attendees, “The Venetian & The Palazzo” reserves the right to charge room rental, services charges, and/or relocate your group to a smaller room.

Policy Concerning Increases In Guarantees: Please note the following shall apply to all increases in guarantees received within 72 business hours:

Guarantee increases over 3% of the original guarantee received 48 to 24 hours prior to the function (with the exception of coffee, decaffeinated coffee, tea, soft drinks, and mineral waters ordered on a consumption basis) shall incur a 10% price increase.

Example: 72-Hour GTD is given for 500 guests for a lunch menu priced at \$38.95++. The overset for this GTD is 515.

- 48 hours: a request for an increase to 550 is received
- 515 lunches (original GTD plus 3%) will be priced at \$38.95++ per person
- 35 lunches will be priced at \$42.85++ (price plus 10%) per person

Guarantee increases over 3% of the original guarantee received day of the function (with the exception of coffee, decaffeinated coffee, tea, soft drinks, and mineral waters ordered on a consumption basis) shall incur a 15% price increase.

Example: 72-Hour GTD is given for 500 guests for a lunch menu priced at \$38.95++. The overset for this GTD is 515.

- Day of function: a request for an increase to 550 is received
- 515 lunches (original GTD plus 3%) will be priced at \$38.95++ per person
- 35 lunches will be priced at \$44.79++ (price plus 15%) per person

An increased guarantee within 72 business hours will not receive an over set amount: the new guarantee is the set amount.

Please note that in some cases “The Venetian & The Palazzo” may not be able to accommodate increases in Food & Beverage quantities.

Labor Fee: A \$50 labor & preparation charge will be applied to all CNTL under 20 people. A \$50 labor & preparation charge will be applied to all Breaks under 20 people. A \$100 labor charge will be applied to meals or events under 20 people that require wait staff to be present for service.

New Orders Within 72 Hours: Any menu ordered within 72 hours of the function date will be considered a “pop-up” and subject to special menu selections and pricing. Consult your Conference Manager for pop-up menus and pricing.

Set Maximums: The “set” for “The Venetian & The Palazzo” for events for which more than 100 persons are guaranteed, is 3% over the guarantee figure, but will not exceed more than 50 persons over the guarantee. The chef will prepare all items for the “set” figure. For events of 100 persons or less, the guarantee will equal the “set.”

Dinner Menus: All meals that constitute dinner shall have a minimum of three courses.

BANQUET STANDARDS AND POLICIES

Additional Charges:

1. For plated menus served as a buffet, a surcharge of \$4 per person will apply for all functions more than 100 guests.
2. For plated menus served as a buffet, a surcharge of \$9 per person will apply for all functions between 20 and 99 guests.
3. For plated menus served as a buffet, a surcharge of \$11 per person will apply for all functions between 10 and 29 guests.
4. In the event that a buffet is served for an amount under the minimum quoted on the banquet menu, a surcharge of \$5 per person for guarantees between 30 and 99 guests.
5. In the event that a buffet is served for an amount under the minimum quoted on the banquet menu, a surcharge of \$7 per person for guarantees between 10 and 29 guests.
6. All Pool functions are subject to a minimum F&B of \$85 per person.
7. All Madame Tussauds' functions are subject to a minimum F&B of \$85 per person and a \$1,500 set-up fee.

General Terms: All reservations and agreements are made upon and are subject to the rules and regulations of the Resort and the following conditions:

1. The quotation contained in the Banquet Menu is subject to a proportionate increase to meet any increase in costs of food, beverage, and other costs of the operation existing at the time of performance of our undertaking by reason of present commodity prices, labor costs, taxes, or currency values. Patron expressly grants the right to the Resort to raise the prices quoted within the Banquet Menu or to make reasonable substitutions on the menu and agrees to pay such increased prices and to accept such substitutions.
2. In arranging for private functions, the attendance must be definitely specified three (3) business days in advance. This number will be considered a guarantee, not subject to reductions, and charges will be made accordingly.
3. All federal and district taxes which may be imposed or be applicable to this agreement and to the services rendered by the Resort are in addition to the prices herein agreed upon, and the patron agrees to pay them separately.
4. Per Nevada state law, alcoholic beverages of any kind will not be permitted to be brought into the Resort by the patron or any of the patron's guests or invitees from the outside. All food and beverage items must be purchased from the Resort. We welcome your request for special items, which will be charged in their entirety per specific ordered quantities. Nevada state law further prohibits the removal of alcoholic beverages purchased by the Resort for client consumption. Prices printed and products listed are subject to change without notice.
5. Performance of this agreement is contingent upon the ability of the Resort management to complete the same and is subject to labor troubles, disputes or strikes, accidents, government (federal, state, or municipal) requisitions, restrictions upon travel, transportation, foods, beverages or supplies, and other causes whether enumerated herein or not, beyond control of management preventing or interfering with performance.

BANQUET STANDARDS AND POLICIES

6. Payment shall be made in advance of the function unless credit has been established to the satisfaction of the Resort, in which event a deposit should be paid at the time of signing the contract and a substantial additional payment will be required 24 hours before the function. The balance of the account is due and payable 30 days after the date of the function. A service charge of one-and-one-half percent per month is added to any unpaid balance over 30 days old.

*Please note: Pool functions are subject to additional requirements found in the Pool Function Policy section of this document.

7. The Banquet Event Order (BEO) is the governing document for all goods and services order by the client. Client's signature on said BEO represents an agreement and approval for the goods and services represented on the BEO. All Banquet Checks presented prior to final billing are subject to an audit and may vary from final invoiced Banquet Checks.

Food And Beverage: "The Venetian & The Palazzo" does not allow any outside food or beverage to be brought on property at any time. All food and beverage products must be purchased from "The Venetian & The Palazzo."

CONTINENTAL BREAKFAST

These are priced as roll-in service that attendees will use in conjunction with other events (such as the General Session). If your group will require any seating or place settings on tables, a \$2 per person labor fee may be incurred to cover the extra costs. A \$50 labor and preparation charge will be applied to all CNTL Breakfast under 20 people; your Catering and Conference Manager will be able to determine if a fee will apply.

CASH FOOD SALES

Should you require cash food carts or cash lunch sales, the following will be in effect:

1. \$1,000 daily set-up fee, per meal, per cart, or per buffet line. For each whole increment of \$1,000 in sales, a \$1,000 set-up fee will be waived.
2. Cashiers and attendants are charged at the rate of \$175 per meal period. For each whole increment of \$500 in sales, a \$175 cashier and/or attendant fee will be waived.
3. "The Venetian & The Palazzo" will determine the menu and quantity of all items.
4. The Southern Nevada Health District requires a health permit for all COD sales. Fees vary depending upon notification. Your Catering and Conference Manager will assist you in determining the county's fees.
5. All alcoholic beverages must be purchased from "The Venetian & The Palazzo."
6. All alcoholic beverages must be dispersed by bartenders from "The Venetian & The Palazzo" (prevailing rates will apply).
7. Heating or cooking in any form must be approved by the Clark County Fire Department and Southern Nevada Health District.

Clark County regulations may require you to obtain an Event Coordinator Permit from the Clark County Health District. See page 20 of this document for more information.

BANQUET STANDARDS AND POLICIES

SEATING

Meal prices are based on 6-foot rounds of ten (10) people each. A service charge may apply if tables are set for less than ten (10) guests. Please advise your Catering & Conference Manager of any head table, stage, or dance floor requirements in order to prepare for your event.

SPECIAL MEAL ORDERS

Special Meals are defined as those meals requested for service other than the principal menu, either contracted in advance or at the time of service. All special meals must be included in the guarantee number. If the number of special meals exceeds the contracted number, they will be charged for over and above the guarantee or actual number, whichever is greater. Please note: special meals will be charged at market price.

SERVICE CHARGE

The Resort's current service charge is 21%. **Service charge is subject to change with or without notification.**

STATE TAX

Current Nevada sales tax is 8.1% and will be billed to your account on all equipment rentals, food, alcoholic and non-alcoholic beverages, set-up service, clean-up service, and labor fees. **Sales tax is subject to change with or without notification.**

FOOD AND BEVERAGE PRODUCT DEMONSTRATIONS, SAMPLES, OR SPONSORSHIP

In the event that any of Your Organization or Your Exhibitors wish to provide either food and/or non-alcoholic beverages for the purpose of demonstration and/or sponsorship, the following shall prevail in defining the procedure and schedule of associated charges as a condition precedent to the provision of such products:

1. Samples are limited to products manufactured, processed, or distributed by the exhibiting company.
2. Items used as traffic promoters must be purchased through "The Venetian & The Palazzo."
3. Food samples are limited to one (1) ounce and (2) ounces for non-alcoholic beverages.
4. Your Catering & Conference Manager must approve all samples prior to them being brought on site.
5. Each exhibitor providing samples must complete and return "The Venetian & The Palazzo" Food & Beverage Sample Request Form (found on the following page).
6. When preparing food for distribution in the booth, the exhibitor must have an Itinerant Health Permit (contact Southern Nevada Health District at 702.759.1258 or by email at environmentalhealth@snhdmail.org).

SAMPLE REQUEST FORM

General Conditions:

Items dispensed are limited to products manufactured, processed, or distributed by the exhibiting company.

Exceptions are cappuccino machines, espresso, coffee, and soft drink dispensers, or logo bottled water. Quantities are limited to "sample" sizes – discuss with your Catering Conference Manager.

Food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) must be purchased from "The Venetian & The Palazzo".

All alcoholic beverages must be purchased from "The Venetian & The Palazzo", and dispersed by "The Venetian & The Palazzo" bartenders (prevailing rates will apply).

Sample sizes are limited to (1) ounce for food items two (2) ounces for non-alcoholic beverage items.

Product liability insurance is required when sample food is distributed at "The Venetian & The Palazzo". "The Venetian & The Palazzo" will institute a charge for any rental equipment, storage of items, or cleaning of equipment associated with the distribution of samples.

Booth Number: _____

Company Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Description of Sample Product: _____

Portion Size: _____

Method of Dispensing Product: _____

Please indicate additional services required (i.e., storage, disposal, servers, etc.):

Additional fees may be incurred based on type of sample and service needed. Please forward all requests via fax to 702.414.2305.

Internal Use

Approved: Yes No Fees: _____

EMERGENCY/SECURITY

EMERGENCY EQUIPMENT

The Venetian, The Palazzo and Sands Expo are 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 Venetian and The Palazzo Fire Command Center continually monitors all building emergency systems throughout the facility.

EMERGENCY STAFF

Our staff is fully trained to handle emergency situations. Our Security department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency. The Conference Management personnel are responsible for keeping show management and service contractors informed of decisions relating to emergency events in progress.

Should the need arise, "The Venetian & The Palazzo" has an EMT team on duty 24 hours a day, seven days a week. If you are an exhibit show using Sands Expo space, please refer to the Show Managers Handbook for additional security and first aid requirements.

FIRE EXTINGUISHERS/FIRE HOSE CABINETS

Please remember that all fire extinguishers and fire hose cabinets must be kept clear, accessible, and remain free of obstruction at all times. The fire hose cabinets, fire extinguishers, and permanent fixtures of the facility cannot be moved.

RESORT EMPLOYEE ACCESS

It is understood that employees of The Venetian, The Palazzo and Sands Expo may require access to your exhibit or production area for reasons including, but not limited to housekeeping, maintenance, and security. The Show Manager/Producer must agree to allow entry to employees of "The Venetian & The Palazzo" or Resort contractors presenting suitable identification and stating job-related need for their entry.

SECURITY

The Venetian House Emergency Number.....4.9311 (on property)

702.414.9311 (off site)

The Palazzo House Emergency Number.....7.9311 (on property)

702.607.9311 (off site)

EMERGENCY ANNOUNCEMENT PROTOCOL

In the event of an alarm activation, audible, and visual alarms will activate. This is not a signal to evacuate the building. An announcement will be made stating that the nature of the alarm is being investigated. Once the nature of the alarm is determined, further instructions will be communicated. In the event the alarm poses no danger, an "all clear" will be announced. Should evacuation be necessary, further arrangements will be made.

"The Venetian & The Palazzo" maintains 24-hour security over the interior/exterior of the facility, including all life safety and equipment systems. If you are an exhibit show using Sands Expo space, please refer to the Show Managers Handbook for additional security and first aid requirements. "The Venetian & The Palazzo" requires copies of all incidents of injury, vandalism, theft, etc. These should be reported to your contracted security immediately so appropriate investigations/reports may be initiated. Should you wish to hire security from The Venetian and The Palazzo for your group please refer to page 23.

EMERGENCY/SECURITY

CONTRACTED SECURITY FOR YOUR EVENT

When contracting an outside security company to supply security services throughout your contracted time, please follow the listed protocol:

- A. **Contractor must possess a Nevada Business License.**
- B. At least one (1) security officer in each exhibit hall during closed hours as a fire watch.
- C. A security officer must be present at any specific door being used after the facility is locked and during move-in and move-out.
- D. Sufficient security must be present in front and around the building to maintain traffic control during your contracted period. You may consider hiring Las Vegas Metropolitan Police to assist with the traffic control. Please contact Las Vegas Metropolitan Police Traffic Control directly at 702.229.3442 or 702.229.2769 via fax.
- E. 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 that are being watched and accounted for. The standby logs will be available to The Venetian and The Palazzo Security when requested for review.
- F. **Contracted Security must provide copies of all incident reports written on property, regardless of nature, to The Venetian and The Palazzo Security department on a daily basis.**

Firearms are **prohibited** on "The Venetian & The Palazzo" premises. If your event requires armed security, please contact your Catering and Conference Manager to guide you through the process.

In addition, "The Venetian & The Palazzo" can supply security services throughout your contracted event space. Contact your Conference Manager for details.

To contract "The Venetian & The Palazzo" Security:

Submit to the Catering & Conference Manager thirty (30) days prior to the commencement of service, a security plan consisting of:

1. A floor plan showing all posts.
2. A schedule showing the hours you require security to be posted at the event.
3. Any armed positions (accompanied by approved weapons forms) including location and hours to be worked.

Policies of Private Security Companies on "The Venetian & The Palazzo" Property:

- A. A copy of current city/county business license and state security license on file with The Venetian and The Palazzo Security department per local ordinance.
- B. Workman's Compensation Insurance in accordance with Nevada law covering licensee's employees.
- C. If you have exhibits, a security officer must be present during move out at each freight door being utilized. "The Venetian & The Palazzo" will not open any freight doors without this security present.
- D. Employer's Liability as required by the State of Nevada – \$2 million for the State of Nevada for each occurrence.
- E. Commercial General Liability – \$2 million for each occurrence.
- F. Commercial Auto Liability – \$2 million for each accident for all owned and non-owned and hired automobiles.

EMERGENCY/SECURITY

- G. A Certificate of Insurance for \$2 million naming Venetian Casino Resort, LLC (“VCR”), Sands Expo and Convention Center, Inc. (“SECCI”), Grand Canal Shops II, LLC (“GCS”) and Phase II Mall Subsidiary, LLC (“PIIMS”) 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 VCR, SECCI, GCS, and PIIMS as additionally insured.
- H. Security guards must have their Sheriff’s work card in their possession at all times.
- I. Weapons of any type (guns, nightsticks, mace, etc.) are not allowed on “The Venetian & The Palazzo” properties unless approved as follows:
 1. Letter from the Organization/Convention on their letterhead that is contracting the Event.
 2. “The Venetian & The Palazzo” weapons request form, complete with all information.
 3. Written permission must be granted by the Executive Director of Security of “The Venetian & The Palazzo” before armed guards or firearms are allowed on premises.
- J. The Venetian and The Palazzo Security department will be furnished a copy of all criminal, incident, or injury reports that occur on this property. These are to be delivered to The Venetian and The Palazzo Security department during the shift in which the incident occurred or as soon as possible thereafter. Notify The Venetian and The Palazzo Security immediately of any major offense or unusual activity that may require reporting, assistance, or follow-up investigation.
- K. Outside security agencies will keep The Venetian and The Palazzo Security department informed of any action against any persons or of any properties seized, recovered, or found.
- L. All rules and regulations of “The Venetian & The Palazzo” must be followed as enforced.
- M. Emergency exits are for emergencies only.
- N. The Venetian and The Palazzo Security department must be provided a radio by the outside security agency working in the building.

SECURITY EVENT ORDER SHEET

The Venetian | The Palazzo Las Vegas

3355 Las Vegas Boulevard South • Las Vegas, Nevada 89109
877.226.8319 • 702.414.2305

Group Name: _____ Event Name: _____ Event Date: _____
 Address: _____ Contact Name: _____ Billing: _____
 Phone: _____ Fax: _____
 Conference Manager: _____ Security Coordinator: _____
 Start Time: _____ End Time: _____ Location: _____
 Service: _____ # of Officers: _____

Fees for Security:

Orders received more than five days prior to function - \$40 per hour per Security Officer. Orders received less than five days prior to function - \$50 per hour per Security Officer. Per hour price is based on a 4 hour minimum.

Comments: _____

The organization agrees to indemnify, defend, and hold harmless Venetian Casino Resort, LLC, its parent, subsidiaries, affiliated companies, and their respective and future officers, directors, employees, agents, and assigns ("Resort") from and against any and all claims, damages, liability, losses, judgements, liens, costs, and expenses (including all reasonable attorney's fees) arising out of, or alleged to have arisen out of, the utilization by organization of any security officer or staff member hired by or furnished by the Resort.

The Customer's duty to indemnify, defend, and hold harmless, as provided above, will apply even if the loss arises out of or in connection with, or is alleged to have arisen out of or in connection with, any negligent act or omission of the Resort. Customer further agrees that the Resort is not liable for any property damage including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort. Customer further agrees to advise all participants that the Resort is not liable for any property damage including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort.

Client Signature: _____ Date: _____

Director of Security Approval: _____ Date: _____

Security Coordinator: _____ Date: _____

SPECIALIZED EVENT SERVICES

INTRODUCTION

Specialized Event Services (SES), a division of Sands Expo, is the in-house provider of all services mentioned in this section for The Venetian and The Palazzo Las Vegas. Some services are included in our “scope of work” and are, therefore, not available through any other source. Please see the SES Service Brochure for a detailed listing of services included in this section as well as additional services such as plumbing, booth and aisle cleaning, and order forms for these and many other services.

Production Services: Encore Productions has teamed up with SES to broaden the vast amount of experience we have in production services and can assist you and your group at any level, including design and management of your complete show. SES and Encore have working relationships both within Las Vegas and the West Coast that will ensure the most cost effective and creative route possible for your show.

Billing/Payment: Your assigned SES manager will work with you to develop an estimate based on your needs. As a separate company, SES will explain the billing/ payment process for the services we will provide. Typically payment can be made with credit card, wire transfer, check (with credit card backup) or if previously arranged with The Venetian, billed to a Venetian master account.

SCOPE OF WORK

Scope of work provided as an exclusive service through Specialized Event Services (SES) at The Venetian, and The Palazzo Las Vegas:

1. Assembly, installation and dismantle of all attachments to ceilings or walls to include, but not limited to, chain hoists and dead hang points for such items as drapery; scenery; banners; electrical and non-electrical signs; truss; lighting; cabling; and projection, audio, and video equipment.
2. Assembly, attachment and dismantle of all equipment and cabling to all ceiling and wall attachments. This includes, but not limited to, truss systems,

lighting, video, audio, special effects gear, screens, display monitors, lasers, drapery, scenery, banners, and signage including all adjustments, repairs or replacement to said equipment.

3. Assembly, and dismantle of all floor truss systems. This includes attachment of all equipment and cabling as described in item #2.
4. Assembly, installation and dismantle of all floor-supported items that exceed 16’ from floor such as drapery, scenery, banners, and electrical and non-electric signs.
5. Assembly installation and dismantle of all lighting for stages, display areas, events, booth areas, including models, sales demos, various types of specialty lighting that are used in displays, events, presentations, productions, and entertainment that takes place within the confines of the facility including all adjustments, repairs or replacement to said equipment and the operation of such equipment.
6. Operation of all lighting control systems and rigging control systems. This includes all lighting boards, dimming systems and the house light control system. This generally requires a minimum of two technicians to be present for operations during events.
7. Assembly, installation, handling, moving of all material association with scope of work.
8. Portable power, connections, distribution for all electrical and all voltages for all areas whether in the exhibit area or not.
9. Final distribution to outlets, installation of cords under carpet and over carpet distribution, overhead to equipment, lighting including operating of man-lifts, forklifts, scissor lifts, etc. required to perform the scope of work.
10. All electrical equipment, lighting fixtures, fixture repair, power track, and other apparatus that requires electrical and mechanical fastening to the event, display, exhibit, or structure.

SPECIALIZED EVENT SERVICES

11. Electrical signage that comes separate from the display and must be mechanically and electrically installed separately from the display. This excludes such signs that may be fastened to an exhibit. All antennas on or around the building including set up and removal and interconnecting cables from outside of the building to inside of building to the exhibit or from booth-to-booth excluding interconnecting of computer-type equipment with service connections between components.
12. Portable generators, motor generators, converter transformers and hook-up of same. Responsibility of all maintenance and repair of all electrical installations on the property. Portable cabling from main switch gear to sub-panels to branch circuit panels to secondary distribution.
13. Installation of communication cable, audio/visual, data and telephone cable from booth-to-booth, outside-to-inside, inside-to-outside, excluding interconnects from exhibitor's equipment within the confines of their exhibit or their event.
14. Portable plumbing service, air, water, gas and drains for all areas whether in the exhibit area or not. Air compressors, pumps and sumps and hook-up of same. Final distribution of plumbing service to equipment whether overhead or under the carpet.
15. The use of individual air compressors or pumps are prohibited; however, if they are an integral part of the exhibited products, please notify SES in advance for approval.
16. Provide rental, service, and operation of all boom lifts, man-lifts, forklifts, etc. required to perform the scope of the work.
17. Only SES-supplied equipment may be used in the catwalks, ceiling joints, or unistruct hanging points. This includes all lighting and attachment hardware for other devices.

AUDIO/VISUAL SERVICES

Encore Productions and SES is your one-stop shop for all your A/V needs. Encore Productions has a full line of the latest equipment and access to the most professional and knowledgeable technicians available in Las Vegas. As the in-house vendor, they are in touch with your resort contacts and the operational intricacies of the building, saving time and money through their expertise and knowledge of the space. They are also one of the many services provided by SES, ensuring a streamline flow of resources between multiple departments.

BROADCASTING SERVICES

"The Venetian & The Palazzo" is proud to offer your group Broadcasting Services via a Vyvx infrastructure for 2-way broadcasting capability. This system uses the Vyvx Broadcasting Network. Services include full broadcast quality transmission/reception, live video conferencing, and Webcasting. "The Venetian & The Palazzo" provides use of its infrastructure and all routing within "The Venetian & The Palazzo". Vyvx service from "The Venetian & The Palazzo" must be arranged directly through Vyvx Fiber Services. The current Venetian & Palazzo charge for use of infrastructure is \$2,500 for the initial drop and \$200 per day thereafter. Venetian & Palazzo technical support is required for broadcasts at the rate of \$45 per hour (standard hours) with a two-hour minimum, and \$75 per hour (after hours and weekends) with a four-hour minimum. A credit card or master account authorization form must be completed and returned to schedule.

SPECIALIZED EVENT SERVICES

To make arrangements with Vyvx, please contact:

Vyvx Fiber Services
Event Media Solution
918.547.3969

For arrangements within The Venetian and The Palazzo, please contact:

The Venetian and The Palazzo Facilities Engineering dept.
702.414.4043

Please remember: You must contact Vyvx for service outside of the building and The Venetian and The Palazzo Facilities for service within the building. Please copy your Conference Manager and SES Event Service Manager on any correspondence.

FREQUENCIES

The Venetian/Palazzo and Sands Expo have a number of frequency channels in use around the property for various shows and productions. If you choose an outside audio/video production company, the channels assigned to the Venetian/Palazzo and Sands must be avoided. Our frequencies cannot be changed.

The following is a list of frequencies currently used in house. Please consult with your SES manager if you have any questions.

The Venetian/Sands Frequency List*

470.275	505.150	564.150	583.725	681.900
470.725	518.050	566.200	662.225	682.325
471.450	525.800	566.750	662.800	683.025
471.925	531.050	567.675	663.800	684.725
473.900	531.475	570.225	664.575	685.575
474.151	536.350	571.525	664.700	686.925
474.375	538.925	572.100	665.150	687.800
475.151	543.475	573.200	666.000	689.550
475.650	545.500	574.550	667.125	690.475
488.275	552.150	575.600	667.825	692.125
488.725	554.475	577.200	668.800	692.625
489.450	555.425	578.350	669.400	693.375
489.925	556.275	579.300	670.225	694.375
500.275	557.600	580.650	678.025	695.125
501.450	558.425	581.775	678.450	698.875
501.925	559.550	582.625	679.350	699.375
503.900	560.075	583.275	681.050	

SPECIALIZED EVENT SERVICES

Blue Man Group		St. Mark's Square	Venetian Showroom	Poker Room	Phantom				
544.250	692.375	667.250	640.375	678.500	470.300	470.600	471.000	471.500	472.100
545.250	695.000	670.750	642.350	678.950	472.900	474.200	475.800	491.875	497.125
550.500	697.000	671.475	645.150	685.225	499.875	507.125	509.750	510.600	511.575
557.750	699.875	673.925	649.350	685.800	511.875	530.125	535.200	538.300	541.200
687.250	700.875	676.825	650.250	688.325	542.400	547.600	569.000	569.900	590.300
687.575	702.500	677.525	654.625		590.800	591.450	592.250	607.900	614.125
688.000	742.000	689.375	657.925		614.425	614.825	615.325	615.925	616.725
689.000	743.800	695.800	663.475		618.025	639.300	639.700	640.700	642.700
690.875	744.600	696.200	664.700		648.200	649.000	649.875	662.400	662.700
691.250	753.400	697.425	667.325		663.100	664.100	666.300	669.600	670.400
			668.725		673.400	675.500	680.150	684.500	685.475
			673.450		704.100	704.400	705.350	706.200	723.450
			676.275		725.200	726.625	729.025	732.650	734.500
			688.750		742.500	743.225	749.100	754.825	757.300
					758.125	759.350	761.250	762.750	764.900
					766.525	770.050	772.350		

SPECIALIZED EVENT SERVICES

ELECTRICAL SERVICES

SES is the exclusive provider of electrical services for The Venetian and The Palazzo.

ELECTRICAL CODE:

1. Electrical requirements at The Venetian and The Palazzo are for the safety of all and are based on national and city electrical codes and ordinances.
2. Local ordinances prohibit more than 2000 watts / 20 amps per lighting circuit and only one connection for power and motor outlets.
3. Electrical permits required by the Local Building and Safety Code will be obtained by Specialized Event Services.

TELECOMMUNICATION SERVICES (CONGRESS CENTER)

For telecommunication needs in your guest suite, please refer to page 76.

Telecom Service

A variety of telecom services and equipment are available to suit your telecommunication needs beyond the internal house phones located in most meeting rooms.

INTERNET SERVICES

For meetings and events at The Venetian and The Palazzo, SES is the exclusive provider of data services, including networking and Internet connectivity. SES has a robust, permanent network that can handle your Internet connectivity needs, including:

- Hard-wired network connections
- Publically routable IP addressing
- Wireless Internet connections

- Private VLAN capabilities
- Custom network design
- Equipment rental
- Fiber optic connections

SES provides Certified Network Technicians and Engineers to ensure that your event's network needs are properly handled. Because accurate installation dates, times and floor plans are key components to a successful event, SES will work closely with your event planning team to guarantee a smooth move-in and expert execution of all of your connectivity and networking requirements.

SES also has wireless networks available which can be customized for your event and attendees. Due to the limitations of wireless technology, wireless Internet service may not be appropriate for all events. For a list of terms, conditions and limitations, please request a Wireless Buyout Agreement from your SES Event Services Manager.

A Network Security Declaration contract is required for all clients who wish to purchase Internet service. To receive a copy of the Network Security Declaration, please contact your SES Event Services Manager.

There may be special limitations and considerations for exhibit clients. Please request an Exhibitor Services Manual for details.

TRUSS/LIGHTING RENTAL AND RIGGING

Allow SES to assist you with all of your production requirements. We can provide the equipment you need for any size show. Our vast resources include motorized hoists, trussing, robotic lighting, dimmers, and controls. SES has a fully trained staff that can provide lighting design packages and custom rigging solutions. Rigging is an exclusive service of SES for "The Venetian & The Palazzo".

EXHIBITS/PRODUCTION

EXHIBITOR SERVICES

(SANDS Halls A, B, C, and G - Venetian Hall D)

If your event/exhibition is located within the Sands Exhibition Halls, we invite you to use this link (sandsexpo.com/handbook/handbook.aspx) to access the Sands Show Manager's Handbook where you will find in depth information geared toward Show Management and specific Exhibit Show needs.

CEILINGS AND WALLS

All items to be hung from the ceiling must be described in writing in detail and submitted to your Catering & Conference Manager or to your Specialized Event Services Event Manager 30 days prior to arrival. Labor charges will apply. Nothing is to be placed against or leaned against any wall in the Meeting Space that may damage the facility. A two (2) foot distance must be maintained between the wall and any object. Any signs, banners, etc. that need to be hung from the ceiling or any ceiling fixture in any of the meeting rooms must be hung by Specialized Event Services. Labor charges will apply. Reflective ceiling plan available on CAD upon request.

Absolutely nothing may be attached to the airwall tracks at any time.

Note: All rigging, running of cables, assembly of trusses, lighting on trusses, and plug-in of lighting is exclusively done by Specialized Event Services.

All rigging points must utilize existing ceiling structure and holes.

CLEANING OF EXHIBIT BOOTHS

SES Cleaning Services is the exclusive cleaning contractor. No other contractor or cleaning service will be allowed on the show floor except for initial wipe down of exhibit booth.

CLEANING OF FACILITIES

"The Venetian & The Palazzo" will provide the exhibit/production space in a clean condition, including exhibit floor, pantry areas, and freight dock areas. It is the responsibility of the Client to return these facilities in the same clean condition as received. If any unusual cleanup is required, your organization will be billed on a cost basis for man-hours required to restore "The Venetian's & The Palazzo's" property to the same condition in which it existed prior to your convention.

"The Venetian & The Palazzo" do not provide daily janitorial service in any area which contains exhibits/trade shows, except those areas designated for coffee breaks, food courts, etc. Daily booth and aisle cleanup must be arranged with SES Cleaning Services. Please contact your SES Event Services Manager/Event Coordinator to make arrangements.

EXHIBITS/PRODUCTION

COOKING

Exhibit booth cooking will be permitted only with the approval of the Clark County Fire Department and the Catering & Conference Management Department. A permit from the Clark County Fire Department is required if cooking will be performed (see guidelines contained in the Health Department Regulations of this document). A copy of the Itinerant Food Permit Application is included in this packet. Clark County codes require hoods for venting and are very precise in their requirements. Do not overlook this critical step.

Event Coordinator Application Fee:

As per Clark County Health District Environmental Health Division Code, all events where one or more outside food/beverage vendor participates at the event, the Event Planner (your organization) must obtain an Event Coordinator Permit from the Clark County Health District. At the time of publication, a fee of \$200 is required along with the application. A sample application is included in this document. Consult your Catering Professional at The Venetian & The Palazzo prior to the application process as "The Venetian & The Palazzo" must approve any deviations from its policy of "No Outside Food or Beverage Will Be Allowed on Property." A permit from Clark County does not entitle the organization to bring in outside food or beverage.

Public food service establishments, food vendors at temporary food serving events, or special events shall comply with all applicable sanitary requirements of the Clark County Health Department Regulations.

All booths serving open food must apply for and receive an Itinerant Food Permit by mail or in person at the Clark County Health District. All booths serving food must supply copies of health cards for all individuals involved in distributing any food product.

The Environmental Health staff will be looking for the following requirements:

- A. All potentially hazardous foods (meats, dairy products, poultry, melons, etc.) must be maintained at proper temperatures: 40 degrees Fahrenheit or colder, or 145 degrees Fahrenheit or hotter. Poultry products must be cooked to 165 degrees Fahrenheit. Stem thermometers must be available to monitor food temperatures.
- B. Adequate refrigeration must be available for proper food storage. "The Venetian & The Palazzo" are not responsible for the cold storage of exhibit materials.
- C. Samples must be protected from contamination by sneeze guards, domes, or covers. Suitable utensils or individual portions must be provided.
- D. Single-service gloves or suitable utensils must be provided for handling of all ready-to-eat food.
- E. A bucket of sanitizer must be provided at each booth; change the water and bleach often. A sanitizing solution may be made by mixing 1-1/2 teaspoons of bleach to each gallon of cool water. We recommend each booth also have a portable handwash station or use the sanitwice station to meet SNHD regulation.
- F. A fire extinguisher must be provided in any area using canned heat, gas, or fire. These also must be approved in writing by the Clark County Fire Department.
- G. Adequate extension cords must be available and stored to prevent electrical shock or a tripping hazard.
- H. All food must be stored off the floor.
- I. To fully comply with SNHD regulations "The Venetian & The Palazzo" recommends all equipment include an NSF registration sticker or the equivalent.

EXHIBITS/PRODUCTION

If you have any questions or need assistance, please contact the office below:

**Clark County Health District
Environmental Health Division
P.O. Box 4426
625 Shadow Lane
Las Vegas, NV 89127
702.759.1258**

DISPLAY IN PUBLIC PARKING AREAS

Use of any of the public parking areas for convention-related display or advertisement must have prior approval from "The Venetian & The Palazzo" management and the Clark County Division of Zoning Department. Vehicle storage is prohibited in any area outside of The Venetian and The Palazzo Parking Garage. Please note clearance height of The Venetian parking garage is 8'2" for level one and 6'8" for level two and above.

Any request for such use must be sent to the Catering & Conference Management department no later than thirty (30) days prior to the purposed installation date.

Exhibit Decorators:

All exhibits over the size of fifty (50) table top booths must have an official decorator/exhibit company or production company which will be responsible for floorplan production and approvals and freight handling in-bound and out-bound. The above requirements must be met prior to commencement of load in.

MOVE IN/MOVE OUT

Loading through public space must be approved and coordinated by your Conference Manager or SES Event Manager.

LOAD IN/LOAD OUT APPROVED ROUTES

During a show or event load in/load out, the organization agrees that load-in will be conducted in accordance with the following routes:

- Access to "The Venetian & The Palazzo" shall be via the Freight Elevators located near The Venetian and The Palazzo 2A Receiving Docks.
- Load-in via the Hall D receiving doors is not permitted unless the organization contractually holds Hall D. Casanova, Marco Polo, and Galileo access shall take place via the Service Road located outside of the Galileo Ballroom (all vehicles must have a security attendant and your Catering & Conference Manager must coordinate arrangements).
- Level 2, Level 3, Level 4, and The Palazzo Ballroom access shall be via freight elevators located off The Palazzo dock.

EXHIBITS/PRODUCTION

SELLING ITEMS

In an effort to maintain a resort atmosphere as well as contractual agreements with internal lessors, “The Venetian & The Palazzo” restrict the sale of any goods and services to within the confines of the meeting room walls. All vendor collateral and marketing material is subject to review and rejection by the management of “The Venetian & The Palazzo” at its sole discretion.

The 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.

If Show Management or exhibitors are tax-exempt, the State of Nevada requires a copy of the following on file with “The Venetian & The Palazzo”:

- A. Nevada tax-exempt sales tax permit providing the evidence of non-taxability.
- B. U.S. Government tax-exempt sales tax permit.

Please contact the Nevada Department of Taxation at 702.486.2300 for further details.

SEGWAYS

The use of a Segway personal transporter is prohibited in The Venetian, The Palazzo and Sands Expo.

TRUCK/TRAILER STORAGE

Tractor trailers cannot be parked or stored overnight in “The Venetian & The Palazzo” parking lot or convention loading docks. These areas can only be used for loading and unloading. Once a truck has been unloaded, empty crates and trailers need to be stored off property. Securing a location off property is the responsibility of the production company Show Management and/or your company.

FACILITIES GUIDE

ELEVATORS

1. Freight Elevator(s) to Hall D & The Venetian Ballroom

These elevators are for the use of The Venetian and The Palazzo Team Members and our Tenants. Should you or your production company need access to these elevators, usage must be arranged through your Conference Manager.

Location & Access: From Sub Hall D to Hall D/The Venetian Ballroom Level

Elevator Number: ENGS-1 (1 Elevator)

Size: 20'6" (L) X 10' (W) X 12' (H)

Capacity: 20,000 lbs.

Elevator Number: ENGS-2 (1 Elevator)

Size: 12'6" (L) X 10' (W) X 12' (H)

Capacity: 10,000 lbs.

Available to: In-house personnel and authorized set-up crews

2. Service Elevator(s) near Venetian A

These elevators are for the use of The Venetian and The Palazzo Team Members. Should you or your production company need access to these elevators, usage must be arranged through your Conference Manager.

Location & Access: From Receiving Docks to The Venetian Ballroom Level

Elevator Number: LSLS-3 & LSLS-4 (2 Elevators)

Size: 8'4" (L) X 6' (W) X 9'2" (H)

Capacity: 5,000 lbs.

Elevator Number: LSLS-1 & LSLS-2 (2 Elevators)

Size: 8'4" (L) X 6' (W) X 9'2" (H)

Capacity: 5,000 lbs.

Available to: In-house personnel and authorized set-up crews

3. Service Elevator(s) to Levels 2, 3, 4, and 5

These elevators are for the use of The Venetian and The Palazzo Team Members. Should you or your production company need access to these elevators, usage must be arranged through your Conference Manager. These service elevators are located near the receiving docks across from the bus transportation area.

Elevator Number: PS-1, PS-2, PS-3, and PS-4 (4 Elevators)

Size: 12' (L) X 5'4" (W) X 9'2" (H)

Capacity: 10,000 lbs.

Available to: In-house personnel only

4. Freight Elevator(s) to Level 2, 3, 4, and 5

Located across from the bus transportation area, the freight elevators provide access from ground level to levels 2, 3, 4, and 5.

Elevator Number: MEL8 & MEL9

Size: 20' (L) X 12' (W) X 9' (H)

Capacity: 20,000 lbs.

Available to: In-house personnel and authorized set up crews

FACILITIES GUIDE

5. Guest Floor Elevators

These elevators are for the use of Resort Guests and are not designed for the transfer of production equipment or exhibit freight.

Location & Access: Access to The Venetian Guest Suite Tower

Elevator Numbers: TSBBP-1 through TSBBP-22

Size: 6' 9 3/4" (W) X 6' 3/4" (L)

Capacity: 3,500 lbs.

Location & Access: Access to Venezia Guest Suite Tower

Elevator Numbers: P1–P15, G7 and G8

Size: 6' 8" (W) X 5' 5" (L)

Capacity: 3,500 lbs.

Location & Access: Access to The Palazzo Guest Suite Tower

Elevator Numbers: T13–T36

Size: 6' 7" (W) X 5' 4" (L)

Capacity: 3,500 lbs.

6. Freight Elevator(s) to the Pool Deck

These elevators are for the use of The Venetian and The Palazzo Team Members.

Location & Access: From Ground Level to The Venetian and The Palazzo Pool Deck

Elevator Numbers: LSSS-1, LSSS-2 (2 Elevators)

Size: 5' 8" (W) X 8' 6" (L) X 10' (H)

Capacity: 5,000 lbs.

Elevator Number: LSSS-3 (1 Elevator)

Size: 7' 8" (W) X 9' 4" (L) X 10' (H)

Capacity: 8,000 lbs.

Available to: In-house personnel and authorized set up crews.

FLOOR LOAD LIMITS

In Halls A, B, C and D floor load limits are 250 lbs. per square foot, static weight. In Hall G there is no limit. In The Venetian Ballroom, Level 2, Level 3, Level 4, and The Palazzo Ballroom floor load limits are 150 lbs. per square foot, static weight. For The Venetian pool deck and The Palazzo pool deck floor load limits are 100 lbs., static weight.

ROOM SPECIFICATIONS

For additional information regarding room specifications, refer to The Venetian and The Palazzo websites.

FOYERS

All foyer space in The Venetian and The Palazzo Congress Center is considered public space. No guaranteed private use and/or access should be expected at any time, without prior arrangement and written approval.

LEVEL 1/GROUND LEVEL

Casanova, Marco Polo, and Galileo Ballrooms

Each Ballroom divides by airwalls into fourteen (14) sections.

Dimensions: 79' 6" (W) x 207' 4" (L)

Chandeliers: Not applicable

Ceiling Height: 11' 4 3/4" at lowest point; 13' 3 3/4" at highest point

Power: (1) 100 AMP 3 phase

FACILITIES GUIDE

Located in each divisible section of these rooms are house phones, lighting controls, and the following standard items:

At The A/V Panels of Each Section

- (1) RF
- (1) Portable
- (1) Tele Multi
- (1) Video BNC
- (2) 20 AMP 120 volts (1-floor / 1-wall)
- (2) Ceiling power tracks 50 AMP 3 phase
- (3) MIC Inputs
- (3) Line Inputs
- (5) Internet (RJ45) CAT 5(E) -or- (20) Telephones (RJ11)

LEVEL 2 (CASINO LEVEL & CONGRESS CENTER)

Hall D

The Hall is not subdivided by airwalls. Hall D shares an airwall with Hall C of the Sands Expo & Convention Center.

Dimensions: 414' (L) x 325' (W)

Ceiling Height: 32' 6"

Video: Upon request

Columns: (19) 24" square; spaced 60' X 90' apart

Power: (21) 600 AMP 3-phase (1) 2000 AMP - 480 volt Buss Duct

Load-In Door: (1) 19' 11" wide x 16' high

The Venetian Ballroom

The Venetian Ballroom divides by airwalls with twelve (12) sections. Ten (10) of these sections are directly accessible from public foyers.

Dimensions: 208' 2" (W) x 393' 4" (L)

Ceiling Height: 24' 10" from the lowest ceiling point to the floor

27' 10" from the highest ceiling point to the floor

Chandeliers: (16) each 12' (W) X 28' (L) X 10" (H)

Clearance 18' from bottom of chandelier to floor

Sections: The Venetian Ballroom divides into twelve (12) sections

Load-In Doors: One located in Venetian L and one located in Venetian K, doors are 12' (W) x 16' (H)

Power: Section A: (1) 200 AMP 208 volts 3 phase,
(1) 400 AMP 208 volts 3 phase

Section B: (2) 200 AMP 208 volts 3 phase, (1) 400 AMP 208 volts 3 phase

Section C: (2) 200 AMP 208 volts 3 phase, (1) 400 AMP 208 volts 3 phase

Section D: (1) 200 AMP 208 volts 3 phase

Sections E & F: N/A

Section G: (1) 200 AMP 208 volts 3 phase

Section H: (1) 400 AMP 208 volts 3 phase

Section I: (1) 400 AMP 208 volts 3 phase

Section J: (1) 200 AMP 208 volts 3 phase

Section K: (2) 100 AMP 208 volts 3 phase, (1) 100 AMP 480 volts 3 phase

Section L: (1) 100 AMP 208 volts 3 phase, (1) 400 AMP 208 volts 3 phase

FACILITIES GUIDE

Located in each divisible section of The Venetian Ballroom are a house phone, lighting controls, and the following standard items:

At the A/V Panels of Each Section

- (1) 8-Channel Ashley Mixer #MX508
- (4) MIC inputs
- (4) Line inputs
- (2) Video BNC
- (1) COM (Clear Com)
- (1) RF
- (5) Internet (RJ45) CAT 5(E) -or- (20) Telephones (RJ11)
- (2) Multi-mode Fiber
- (2) DMX
- (1) 20 AMP 120 volts
- (1) 60 AMP 208 volts 3 phase

In the Floor Pockets of Each Ballroom Section

- (4) MIC inputs
- (1) RF
- (2) Internet (RJ45) CAT 5(E) -or- (8) Telephones (RJ11)
- (1) 20 AMP 120 volts

The Venetian Foyer Area

The following standard items are included:

Ceiling Height: 18'

Power:

- (1) 60 AMP 3-phase connection
- (1) 20 AMP connection
- (2) A/V Panels

At the A/V Panels

- (2) (RJ45) Category 5 certified or the ability to expand each line up to
 - (4) standard telephone lines
 - (1) Gang box with (12) RJ11 standard telephone lines
- House sound:
- (1) 10-channel mixer
 - (4) Mic lines
 - (2) Coax connections for cable/satellite feed
 - (2) RF connections for video feed
 - (1) 60 AMP 3 phase connection

There are no floor pockets in The Venetian foyer area.

FACILITIES GUIDE

The Bellini, Titian, and Veronese Ballrooms

Each ballroom divides by airwalls into fourteen (14) sections.

Dimensions: 80' (W) x 180' (L)

Ceiling Height: 19' 4" from the highest point in the ceiling to the floor
17' 8" from the lowest point in the ceiling to the floor

Chandeliers: (14) total

Clearance: 15' 6" from the bottom of chandelier to floor
16' 7" from the bottom of the chandelier to the floor in rooms 2001A, 2001B,
2101A, 2101B, 2201A, 2201B, 2301A, 2301B, 2401A, 2401B, 2501A, and 2501B.

Power: (1) 20 AMP connection (2) on each side of the entrance

* 200 AMP 480 volts: Can be found in rooms 2101B, 2301B, and 2601.

* 400 AMP 480 volts: Can be found in rooms 2106, 2306, and 2506.

Located in each divisible section of these rooms are house phones, lighting controls, and the following standard items:

At the A/V Panels of Each Section

- (3) MIC Inputs
- (2) Line Inputs
- (1) Line Outputs
- (1) 5-Wire component video (1EA: R G B H \$ V BNC Connectors)
- (4) Multi-mode fiber T
- (4) Multi-mode fiber R
- (2) Single-mode fiber TR

(1) Telephone - 25 lines

(4) Internet (RJ45) CAT 5(E)

(1) 20 AMP 120 volts

(1) 60 AMP 208 volts 3 phase

In the Floor Pocket of Each Ballroom Section

(2) Internet (RJ45) CAT 5(E)

(2) MIC Inputs

(2) Line Outputs

(1) 20 AMP 120 volts

(1) RGB - Video

(2) B&C

The Bassano Ballroom 2601 - 2605

The Ballroom divides by airwalls into five (5) sections.

Dimensions: 39' (w) x 57' 6" (l)

Ceiling Height: 14' from the highest point in the ceiling to the floor
11' 9" from the lowest point to the floor

Chandeliers: (10)

Clearance: 9' 3" from bottom of chandelier to floor

Power: (1) 20 AMP connection (2) on each side of the entrance

FACILITIES GUIDE

Located in each divisible section is a house phone, lighting controls, and the following standard items:

At the A/V Panels of Each Section

(2) (RJ45) Category 5 certified or the ability to expand each line up to

(4) (RJ11) standard telephone lines

House sound:

(1) Mic line

(1) Coax connection for cable/satellite feed

(1) RF connection for video feed

(1) Mid-level connection for video feed

(1) 60 AMP 3 phase connection

The Bassano Ballroom 2701 - 2710

The Ballroom divides by airwalls into ten (10) sections.

Dimensions: Maximum 57' 7" (w) x 79' 2" (l)

Ceiling Height: 14' from the highest point in the ceiling to the floor
11' 9" from the lowest point to the floor

Chandeliers: (5)

Clearance: 9' 3" from bottom of chandelier to floor

Power: (1) 20 AMP connection (2) on each side of the entrance

Located in each divisible section is a house phone, lighting controls, and the following standard items:

At the A/V Panels of Each Section

(2) (RJ45) Category 5 certified or the ability to expand each line up to

(4) (RJ11) standard telephone lines

House sound:

(1) Mic line

(1) Coax connection for cable/satellite feed

(1) RF connection for video feed

(1) Mid-level connection for video feed

(1) 60 AMP 3 phase connection

The Board Rooms (Bassano 2606, Bassano 2803, Bassano 2804)

Room rental for the above mentioned Board Rooms is \$3,000 per day.

- The furniture within these rooms is permanent and cannot be moved or removed for any reason.
- The above mentioned Board Rooms are not to be used as storerooms, or general breakout rooms.
- Bassano 2606 is set U-Shape for 16 guests. All other board rooms are conference style for 16.

Please note that most meeting rooms are joined by airwall doors that cannot be locked. If you have items of value in these rooms, we strongly advise security coverage. "The Venetian & The Palazzo" is not responsible for lost or damaged items left in the meeting room(s).

FACILITIES GUIDE

LEVEL 3 (GRAND CANAL SHOPPES LEVEL)

The Lido, Murano & San Polo Ballrooms

Each ballroom divides by airwalls into fourteen (14) sections.

Dimensions: 80' (W) x 180' (L)

Ceiling Height: 19' 4" from the highest point in the ceiling to the floor

17' 8" from the lowest point in the ceiling to the floor

Chandeliers: (14) total

Clearance: 15' 6" from the bottom of chandelier to floor

15' 9" from the bottom of the chandelier to the floor in rooms 3001A, 3001B, 3101A, 3101B, 3201A, 3201B, 3301A, 3301B, 3401A, 3401B, 3501A, and 3501B.

Power: (1) 20 AMP connection (2) on each side of the entrance

* 200 AMP 480 volts: Can be found in rooms 3101B, 3301B, and 3601B.

* 400 AMP 480 volts: Can be found in rooms 3106, 3306, and 3506.

Located in each divisible section of these rooms are house phones, lighting controls, and the following standard items:

At the A/V Panels of Each Section

- (3) MIC Inputs
- (2) Line Inputs
- (1) Line Outputs
- (1) 5-Wire component video (1EA: R G B H \$ V BNC Connectors)
- (4) Multi-mode fiber T
- (4) Multi-mode fiber R

(2) Single-mode fiber TR

(1) Telephone - 25 lines

(4) Internet (RJ45) CAT 5(E)

(1) 20 AMP 120 volts

(1) 60 AMP 208 volts 3 phase

In the Floor Pocket of Each Ballroom Section

(2) Internet (RJ45) CAT 5(E)

(2) MIC Inputs

(2) Line Outputs

(1) 20 AMP 120 volts

(1) RGB - Video

(2) B&C

The Toscana Ballrooms 3601-3610 & 3701-3710

Each Ballroom divides by airwalls into ten (10) sections.

Dimensions: Maximum 57'7" (w) x 79'2" (l)

Ceiling Height: 14' from the highest point in the ceiling to the floor

11' 9" from the lowest point to the floor

Chandeliers: (5)

Clearance: 9' 3" from bottom of chandelier to floor

Power: (1) 20 AMP connection (2) on each side of the entrance

FACILITIES GUIDE

Located in each divisible section is a house phone, lighting controls, and the following standard items:

At the A/V Panels of Each Section

(2) (RJ45) Category 5 certified or the ability to expand each line up to

(4) (RJ11) standard telephone lines

House sound:

(1) Mic line

(1) Coax connection for cable/satellite feed

(1) RF connection for video feed

(1) Mid-level connection for video feed

(1) 60 AMP 3 phase connection

The Board Rooms (Toscana 3803 & 3804)

Room rental for the above mentioned Board Rooms is \$3,000 per day.

- The furniture within these rooms is permanent and cannot be moved or removed for any reason.
- Board Rooms are set conference style for 16 people.
- The above mentioned Board Rooms are not to be used as storerooms, or general breakout rooms.

LEVEL 4

The Delfino, Lando, and Marcello Ballrooms

Each ballroom divides by airwalls into fourteen (14) sections.

Dimensions: 80' (W) x 180' (L)

Ceiling Height: 19' 4" from the highest point in the ceiling to the floor
17' 8" from the lowest point in the ceiling to the floor

Chandeliers: (14) total

Clearance: 15' 1" from the bottom of chandelier to floor

15' 9" from the bottom of the chandelier to the floor in rooms 4001A, 4001B, 4101A, 4101B, 4201A, 4201B, 4301A, 4301B, 4401A, 4401B, 4501A, and 4501B.

Power: (1) 20 AMP connection (2) on each side of the entrance

* 200 AMP 480 volts: Can be found in rooms 4101B, 4301B, and 4601B.

* 400 AMP 480 volts: Can be found in rooms 4106, 4306, and 4506.

Located in each divisible section of these rooms are house phones, lighting controls, and the following standard items:

At the A/V Panels of Each Section

(3) MIC Inputs

(2) Line Inputs

(1) Line Outputs

(1) 5-Wire component video (1EA: R G B H \$ V BNC Connectors)

(4) Multi-mode fiber T

(4) Multi-mode fiber R

(2) Single-mode fiber TR

FACILITIES GUIDE

- (1) Telephone - 25 lines
- (4) Internet (RJ45) CAT 5(E)
- (1) 20 AMP 120 volts
- (1) 60 AMP 208 volts 3 phase

In the Floor Pocket of Each Ballroom Section

- (2) Internet (RJ45) CAT 5(E)
- (2) MIC Inputs
- (2) Line Outputs
- (1) 20 AMP 120 volts
- (1) RGB - Video
- (2) B&C

The Zeno Ballrooms 4601-4610 & 4701-4710

Each Ballroom divides by airwalls into ten (10) sections.

Dimensions: Maximum 57'7" (w) x 79'2" (l)

Ceiling Height: 14' from the highest point in the ceiling to the floor
11' 9" from the lowest point to the floor

Chandeliers: (5)

Clearance: 9' 3" from bottom of chandelier to floor

Power: (1) 20 AMP connection (2) on each side of the entrance

Located in each divisible section is a house phone, lighting controls, and the following standard items:

At the A/V Panels of Each Section

(2) (RJ45) Category 5 certified or the ability to expand each line up to

(4) (RJ11) standard telephone lines

House sound:

(1) Mic line

(1) Coax connection for cable/satellite feed

(1) RF connection for video feed

(1) Mid-level connection for video feed

(1) 60 AMP 3 phase connection

The Board Rooms (Zeno 4803 & 4804)

Room rental for the above mentioned Board Rooms is \$3,000 per day.

- The furniture within these rooms is permanent and cannot be moved or removed for any reason.
- Board Rooms are set conference style for 16 people.
- The above mentioned Board Rooms are not to be used as storerooms, or general breakout rooms.

FACILITIES GUIDE

LEVEL 5

The Palazzo Ballroom

The ballroom divides by airwalls into sixteen (16) sections.

Dimensions: 75,000 square feet

Ceiling Height: 30' from the highest point in the ceiling to the floor
25' from the lowest point in the ceiling to the floor

Chandeliers: (16) Large (4) Small

Clearance: 20' 11" from the bottom of chandelier to floor

Located in each divisible section of The Palazzo Ballroom are house phones, lighting controls, and the following standard items:

At the A/V Panels of Sections A, B, C, D, E, H, I, L, M, N, O, and P

- (1) Mic Input
- (1) 100 AMP 3 phase ceiling track
- (1) Line Input
- (1) 400 AMP 208 volts 3 phase
- (4) Dry Pair
- (1) Ceiling track 100 AMP 208 volts 3 phase
- (4) CAT 5E - phone or internet
- (2) Multi-mode fiber
- (16) Phones
- (1) Single mode fiber
- (2) 20 AMP 120 volts
- (1) 60 AMP 208 volts 3 phase
- (1) 100 AMP 208 volts 3 phase

In the Floor Pockets of Sections A, B, C, D, E, H, I, L, M, N, O, and P

- (6) XLR Dry Lines
- (2) Single-mode fiber
- (4) CAT 5E - phone or Internet
- (1) 20 AMP 120 volts
- (4) Multi-mode fiber

In the Floor Pockets of Sections F, G, J, and K

- (1) Mic Input
- (2) Single-mode fiber
- (1) Line Input
- (4) CAT 5E - phone or Internet
- (4) XLR Dry Lines
- (1) 20 AMP 120 volts
- (4) Multi-mode fiber
- (1) 100 AMP 3 phase ceiling track

At the Wall Panel of the Public Corridor

Outside Section A, B, C, D, E, H, I, L, M, N, O, and P

- (4) CAT 5E - phone or Internet
- (2) Single-mode fiber
- (2) Multi-mode fiber
- (1) 20 AMP 120 volts

COMPLIANCE MATTERS

ADA REQUIREMENTS

The Resort shall be responsible for complying with the public accommodations requirements of the Americans with Disabilities Act (“ADA”) not otherwise allocated to the Organization in this Agreement, including (1) the “readily achievable” removal of physical barriers to access to the meeting rooms (e.g., speakers’ platform and public address systems), sleeping rooms, and common areas (e.g., restaurants, restrooms, and public telephones); (2) the provision of auxiliary aids and services where necessary to ensure that no disabled individual is treated differently by the Resort than other individuals and (3) the modification of the Resort’s policies, practices, and procedures applicable to all guests and/or the Organizations as necessary to provide goods and services to disabled individuals (e.g., emergency procedures and policy of holding accessible rooms for hearing – and mobility – impaired persons until all remaining rooms are occupied).

Compliance by the Organization: The Organization shall be responsible for complying with the following public accommodations requirements of ADA: (1) the “readily achievable” removal of physical barriers within the meeting rooms utilized by the Organization which the Organization would otherwise create (e.g., set-up of exhibits in an accessible manner) and not controlled or mandated by the Resort; (2) the provision of auxiliary aids and services where necessary to ensure effective communications of the Organization’s program to disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display); and (3) the modification of the Organization’s policies, practices, and procedures applicable to participants as required to enable disabled individuals to participate equally in the program.

Mutual Cooperation in Identifying Special Needs: The Organization shall attempt to identify in advance any special needs of disabled registrants, faculty and guests requiring accommodation by the Resort, and will notify the Resort of such needs for accommodation as soon as they are identified to the Organization.

Whenever possible, the Organization shall copy the Resort on correspondence with attendees who indicate special needs as covered by ADA. The Resort shall notify the Organization of requests for accommodation which it may receive otherwise than through the Organization to facilitate identification by the Organization of its own accommodation obligations for needs as required by ADA.

Note: Use of Segway for those with special needs is reviewed on a case-by-case basis. The request for the use of Segway must be approved by The Venetian and The Palazzo Security.

WHEELCHAIRS

If you would like to have wheelchairs available to your patrons, please contact “The Venetian & The Palazzo” Guest Services department.

NEVADA CLEAN INDOOR AIR ACT/NO SMOKING LAW

The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking is not permitted in the Congress Center. Additionally, smoking is not permitted in restaurants, lounges where food is served, resort lobbies, elevators, guest room hallways, theaters, arenas, arcades, retail stores, and other indoor public spaces. The Casino Floor and certain lounges where food is not served are exempt.

FOYERS

All foyer space in The Venetian and The Palazzo Congress Center is considered public space. No private use and/or access is guaranteed at any time. Public traffic and movement of equipment will take place in foyer space.

COMPLIANCE MATTERS

DISPLAYS/DRAPES/HANGINGS

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 shall be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited. **An official fire resistance certificate must accompany all materials.** These items are also prohibited from covering any and all sprinkler heads. It is prohibited to hang any items from the sprinkler heads. This would cause major damages to the resort and it would be the responsibility of the client to pay for damages.

FIRE MARSHALL APPROVAL/FLOOR PLANS

Function Space: In accordance with Article 25, Division I, Section 25.112 of the Uniform Fire Code, all functions with attendance greater than 299 require a Fire Marshal-approved diagram on the premises for and during each event. It is the sole responsibility of your Company 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 & The Palazzo" 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 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. Floor plans must be submitted on 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. Pre-event diagrams must be submitted to:

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

1. The following must be shown on the diagram for your event:

- a. Scaled to a minimum of 1/20
- b. Dimensions and square footage of the entire area
- c. Size, location, and construction of booths or any object taking up floor space in the room
- d. Table and chair location
- e. Width of all aisles
- f. Location and width of all fire exits
- g. 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.
- h. Name of contact person and phone number
- i. Move-in and move-out dates
- j. Room name
- k. Function name
- l. Name of "The Venetian & The Palazzo"
- m. Address of "The Venetian & The Palazzo"
- n. Occupancy
- o. Grandstands, bleachers, risers, and the like must be approved by the Clark County Building Department
- p. Perimeter/screen draping

COMPLIANCE MATTERS

1. The Clark County Fire Department Permit and Service Fee Schedule is available at <http://fire.co.clark.nv.us>.

2. All fire exits must be clearly visible with an illuminated exit sign above each.

3. Back-staging and rear-screen projection guidelines:

- a. No storage boxes, musical cases, etc., may be stored behind staging.
- b. Hipertthane cable protectors must be used to ramp all cable 1" in diameter or greater.
- c. Ramp all cable leaving a function room to an outside area.
- d. All wires less than 1" in diameter must be taped down with gaffer tape.
- e. If exiting is covered by stage masking, there must be a clear path from masking to exit and illuminated exit sign located on masking.
- f. Any fire extinguishers or fire hose cabinets located backstage must be clear and easily accessible.

4. Automobiles or other fuel-powered vehicles of any nature must follow the following guidelines:

- a. Gas tank to be no more than 1/8 full of gasoline.
- b. Batteries to be disconnected.
- c. Locking gas caps.
- d. Ignition keys removed and turned into Facilities or with agreement hold their own keys.
- e. Propane tanks to be removed.
- f. Each vehicle must be equipped with its own fire extinguisher.
- g. All fuel-powered vehicles must have Fire Marshall approval.

5. Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department prior to the event for issuance permit.

6. 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.

7. Smoking is prohibited in all convention areas.

8. Any changes to approved diagrams must be re-submitted for approval to the Clark County Fire Department. Any unauthorized room changes may cause delays opening a specified event.

9. A certified fire watch is required the entire time special effects are utilized which require "The Venetian & The Palazzo" to manually zone down any section of its fire safety system. Special effects are, but are not limited to, fog machines, pyrotechnics, and cooking. In the event you have atmospheric effects, no oil-based fog machines are allowed.

HAZING

Hazing for special events may be permitted with approval of the Clark County Fire Department and "The Venetian & The Palazzo." Consult your Catering & Conference Manager to obtain "The Venetian & The Palazzo" approval.

The following steps need to be followed for the Hazing to be reviewed for approval:

1. Notify the Conference Manager (CM) of the upcoming hazing events — the CM will then forward a Hazing Request form for either a winter and/or summer function (both forms are attached; see page 47-48).
2. Requesting party will need to complete and sign the Hazing Request form and return it to the Catering & Conference Manager for processing.

COMPLIANCE MATTERS

3. Fire Command will contact CM to schedule a haze demonstration to verify that the equipment and haze levels meet The Venetian's 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 e-mail 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.

PYROTECHNICS

Pyrotechnics for special events may be permitted with the approval of the Clark County Fire Department and "The Venetian & The Palazzo." Please consult your Catering & Conference Manager to obtain "The Venetian & The Palazzo" approval. City approval is obtained from the Clark County Fire Department by submitting a written plan of operations within sixty (60) days of the scheduled event date. Please contact the Fire Inspector directly via mail, telephone, or fax:

Clark County Fire Department Fire Prevention Bureau
575 East Flamingo Road - Las Vegas, NV 89119
Telephone: 702.455.7316, Fax: 702.735.0775

GAMING COMPLIANCE:

The Nevada Gaming Commission requires notification and it's approval for any of the following activities:

- Any event where Mock Gaming Takes Place
- Any event where a game of chance is to take place
- Any event where prizes are awards by chance

Events that fall into this classification are required to submit information to the Gaming Control Board through "The Venetian & The Palazzo's" Compliance department to obtain approval. Approval must be granted before any activity shall take place. Approval Process must be started at least 30 days prior to event date in order to be processed by the Gaming Control Board. The Gaming Control Board's decision is final and "The Venetian & The Palazzo" is required by law to follow their decisions.

- Please note that Raffles are Illegal in the State of Nevada
- Please note that Lotteries are Illegal in the State of Nevada

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 10%. This amount is based on the sales price of the actual ticket. Any Food or Beverage sold at an event sold to the general public is also subject to LET. Should your event fall into this classification it is required that the event Organizer notify "The Venetian & The Palazzo" a minimum of 30 days prior to the event. The State of Nevada requires that "The Venetian & The Palazzo" collect LET for all events taking place on property. Consult your Catering Professional for additional information.

THE VENETIAN FIRE WATCH FOR HAZING

EVENT ORDER SHEET

Client / Group Name: _____ Event Date: _____
 Contact Person: _____ Phone Number: _____ Fax Number: _____
 Conference Manager: _____ Location: _____ Billing Information (Master Account): _____

HAZING DEMONSTRATION (DATE/TIME/LOCATION):

Start Date and Time: _____ 1. _____ 2. _____ 3. _____
 End Date and Time: _____ 1. _____ 2. _____ 3. _____

FIRE WATCH FOR HAZING FEES:

Winter Hazing (October – March): Venetian Ballroom & Hall A-D: \$200 per hour with a four- (4) hour minimum per hazing period. Any other locations are \$350 an hour with a four (4) hour minimum per hazing period.

Summer Hazing (April – September): Venetian Ballroom & Hall A-D: \$300 per hour with a four- (4) hour minimum per hazing period. Any other locations are \$475 an hour with a four- (4) hour minimum per hazing period. Hazing is not available in Hall G or Level 1 meeting rooms.

This charge includes the presence of a security officer in the room for the purpose of Fire Watch and the monitoring of haze levels.

Fire Watch for Hazing Requirements & Procedures:

- “The Venetian & The Palazzo” allows use of water-based hazers only. **Oil-based hazers are not allowed at any time.** If found using oil-based hazers, hazing will be immediately shut down, all scheduled hazing charges will be applied, and you will be charged for any resulting life safety systems repairs.
- “The Venetian & The Palazzo” requires that a haze demonstration be scheduled at least 24 hours in advance of the first scheduled hazing event. At this time, “The Venetian & The Palazzo” will verify that the equipment and haze levels meet “The Venetian & The Palazzo’s” requirements. There will be no charge for this demonstration.
- The hazing fees will be listed as Fire Watch on your account, and you will be charged for actual hazing hours. A four- (4) hour minimum for each hazing period/rehearsal is required.
- **Any hazing request received with less than 48 hours notice will be automatically charged an additional fee of \$175 per hour. _____ Initial**

THE VENETIAN FIRE WATCH FOR HAZING

EVENT ORDER SHEET

“The Venetian & The Palazzo” is not in control of hazing equipment and will not guarantee that the Fire Alarm will not activate if levels differ from test levels. If the life safety system is activated due to hazing and Resort incurs any financial liability due to disruption of other groups located in the congress center, resort will bill client for all such charges incurred.

The Client agrees to indemnify, defend, and hold harmless, Venetian Casino Resort, LLC, its parent, subsidiaries, affiliated companies and their respective and future offices, directors, employees, agents and assigns (“Resort”) from and against any and all claims, damages, liability, losses, judgements, liens, cost and expenses (including all reasonable attorney’s fees) arising out of, or alleged to have arisen out of, the utilization by Client of any security officer or staff member hired by or furnished by the Resort. The Client’s duty to indemnify, defend, and hold harmless, as provided above, will apply even if the loss arises out of or in connection with, or is alleged to have arisen out of or in connection with, any negligent act or omission of the Resort.

The Client further agrees that the Resort is not liable for any property damage including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort. The Client further agrees to advise all participants that the Resort is not liable for any property damage including loss by theft or any other reason or any consequential damage to any personal property brought onto the premises of the Resort.

Client Signature: _____ **Facilities Approval:** _____

Date: _____ Date: _____

GUEST SUITE POLICIES

The Venetian and Palazzo Resorts offer a dynamic array of suites with various amenities. To offer the best suite product to you and your guests we ask that you read through the below policies.

- The removal, dismantle, or moving of suite furniture in the guest suites is not permitted without the consent of Resort Management.
- Exhibiting and or selling of goods and products in suites are not allowed, unless permission is received from Show Management and Resort Management.
- Each guest suite is equipped with 110-volt 20-amp outlets. Exceeding this amount will result in a failure in flow of electric to the suite.
- The hotel can deliver items to guest's suites if the weight of the items does not exceed 200 pounds.
- Placing of signage in the casinos, lobbies, guest suite floors/hallways, and hanging inside of the suite would need to be approved by the Hotel Manager of Group Operations.

Upon check-in a Front Office Team Member will ask for an incidental deposit and a valid U.S. issued driver's license and or a valid passport. If the room charge is paid for the guest will have two options for their incidental deposit. If the room charges are not paid for the guest will be responsible for the room, taxes and one the two below options for an incidental deposit.

Incidental Deposit Options:

\$100 minimum deposit that will allow the guest to access their in-suite amenities

- Phone
- Movies
- Refreshment Center

\$150 per day deposit that will allow the guest to charge back to their suite as well as their in-suite amenities

- Phone
- Movies
- Refreshment Center
- Charging back from our Dining Outlets to suite

RESORT SERVICES

GROUP RESERVATIONS DEPARTMENT

Upon completion of the Sales process, your contract will be shared with the Group Reservations team at which time a Group Manager/Coordinator will be assigned. This individual will be your main point of contact for housing needs, and partner with you to manage group master set up, billing arrangements, rooming lists, inventory allotment, invoicing, and reminding you of key contractual deadlines throughout the planning process.

GENERAL POLICIES

- Your contract outlines a number of critical deadlines & policies including cut-off dates, cancellation & booking procedures. We request that you adhere to these dates and policies as they will ensure the hotel is prepared for your group's arrival.
- All reservations must be guaranteed with a deposit prior to arrival, please refer to your contract of Group Manager/Coordinator for specific details.
- To ensure a smooth check-in all reservations must have first and last name. For the safety of our guests, only guests listed on a reservation will have be able to check-in.
- Guests must be 21 years of age or older to check-in.
- To ensure clear and clean billing, in the event of one credit card being used on ten or more reservations a sub-master will be created.
- Check payments are due at least twenty-one (21) days prior to the first group arrival.
- The Venetian & The Palazzo offer all clients the ability to utilize Passkey to manage their reservations, inventory, and blocks as well as access to real-time reporting. The following links offer additional information regarding Passkey Services:

<http://microsites.passkey.com/venetian/>

<http://microsites.passkey.com/palazzo/>

<http://microsites.passkey.com/runofcampus/>

ROOMING LIST GROUPS

It is requested all rooming lists are submitted in an excel format, the hotel can furnish a sample template upon request, to a secure, unique FTP (file transfer protocol) created specifically for your event by your Group Manager/Coordinator. A separate list is requested for each billing type (such as room and tax to master, guest pay own, etc). This will allow your Group Manager/Coordinator to process your rooming list quickly and accurately to provide confirmation numbers and/or letters to you and your guests. Please include the following information on each rooming list in its own column:

- Arrival Date
- Departure Date
- Arrival Time
- First Name
- Last Name
- Mailing Address
- E-Mail Address*
- Method of Payment
- Accommodations Requested

For your convenience, Passkey offers a Registration Link and the opportunity to provide a seamless integration with most registration software programs. If you are interested in learning more, please speak with your Group Manager.

RESORT SERVICES

SELF-BOOKING GROUPS

A private URL (uniform resource locator) and toll free phone number will be provided by your Group Manager/Coordinator for attendees to book individual reservations. The URL is private to your group, and can be customized to your event. Using the URL enables guests to reserve, cancel, and change their own reservations. Use of the URL reduces the risk of event attendees booking outside of the contracted block.

HOTEL ASSIGNMENT

Your Group Manager/Coordinator will work with you to establish the inventory placement of all Run of House contracted groups.

ARRIVAL PROCESS

“The Venetian & The Palazzo” each offer guest valet parking, self-parking, and taxi/ sedan arrival points at their respective porte cochere. Each resort offers separate arrival experience and check-in area.

PRE-KEY

Front Office Groups is available to assist with advancing and pre-keying your group's VIP's as well as selected guests. To request a pre-key please read through the below guidelines.

- The guests selected for pre-key would need to be given to Front Office Groups with-in five days of their arrival date to allow special requests to be pre-blocked.
- Reservations must be fully pre-paid with the \$150 per night incidental deposit, which is fully or partially refundable during the billing process if not used.

FRONT OFFICE

“The Venetian & The Palazzo” each have a separate resort registration. Each Front Desk is staffed 24 hours a day, seven days a week to assist with the following needs: check-in and check-out, special requests, orientation to “The Venetian & The Palazzo” and establishing credit for suite charging.

FRONT OFFICE GROUPS

The Front Office Groups Team is a specialized area within Hotel Operations that will be your liaison to all your hotel needs. Prior to your group's arrival, a Group Ambassador will contact the Meeting Planner to formally introduce themselves and discuss their role during the time of the group's stay.

Front Office Groups is conveniently located on level two of the Congress Center across from Bellini Ballroom 2101A. Please do not hesitate to use our office as an extension of yours with our plush lounge chairs and sofa available during your events.

Each day, the Group Ambassador will meet with the Meeting Planner to ensure that all service needs are being handled as requested. The ambassador will also handle all VIP requests, advancing suites, pre-blocking special requests, reviewing daily reports, daily pick-up report, limo requests/ transfers, and any other hotel needs that may arise.

The hours of operation for Front Office Groups area is 6:00 am until 9:00 pm daily; a Group Ambassador can be reached using any house phone by dialing extension 42120 or 702-414-2120 to assist with any requests. To send a fax, please use fax number 702-414-2160.

RESORT SERVICES

SPECIALTY ARRIVAL PROCESSES

“The Venetian & The Palazzo” offer a range of VIP arrival experiences:

VIP Lounge: The VIP Lounge is an exclusive area of the resort. The resort will review all requests for VIP Lounge access and will approve based upon availability. VIP guests will receive a welcome amenity the day of their arrival. The VIP Lounge is located in the main lobby to the left of The Venetian Front Desk and to the right of The Palazzo Front Desk. The hours of operation for The Venetian VIP Lounge are between 8 a.m. and midnight. The Palazzo VIP Lounge is available 24 hours a day, seven days a week.

Prestige at The Palazzo: Provides a private check-in desk on the twenty-third floor of The Palazzo, unrivaled amenities and personal touches, such as complimentary continental breakfast, evening hors d'oeuvres, nightly cocktail reception, Wi-Fi, business center, and concierge services.

Invited Guest Check In: “The Venetian & The Palazzo” offer Invited Guest Check In the main lobby of each resort to the left of the front desk. This area offers expedited check-in with a Front Desk Professional.

Meet and Greet: A Group Ambassador can provide a personalized arrival experience for any guest with transportation arrangements. The guest will be met on the front drive as they exit their vehicle and escorted directly to their suite for a private check-in.

Use of the Specialty Arrival Processes is determined by the group contract and is subjected to availability as determined by the resort; please discuss these options with your Group or Conference Manager.

FRONT DESK GREETER

The Front Desk can arrange additional Front Desk Greeters for your group arrival. Greeters will assist in directing guests to group functions and registration. Please speak to a Hotel Manager - Groups to discuss pricing and availability.

DISTRIBUTION OF MATERIALS AT CHECK-IN

Group handouts and welcome letters can be distributed at check-in. Please see page 56 for pricing.

CHECK-IN AND HOSPITALITY OPTIONS (ALL SUBJECT TO AVAILABILITY)

Please contact your Groups Ambassador if you are interested in these additional services:

Hospitality Desks: A Hospitality Desk can be arranged in the hotel lobby and be utilized for additional group needs; staffing must be provided by the group. Please see page 56 for pricing.

Invited Check-In: Invited Check In, located in the The Venetian and The Palazzo lobbies, is another option to provide a personalized and expedited check-in for your guests. Please see page 56 for pricing.

Satellite Check-In: A satellite front desk can be created in the meeting space for a private check-in experience. A Hotel Manager - Groups and your Conference Manager will work with you to determine the best location. Satellite check-in requires advanced planning and is subject to availability. Please see page 56 for pricing.

The Palazzo Flex Desk: Located in The Palazzo Grand Lobby, is another option for providing a personalized and expedited check-in for your guests. Please see page 56 for pricing.

Alternative Check-In Options: The goal of The Venetian and The Palazzo is to ensure that our guests experience unmatched service throughout their stay.

RESORT SERVICES

GUEST SERVICES

Guest Services is available at The Venetian and The Palazzo to assist each guest with valet services, luggage assistance, luggage storage, and wheelchair or scooter rentals.

PORTAGE

Portage is available to assist your group in delivering luggage automatically to guest suites upon check-in. Upon departure our Guest Services team will then remove the luggage from each suite at a predetermined time as specified by the meeting planner. To arrange these services please contact your Conference Manager or Front Office Groups. Please see page 56 for pricing.

SUITE DELIVERIES

Guest Services can deliver items to attendees of your group at specified times. Guest Services can place items inside the suite or hang them on the door handle of the suite. To arrange deliveries please contact your Conference Manager or Front Office Groups. Please see page 56 for pricing.

LUGGAGE STORAGE

Guest Services can prepare a private luggage storage room in close proximity to your opening or closing events. Please contact your Conference Manager for availability of space and to arrange staffing. Please see pricing on page 56.

TELECOMMUNICATIONS

Telecommunications is available to assist with distributing personalized voicemails, text messages, and group wake-up calls. Please contact Front Office Groups to arrange any of these services. Please see pricing on page 56.

HOTEL OCCUPANCY TAX

The current hotel occupancy tax in Clark County is 12%. Taxes are subject to change without notice.

RESORT FEE

A resort fee of \$20 per day plus tax per suite includes access to the fitness center at the world-famous Canyon Ranch SpaClub®, unlimited Internet access from your suite, unlimited local and toll-free calls, a daily newspaper, free boarding pass printing, one free regular coffee at Café Presse, and a 2-for-1 well drink, house wine, or domestic beer at La Scena, Oculus, Laguna, Fusion or Salute lounges. Must be 21. Management reserves all rights.

CONCIERGE

Concierge Services are available in the lobbies of each resort to assist with dining, entertainment, and tour reservations. Concierge can provide personalized service during your event with a satellite desk in your meeting area. Please see page 56 for pricing.

BAGS TO GO

Bags to Go is available in the lobbies of The Venetian and The Palazzo for guests traveling on Southwest, Delta, and US Airways. Bags to Go enables a guest to check-in luggage for their flight through to their final destination. To take advantage of this service luggage must be checked in three hours prior to flight departure and have a "paperless" ticket. Please see page 56 for pricing.

RESORT SERVICES

Resort Service Pricing

As described in the previous pages the Hotel Operations team offers a number of additional services to enable you to customize your event. Please contact your Conference Manager or Hotel Manager - Groups for assistance with any of the following:

Messaging and Handout Services

Generic handout at check-in	\$1.50 per item
Name Specific handout check-in	\$2.50 per item

Guest Suite Deliveries

In Suite	\$2.50 to \$5 depending on delivery per item per suite
Hanging on guest suite door in hallway	\$1.50 per item per suite
Bagging Items	\$0.50 per bag
Less than 72 hour notice on delivery	An additional \$0.50 per item

Guest Service Fees

Portage	\$8 per guest
Luggage Storage	\$35 per hour per bellman
Delivery of items by Guest Services to Congress Center	\$30

Concierge

Personal Concierge Service	\$35 to \$50 per hour
Gift Card Processing Fee	\$3.95 per fee

Bags to Go

Bags to Airport	\$20 per bag
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Telecommunications

Voicemails	\$1 per suite
Text Messages	\$1 per guest

ADDITIONAL DESK(S) GROUP REQUEST FORM

Event Name: _____ Conference Date: _____ Group Contact: _____
 Contact E-mail: _____ Contact Phone: _____ Begin Rental Date: _____ End Rental Date: _____
 Convention Manager: _____ Install Location: _____
 Billing Instructions: _____

ITEMS	RATE	QTY	TOTAL
Invited Guest Check-in Area [†]	\$500 per day	_____	_____
Accessible Window	\$450 per day	_____	_____
Satellite Desk*	\$1,000 per day	_____	_____
Signage	\$65 per sign	_____	_____
Front Desk Agent Labor Per Hour	\$35 per agent	_____	_____
Phone Line (internal and external use)	\$250 per line	_____	_____
Flex Desk	\$500 per day	_____	_____
		Total	_____

CALL DETAIL CHARGES:

Local call, operator-assisted, and toll-free calls will be charged at a minimum of \$1 per call. All long distance and international calls are billed based on prevailing rates.

INSTRUMENTS:

Instruments with attachment line are property of The Venetian and The Palazzo Las Vegas.

In the event that Embargo and/or any third party provider bill "The Venetian & The Palazzo" for services rendered hereunder after your departure date, you will be billed directly for said services within sixty (60) days from the date thereof.

All rental requests require approval from the front office and are subject to availability and business demands.

[†]This is not an exclusive check-in area, and will be utilized by other resort and casino guests.

* Staffing is an additional charge.

Authorizing Signature: _____

INFORMATION DESK(S) GROUP REQUEST FORM (THE VENETIAN)

Event Name: _____ **Event Date:** _____ **Group Contact:** _____

Contact E-mail: _____ **Contact Phone:** _____ **Begin Rental Date:** _____ **End Rental Date:** _____

Convention Manager: _____ **Install Location:** _____

Billing Instructions: _____

ITEMS	RATE	QTY	TOTAL
Information Desk by Grand Lux Cafe	\$600 per day	_____	_____
1-day Use of Computer Terminal	\$160	_____	_____
2-day Use of Computer Terminal	\$200	_____	_____
3-to 7-day Use of computer Terminal	\$290	_____	_____
Printer (only one available)	\$300 per week	_____	_____
Phone Line (only one available)	\$300 per line	_____	_____
Phone Line (internal and external use)	\$250 per line	_____	_____
Phone Line (internal use only)	\$95	_____	_____
		Total	_____

CALL DETAIL CHARGES:

Local call, operator-assisted and toll-free calls will be charged at a minimum of \$1 per call. All long distance and international calls are billed based on prevailing rates.

INSTRUMENTS:

Instruments with attachment line are property of The Palazzo Resort-Hotel-Casino.

In the event that Embarq and/or any third party provider bill "The Venetian & The Palazzo" for services rendered hereunder after your departure date, you will be billed directly for said services within sixty (60) days from the date thereof.

All rental requests require approval from the front office and are subject to availability and business demands.

Authorizing Signature: _____

MEETING SERVICES

Please note that most meeting rooms downstairs, as well as most rooms upstairs, are joined by airwall doors that cannot be completely secured. If you have items of value in these rooms, we strongly suggest security coverage. The Venetian and The Palazzo is not responsible for lost or damaged items left in meeting rooms.

EQUIPMENT INVENTORY

The Resort's convention inventory is supplied at no charge. If however, your requirements are larger than the Resort supplies, "The Venetian & The Palazzo" will not be responsible for incurring any additional rental costs. Please note that the Resort's entire inventory of equipment is not available for a single group, but is shared with all other groups on property at the time of your meeting.

In the event a rental situation is identified, your Conference Manager will work with you to determine the best course of action.

Please note "The Venetian & The Palazzo" does not provide production staging for large events. These types of stages should be custom built by the client, rented through an outside source, or rented through "The Venetian & The Palazzo" at an additional cost applied to your Master Account.

Please see your Catering & Conference Manager regarding equipment for your group's specific use. Extraordinary set-ups, set delays caused by a decorator/production company, and schoolroom sets may incur a labor charge. Set-up changes made less than 24 hours prior to a function may incur a labor charge. Hourly labor rates are currently \$35 per hour per person with a 4-hour minimum for each person.

INTERIOR CARPET INSTALLATION

Should your event wish to install temporary carpet inside your space, only a low adhesive tape is permitted on "The Venetian & The Palazzo" carpet. Decorator carpet may be installed only as follows:

- Visqueen is to be laid directly over "The Venetian & The Palazzo" carpet and secured with a low adhesive tape.
- Decorator carpet may then be laid over the Visqueen with tape securing the carpet to the Visqueen.

MEETING ROOM KEYS

Key cards to all meeting rooms (with the exception of The Venetian Ballroom) are available through your Conference Manager. There is no charge as long as they are returned. Keys must be returned to your Catering & Conference Manager or a Meeting Services Coordinator at the conclusion of your events. There is a \$25 fee for each key not returned prior to leaving property (with the exception of The Venetian Ballroom — this would be \$500 per key not returned.) In providing keys to a room, "The Venetian & The Palazzo" assumes no liability for the security of the items within the room.

Smart Keys are also available for the function space listed above and are charged at \$100 each. A Smart Key allows multiple rooms to be coded to one key (certain restrictions apply).

The Venetian Ballroom is on a hard key system. The cost to re-key each door is \$100 per door. There is a \$500 fee for lost hard keys. A minimum of five (5) work days notice is required to re-key The Venetian Ballroom.

In re-keying a room, "The Venetian & The Palazzo" assumes no liability for the security of the items within the room.

Please note that Venetian Ballroom D is coded as a fire egress route and therefore cannot be locked.

MEETING SERVICES

MEETING REQUIREMENTS

Detailed specifications as to meeting room set ups, audio visual equipment, telephone services, menus, and additional requirements should be sent forty-five (45) days in advance of your event in order to distribute the Banquet event orders and resume in a manner that allows time for proper scheduling of employees.

Depending upon your meetings, you should never have major set changes with less than two hours between functions. Additional labor fees may be necessary to ensure proper labor is scheduled. Your Conference Manager will assist in making this determination.

MEETING SERVICES HOTLINE

Dial 7.1112 from any house phone.

For your convenience, we have established a Meeting Services "Hotline." For any convention need, be it more coffee for your break, more chairs for your general session, or temperature concerns, dial 7.1112 from any house phone. This one number is all you have to call. Your call will be answered by a Meeting Services Concierge who will assist you. The Hotline is answered from 6 a.m. until 11 p.m., seven days per week.

MEETING SERVICES CONCIERGE

The Meeting Services Concierge is an extension of your Catering & Conference Manager. He/she is here to ensure that your events are set correctly and on time. While you are with the Resort, your Concierge will be checking in with you daily and monitoring your activities. They will be there to take changes, make adjustments to your sets, and supervise the set-up crews. Your Catering & Conference Manager will remain your primary contact for "The Venetian & The Palazzo"; however, your Meeting Services Concierge is there to assist you in every way possible.

NOISE LEVELS

"The Venetian & The Palazzo" retains the rights 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.

PRE- AND POST-SHOW FACILITY WALKTHROUGH

As building damages may occur, we suggest that a member of your staff take advantage of the pre- and post-event building damage inspection. "The Venetian & The Palazzo" Meeting Services Concierge and your representative will inspect the facilities and sign off during the pre- and post-walkthrough as to the condition of our convention property. Should you decide to waive the walkthrough, you agree that the facilities are in good repair. During the course of your event, if any damage is sustained to the property, your company will be liable and responsible for all repairs and costs incurred, which will be charged to your account.

MEETING SERVICES

READER BOARDS

"The Venetian & The Palazzo" provides complimentary posting of meeting information on our Event Directory Boards and the individual flatscreen monitors outside each meeting room. Please note that the title you give to your individual meetings, which will appear on the event monitors in our Congress Center Lobbies, due to physical constraints, may not exceed 20 characters. If you wish the full title to read on these screens, please keep the name of the meeting, including blank spaces, within the 20-character limit. This information should be included in the specs you have sent your Conference Manager.

Reader board information is also available on Channel 5 in all guest suites.

STANDARD MEETING ROOM AMENITIES

Standard meeting room amenities consist of white linens for resort tables and water stations. Podiums, notepads, and pens are available upon request.

- Podium dimensions are: 2' deep x 25.5" wide x 3' 8" tall.
- All podiums are wood and have a speaker light.
- Front: 46.5" tall.
- Back: 39.75" tall
- (Logo area: 18" wide x 8" high).

POOL FUNCTION POLICY

The pools at The Venetian and The Palazzo are available for Private Food and Beverage functions if not already contracted. Prior to confirming a pool function, approval must be sought and received through your Conference Manager.

If use of the pool area is approved, the following conditions will be applied and must be adhered to:

- All music at pool functions must conclude by 10 p.m.
 - Pool Cabanas are not included as part of the contracted pool space and are subject to an additional charge.
 - Events may start no earlier than 7 p.m. – with the exception of June and July. During these two months, pool events may start no earlier than 8 p.m.
 - Clark County Fire Department dictates that there be a Fire Marshal-approved floor plan provided for all events over 299 persons, 10 days prior to the event. “The Venetian & The Palazzo” will be happy to assist you with this requirement. Please see the compliance section for additional information.
 - For your safety and the safety of your guests, a lifeguard must be present at all times during the function. “The Venetian & The Palazzo” will arrange for this on your behalf at a charge of \$35 per hour, per pool lifeguard. Each charge a minimum of 4 hours. A minimum of two lifeguards are required per pool.
 - Extra security from The Venetian or The Palazzo security may be required during the event. (Please see the Security section and/or contact your Conference Manager for details.)
- A minimum of \$85 per person, exclusive of tax and gratuity, will be required for food and beverage at any pool function.
 - In compliance with SNHD, glass is not permitted on the pool deck.
 - Specialized Event Services (SES) is the exclusive electrical, lighting, and rigging contractor. No other contractor will be allowed to perform these services on the deck.

POOL FUNCTION POLICY

POOL EVENT CHARGES

The Venetian Capacities and Rentals:

Palazzo Pool Deck Capacity - 2840 Rental \$50,000

The Pools at The Venetian & The Palazzo

Capacity - 4440 Rental \$75,000

No pool events will be booked on the weekends (Friday and Saturday) during the months of June and July.

POOL DECK

The Pool Deck floor load limits on "The Venetian & The Palazzo" is 100 lbs. per square foot. Any exhibit/display/equipment is not permitted. You are responsible for contacting "The Venetian & The Palazzo" of any potential weight concerns.

INSURANCE AND SPECIAL PERMITS

INSURANCE/INDEMNIFICATION AND LIABILITY

As the Organization, your exhibitors, and any third party outside authorized contractors hired, must provide "The Venetian & The Palazzo:"

1. Workers' Compensation Insurance in accordance with applicable state or local law covering the employees of the foregoing, respectively.
2. Employers' Liability Insurance in accordance with applicable state or local law in minimum limits of **Two Million dollars (\$2,000,000) per occurrence.**
3. Commercial General Liability Insurance including blanket contractual liability and personal injury coverage with limits of liability of at least **Two Million dollars (\$2,000,000)** in any one occurrence.
4. Commercial Automobile Liability Insurance insuring any owned, non-owned, and hired vehicles to be used in and out of the Resort's facilities in the amount of **Two Million dollars (\$2,000,000) in any one occurrence.**

Please know that higher limits may be necessary depending upon the event. Without this certificate(s) on file with "The Venetian & The Palazzo," 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 Casino Resort, LLC ("VCR"), Sands Expo and Convention Center, Inc. ("SECCI"),

Grand Canal Shops II, LLC ("GCS") and Phase II Mall Subsidiary, LLC ("PIIMS") 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 VCR, SECCI, GCS, and PIIMS.

All required insurance policies shall provide that (i) the insurance carrier will give written notice to the Resort at least fifteen (15) days prior to any material change in, cancellation, or non-renewal of the policy. The Organization's failure to provide such certificates or policies for organization, its exhibitors, and any outside authorized contractors, as the case may be, within the period specified herein will constitute a breach of the Organization's duties and obligations hereunder; (ii) the Organization, its exhibitors, and any outside authorized contractors shall obtain and maintain during the License Period, insurance policies on all personal property owned, leased or hired by, or in the care, control or custody of the Organization, its exhibitors, and any outside authorized contractors during the License Period. Such policies shall provide coverage for all risks, including earthquake, flood and theft, with the deductible per loss of not more than \$1,000. The certificate must list the total number of days licensing the facility and include the above coverage required.

INSURANCE AND SPECIAL PERMITS

Sample Indemnification for Exhibit Booths

_____ (Exhibitor) agrees to defend, indemnify, and hold "The Venetian & The Palazzo" its parent, subsidiary, and affiliated companies and their respective officers, directors, employees, and agents and assigns free, clear, and harmless from any and all claims, demands, losses, liability, judgments, liens, costs, and expenses (including reasonable attorney fees) arising out of or in connection with The Venetian Resort-Hotel-Casino's agreement to allow (Organization) to bring and/or display an animal on "The Venetian & The Palazzo" property. Please note "The Venetian & The Palazzo" reserves the right to require additional coverage as it sees fit. Additional coverage needs will be dictated by the Resort's Legal and Risk Management departments at their sole discretion.

WAIVER

"The Venetian & The Palazzo" does not assume any liability for loss of or damage to the animal(s) or any other personal property of _____ (Exhibitor) while on the property or in possession of "The Venetian & The Palazzo".

"The Venetian & The Palazzo" shall not be liable for, and _____ (Exhibitor) agrees to waive any and all claims for damage, including but not limited to consequential damages to the animal(s) and any of its personal property while on the property of or in the care, custody, or control of "The Venetian & The Palazzo".

Agreed to by: _____

Signature

Date

Name Printed

Title

Organization

INSURANCE AND SPECIAL PERMITS

ANIMAL PERMITS

In consideration of “The Venetian & The Palazzo” allowing me/us to bring an animal(s) onto the premises of “The Venetian & The Palazzo”, I/we hereby agree to the following:

Insurance: (Organization) will carry and maintain the following insurance during the time that the animal(s) is on “The Venetian & The Palazzo” property:

1. Worker’s Compensation Insurance in accordance with applicable state or local law covering the Organization’s employees.
2. Employer’s Liability Insurance in accordance with applicable state or local law in minimum limits of Two Million Dollars (\$2,000,000) per occurrence.
3. Commercial General Liability Insurance including blanket contractual liability and personal injury coverage with limits of liability of at least Two Million dollars (\$2,000,000) in any one occurrence.
4. Comprehensive Automotive Liability insurance insuring any owned, non-owned, and hired vehicles to be used in and out of the Resort’s facilities in the amount of **Two Million dollars (\$2,000,000) in any one occurrence.**

With the exception of Workers’ Compensation, all insurance required to be carried by the above shall include a full Waiver of Subrogation in favor of “The Venetian & The Palazzo” shall be endorsed to name the following as Additional Insured: Venetian Casino Resort, LLC (“VCR”), Sands Expo and Convention Center, Inc. (“SECCI”), Grand Canal Shops II, LLC (“GCS”) and Phase II Mall Subsidiary, LLC (“PIIMS”) 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 VCR, SECCI, GCS, and PIIMS. (Organization) shall deliver a certificate(s) of insurance to the Resort at least ninety (90) days prior to the (Event Date) evidencing that such coverages are in effect. The certificate will be amended to show that

the Resort will receive a minimum of fifteen (15) days notice of cancellation, non-renewal, or material change in any of the coverage evidenced by the certificate. All wording pertaining to “endeavor to” and “fail to mail such notice” must be stricken from the certificate. Further, (Organization) shall provide the Resort with a copy of the actual Additional Insured endorsement.

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 & The Palazzo.” As a general rule, no animal other than an animal 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.

Before such approval is given, in most cases, the following minimum information will need to be provided:

1. What type of animal(s)? (i.e., age, weight)
2. What is the purpose of bringing the animal on property?
3. How will it be transported? (i.e., caged, chained)
4. How long will it be on property?
5. Who will be handling the animal and what is his/her experience and training?
6. What will the exposure be to our Team Members and Guests?
7. What precautions are being taken to avoid injury to our Team Members and Guests? Provide a complete description including a diagram of the holding facility and/or cages used to confine and/or display the animal while it is on property and any other information that would tell us about security precautions taken to avoid injury to others.

INSURANCE AND SPECIAL PERMITS

8. If coming in from out of state, have the necessary Import Permits been granted by the Nevada Department of Wildlife?
9. Does the person, firm, or organization have an Exhibitor's License issued by the United States Department of Agriculture in compliance with the Animal Welfare Act (7 U.S.C.2131 et seq.)?
10. Does the person, firm, or organization have a License to Sell or Exhibit Wildlife from the state where it is domiciled?
11. If the animal is to be exhibited, has the necessary amount of security personnel been arranged for?

SERVICE ANIMALS QUESTIONS & ANSWERS:

Q. What is a service animal?

- A. A service animal is not a pet. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself. "Seeing eye dogs" are one type of service animal, used by some individuals who are blind. This is the type of service animal with which most people are familiar. However, please do not make the mistake of thinking that only dogs can be service animals.

There are service animals that assist persons with other kinds of disabilities in their day-to-day activities. Some examples include:

- Alerting persons with hearing impairments to sounds.
- Pulling wheelchairs or carrying and picking up things for persons with mobility impairments.
- Assisting persons with mobility impairments with balance.

Q. How can I tell if an animal is really a service animal and not just a pet?

- A. If you are not certain, you may require proof, NRS 651.075 (2). An example of such proof would be an ID card issued from a training school or a certificate or license issued by a state. Not all states have ID programs, therefore you may want to rely on other proof or common sense.

Q. What must I do when an individual with a service animal comes to my attention?

- A. The service animal must be permitted to accompany the individual with a disability to all areas of the property where guests are normally allowed to go. An individual with a service animal may not be segregated from other guests.

Q. The county health department says that only a seeing eye or guide dog has to be admitted. If I follow those regulations, am I violating the ADA?

- A. Yes, if you refuse to admit any other type of service animal on the basis of local health department regulations or other state or local laws. The ADA provides greater protection for individuals with disabilities and so it takes priority over the local or state laws or regulations.

INSURANCE AND SPECIAL PERMITS

Q. Can I charge a maintenance or cleaning fee for customers who bring service animals onto the property?

A. No. Neither a deposit nor a surcharge may be imposed on an individual with a disability as a condition to allowing a service animal to accompany the individual with a disability, even if deposits are routinely required for pets. However, we may charge a guest with disabilities for damages done by a service animal as long as it is our regular practice to charge non-disabled customers for the same types of damages. For example, we can charge a guest with a disability for the cost of repairing or cleaning furniture damaged by a service animal if we also charge when non-disabled guests cause such damage.

Q. Are we responsible for the animal while the guest with a disability is on our property?

A. No. The care or supervision of a service animal is solely the responsibility of his or her owner. We are not required to provide care or food or a special location for the animal.

Q. What if a service animal barks or growls at other people, or otherwise acts out of control?

A. We may exclude any animal, including a service animal, from our property when the animal's behavior poses a direct threat to the health or safety of others. For example, any service animal that displays vicious behavior towards other guests or customers may be excluded. We may not make assumptions, however, about how a particular animal is likely to behave based on our past experience with other animals. Each situation must be considered individually. Although we may exclude any service animal that is out of control, we should give the individual with a disability who uses the service animal the option of continuing to enjoy our property and services without having the service animal on the premises.

Q. Can we exclude an animal that doesn't really seem dangerous but is disruptive to our business?

A. There may be a few circumstances when we are not required to accommodate a service animal – that is, when doing so would result in a fundamental alteration to the nature of the business. Generally, this is not likely to occur in our property. But when it does (for example, when a dog barks during a performance) the animal can be excluded.

If you have further questions about service animals or other requirements of the ADA, you may call the Legal or Risk Management department.

INSURANCE AND SPECIAL PERMITS

AUTOMOBILE/FUEL-POWERED VEHICLES INSIDE FACILITY

All requests for placement of automobiles, trucks, motorcycles, and other motorized vehicles must be approved in advance by Senior Management of “The Venetian & The Palazzo” before being submitted to the Clark County Fire Marshal. 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 you select is responsible for, and must submit a floor plan of, the proposed location of any automobiles, trucks, motorcycles, and other motorized vehicles to the Clark County Fire Marshal’s office for approval one (1) month prior to the event. A Fire Marshal-approved copy must be forwarded to “The Venetian & The Palazzo” two (2) weeks prior to vehicle move-in and placement. Any changes to approved plans will require additional approval by the Fire Marshal.

ASCAP/BMI/SESAC BROADCASTS AND PUBLICATIONS

“The Venetian & The Palazzo” does not regulate, control, approve, or disapprove any broadcast, performance, or publication of music or any other audio or visual presentations. If the Licensee, or an exhibitor, wishes to use copyrighted material, it will be necessary for you to make arrangements with the ASCAP, BMI, or SESAC for a license to perform such copyrighted music or material or otherwise qualify for an exemption.

For more information regarding copyrighted material please contact the following:

ASCAP

American Society of Composers Authors and Publishers
 General Information:800.952.7227
 Licensing Information:800.505.4052

BMI

Broadcast Music, Inc. Telephone:800.925.8451

SESAC:800.826.9996

ADDITIONAL HEALTH PERMITS

“Temporary Food Establishment Application for Special Event” & “Event Coordinator Application for Special Events and Trade Shows”

The Southern Nevada Health District requires additional permits (Temporary Food Establishment Permit) when the following activities take place within the Congress Center/Sands Expo:

- When food or is served at an event that is open to the general public regardless of weather tickets are sold or where entry is free
- Cash Food Sales or Cash Bars – all cash food sales or cash bar sales require additional Health Permits when the event is open to the public
- If an event is held in a location that is not permitted for food and beverage:
 - Any space other than the Congress Center, Sands Expo or a restaurant may require an additional Health Permit.
 - Any Food & Beverage event taking place within The Grand Canal Shoppes or The Shoppes at The Palazzo.
- If an event has multiple food or beverage vendors participating in the event (such as “Taste Of” events where multiple restaurants showcase items). These types of events also require a “Event Coordinator Application for Special Events and Trade Shows” form.
- For Fee Structures, Forms, and Requirements see the Southern Nevada Health District’s website at <http://www.cchd.org/>
- It is critical that your Conference Manager be copied on any applications or dealings that you may have with the Southern Nevada Health District.
- Consult you Catering Professional for additional information.

BUSINESS SERVICES DIVISION

BUSINESS & PACKAGE CENTER

Our Business Services Division Team is here for you and your guests' convenience. The Venetian and The Palazzo Business Services Division can provide services and equipment to support and enhance the needs of your event and program. We are located in the Congress Center on the 2nd Floor/ Casino Level. Please make the first left turn after The Venetian Showroom and proceed to the end of the Bellini Ballroom corridor, next to Bellini Room #2006.

HOURS AND CONTACT INFORMATION

Hours: Monday – Friday, 7 a.m. – 6 p.m. (*)
Saturday – Sunday, 9 a.m. – 5 p.m. (*)

Phone Number: 702.414.4488 / 702.414.4489

Fax Number: 702.414.1100 / 702.607.7770

(*) Extended Hours can be arranged by discussing this with the Conference Manager. Additional labor charges may apply.

EQUIPMENT RENTALS

The Business Services Division can provide a variety of equipment rentals for your show and meeting needs. Every equipment rental will include delivery to your meeting space (within The Venetian and The Palazzo Congress Center, Meeting Rooms, and Guest Suites) in-depth training and service support. Below is a brief listing of rental able to can be rented. Please call to inquire about pricing and other equipment available for rental.

- Copiers
- Fax Machines
- Laptops
- PC/MAC Workstations

- Black & White Printers / Color Printers
- Nextel Digital Radios
- 2-Way Radios
- Cell Phones

COPY, FAX, INTERNET, AND SECRETARIAL SERVICES

Copy, Internet, and Secretarial Services

Business Services is equipped with a variety of color and high-speed copiers to handle any meeting needs. Computer workstations offer high-speed Internet access where you may print and download documents from the internet or a USB flash drive. Our Business Services Agents will also assist you in minor secretarial projects such as stapling, collating, three-hole punching, binding and name badge printing. Please call the Business Services Division for current pricing on these services.

Faxes

The Business Services Center handles all incoming guest faxes (directed to the Business Services Center Fax Line).

Various suite types at "The Venetian & The Palazzo" are equipped with a personal fax machine and guests are assigned a private fax number for use upon check-in.

Listed below are the current charges for receiving an incoming fax for non-resort guests:

- \$3 for the first page
- \$2 for each additional page

SHIPPING & RECEIVING/PACKAGE CENTER

SHIPPING & RECEIVING PACKAGES

Our in-house Package Center handles all shipping and receiving for our guests; however, it is not designed to handle exhibitors and trade show freight. All tradeshow exhibitors must ship directly to their contracted decorating freight company for delivery as listed in Exhibitor Handbook Manuals. Tradeshow and Exhibitor freight misdirected to the Package Center is subject to delayed delivering and/or refusal of delivery.

ARRIVAL SHIPPING INSTRUCTIONS/RECEIVING AT THE RESORT

In order to assure arrival and timely processing of your packages, please use the following format on your shipments. Please be sure to include the **first** and **last** name of the person who will be receiving the package at the resort. Provide detailed return address information, including phone number. Groups, meetings, conferences, and all other events, please list the title of the group or event and dates of the program on the shipping address label. Please ensure if sending multiple pieces that they are listed as "1" of "Total Number" of packages in the shipment. Below is an example copy of correct shipping labels:

Name of Guest/Recipient (person receiving package)
c/o The Venetian and The Palazzo Resort-Hotel-Casino
3355 Las Vegas Boulevard, South
Las Vegas, NV 89109
(Convention/Conference/Group/Event Name)
(Dates of Group/Conference Events)
(Box __ of __)

Please **do not ship** any items to the attention of your Catering & Conference Manager unless the items are specifically for their use (i.e., resort specifications, rooming lists, signed documents.) This is specifically including any room drops or deliveries to any other area of the resort campus.

Please remember when using a carbon airway bill to press hard to ensure the recipient's name and information is clearly visible on the bottom copy.

If you are using a drayage company for exhibitor packages, they must be shipped directly to the drayage company.

In cases where a drayage company is used, the Resort is prohibited from delivering freight to the exhibit floor. If materials are shipped to the Resort specifically for an exhibit show; the Resort re-directs the packages to the drayage company responsible for that show.

If materials are shipped to the Resort and are not identified for an exhibit show, the Package Center will release the shipment to the consignee and will take the materials (if requested) up to the edge of the show floor.

The Venetian and The Palazzo Team Members are **not** permitted to deliver shipments to booths on the exhibit floor. We accept and process boxes for guests as well as for non-guests. These boxes are held for a period of three (3) weeks (21 calendar days.) If, at that time, the package has not been picked up, it will be returned to sender.

SHIPPING & RECEIVING/PACKAGE CENTER

SHIPPING & RECEIVING / THE VENETIAN RECEIVING DOCK

There is limited dock space for shipments sent by carriers other than Federal Express, UPS, or the US Postal Service, and delivery schedules must be approved in advance. Should you have deliveries shipping through other countries, your Catering & Conference Manager will coordinate the appropriate arrangements with Business Services Division, the Receiving Dock Master and Security to ensure a successful delivery of your items to "The Venetian & The Palazzo". Please give at least two weeks notice for special deliveries.

PACKAGE DELIVERY WITHIN THE RESORT

The Venetian and The Palazzo Business & Package Center is capable of delivering packages within Congress Center, Ballrooms, Meeting Rooms, and Guest Suites. Personnel of "The Venetian & The Palazzo" cannot take materials on to a convention show floor that is controlled by a drayage company. If you are using a drayage company for exhibitor packages, they must be shipped directly to the drayage company. In cases where a drayage company is used, the Resort is prohibited from delivering freight to the exhibit floor. If materials are shipped to the Resort specifically for an exhibit show, the Resort re-directs the packages to the drayage company responsible for that show. The guest will be responsible for both the Business Services Processing and Handling Charges in addition to any charges applied by the drayage company. Please note that the Business Services Division cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PROCESSING, HANDLING AND STORAGE CHARGES

Processing & Handling Charges: Assessed for both incoming and outgoing packages. This charge is in addition to the charge determined by the carrier for shipping. Charges are determined according to weight of the packages. For a list of current pricing, please visit venetian.com/Las-Vegas-meetings/services/Business-and-Package-Center.

Multiple boxes (5 or more), crates, pallets, etc., are billed at 75¢ per pound.

Note: prices are subject to change without notice.

Storage Fees: The Package Center can store shipments for your arrival; however, due to limited storage space, please ship all packages to arrive no more than one (1) week (7 calendar days) and no less than three (3) days prior to the date required. Storage of boxes is available for a fee of \$25 per box, per day, or \$50 per pallet. Please contact the Package Center at 702.414.4489 for rates on storage of oversized items and for sending shipments prior to the one (1) week (7 calendar days) of the event. Any items that are not shipped from the resort starting after the third (3rd) calendar day at the conclusion of events are subject to storage fees which will be charged to the group master.

SHIPPING & RECEIVING/PACKAGE CENTER

DEPARTING SHIPPING INSTRUCTIONS FROM THE RESORT

At the conclusion of the convention, conference or event, we would like to ensure that packages reach their next destination. In order to ensure that a proper delivery is handled, we require The Venetian and The Palazzo Shipping Instruction Form to be completed with all shipments departing the Resort. The Shipping Instruction Form is required even if pre-printed shipping labels accompany the parcels that are being shipped from the Resort. Without the completion of this form, the Resort will not be able to process the delivery of the shipment and have it arrive at its next destination in the time expected.

OUTBOUND INTERNATIONAL SHIPMENTS

When shipping to an international country, outside the continental United States (including Alaska and Hawaii), Business Services must receive a Commercial Invoice/ Customs Form with a detailed list of all items contained in packages. The recipient of the packages is responsible for all customs charges of international shipments. Shipments that do not have a Commercial Invoice / Customs Form will not be sent out and may be subject to storage charges listed above.

PROHIBITED SHIPPING ITEMS

Business Services Division of "The Venetian & The Palazzo" is prohibited from shipping any alcohol, tobacco, and firearms as regulated by the Federal Department of Alcohol, Tobacco, and Firearms. Large items are restricted to a 60" x 60" x 60" dimension size. Any items exceeding this size need to be shipped by a drayage company from the resort campus.

HOURS AND CONTACT INFORMATION

Deliveries must be made during normal operating hours.

Hours: Monday – Friday, 7 a.m. – 6 p.m.

Saturday – Sunday, 9 a.m. – 5 p.m.

Phone Number: 702.414.4488 | 702.414.4489

SIGNAGE AND PROMOTIONAL MATERIALS

ADVERTISING

All public advertising, promotion, direct marketing, collateral, or Internet marketing materials which mention “The Venetian & The Palazzo” by name and/or by use of our logo or intellectual property must be approved in advance by the Brand Marketing Department. All requests will be reviewed in a timely manner. Contact information is as follows:

The Venetian | The Palazzo
Brand Marketing Department
3355 Las Vegas Boulevard, South
Las Vegas, Nevada 89109
702.414.4410
e-mail: advertising@venetian.com

BANNER AND SIGNAGE POLICY

All banners or signs hung or suspended from the ceiling or against walls must be hung by SES (Specialized Event Services). Please note that banners are not allowed in public areas of the Resort.

- A. “The Venetian & The Palazzo” provides electronic reader board posting outside all meeting rooms and Resort event directory locations.
- B. “The Venetian & The Palazzo” does not provide printed signage. All printed signage brought in must be professionally made and meet the requirements of “The Venetian & The Palazzo” management. “The Venetian & The Palazzo” is not responsible for your signage or promotional materials left inside or outside of meeting rooms after functions have concluded.
- C. All meeting room signage should be 22” x 28”, professionally made, and approved by “The Venetian & The Palazzo.”
- D. Association signage is permitted in the convention area at the discretion of the Catering & Conference Management department. Signage for functions of affiliate or sponsoring groups will be limited to one sign outside the meeting room their function will be held in.

- E. Signage is not permitted in the casino, resort lobbies, sleeping room hallways, or in guest elevator banks. Group signage is prohibited outside the Congress Center without prior authorization. The Congress Center begins at the fire door adjacent to Venetian D.
- F. Should your group utilize a large number of hospitality suites, special provisions can be made for signage. Your group can provide one single sign on the hospitality floor listing all hospitality suites utilized by the group. In the event multiple groups are using the hospitality floor, the Resort will consolidate signage using its best judgement. The decision regarding sign consolidation made by the Resort is final and binding upon all parties.
- G. Easels for exhibitors in trade shows must be obtained from the exhibit service company.
- H. Banners are not to be hung outside of meeting rooms without approval from your Conference Manager.
- I. Signs or banners may not be taped, stapled, nailed, tacked, or otherwise affixed to any Resort doors, walls, columns, or other parts of the building or furnishings. Any damages that may occur from the promotion will be the responsibility of the client to whom the space is leased. Any such damages will be billed to the client to whom the space was rented when the violation occurred.
- J. All banners are to be hung by SES. For all signage, banners, etc., that will be hung from the ceiling **inside** Ballrooms or Meeting Rooms, the load is not to exceed 50 lbs. per running foot. A labor charge will be assessed for the hanging of signs and banners.
- K. Permanent facility signage is located through out “The Venetian & The Palazzo” and may not be visibly blocked in any manner. This signage includes directional graphics, emergency exits, restrooms, exhibit hall/ballroom signs, etc. Show signs and /or decorations may not be attached to the permanent facility signage. The removal of such signage is strictly prohibited.

SIGNAGE AND PROMOTIONAL MATERIALS

DISTRIBUTION OF PRINTED MATERIAL

All convention-related brochures, magazines, flyers, and similar printed materials (“Convention Publications”) to be delivered to guestrooms in “The Venetian & The Palazzo” shall be delivered exclusively by The Venetian and The Palazzo Team Members.

All convention publications must be approved in advance by the Client and by “The Venetian & The Palazzo.”

“The Venetian & The Palazzo” may consolidate one (1) or more items comprising convention publications for purposes of any and all deliveries.

Delivery Charges:

Delivered Outside Room	\$1.50 per suite, per door knob-hanging bag
Delivered Inside Room	\$2.50 per suite, per item

PROMOTIONAL MATERIAL

Nothing shall be posted, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith that is necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the organization to whom the space is/was contracted.

Distribution of gummed promotional stickers or labels by the Group, Exhibitors, or Affiliates is strictly prohibited. Any actions necessary for the protection and/or repair of the premises, equipment, or furnishings will be at the expense the Client to whom the space was originally contracted.

PROGRAM/HANDOUTS

If you want “The Venetian & The Palazzo” to place convention related programs or handouts in the seats or at the place settings of your function, please provide information on these items with your meeting requirements. In some cases, there may be a charge for this service. Your Conference Manager will be happy to assist you.

PUBLIC AREAS

“The Venetian & The Palazzo” public areas offer your guests a setting from one of the world’s most beautiful cities. With this in mind, please adhere to the following policies:

- A. “The Venetian & The Palazzo” does not allow exhibits, banners, or displays in public spaces; they must be inside a function room without prior approval.
- B. Registration Desk locations must be approved in advance by your Catering & Conference Manager.

DVD CHANNEL FEED

Rental Channels for all three towers

Channel 30 will view to all TVs in all three towers — first come first serve.

- Facilities set up fee \$2,000
- Please be advised Advertising has additional fees

Standard Def Suite Group viewing channel 3 to be viewed by selected suite numbers

- Facilities set up fee \$3,000
- Please be advised Advertising has additional fees

Coming soon —HD Def Suite Group viewing channel

- Facilities set up fee \$3,500
- Please be advised Advertising has additional fees

TELECOMMUNICATIONS (GUEST SUITES)

GUEST IN-SUITE TELECOMMUNICATION NEEDS:

Single Line - Touch Tone Phone (Analog)\$250 per line

(Can be used for a fax, modem, or credit card machine)

Roll-Over Line \$25 per line

Used as an additional line for DID.

Voice Mail..... \$75 per line

Will act as an answering machine for your single or multiple line service.

Multi-Line - Touch Tone Phone (Digital).....\$300 per line

Installed with up to six rollover lines Allows the ability to receive six incoming calls simultaneously.

Polycom Conference Phone:.....\$250 per day

High-quality conference phone and microphones providing optimized sound, quality, range and mobility. Includes hands-free ability and accommodates up to 15 people in rooms as large as 15' x 20'.

T-1 Line/High-Speed.....\$500 per line

High-speed Internet access, other than \$350 installation per line access provided in suite.

Expedite Fee\$95 per order

Will be charged on orders that are placed less than five (5) business days prior to installation, or same day service.

Overtime \$210 per hour (2 hour min.)

Will be charged on labor done between the hours of 4 p.m. and 8 a.m., Monday through Friday, including weekends and holidays.

Guest Suite Phone:

Local, credit card, and "800" calls are currently subject to a \$1 charge.

Existing Pre-Wired Communication Lines:

Refer to Specialized Event Services section of this document.

Radios/Nextels:

It is recommended that larger groups use radios or Nextels for communications within the building. In the event that you arrange for radios or Nextels with an outside company, please include one radio/Nextel for your Catering & Conference Manager, one radio/Nextel for our Meeting Services department, and one radio/Nextel for our Banquet department.

Should you choose to rent radios/Nextels through the hotel, please contact the Business Center for assistance.

*Please contact your Conference Manager for assistance with any of the above services.

TRANSPORTATION

Please forward to your Catering & Conference Manager your transportation plan with the following information included:

- Name of transportation company that you have selected
- Key contact on-site for shuttle buses
- Telephone number
- Number of buses being utilized on the property
- Number of routes that will be running
- Schedule of dates and hours of the shuttle service
- Hours of peak traffic inbound and outbound
- Private charter loading and unloading area (this area must be blocked by your Catering & Conference Manager and is treated just like Ballroom Space). Departure areas for all off-site transportation must be approved by the Director of Resort Services. For groups that have DMCs, please provide the name of the contact. All shuttles should be restricted to their assigned transportation slips. Any extra shuttles/busses will be staged along the shared access road and will require that this be coordinated by the DMC or transportation company. Transportation desks will be placed adjacent to escalators. They must not block doors, elevators, or phones.

- Taxi Authority Service information
- Limo staging, loading, and unloading area (again, this area must be blocked by your Catering & Conference Manager and is treated just like Ballroom Space)
- Destination list: where the shuttle service originates and returns
- Las Vegas Metropolitan Police Traffic-Control Schedule
- Any special requirements
- Any potential challenges

Please provide this plan to your Catering & Conference Manager at least thirty (30) days prior to your first move-in day.

All arranged transportation must depart from the Transportation Area. Bus slips must be reserved by your Conference Manager.