



# Expo Management Policies and Procedures

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**On behalf of Caesars Entertainment and Caesars Palace, Las Vegas, Welcome!**  
**We are looking forward to a successful event.**

We have prepared this document to assist you with the planning and execution, in addition to your A to Z guidelines. We hope that we will answer most of your questions.

Your Catering/Convention Services Manager is your key contact for all of your needs at Caesars Palace.

If we can be of any assistance, we are at your disposal.

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Vice President Catering/Convention Services

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Director Catering/Convention Services

# CAESARS PALACE

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## Encore Productions

Encore Productions manages and oversees all outside Audio Visual and Production companies providing services within Caesars Palace to assure that standards are upheld and adhered to.

Encore Productions is the exclusive AV provider of audio visual equipment and labor on any tradeshow floor.

Caesars Palace is a union facility. All Audio Visual Services must be performed by an IATSE Local 720 Union Member.

All Audio Visual services at Caesars Palace **must be pay-rolled** through Encore Productions, the exclusive pay roller at Caesars Palace.

All non IATSE technical staff must be shadowed by Union Technicians hired through Encore Productions.

Please contact Encore Productions a minimum of 21 days prior to your event with staff requirements, load in and load out, and billing information. Encore will have an Account Executive work with you to coordinate your needs and prepare an estimate for your review.

Rigging is an Exclusive Service of Caesars Palace. All Rigging must be performed by Encore Productions. A minimum of, one high and one ground are required for both load-in and load-out of all equipment that is to be hung in or attached to the ceiling.

All materials utilized for rigging must be provided by Encore Productions including Truss, Motors, and all rigging hardware.

Rigging point charges are \$150.00 per point for the run of the show. A point is dictated as each location a cable, strap, chain or hanger is attached to the ceiling or grid.

Caesars Palace has an overhead sound system in most exhibit rooms. Encore Productions will be happy to provide patches into this system. The sound system is not designed for live music. Please coordinate with your Encore Account Executive.

## Miscellaneous

All Vendors must place on file a certificate of insurance showing a minimum of **\$2,000,000.00** for each convention/event. This certificate must show: **Desert Palace, Inc. DBA Caesars Palace** and their subsidiaries and affiliates, and each of their officers, Directors, representatives and employees are named as additional insured under the policy. Please provide 21 days prior to your event to your Catering/Convention Services Manager.

No equipment or cases are to remain in the "back of house" hallways at any time.

Storage space for outside exhibitor companies is based on availability. Please see your Catering/Convention Services Manager for rental quotes. Caesars Palace will not take responsibility for any equipment left on premises.

If you anticipate heavy move-in/out requirements, it is highly recommended that you hire a freight elevator operator(s). Please coordinate with your Catering/Convention Services Manager.

The Caesars Palace Employee Cafeteria is not available for outside staff members and vendors. Food and Beverage may be arranged in advance with your Catering/Convention Services Manager.

Vehicles brought into the building must be coordinated with your Catering/Convention Services Manager and must meet the Fire Marshal guidelines.

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## Banners/Signage

We have a professional print shop on site and would be happy to assist you with your printing needs in addition to the hanging of your banners and signs.

All signage must be professionally printed and approved by your Catering/Convention Services Manager.

Please see your Catering/Convention Services Manager to determine the best locations for your signage and easels and we will be happy to provide pricing.

The hotel is not responsible for signage or promotional materials left inside or outside of meeting rooms after functions have concluded.

Signage and easels are not permitted in the casino, hotel lobbies, sleeping room hallways or in elevator banks on guestroom floors.

Signs or banners may not be taped, stapled, nailed, tacked or otherwise affixed to any hotel doors, walls, columns, or other parts of the building or furnishings. Nothing is to be placed against or leaned against any wall in the convention halls.

All signage, banners, etc. hung from the ceiling in the convention area must be hung from existing structures by Caesars Palace. Signage or banners may not be attached to the moveable wall tracks at any time.

## Internet/Telecommunication

Encore Productions would be happy to assist you with all your internet needs. For telephone needs, please coordinate with your Catering/Convention Services Manager.

## Floor Plans

Please refer to section FIRE MARSHAL REGULATIONS for information regarding proper approval and submission of floor plans to the Clark County Fire Prevention Bureau and the hotel. The exhibit company is responsible for providing approved Fire Marshal plans to the Catering/Convention Services Manager 30 days prior to group load in.

## Pre and Post Show Facility Walk Through

A pre and post convention walk through **must** be arranged with the Catering/Convention Services Manager prior to move in. At that time any damage will be noted. While on property, if any damage occurs, your company will be liable and responsible for all repair costs incurred.

All work required to repair or replace damage will be performed by Caesars Engineering Department or a vendor selected by Caesars Palace at your expense.

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## Move-In/Move-Out Floor Covering Requirements

In addition to motorized lifts having NOMAR/white tires, carpet and or visqueen must be placed a minimum of thirty feet leading into the meeting space as well as thirty feet into the service hallways where space permits.

All exhibit aisle ways must be covered with visqueen for both move-in and move-out.

All ballroom freight load-in doors and ballroom doors used for loading in/out must have protective pads placed over the doors. Large shipping pads will accommodate this.

## CLEANING

Caesars Palace will provide the meeting space in a clean condition including exhibit floor, back of the house and freight dock areas. It is the responsibility of the Decorating Company to return the facilities in the same clean condition as received.

Daily exhibit hall, booth and aisle cleaning are not provided by Caesars Palace and must be arranged with your Decorator. In the event Caesars Palace takes on this responsibility, Caesars will charge a daily fee of 25 cents a sq. ft.

Caesars does not provide a dumpster. A dumpster may be ordered with Republic Service.

REPUBLIC SERVICES OF SOUTHERN NEVADA  
770 East Sahara Ave.  
Las Vegas, NV 89104  
Phone (702) 735-5151  
Fax (702) 735-1986

In the event a dumpster is not ordered and a Caesars Palace dumpster is used, a service fee of \$1,500 will apply. Charges applicable each time dumpster is emptied.

If any cleanup is required or damage occurs, fees will be charged. Please review with your Catering/Convention Services Manager.

## Forklifts and Scissor Lifts

All forklifts and scissor lifts must come equipped with NOMAR/White tires and a fire extinguisher. In addition, forklifts must be designated for interior use only and exterior use only. We do not allow forklifts to be driven back and forth from the outside of the property to inside the ballrooms. Caesars Palace does not loan or provide motorized forklifts, genie booms, lifting devices, tools, ladders etc. All equipment must be secured in advance. Contact Encore Productions for rates.

## Interior Carpet Installation

Only a low adhesive tape is permitted on Caesars Palace carpeting. Decorator carpet may be installed only as follows:

Visqueen is to be laid directly over hotel carpet and secured with a low adhesive tape.

Decorator carpet may then be laid over Visqueen with tape securing carpet to Visqueen.

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## Loading Docks

There are 2 loading dock areas that service our meeting space. If your event is in either the **Octavius or Forum Ballroom**, you will use the **Convention Loading Dock**. At this dock we have two loading bays and one drive in ramp.

Dock hours are:

Monday through Friday 3:00 am – 2:00 pm

Saturday 5:00 am – 2:00 pm

Sunday 5:00 am – 1:00 pm

Please provide a detailed truck manifest to your Catering/Convention Services Manager prior to your arrival. Upon arrival, you will need to check in with the Convention Set-up Manager at ext. 1155 prior to beginning to unload/load your freight.

If you arrive prior or after our normal dock hours, please call 866-1155 for access.

The Second loading dock is our **Main Loading Dock** that services the entire hotel.

Please provide a detailed truck manifest prior to your arrival.

Dock Hours at the Main Loading Dock are:

Monday through Friday 3:00 am – 2:00 pm

Saturday 5:00 am – 2:00 pm

Sunday 5:00 am – 1:00 pm

Upon arrival, please check in with the dock master for your bay assignment.

Trucks are to be manned at all times. No overnight parking at either docks or anywhere on- property. Any vehicles left unattended may be towed at your expense. Should you need parking, please contact your Catering/Convention Services Manager for more information.

## Storage of Exhibit Materials

Caesars Palace will not accept and store shipments of exhibit materials in advance of a show. Due to Clark County Fire Department regulations, crates, boxes and such cannot be stored on Hotels' premises during a show. It will be necessary for you to make arrangements with your exhibitor service to receive and store exhibits for delivery to Caesars Palace on the move in date. These arrangements must also include the removal of empty crates, their storage during the show, and their subsequent return to Caesars Palace on the move out date. Should any property not be removed by the designated move out date, the Hotel management may store, or cause to be stored, any such property that your organization or the exhibitor will be charged a reasonable fee for all incurred.

Caesars Palace does not provide any storage for outside contractors' equipment. All storerooms inside the Hotel's convention area must be maintained free of any outside contractor equipment. It will be the responsibility of the outside contractor to secure storage for any and all equipment off property. Any and all equipment found stored will be moved and cost of labor will be charged to the outside contractor.

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## Equipment Inventory

Rental equipment available for Expos:

6' x 30" boxed table with 2 chairs	\$100.00 per table per room/per day
6' x 18" boxed table with 2 chairs	\$100.00 per table per room/per day
Risers 4' x 8' section, 16", 24" and 32" heights	\$150.00 per room/per event
Easels	\$ 25.00 per easel per room/per day
Water Cooler Station w/5 Gal. of filtered water	\$200.00 per station inclusive of 1 <sup>st</sup> bottle
Additional 5 Gallon Bottle	\$75.00 per bottle
Exhibit Area Cleaning	25 cents per sq. ft.

## Destination Management Companies/Decor Companies

We would happy to recommend a Destination Management Company, Décor and Entertainment. Please coordinate with your Catering/Convention Services Manager.

Caesars Palace is not responsible for anything left on property. All DMC/Decor companies are responsible for picking up their equipment immediately after the conclusion of the event.

## Electrical Service

Caesars Palace exclusive exhibit electrical provider is Encore Productions. Encore Productions will assist with all of your electrical requirements and will be happy to provide a quote.

## Fire Marshal Regulations

In accordance with the Clark County Fire Department Ordinance number 2289, all special events, displays, exhibits and functions with attendance greater than 300 **require** a plan review accompanied by a permit fee submitted to the Clark County Fire Prevention Bureau. It is the sole responsibility of the association/event planner/company or affiliated companies to submit these diagrams and remit payment directly to the Clark County Fire Prevention Bureau. **Approved copies** of said plans are to be forwarded to your Catering/Convention Services Manager prior to set-up of your function(s). **Caesars Palace will not provide access to meeting space without CCFD approved copy of floor plan.**

Should Caesars Palace create a floor plan for your event/meeting, each floor plan submitted will be charged at minimum of \$100.00/hour plus Clark County Fire Department fees for submittal. Floor plans submitted less than 14 days out will be charged at \$150.00/hour plus Clark County Fire Department fees for submittal.

Instructions for permit application and method of payment are posted on the Clark County Fire Department web page at [www.co.clark.nv.us](http://www.co.clark.nv.us) or at the Fire Prevention Bureau.

Clark County Fire Department  
575 E. Flamingo Rd.  
Las Vegas, NV 89119  
Phone (702) 455-7118  
Fax (702) 735-0775

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

- Scaled to a minimum of 1/20"
- Dimensions and square footage of the entire area
- Size, location and construction of booths or any object taking up floor space in the room
- Table and chair location
- Width of all aisles
- Location and width of all fire exits
- Location of ALL fire extinguishers and fire hose cabinets. One fire extinguisher per every 6,000-sq. ft. and travel distance not to exceed 75 feet
- Name of contact person and phone number
- Move in and move out dates
- Room name
- Function name
- Name of hotel
- Address of hotel
- Occupancy
- Grandstands, bleachers, risers and alike must be approved by the Clark County Building Department
- Perimeter/Screen draping. All fire exits must be clearly visible with an illuminated exit sign above each

Any fire extinguishers or fire hose cabinets' located back-stage must be clear and easily accessible.

Automobile or other fuel-powered vehicles of any nature must follow the following guidelines:

- Gasoline tanks at 1/8<sup>th</sup> full.
- Batteries disconnected.
- Locking gas caps.
- Ignition keys removed.
- Propane tanks to be removed.
- Each vehicle must be equipped with its own fire extinguisher.
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for issuance permit.

All drapes, hangings, curtains, drops and all other decorative material shall be made from non-flammable material or treated and maintained in a flame-retardant condition. All fire certificates must be available for review upon request.

Smoking is **prohibited** in all convention areas, at all times.

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

Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshal. Approved cylinders must be stored in an upright position. Helium canisters are permitted but must be stored in a secured upright position.

Any use of two wire extension cords is prohibited. Multiple outlets and electrical cords must be grounded and must not be used to exceed their listed amp rating.

Areas enclosed by solid wall and ceilings must be provided with approved smoke detectors and a "fire watch" during off hours. Any covered area exceeding 800 sq. ft. will require a temporary sprinkler system.

Any bleacher systems will require approval from the Clark County Building Department. IATSE labor must assemble and dismantle bleacher systems.



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## Security

Caesars Palace is not responsible for loss of or damage to equipment or other items left in meeting rooms. Valuables should not be left unattended.

We recommend that you hire Security Officer(s) for any area you wish to secure including but not limited to exhibit halls, general session, audio visual/production set-ups, registration areas, etc.

Armed security is not permitted on Caesars Palace property.

Caesars Palace Security Department is to be copied on all incident reports created by the outside provider.

Your Catering/Convention Services Manager must receive a copy of the contracted dates and times.