

Wynn Las Vegas, LLC Convention Services Policies and Procedures

The Convention Services Policies and Procedures are designed to ensure that Wynn Las Vegas, LLC delivers an exceptional guest experience and maintain a safe and pristine environment for all current and future guests.

Wynn Las Vegas, LLC is the parent company of Wynn Las Vegas and Encore Las Vegas. For purposes within this document, references to Wynn Las Vegas apply equally to Encore Las Vegas unless otherwise specified.

Abandoned Property

All equipment, decorations, freight, etc., must be removed from the premises at the expiration of the contract. All items left behind will be treated as abandoned equipment.

Access and Right to Enter

The Convention Services Manager, other authorized Wynn Las Vegas/Encore employees, the Fire Marshall or government agency representatives may enter the function space at reasonable times to perform their official duties.

Adhesive Backed Stickers

Exhibitors are not permitted to give out adhesive backed stickers.

Advertising

Wynn Las Vegas retains exclusive rights to all display advertising within the function space and all other space on Wynn Las Vegas property. Groups may not advertise within the function space, nor represent to any third party that it may advertise within the function space or on Resort property, and may not place any signage or banners in the function space or on Wynn Las Vegas or Encore property without prior written consent from the Convention Services Manager. In the event permission is granted the Group to advertise within the function space or on the Resort property, it shall be a nonexclusive right to advertise; however signage is restricted to meeting areas and must be pre-arranged with the Convention Services Manager. All policies and procedures outlined under "Banners & Signage" in this document must be strictly adhered to.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) forbids discrimination against individuals with disabilities. In compliance with the ADA, Wynn Las Vegas provides for reasonable accommodations to allow physically challenged individuals to participate in all activities. Accessible sleeping rooms, wheelchairs, TDD kits, and Braille menus are available. Specific facility questions can be directed towards your Convention Services Manager.

Animals

No exotic, wild or non-domesticated animals may be brought onto the premises.

Permission for any domesticated animals (cats, dogs, etc.) to appear as part of a performance or exhibit booth must first be approved by the Exhibit Manager, Meeting Planner and then the Convention Services Manager and/or Production Services Director. Additional insurance may be required. The following criteria must be met for the consideration of domestic animals on property:

- The animal must have something to do with the show or booth. (i.e., dog used in a commercial, films, etc.).
- A separate certificate of insurance in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming Wynn Las Vegas, its subsidiaries and affiliates as additional insured's.
- Animals may not remain in the building overnight.
- A trainer must accompany the animals at all times.

The use of birds requires special consent by Wynn Las Vegas management based on the type of show the bird is featured in.

Seeing eye/assistance animals are permitted.

Audio Visual

Wynn Las Vegas has an in-house full service Entertainment Production Services Department to accommodate audio-visual and technical requests associated with convention, exhibit or catered functions. A Production Services Manager will be assigned to facilitate all audio-visual and production elements including labor and equipment services associated with convention business meetings, exhibits, and corporate events. All costs in connection with such audio-visual services are the responsibility of the Group at prevailing rates.

All audio-visual equipment associated with meetings and breakouts will be handled by the Resort's Entertainment Production Services Department. If the Group requests to bring in their own equipment and/ or an outside Production Company, an accommodation fee per meeting room per item based on 25% of what Entertainment Production Services would have charged for the same equipment will be required and payable by the Group.

All rigging within the Resort convention area shall be performed and/or supervised by the Entertainment Production Services Department. There will be a onetime charge of \$75.00 per rigging point below the ceiling and \$125.00 per rigging point above the ceiling payable by the Group. Additional charges may apply for custom rigging points.

The Group may not use outside vendors for room supervision, stage rental usage, electrical power usage, stage rigging, rigging points or theatrical lighting. All such services will be coordinated and handled through the Entertainment Production Services Department. Specific charges related to audio visual services that are not listed in the A/V quick guide will be provided to the Group by EPS prior to the event.

All wireless R.F. systems to be used will require prior authorization from the Wynn Las Vegas Entertainment Production Services Department to avoid having frequency interruptions with Wynn Las Vegas operations.

The Petrus, Palmer, Mouton, Montrachet, Margaux, LaTache, Lafleur, Chambertin, Alsace, Brahms, Beethoven, Chopin, Debussy, Handel, Schubert, Strauss, & Vivaldi meeting rooms are equipped with the following built-in Audio Visual components:

- One (1) Crestron digital a/v lighting control panel.
- One (1) retractable high output data/video projector (1024 X 768) with a retractable 10' x 13.3' matte white screen (Mouton, Margaux, and Lafleur).
- One (1) retractable high output data/video projector (1024 X 768) with a retractable 7.5' x 10' matte white screen (Petrus, Palmer, Montrachet, LaTache, Chambertin, and Alsace).
- One (1) retractable high output data/video projector (1024 X 768) with a retractable 9'8" x 5'4" dual view screen (Handel, Schubert, Strauss, & Vivaldi).
- One (1) retractable high output data/video projector (1280 X 720) with a retractable 11'8" x 6'7" dual view screen (Chopin) & (Debussy 1024x768).
- One (1) retractable high output data/video projector (1280 X 720) with a retractable 13'4" x 7'6" dual view screen (Brahms).
- One (1) retractable high output data/video projector (1024 X 768) with a retractable 16' x 9'1" dual view screen (Beethoven).
- One (1) integrated digitally controlled audio mixer.
- One (1) passive full range overhead speaker system.
- Two (2) operation input panels per room consisting of:
 - Two (2) microphone inputs
 - Two (2) line inputs
 - RGBS inputs to projector
 - Video input to projector
 - MATV television feed
 - Cat 5 telephone cable
- 208-volt 3 phase 5 wire outlets (NEMA L21-30) .
- 110-volt single phase duplex outlets.
- 110-volt single phase isolated ground 15A 125-volt twist lock.
- Architectural ceiling lighting track with a 2.4k dimmer load.
- Architectural down lights and chandeliers are digitally controlled by Crestron.
- Full surround 1.5 i.d. unistrut with a rated capacity of 50 on center and 200 lbs. at the all thread point.
- High speed internet access.
- Multi-line telephone/speakerphone capabilities.

Applicable charges will apply for the audio visual equipment noted above.

The St. Julien, St. Pierre, Bach, Puccini, & Ravel Boardrooms are equipped with the following audio visual components:

St. Pierre Boardroom

- One (1) Crestron digital a/v lighting control panel.
- 60" plasma wall mounted television.
- 4 pop-up computer terminals linked to the plasma TV and overhead audio system.
- High speed internet access.
- Multi-line telephone/speakerphone capabilities.
- Standard down lights controlled by Crestron.

St. Julien Boardroom

- One (1) Crestron digital a/v lighting control panel.
- Built in rear screen 70" X 70" projection system (1024 x 768).
- 8 pop-up computer terminals linked to the projection system and overhead audio system.
- Video conferencing system.
- Audio recording capabilities.
- High Speed internet access.
- Multi-line telephone/speakerphone capabilities.
- Standard down lights controlled by Crestron.

Bach & Ravel Boardrooms

- One (1) Crestron digital a/v control panel.
- 2 60" plasma wall mounted televisions.
- 4 pop-up computer terminals linked to the plasma TV and overhead audio system.
- High speed internet access.
- Multi-line telephone/speakerphone capabilities.
- Standard down lights controlled by faders.

Puccini Boardroom

- One (1) Crestron digital a/v control panel.
- 5 19" LCD monitors mounted around the center island.
- High speed internet access.
- Multi-line telephone/speakerphone capabilities.
- Standard down lights controlled by faders.

Applicable charges will apply for the audio visual equipment noted above.

Baggage Handling

Groups at Wynn Las Vegas: Guests arriving as a group will arrive at the Ballroom/Tour Bus Entrance which is located off of Sands Avenue through the Wynn South Gate. Group arrivals are subject to a mandatory baggage handling charge of \$10.00 per person, round trip as of April 1, 2016. There will be an additional charge of \$2.00 per bag for golf bag storage. These charges are subject to change.

Groups at Encore: Guests arriving as a group will arrive at the Bus Staging area through the Hotel Entrance off of Wynn Boulevard. Group arrivals are subject to a mandatory baggage handling charge of \$10.00 per person, round trip as of April 1, 2016. There will be an additional charge of \$2.00 per bag for golf bag storage. These charges are subject to change.

Individual at Wynn and Encore: A Resort Bell person will greet guests arriving individually at the assigned entrance based in the Tower their room is located. A claim check will be issued after check-in and bags will be delivered to their room.

Bag Pull: Please be advised that we require a minimum of two hours prior to guest departure to retrieve guest bags for a group departure. Guest luggage waiting to be retrieved by the Bell Desk is to be placed near the door inside the guest room.

Balloons

The usage of balloons must be approved by the Convention Services Manager or Catering Sales Manager. The following guidelines must also be followed at all times:

- The use of helium balloons smaller than 18 inches are prohibited. Smaller air-filled balloons may be used for decoration and/or handouts.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored. No helium balloons or blimps may be flown around the ballrooms.
- The use of mylar balloons are prohibited.
- Helium gas cylinders for refilling must be secured in an upright position on safety stands with the regulators and gauges protected from damage. Overnight storage of helium or compressed air cylinders is prohibited in the building.
- Balloons must be removed from the property by the company who provided them. Wynn Las Vegas staff is not responsible for removing balloons. A labor charge of \$55.00 per hour will be assessed if balloon removal is required.
- Balloons will not be released outside due to airport flight patterns in the area.

Ballroom Stages

Wynn Las Vegas is equipped with two (2) permanent stages and Encore Las Vegas is equipped with one (1) permanent stage to be used for entertainment purposes only. All events must be approved by the Production Service Manager to ensure that the production elements meet Resort standards. Group must be prepared to review their audio-visual, sound, prop and decoration requests with their Convention Services Manager and/or their Entertainment Production Services Department at least thirty (30) days prior to the event.

The stages in the Lafite, Latour, and Encore Ballrooms will rent for a minimum of \$500.00 per day which may increase based on the type of production to be performed. This charge does not include labor or equipment rental.

All equipment to be used on the permanent stages is to be loaded through the upstage doors. No equipment is to be loaded from the front of the stages. In the event the existing upstage door is inadequate for the load-in/out needs of the event, load-in access may occur through Lafite 3, Latour 7, or Encore 8 and front loaded onto the stage deck provided that the equipment being loaded onto the stage does not exceed stage load limits of 125 lbs. per square foot and the canvas skirt has been applied to avoid scratches and marring from the lift truck forks.

Use of stage space does not include front of house lighting, fly rails, theatrical draperies, cyclorama and main curtain valance. NOTE: The existing drapery and electrics are NOT to be moved or altered without consent from the Production Services Manager. A separate charge will apply.

All cabling running from and to the ballroom stages must run through the access hole located on stage left.

Specific dimensions of each stage are noted below:

Lafite Ballroom Stage

- Overall ballroom ceiling height is 24'.
- The proscenium width is 49'6". The proscenium height is 18'.
- The stage height from the ground is 3'6".
- The stage depth from the plaster line is 20'. The overall stage width is 86'.
- Off stage wing space stage right is 16'8". Off stage wing space stage left is 20'6".
- Center stage radius to main curtain is 13'. The width of the center radius is 25'.
- The handicap lift up stage right measures 2'10" X 4'2".
- The roll-up door up stage center has dimensions of 9'11" w X 10' h.
- The stage contains two (2) side radius stair units with 6" rise and 12" tread.
- 21 counter weighted line sets (Eight general purpose).
- Three (3) full length legs and borders.
- One (1) upstage natural cyc. Two (2) manual split travelers.
- Z – Tech fire curtain with a 2 hour rating.
- Batten pipe length 63'. Pipe load capacity of 1000 lbs.
- Manual split main curtain or fly-out.
- Grid height from stage is 43'.

Latour Ballroom Stage

- Overall ballroom ceiling height is 24'.
- The proscenium width is 35'. The proscenium height is 15'9".
- The stage height from the ground is 3'6".
- The stage depth from the plaster line is 20'. The overall stage width is 53'.
- Off stage wing space stage right is 11'6". Off stage wing space stage left is 7'10".
- Center stage radius to main curtain is 12'. The width of the center radius is 25'.
- The handicap lift up stage right measures 2'10" X 4'2".
- The roll-up door up stage center has dimensions of 9'11" w X 9'11" h.
- The stage contains two (2) side radius stair units with 6" rise and 12" tread.
- 20 counter weighted line sets (Seven general purpose).
- Three (3) full length legs and borders.
- One (1) upstage natural cyc. Two (2) manual split travelers.
- Z – Tech fire curtain with a 2 hour rating.
- Batten pipe length 42'. Pipe load capacity of 1000 lbs.
- Manual split main curtain or fly-out.
- Grid height from stage is 38'.

Encore Ballroom Stage

- Overall ballroom ceiling height is 25'.
- The proscenium width is 36'6". The proscenium height is 15'6".
- The stage height from the ground is 3'9".
- The stage depth from the plaster line is 23' 6". The overall stage width is 56'6".
- Off stage wing space stage right is 8'. Off stage wing space stage left is 12'.
- Center stage radius to main curtain is 12' 6". The width of the center radius is 28'.
- The handicap lift up stage right measures 2'10" X 4'2".
- The load-in door up stage center has dimensions of 9'9" w X 9'9" h.
- The stage contains two (2) side radius stair units with 6" rise and 12" tread.
- 22 counter weighted line sets (Seven for general purpose).
- Two (2) full length legs and borders.
- One (1) upstage natural cyc. Two (2) manual split travelers.
- Z – Tech fire curtain with a 2 hour rating.
- Batten pipe length 42'. Pipe load capacity of 1000 lbs.
- Manual split main curtain or fly-out.
- Grid height from stage is 38'.

Banners/Signs & Easels

Wynn Las Vegas must assist in hanging banners or signs in any public meeting rooms within the facility. The rules regarding signage and easels are as follows:

- Group signage and easels are not permitted in the casino, hotel lobbies, elevator banks, or in any hallways in the resort tower.
- Only Wynn Las Vegas easels are permitted in the public meeting areas. Groups are not permitted to bring in their own easels.
- Easels will be limited to one (1) outside of each meeting room. Additional easels are available for a nominal fee.
- Easels for exhibitors in trade shows must be obtained from the exhibit service company. These easels can only be used inside the exhibit hall.
- Wynn Las Vegas does not provide signage for groups. All signage must be professionally made and meet the requirements of Hotel Management. Wynn Las Vegas is not responsible for signage or promotional materials left inside or outside of meeting rooms after functions have concluded.
- Handwritten signs are not permitted.
- 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. Nothing is to be placed against or leaned against any wall in the convention area.
- All signage, banners, etc. that will be hung from the ceiling in the convention area must be hung from existing structures. Load is not to exceed 75 lbs. per running foot. Signage or banners may not be attached to the air walls in the ballrooms at any time.
- All hanging signs must be approved by Convention Services. The Resort reserves the right to refuse signage that does not meet the minimum requirements as set forth in these policies. All signage must be described in detail, in writing and submitted to your Convention Services Manager at least one (1) week prior to arrival.
- Any and all signs, banners, etc. that need to be hung in the convention area must be done by Wynn Las Vegas Entertainment Production Services. Depending on size, a per banner charge will be applied to the group master account. Larger signs that require additional rigging hardware, scissor lifts and personnel to hang

signage and/or scenic components will be charged per man hour and for the use of hardware materials.

- Signage on easels should be 22" X 28".
- Wynn Las Vegas provides adequate directional signage to the meeting facilities. Additional directional signage must be approved by the Convention Services Manager.

Broadcast

The video and audio recording of meetings and events requires prior approval. The use of the in-house audio and video connecting patch systems must be coordinated through the Production Services Department. Charges vary depending on the number of patching points required. Please contact the Convention Services Manager or Entertainment Production Services Manager for further information.

Business License

Since the Resort and its affiliates are required to or may be required to obtain certain business licenses by the applicable governmental authorities, the Group, and its agents, employees, and contractors agree to obtain any license, qualification, clearance, or similar instrument which may be required by the Resort or any applicable governmental authority for the Program.

If the group engages in any function with an admission charge or fee, or which has merchandise for sale, the Group shall be required to obtain approval and licensing from the Clark County License Board. A copy of the licensing certificate must be presented to the Resort Catering/Convention Services Office no later than three (3) days prior to the Program. Please contact the Clark County License Board for further details.

If the Resort or any of its affiliates is directed to cease business with the Group or its agents, employees or contractors by any governmental authority, or if the Resort determines, in its sole discretion, that the Group, or its agents, employees or contractors, is or might be engaged in any activity which could jeopardize the business or licenses of the Resort or its affiliates, this Agreement may be terminated by the Resort without further liability by either party, other than the cancellation charges set forth in Section 7 of this Agreement.

Business Services Center

The Business Services Centers provides a broad spectrum of products and services and allows our guests to accomplish all their business needs. The following services are available:

- Table Top Services *See **Table Top Exhibits and Services section**
- Equipment rentals - computers, monitors, printers, fax machines, copiers
- Communication rentals – cell phones, Nextel radios, two-way radios
- Courier services – FedEx, UPS, (Freight services –Air, Land and Sea)
- Fax and E-mail Services, copying services, notary service and office supplies

In addition to the above services, private office suites are available for guests whose business needs run parallel with their travels. These private office suites feature computers with DVD, CDRW, Microsoft Office Professional, Internet access, printers,

scanners, and speaker phones for conference calls. Internet access for Laptop computers is also available in our private office suites. There is a \$15.00 charge to access the suite, and a dollar a minute charge. (Prices are subject to change, please contact the Business Services Center for pricing).

In addition, the Encore Business Center has three meeting rooms that hold 5-8 guests. Rental of these meeting facilities include a speaker phone for domestic phone calls, multi-function device with print/scan/copy functionality, plasma screen for presentation, and hard wired Internet access. Catering options available through in room dining. Reservation requests can be confirmed directly through the Business Center or your Convention Services Manager.

Inbound Shipments

All inbound shipments to the Wynn or Encore Resort are to be addressed as follows:

For programs at Wynn or Encore Las Vegas:
 Recipient's First and Last Name/Hotel Guest
 Name of Group/Event (Dates of Event)
 Reservation Number/Onsite contact number
 c/o Wynn Las Vegas
 3121 Las Vegas Blvd. South
 Las Vegas, NV. 89109

Package Handling Rates

All Inbound and Outbound packages are subject to processing, X-raying and handling fees based on a sliding weight scale.

Packages and Letters:

0	- 1 lbs.....	\$10.00
2	- 10lbs.....	\$15.00
11	- 20 lbs.....	\$25.00
21	- 30 lbs.....	\$30.00
31	- 60 lbs.....	\$35.00
61	- 80 lbs.....	\$40.00
81	- 100lbs.....	\$60.00
101	- 150lbs.....	\$75.00
	150lbs plus.....	\$75.00 per 100lbs

Items over 101 lbs. or multiple package shipments arriving for the same guest will be classified as freight and will be assessed a fee of (\$75.00 per hundred pounds, with a minimum fee of \$75.00). Pallets arriving by Freight (\$75.00 per hundred pounds with a minimum charge of \$250.00 per pallet)

Please note that the above pricing is subject to change. Please contact your Convention Services Manager for the most current pricing.

Cadavers in Convention Space

The Resort requires prior written approval for any request to bring cadavers into the Wynn/Encore Convention space as part of a medical symposium. Your Convention Services Manager must be informed at least 60 days prior to the first arrival date should such a request be made. If approved, your Convention Services Manager will provide you with the guidelines and cleaning fees associated with our policy.

Cables and Wires

In the event electrical power drops, television cables, telephone cords or other such cables and wires must be laid on the floor or in public traffic areas, appropriate cable bridges and/or low adhesive tape must be utilized. No cabling or wires are permitted to be run through doorways.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Exhibitors and scenic companies are not permitted to make their own electrical connections and supply cabling where devices draw more than 500 watts or 5 amps.

Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.

Cube tape adaptors are prohibited. Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating. All temporary electrical wiring must be accessible and free from debris and storage materials.

Carpet Installation

Only a low adhesive tape is permitted on Wynn Las Vegas' carpet. Gray duct tape, electrical tape and foam adhesive tapes are not permitted. Exhibitors and Scenic companies are responsible for the complete removal of all tape used on floor ways and other areas. A clean up fee of \$55.00 per man hour will be applied.

Decorator carpet may be installed only as follows:

- Roll Tack is to be laid directly over the Resort carpet and secured with a low adhesive tape.
- Decorator carpet may then be laid over Roll Tack with tape securing the carpet to the Roll Tack.

Check Cashing

The Resort casino cage oversees all check cashing for Resort guests. Resort guests may cash personal checks based on credit approval verification. Personal checks must be imprinted with the Resort guest's name and address, and accompanied by a major credit card and a valid U.S. form of identification.

Please note that the following types of checks will not be accepted at the Resort:

- Company/Payroll checks
- Certified checks
- Money orders
- Two party checks
- Temporary or starter checks
- Post-dated checks
- Checks drawn from a foreign bank

Cashier checks are welcomed, but are subject to prior approval by the Resort casino cage.

Check-in/Check-out

The official Resort check-in time is at 3:00pm; however every reasonable effort will be made to accommodate individuals who request their accommodations prior to 3:00pm. The resort check-out time is 12:00pm.

All Wynn and Encore guests are advised to check-in at the appropriate registration area (All Tower Suites guests may check-in at Tower Suites Registration and Resort Tower guests are required check-in at the Resort Registration).

Cleaning

Wynn Las Vegas does not have an exclusive cleaning contractor. Booth cleaning arrangements must be made by the exposition/exhibit company. Wynn Las Vegas staff will not be responsible for cleaning booths or aisle ways in the exhibit halls.

Concrete/Asphalt Anchoring

Drilling and anchoring in concrete is prohibited. Drilling in any other surface inside or outside must be approved by the Wynn Las Vegas Entertainment Production Services Department and Convention Services Manager.

Confetti

Wynn Las Vegas does permit the use of confetti in the meeting/ballroom space, but the meeting group is required to pay an hourly fee associated with clean-up. The clean-up fee is \$55.00 per hour per service/staff member.

Damage to Property

Suites:

All suites utilized for group purposes will require a pre and post inspection with you and the Convention Services or Catering Manager. Damage due to the group's usage will be recorded. All labor and materials will be reviewed with the group and billed at cost. Full payment is required within thirty (30) days of the billing date.

Common area:

The group will bear the liability for damage other than normal wear and tear to the function space, any other real or personal property of the Wynn Las Vegas caused by the act or omission of the group's agents, employees, members, attendees, contractors, volunteers, or performers. Any damage due to the group's usage will be recorded and repaired. The group will be billed at cost. Full payment is required within thirty (30) days of the billing.

Electrical

Wynn Las Vegas has an exclusive in-house electrical provider. All electrical requests will be handled through the Wynn Las Vegas Entertainment Production Services Department.

All electrical power and distribution equipment is provided by EPS., Pricing will be provided by the Group's Entertainment Production Services Manager prior to the event based on the power requirements provided by the Group. Pricing will vary based on the size and scope of the event.

Elevators

Wynn Las Vegas is equipped with numerous elevators throughout the convention area that move equipment and freight from the basement level to the main resort level. The dimensions of those elevators are as follows:

Location	L x W x H	Capacity
Wynn Service Elevators from Staging Area to Basement	7' 3" x 8' 2" x 8'	10,000 lbs.
Wynn Freight Elevators from Staging Area to Basement	24' 6" x 11' 8" x 10'	20,000 lbs.
Encore Freight Elevators from Staging Area to Ballroom/Meeting Room Level	15' 10" X 10' 11" X 10'	15,000 lbs.
Pantry Freight Elevators: Adjacent to Margaux and Lafleur	10' x 13' 9" x 10'	8,300 lbs.
Service Elevators from Wynn Meeting Room Pantries: Petrus, Palmer, Mouton, Montrachet, Margaux, La Tache, Lafleur, Chambertin, &Alsace	5' 8" x 7' 9" x 9' 10"	4,500 lbs.
Service Elevators from Encore Meeting Room Pantry in Beethoven:	8' 10" X 5' 4" X 8' 5"	6,000 lbs

Emergency Equipment and Procedures

Wynn Las Vegas 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 property. The Wynn Las Vegas Security and Engineering Departments continually monitor all building systems throughout the facility.

Procedures for handling emergency situations at Wynn Las Vegas have been established to ensure the safety of endangered persons. A complete Emergency Procedure's Handbook is available for your perusal in our Security office. For security reasons, this handbook may not be removed from the property.

The Wynn Las Vegas staff is fully trained to handle emergency situations. Our Security office is operational 24 hours a day and becomes the communications center and command post in the event of an emergency. The Convention Services staff is responsible for keeping meeting groups informed during emergency situations.

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.

Wynn Las Vegas also has a canine team on-site that routinely inspects the meeting rooms and ballrooms. This canine team when available will also assist in “sweeping” general session and exhibit halls prior to opening to the public.

Engineering Department

The Wynn Las Vegas Engineering Department ensures that all crucial building systems are working properly. They rely on the Convention Service Manager for all event information to maintain all facility functions. Therefore, information such as event hours, HVAC requirements, floor plans, and schedules of events are critical to the operations of this department.

Exhibits/Special Requirements

One (1) month prior to the show, the Group’s exposition/exhibit company is required to submit floor plans of the proposed exhibit layout to the Clark County Fire Department for approval. The Fire Marshal’s signed and approved copy must be forwarded to the Convention Services Manager no later than three (3) weeks prior to the exhibit move-in. If permits are not obtained, the event will not take place.

All fire exits must be kept clean and unobstructed. In addition, all aisles and exits shown on the approved plan must be kept clean and clear to include booth signs and posters.

All decorations, drapes, banners and decorative materials shall be flame retardant to the satisfaction of the Clark County Fire Marshal. Canvas, cloth, cardboard, leaves, or any combustible material shall be completely flame retardant. A full list of prohibited items can be obtained upon request. All material must be accompanied by an official flame retardant certificate and provided to the Director of Entertainment Production Services prior to move-in.

All labor or purchases required to bring the work up to code will be the Group’s responsibility. Non-compliance with any Clark County Fire requirements will result in the cancellation of the event by the Wynn Las Vegas without liability to Wynn Las Vegas.

All internal combustion engine driven vehicles or equipment displayed in the hall must have fuel filler caps locked or taped, batteries disconnected, and fuel tanks are no more than one-eighth (1/8) full. A non-flammable drop cloth must be placed under the engine.

When pyrotechnic displays are used, a permit from the Clark County Fire Department is required. A copy of this permit must be given to the Convention Services Manager and Production Services Director prior to the function. A certified operator must be present to execute the firing of any pyrotechnics. A copy of the operators certificate must be given to the Entertainment Production Services Manager prior to the show.

The Wynn Las Vegas Entertainment Production Services Department does not handle or move freight. An exhibit/exposition company must be contracted to handle all freight associated with a convention trade/exhibit show. Small packages and/or items weighing less than 100 pounds can be handled through the Business Services Centers. (see Shipping and Receiving below).

All packing containers, wrapping materials and display materials must be removed by the exhibition company and placed in storage not provided by the Resort. Any loose items not secured in storage will be removed as trash.

Wynn Las Vegas does not have an exclusive cleaning contractor. Booth cleaning arrangements must be made by the exposition/exhibit company. Wynn Las Vegas staff will not be responsible for cleaning booths or aisle ways in the exhibit halls.

All freight, box containers and equipment will be inspected by Wynn Security at all loading docks and staging areas prior to moving into the property.

Cooking within exhibit booths will be permitted only with the approval of the Clark County Fire Department and the Wynn Las Vegas Catering Department. A permit from the Clark County Fire Department is required if cooking will be performed. A copy of the Itinerant Food Permit Application can be obtained from the Convention Services Manager. Clark County Codes require hoods for venting and are very precise in other requirements. Please see below:

- All potentially hazardous foods (meats, dairy products, poultry, etc.) must be maintained at proper temperatures: 45° F or colder or 140° F or hotter. Poultry products must be cooked to at least 165° F. Stem thermometers must be available to monitor food temperature.
- Adequate refrigeration must be available for proper food storage.
- Samples must be protected from contamination by sneeze guards, domes or covers. Suitable utensils or individual portions must be provided.
- Single service gloves or suitable utensils must be provided for handling of all ready to eat food.
- A bucket of sanitizer must be provided at each booth. The water must be changed periodically. The sanitizing solution must be made by mixing 1 ½ teaspoons of bleach to each gallon of cool water.
- No smoking or eating is permitted in any booth preparing or serving food.
- A fire extinguisher must be provided in any area using canned heat, gas or fire.
- Adequate extension cords must be available and stored to prevent electrical shock or a tripping hazard.
- All food must be stored off of the floor.

The cooking and/or preparation of food is not permitted on the production stages within the ballrooms.

The Wynn Las Vegas Catering Department may add “corkage” fees to the event.

The Group agrees to provide Wynn Las Vegas with a copy of their contract with their exhibitors. It is the Group’s responsibility to provide their exhibitors with the terms and conditions contained in this document.

Thirty (30) days prior to the event, the Convention Services Manager will contact your exposition company to review and confirm the move-in/move-out times and dates. Both movements will occur between 6 am and midnight, unless alternate arrangements have been approved by the Convention Services Manager.

Set-up and tear-down time allowances are as follows:

Three (3) and four (4) Day Show: Maximum Two (2) Day Move-in/Set-up
 Maximum One (1) Day Move-out/Tear-down
 time

Two (2) Day Show: Maximum One (1) Day Move-in/Set-up
 Maximum One (1) Day Move-out/Tear-down time

One (1) Day Show: Maximum One half (.5) Day Move-in/Set-up

Maximum One half (.5) Day Move-out/Tear-down time

Fire Prevention Regulations

One (1) month prior to the event, the Group's exposition/production company is required to submit floor plans of the proposed event to the Clark County Fire Department, Fire Prevention Bureau for approval. A Fire Marshal approved copy must be forwarded to the Convention Services Manager no later than three (3) weeks prior to the exhibit/production move-in.

In addition to the exhibit floor plans noted above, Fire Marshal approved plans are also required for all meetings or catered events of 300 persons or more. Approval of the plans will be charged as follows:

- Plans are subject to a \$500 approval fee when submitted 10 days or more in advance of event date. Fee is subject to change.
- Plans are subject to a \$750 approval fee when submitted 3 to 9 days in advance of event date. Fee is subject to change.
- Each revision submitted is subject to an additional approval fee.

The following must be shown on the diagram for the 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.
- Name and contact person and phone number.
- Move-in and move-out dates.
- Room name.
- Name of hotel/resort.
- Occupancy.

Required fire exits may not be blocked, or used for moving exhibit material in or out, or used as storage areas. In cases where doorways are not being used, and drapery or scenic flats block the doorway, the exit sign is to be covered. This requires approval from

the Wynn Las Vegas Entertainment Production Services Department and Clark County Fire department.

All remaining exits must be kept clean and unobstructed.

Aisles and exits as designated on approved show plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc. shall not be placed beyond booth areas into the aisles.

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 Clark County 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. ALL MATERIAL MUST BE ACCOMPANIED BY AN OFFICIAL FLAME RETARDANT CERTIFICATE AND PROVIDED TO THE DIRECTOR OF EVENT PRODUCTION SERVICES PRIOR TO MOVE-IN.

If substitutions of original materials must be made, such labor and materials as are required to bring the work up to code standard shall be provided by the Group at no additional expense to Resort. In the event the Group is unable to comply with these requirements, said convention shall be canceled by the Resort without liability to Wynn Las Vegas.

During set-up and tear-down of trade shows, we will require establishment and maintenance of designated "No Freight" aisles. These aisles **must** be clear at all times.

Fire extinguishers, fire hose cabinets and sprinkler closets must be visible and accessible at all times. Fire extinguishers may be blocked only if approved by the Fire Marshal and temporary extinguishers are supplied in the same area and are clearly visible.

All internal combustion engine driven vehicles or equipment displayed in the hall must have fuel filler caps locked or taped, batteries disconnected, and fuel tanks almost empty. A non-flammable drop cloth must be placed under the engine.

Compressed gas cylinders are prohibited unless approved by the Fire Marshal; if approved, cylinders must be secured in an upright position.

No open flame candles, torches, etc shall be permitted without approval of the Wynn Las Vegas Entertainment Production Services Department and the Clark County Fire Department. A copy of the permit must be furnished to the Wynn Las Vegas Entertainment Production Services Department.

Fire-eaters/jugglers are not permitted. Magicians who perform using flammable substances are to be licensed, insured, and have a permit from the Clark County Fire Department. A copy of the permit must be furnished to the Wynn Las Vegas Entertainment Production Services Department.

All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage; all empty cartons must be removed for storage or they will be removed as trash. The doorway vestibules are not to be used as temporary storage. This includes brooms, trash bins and vacuum cleaners.

Combustible materials must not be displayed at any time.

Regulations of the Clark County Fire Department, Fire Prevention Bureau must be observed in their entirety.

Floor Load Limits

The following floor load limits must be strictly adhered to for the safety of all staff and convention attendees:

Lafite, Latour and Encore Ballrooms	250 lbs. per square foot
Lafite, Latour and Encore Stages	125 lbs. per square foot
All other meeting rooms	125 lbs. per square foot

Floral

Wynn Las Vegas boasts a world-renowned floral team. Your Catering Manager will assist you with all aspects of your flowers from bouquets and boutonnieres to the most lavish of centerpieces. Outside florists are not permitted. Guarantee of floral arrangements must be received to the Catering office at least seven (7) days prior to the event dates.

Forklift and Scissor Lifts

All forklifts and scissor lifts must come equipped with no-mar tires and a fire extinguisher. Any forklift used inside the building must be powered by either propane or electricity. Gasoline powered lifts are not permitted under any circumstance. Wynn Las Vegas does not loan or provide motorized forklifts, genie booms, lifting devices, tools, ladders, etc. to outside contractors. These must be obtained from a Wynn Las Vegas approved vendor. Interior storage or charging of motorized lifts is prohibited.

All fork lift operators are to be certified in compliance with OSHA regulations. Boom operators must also wear the appropriate fall protection equipment at all times.

The drop off and storage of fork lifts, scissor lifts and other mechanical equipment is located at both the Wynn and Encore convention loading dock area known as the staging yard. The parking of mechanical lifts or lift truck equipment is not allowed on the ramp or within the staging area.

Gift Cards

There are numerous choices regarding Wynn Las Vegas Gift Cards. The Resort's gift card is available in various denominations starting at \$25 up to a maximum of \$10,000.00. Gift cards are redeemable throughout the Resort, including all resort restaurants and lounges, over 30 retail stores, golf and the exclusive Resort Spas and Salons.

Green Rooms

The Lafite, Latour, and Encore Ballrooms each have a green room adjacent to the backstage area. These green rooms are to be used for theatrical and speaker ready rooms only. They are not to be used as offices, meeting rooms, or storage areas. Each green room rents for \$150 per day. This charge includes towels, shower facilities, personal amenities and clean-up.

Hanging/Rigging

All rigging within the convention area is performed by Wynn Las Vegas Entertainment Production Services Department. Hanging points and reflected ceiling plans can be provided upon request by the Wynn Las Vegas Entertainment Production Services Department.

Hazardous Materials

All parties affiliated with your event are prohibited from possessing, storing, or bringing onto the property materials that constitute hazardous materials (as defined by federal, state and local law) unless the hazardous materials are possessed and used in compliance with all federal, state and local laws. The Group will indemnify Wynn Las Vegas for any possession, storage, transportation and use of such hazardous material for any reason whatsoever.

High Speed Internet Service

Each individual meeting room throughout the facility is equipped with high speed internet portals. COX Business is the exclusive Wynn Las Vegas internet provider for meeting/function space. Any request for services should be directed to the Convention Services Manager.

Hospitality Suites

The following policies must be strictly adhered to in order for the enjoyment and comfort of all of our guests and Wynn Las Vegas and Encore.

- Events in hospitality suites must not be scheduled before 9:00am or after 11:00pm. Any noise from music or entertainment must be kept to a level that cannot be heard outside of the suite.
- Clark County Fire Department regulations do not permit easels and signage in guestroom hallways.
- Should you require easels for signage displays inside your room, please contact your Convention Services Manager for rental information.
- The taping, tacking, or otherwise affixing of any materials to walls, floors or ceilings is not permitted.
- The removal or relocation of furniture and fixtures inside the suite is not permitted.
- All Food & Beverage requirements within suites must be coordinated through the In-Room Dining Event Sales Office. Confirmed event specifications along with payment arrangements must be received by In Room Dining no later than seventy-two (72) hours in advance of the scheduled event. Failure to do so may limit available menu options and result in extended delivery times.

- Suite numbers are available on the day of check-in. Suite numbers will not be issued in advance.
- Each suite is equipped with two (2) twenty (20) amp outlets. Due to safety regulations, additional electrical service cannot be provided in the resort tower.
- Wynn Las Vegas encourages the use of suites for entertaining; however they are not designed for exhibit or display purposes. Exhibits are not permitted in Wynn Las Vegas Suites or Resort Rooms. Machinery may not be exhibited in the suites. Freight, oversized boxes or crates may not be brought up to the guestroom floors.
- All known hospitality suites need to be arranged through the Convention Services Manager. They will ensure Wynn Las Vegas operators are aware of the suite.
- Wynn Las Vegas offers a Salon Conference Suite room product. All meetings in Salon Conference Suites must be pre-arranged with Convention Services. Salon Conference Suites include a boardroom table that will accommodate up to ten (10) people. Please note that check-in is not until 3:00pm. Any meetings scheduled to begin before 3:00 pm on the day of arrival should be addressed with your Convention Services Manager prior so appropriate arrangements can be made. Any meetings scheduled to extend past 12:00pm on the day of check-out will be charged an additional day, extensions are subject to availability.

In-House Television Channels

Groups may rent the in-house closed circuit television channels for the purpose of promoting its events for a cost of \$750 per day. All information to be transmitted on the in-house television channels must be approved in advance by both the Group and Wynn Las Vegas. The preferred format for all programs is a DVD. Please contact your Convention Services Manager for channel availability.

Insurance

As agreed upon in the Wynn Las Vegas Convention Sales contract, all meeting groups are required to carry and maintain a current insurance policy. Please refer to the executed sales contract for outline of required coverage.

No later than fourteen (14) calendar days prior to the commencement of the group's function, the group shall deliver such certificates of insurance to Wynn Las Vegas – Convention Service Manager, 3131 Las Vegas Blvd. So. Las Vegas, NV 89109.

The consent of Wynn Las Vegas to the insurance and limits insured, as shown herein, shall not be considered as a limitation of meeting group's liability under the Agreement or an agreement by Wynn Las Vegas to assume liability in excess of said amounts or for risks not insured against.

Lasers

The use of lasers is permitted within the convention areas of Wynn Las Vegas as long as the production companies submit a valid copy of the CDRH variance, an insurance bond for \$2 million listing Wynn Las Vegas as additional insured, and a laser operator's license. The Laser vendor must notify the Clark County Fire Department regarding the laser usage, and the specifics related to it. The vendor must also supply copies of all licenses and certifications to the Clark County Fire Department.

The use of water cooled lasers are not permitted due to Nevada drought regulations. YAG or other non water cooled lasers are preferred. Electrical connectivity required to power laser equipment is provided by the Production Services Department.

Lighting

Existing in-house architectural lighting (chandeliers, down lights, wall warmers and sconces) are provided without charge. Additional lighting requirements that would require hanging fixtures for the purpose of lighting banners, scenery, cars, pin spotting tables, and centerpieces are available at an additional charge and must be reviewed with our Entertainment Production Services Department.

Load-In Doors/Freight Doors

Wynn Las Vegas:

All load-in/out of exhibit materials and production equipment in the Wynn Las Vegas convention space, must take place through the convention load-in doors located on the South end of the property adjacent to the Lafite and Latour Ballrooms. The exterior door has dimensions of 11'w X 13' 8"h. The interior doors leading into both the Lafite and Latour ballrooms have dimensions of 11'7"w X 14'6" h. The hallway ceiling height in the staging area hallway is 15' h.

At Wynn Las Vegas, the convention load-in/out ramp area dimensions are 31'6" wide X 267' in length. A truck with a lift gate is recommended, otherwise a forklift is required and must be arranged in advance. It is necessary that during the load-in/out that the driver remains with their vehicle at all times in the event of an emergency and that one aisle on the loading dock is clear at all times to allow emergency vehicles access to the building. Drivers are not permitted to leave their vehicles unattended.

Encore Las Vegas:

All load-in/out of exhibit materials and production equipment in the Encore convention space, must take place through the convention load-in doors located on the West End of Wynn Blvd.

The hallways from the freight elevator leading into Encore Ballroom are at the narrowest point 10'4" w x 10'h. The interior doors leading into Encore 8 are 5'wX10'h. The stage load-in doors are 5'w x 10'h and the back of house hallway directly behind the stage is 10'w x 16'h.

At Encore Las Vegas, the convention loading dock is a truck height ramp. There is only one loading dock available for convention load-in between the hours of 6:00 am and 7:00 pm daily. After hours load-in can have access to two truck height loading docks with the approval of the Entertainment Production Services Manager or the Convention Services Manager. Load-in to the Encore Meeting Space requires use of a freight elevator to the convention level.

No trucks will be permitted to park on the ramp for periods longer than it takes to off load and load.

Maid Gratuity (Optional)

There will be a charge of \$2.00 per guest room/suite per night for maid gratuity.

Meal Coupons

Meal coupons are available for groups up to 100 people per meal period (and are available at Wynn Las Vegas only at the Buffet and/or Terrace Pointe Cafe). Please contact your Convention Services Manager for current pricing.

Media Coverage/Video Shoots

Any Group expecting print or news media coverage at any of their events must inform the Convention Services Manager and Public Relations Department. Wynn Las Vegas Security will prohibit access to any media unless prior arrangements have been made. Groups must provide an outline of media coverage to include:

- Type of media attending events.
- Names and contacts of local or other stations.
- Date, time, and location of event to be covered.
- Name and phone number of meeting groups Public Relations Manager.
- Names of celebrities or speakers that may draw media attention.

Filming any part or portion of Wynn Las Vegas requires pre-approval by our Public Relations Department. Please send the Convention Service Manager a written outline of dates, times and locations where filming is requested to take place. These requests to film must be received at least four (4) weeks in advance.

Meeting Concierge

The Resort shall offer all Groups the use of a Meeting Concierge as an additional on-site contact. The Meeting Concierge is available throughout the Resort convention area anticipating and responding to your needs in a professional and efficient manner.

Meeting Room Keys

Wynn Las Vegas has a Timelox key system in the convention area. All external meeting room and ballroom doors are controlled with electronic locking mechanisms. Groups can request to have keys “cut” for their specific meeting rooms. These keys can be programmed to start at a specified time and end at a specified time. Wynn Las Vegas staff (Convention Services, Banquet Set-Up, Audio-visual, etc.) have keys that can access the room. Please check with Convention Services for more information.

Any unreturned keys will result in a \$25 charge to the group’s master account.

Nevada Administrative Code 372.180

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 Wynn Las Vegas:

- Nevada tax-exempt sales permit providing evidence of non-taxability.
- United States Government tax-exempt sales tax permit.

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

Noise Levels

Wynn Las Vegas retains the right to regulate the volume of any sound, whether it be music, voice, special, or artificial effects to the extent the same interferes with other groups within the building or is determined to be offensive in any way.

Outside Contractors

It is the responsibility of the Group to ensure all outside contractors receive a copy of the Wynn Las Vegas Policies and Procedures and that they adhere to all policies and procedures noted within.

The Group is required to inform the Convention Services Manager of all companies that are authorized to bid on outsourced services for the event. This will ensure Wynn Las Vegas does not give out information to unauthorized sources. Outside contractors include all audio-visual, production, security, ground transportation, destination management companies and general service contractors.

All outside companies contracted by the Group to perform services on the Resort property are required to sign an Indemnification Agreement and provide proof of insurance as required by Wynn Las Vegas. No exceptions will be granted unless the Group has specifically named the contractor as insured under their general insurance policy.

Outside contractors are required to provide to the Director of Safety at Wynn Las Vegas and Encore a copy of their written safety program along with training verification for all persons who will work on property prior to entering the facilities at Wynn Las Vegas and Encore. Outside vendors are to contact their respective Entertainment Production Services Manager and Convention Services Manager for the necessary forms required. Outside contractors and Group employees are prohibited from eating in the Wynn Las Vegas employee cafeteria.

Outside contractors are responsible for providing all of their employees with identification badges that must be worn at all times while on property. The Wynn Las Vegas Entertainment Services and Security Departments will work in conjunction with all outside contractors to enforce this policy. A valid photo ID will need to be presented and held by Wynn Las Vegas Security in order to gain a visitors badge and gain back of house access. The contractor photo ID will be returned once the visitors badge has been returned to Wynn Las Vegas Security.

All outside contractors are responsible for following all OSHA regulations while at Wynn Las Vegas – specifically regulations regarding proper work clothes, shoes, tools, and fall arrest equipment. Mechanical equipment, such as scissor lifts and forklifts, are too be operated by qualified personnel only. OSHA requires that only certified drivers operate lift trucks. This policy will be strictly enforced at Wynn Las Vegas.

***See Vendor Dress Code and Conduct**

Oversized Parking

There is no on-site parking provided for trucks and trailers. Vendors, freight companies and tour busses are to plan for parking off site. Your Convention Services and Production Services Managers can provide information on possible locations.

Photography Services

A distinct selection of photo and video services are available. Our Master Photographers and Video Artists specialize in creating works of art that will capture any type of event. Outside photographers are not permitted; therefore, please contact your Convention Services Manager or Catering Manager to assist you in scheduling an appointment with one of our expert Photo Sales Associates.

Pre and Post Convention Meetings

Wynn Las Vegas recommends a pre-convention meeting with the meeting Group's primary planner and the key resort personnel one (1) to two (2) days prior to the beginning of the event. In this meeting, the group resume will be reviewed, along with all of the meeting and banquet event orders. It will also serve as a forum for the meeting planner to meet the various department heads and managers responsible for executing their program.

Wynn Las Vegas also encourages post-convention meetings after the Group has departed. This can be an informal review of the final bill and a chance for Wynn Las Vegas to gain valuable feedback from the Group.

Both the pre and post-convention meetings can be coordinated with the Convention Services Manager.

Program/Handouts

If the Group wants a program and/or handout placed at each seat of an event, this request must be communicated to Convention Services/Catering Manager a minimum of two weeks prior to the room being set by Banquet Set-Up.

Groups requesting assistance to place seat drops, a \$55.00 per service/staff member hour labor fee is assessed, with a minimum of one hour.

Public Parking Areas

The use of any of the public parking areas for convention related displays or advertisement must have the prior approval from the Wynn Las Vegas Convention Services Department. Vehicle storage is prohibited in any area outside of the Wynn Las Vegas Resort Self Park area. The clearance height of the Wynn Las Vegas Resort Self Park area is seven foot six inches (7'6"). The clearance height of the Encore Self Park area is seven foot three inches (7'3").

Pyrotechnics/Theatrical Smoke

Pyrotechnics for special events may be permitted with the approval of the Clark County Fire Department and Wynn Las Vegas Entertainment Production Services Department. Approval must first be obtained through the Wynn Las Vegas Entertainment Production Services Department. Approval from the Clark County Fire Department can then be obtained by submitting a written plan of operations within sixty (60) days of the scheduled event date. Please contact the Fire Inspector directly via e-mail, telephone, or fax:

Clark County Fire Department
 Fire Prevention Bureau
 575 East Flamingo Road
 Las Vegas, NV 89119
 Telephone: 702-455-7316
 Fax: 702-455-7347
 Website: clarkcountynv.gov/depts/fire

Please note the mailing address to send/deliver Fire Marshall diagrams is subject to change, please contact the Fire Prevention Bureau for address verification.

Upon written approval from the Clark County Fire Department, please forward the plan to your Production Service Manager or Convention Service Manager within thirty (30) days of the scheduled event. The Wynn Las Vegas Entertainment Production Services Department MUST have at least 72 hours of notice to make the proper arrangements with Fire Command and Security.

The Clark County Fire Department requires that an Engineering Life Safety representative be on site at all times when the Fire Alert System is disabled for pyrotechnics, theatrical smoke, or any other special effect. It is mandatory that a fire watch be present in the affected areas. The charge associated with the fire watch and the Engineering Life Safety representative being present is charged directly to the Group.

If pyrotechnics are to be used, the Insurance Certificate provided by the meeting group must specifically state that the use of pyrotechnics is covered by the insurance policy.

Reader Boards

Wynn Las Vegas provides complimentary posting of meeting information on our event directories located in three (3) locations in the convention area and on individual flat screen monitors outside of each meeting room. Events in Wynn Las Vegas will only be posted at Wynn Las Vegas. Events at Encore will only be posted at Encore.

Refreshes and Resets

At the Group's discretion, all meeting rooms will be refreshed and/or reset during coffee and lunch breaks. The Wynn Las Vegas Banquet Set-Up staff along with the Meetings Concierge will coordinate this effort on a daily basis. Any special requests during refreshes or resets should be directed towards them.

Resort Registration

Your Convention Services Manager can discuss the various options regarding resort registration as it relates to group arrivals.

Satellite Check-In

Wynn Las Vegas meeting rooms and registration desk are equipped with satellite check-in capabilities. Please discuss the various locations available with your Convention Services Manager as it relates to the size of your group. We require at least a thirty day advance notice as well as an arrival manifest in order to facilitate a Satellite check-in. Please note that satellite check-in is permissible for groups of all sizes with the Convention Services Manager's pre-approval. . Satellite check-in for groups up to 499 rooms on peak is at an hourly rate of \$200.00; groups of 500+ rooms on peak, an hourly rate of \$400.00.. The Resort will determine the number of agents required to efficiently handle the satellite check-in process based on arrival patterns set forth by the group manifest.

Pre-Key

A group representative is permitted to pick-up their attendees' room keys and distribute directly to their attendees. We require at least a thirty day advance notice. Please refer to the guidelines below:

- a) Room/tax only groups (no posted): the attendee will have to stop by the front desk at a later time to access charging privileges for their room account by either leaving a cash deposit or a credit card authorization. Please refer to the Resort contract for room deposit information. The room account is "no posted" until payment for incidentals is received. The group representative is to sign a Group Guarantee Form at the time of key pick-up that states the following:
 "By signing this form, (Group Name) will accept responsibility for all charges incurred by the guests listed below including but not limited to room rate, room tax, incidentals, retail, and damages to the guest suite / room that occurred during stay. However, should any of the guests listed below provide their own method of payment, charges incurred will be the sole responsibility of such guest."
- b) Room/tax only group (guarantee incidentals): The group "guarantees" incidentals to the Master Account. This allows an attendee to charge items to the room and then pay for the items upon departure. If the

attendee fails to pay for the items upon departure, the incidental charges will become the group's responsibility and appear on the group master account. The client is to sign a Group Guarantee Form at the time of key pick-up that states the following:

"By signing this form, (Group Name) will accept responsibility for all charges incurred by the guests listed below including but not limited to room rate, room tax, incidentals, retail, and damages to the guest suite / room that occurred during stay. However, should any of the guests listed below provide their own method of payment, charges incurred will be the sole responsibility of such guest."

General Desk Registration

Individual guest arrivals will check-in at either the Resort Front Desk or the Tower Suite Desk depending on which room/suite the guest has reserved and their property location.

Room Deliveries

The Resort Front Services Department is pleased to offer room deliveries until 10:00pm nightly, seven days a week. Items will be placed inside the guest room after the guest has checked-in. All deliveries will be charged \$2.50 per item, for the first item per room, additional \$1.00 for each second and third item, as of April 1, 2014. (subject to change).

Newspapers and periodicals delivered to guest rooms may be hung on the doorknob outside of the room and placed in plastic Resort newspaper sleeves – subject to the Resort's approval. The charge for delivery is \$2.50 for the first item, per room additional \$1.00 for each second and third item as of April 1, 2014 (subject to change)

Items will not be left outside of a guest room/suite on the floor or slipped under the door of a guest room/suite.

Room Reservation Procedures

A deposit is required to hold all reservations. Please refer to your Resort Contract for specific details. Deposits for unclaimed guaranteed rooms are forfeited nightly after 12:01am of the date of arrival. Failure to arrive on the exact day of your reservation will result in cancellation of the reservation and the entire length of stay.

Rooming Lists

In order to maintain consistency in providing housing information, please forward to your Convention Services Manager a sample of a rooming list format you will be utilizing. The following information is required to insure proper input of your information:

- Created in Microsoft Excel format and at least 12 font
- Sorted by arrival date and alphabetical within each date
- First and Last name (of the guest in the room)
- If a share-with is included please note they should be in their own column with first and last name in their own respective columns as well. Please do not list share-with information twice.
- Arrival and Departure dates in numeric form (mm/dd/yy)
- Address (Street, City, State and Zip code)
- E-mail address
- Accommodation type (king, double, suite, etc.)
- Special requests (non smoking, handicap accessible, near elevator, hypoallergenic)
- Billing profile (Room/tax to master, all charges to master, guest pay own (gpo))
- Credit card type. Credit cards must have all sixteen or fifteen digits listed together without any spaces. In a separate column the credit card expiration date only needs to include the two digit month and two digit year.

If a rooming list is submitted that does not meet the sample format it will be returned so that you may correct the format. Rooming lists that are returned because they do not meet the required format will delay input and may result in missing contractually established time lines. Please note your respective Convention Services Manager can provide a rooming list template.

Housing Agency

Please note that we require housing bureaus to provide the Resort with a copy of their intended housing procedures for our approval prior to being printed, published and distributed and the before the opening of housing.

General Housing Information

Please note that all credit cards are charged immediately as the reservation is entered into our reservation system. It is the responsibility of each group to follow-up with their attendees, regardless if sent via a rooming list or housing agency, on credit cards that were submitted as being invalid or with insufficient funds. Reservations held without a valid deposit are not guaranteed reservations. Please note that failure to present the credit card used as a deposit on a reservation upon arrival will result in the credit card

being refunded. The guest will then be responsible for payment of that particular room night at check-in.

- For groups of ten (10) or more rooms that wish to pre-pay for room and tax, a credit card authorization form will be provided by your Convention Services Manager. A master account will be established for 100% pre-payment due prior to the first guest's arrival.
- For groups guaranteeing rooms to one (1) credit card a deposit will be collected by your Convention Services Manager to guarantee the first night. Upon check-in each guest will be required to present a method of payment to cover all nights' room/tax and incidentals. The guaranteeing deposit will be refunded once each guest has checked in. In the event of a no-show, the deposit will be forfeited for the first night's room/tax.
- For groups of ten (10) or less rooms that wish to pre-pay for room and tax, Wynn I Encore Room Reservations will establish pre-payment via telephone at 702-770-1571 or 1-866-770-7555 once all room reservations have been submitted to the Convention Services Manager. Please confirm reservations are submitted with your Convention Services Manager prior to contacting Room Reservations

Please discuss with your Convention Services Manager if there is a need to set aside a sub-block of rooms from the main guestroom block for your staff/VIP reservations. This block is inclusive of your main block and not in addition to it. This sub-block will be held until the Cut-Off Date at which time a rooming list will need to be submitted to your Convention Services Manager.

In order to facilitate group billing and to better protect your interests, your Convention Services Manager will want to know if you will approve the release of sub-blocks from your main group block for affiliated or exhibiting companies attending your convention. Please note that we require a master account be established for any group billing of room and tax with more than ten reservations to the same credit card, excluding the first night deposit. Please specify if duplicate credit card numbers on reservations submitted are for a deposit or for multiple room nights on the same reservation with your Convention Services Manager.

Security

The Wynn Las Vegas Security Department maintains 24-hour security and surveillance over the interior/exterior of the building, and all life safety and equipment systems. The Wynn Las Vegas Security Department requires that incident reports be completed in all cases of personal injury, theft, vandalism, etc. Instances like this should be reported immediately so the proper investigations and follow-up can be initiated.

The Wynn Las Vegas Security Department relies on the prompt information supplied to them regarding outside contracted security companies. Upon solidifying the security plan and exact guard placement and times, the Wynn Las Vegas Security Department will work closely with the outside contractor supplying security.

If the Group requires 24-hour security specifically allocated to their function, the security purchased by the Group must be from a Resort approved Security Company. A list of approved security companies will be provided at your request.

When contracting a security company to supply security services, please follow the listed protocol.

- Contractor must possess a Nevada Business License.
- Contractor must be approved by Wynn Las Vegas Security and Convention Services Departments.
- Contractor must supply at least one (1) security guard per exhibit hall, per all load-in and load-out periods.
- Contractor must supply at least one (1) security guard per exhibit hall during closed hours.
- Contractor must provide copies of all incident reports to the Wynn Las Vegas Security Department on a daily basis.
- Firearms are prohibited on the Wynn Las Vegas premises. If an event requires armed guards, a written request must be submitted to Wynn Las Vegas Security and Convention Services Departments and approval must be granted at least 21 days prior to the event.

Set-Up/Labor Charges

Please review with your Convention/Conference Services Manager regarding your plans for meeting room sets and meeting room turnovers. Set-up/labor charges may be incurred for any room set-ups or turns that are considered to be extraordinary. Delays caused to the Resort as a result of in-house or outside production, decoration companies, and Ballroom/Meeting Room program changes may cause additional labor charges to be incurred. Labor for extraordinary set-up/turns or delays will be charged at a rate of \$55.00 per hour per service/staff member or flat fee per room as determined by your Convention/Conference Services Manager. Service/staff member is to include those represented from the departments of Entertainment Production Services, Banquets, and Banquet Set-Up.

Shipping and Receiving (Freight and Packages)

Inbound Shipments

All inbound shipments to the Wynn or Encore Hotel are to be addressed as follows:

For programs at Wynn or Encore Las Vegas:
 Recipient's First and Last Name/Hotel Guest
 Name of Group/Event (Dates of Event)
 Reservation Number/Onsite contact number
 C/o Wynn Las Vegas
 3121 Las Vegas Blvd. South
 Las Vegas, NV. 89109

Schedule A – Freight Handling Rates and Services

- The dimensions of freight items are limited to a five (5) foot cubic square per item and total weight is not to exceed 15,000 lbs. per event. Shipments in excess of these dimensions or weight limits should be referred to a local exhibit company

for special handling. Multiple package shipments arriving for the same recipient which weigh in excess of 100 lbs. will be classified as freight and charged at \$75.00 per 100 lbs. (Minimum charge for a Pallet is \$250.00)

- Certified weight tickets or bills of lading are required for all shipments and a copy must be faxed to the Wynn Las Vegas Business Center at (702) 770-1500, no later than five (5) business days prior to the arrival of the shipment. Shipments arriving without prior notification or arrangements may be refused.
- Freight processing and movement will be handled by Wynn Las Vegas personnel only. Encore Receiving Dock hours for arriving shipments are 8 A.M. to 5 P.M. Daily.
- Shipments will be assessed a storage charge of \$10.00 per 100 lbs. per day. At the close of the function or event, if appropriate documents and pickup times have not been received by the Wynn or Encore Las Vegas Business Centers, and if a carrier refuses to accept or pickup any shipment, an additional storage charge of \$10.00 per 100 lbs. per day will apply.
- Due to limited space; items that may need to be staged, prior to the start of your function or event will require coordination through your Convention Services, Catering or Sales Manager prior to shipping.
- All items arriving by common carrier (regular route LTL -less than truck load) carriers with established local terminals, van lines, specialized carrier, company truck or personnel vehicles will be subject to the following handling, equipment, storage and labor charges:

Schedule B - Package Handling Rates

All Inbound and Outbound packages are subject to processing, X-raying and handling fees based on a sliding weight scale.

0	- 1 lbs.....	\$10.00
2	- 10lbs.....	\$15.00
11	- 20 lbs.....	\$25.00
21	- 30 lbs.....	\$30.00
31	- 60 lbs.....	\$35.00
61	- 80 lbs.....	\$40.00
81	- 100lbs.....	\$60.00
101	- 150lbs.....	\$75.00
	150lbs plus.....	\$75.00 per 100lbs

Items over 101 lbs. or multiple package shipments arriving for the same guest will be classified as freight and will be assessed a fee of (\$75.00 per hundred pounds, with a minimum fee of \$75.00). Pallets arriving by Freight (\$75.00 per hundred pounds with a minimum charge of \$250.00 per pallet)

Please note that the above pricing is subject to change. Please contact your Convention Services Manager for the most current pricing.

Labor, equipment and storage fees:

Hourly in-house labor movement fee \$50.00/hour per person, which include the following services), skidding or un-skidding and shrink wrapping
(Empty boxes or crates that require storage is unavailable)

Forklift\$200.00 each way
 Storage..... \$10.00 per 100lbs/day
 Suite Room deliveries (additional fees apply)..... \$100.00 per hour/person

Due to limited storage space; freight and package shipments will be accepted up to 3 days in advance of your event. All shipments need to be coordinated with the Convention & Business Services Managers. (Advance shipments arriving at the Encore Convention dock can be received between 8am and 5pm daily).

Outbound Shipments

Outbound shipments can be processed at the Business Services Center seven days a week. Carrier services include: UPS, FedEx, USPS (United States Postal Service) and freight services (Air, Land or sea) via Airgroup Express.

Shipments received after 2:00 P.M. will be processed the following business day. Saturday and Sunday shipments will be accepted and Saturday shipments need to be received by 12noon for pickup by 1pm.

Please contact your Convention Services Manager for more information. Prices are subject to change. All shipments need to be coordinated with your Convention Services Manager and Business Services Manager prior to shipping.

The Resort will not accept any of the following:

- Collect shipments or call tags.
- Shipments consigned to an exhibitor in a trade show booth. These shipments will be re-directed to the decorator handling the show.
- Cadavers, weapons, explosive, and any hazardous materials that are governed by local, state, or federal laws.

Show Move-In/Move-Out

Thirty (30) days prior to a show, the Convention Services Manager will contact the convention meeting planner to review and confirm the move-in/move-out schedule . Once the schedule is approved, forty-eight (48)hours notice prior to the move-in/move-out will be required for any additional changes to the move-in/move-out schedule or additional labor expenses may be incurred

Wynn Las Vegas facility supervisors will be assigned to monitor the actual move-in/move-out. These supervisors will monitor areas such as the loading dock, staging yard, service corridors, elevators, meeting rooms and ballrooms. The cost for the facility supervisors for an event will be \$75.00 per hour per supervisor for the first eight (8) hours per shift from 6:00 am - Midnight. Any time over eight (8) hours per shift will be billed at \$112.50 per hour per supervisor up to twelve (12) hours. Any time after twelve (12) hours will be billed at double time or \$150.00 per hour per supervisor. From 12:01 am – 5:59am labor will be charged at \$100 per hour per supervisor. The amount of supervisor labor required is subject to the complexity and size of the event and will be determined by the Entertainment Production Services Manager assigned to the event. The labor cost will be provided to the Group once the move-in/move-out schedule has been provided to EPS.

Move-in/move-out times are 6:00am – Midnight. Any exceptions to this time frame must be approved by the Convention Service Manager. Prior to each move-in, a Group representative and Resort representative will walk the area. This is for all areas the Group will be utilizing – to include ballrooms, meeting rooms, corridors, elevators, loading docks, hallways, stages, etc. At this time, the general cleanliness and any damage will be noted. Repairs will also be scheduled promptly.

All trucks, cranes, and heavy equipment entering Wynn Las Vegas must do so through the South Entrance off of Koval lane. Drivers must stop at the Security checkpoint, and confirm their arrival. Once on the property and in the convention load-in area, vehicles are not to be left unattended. Wynn Las Vegas has limited staging space, and permission to stage trucks must be granted by either Convention Services or Entertainment Production Services. It is the responsibility of the exhibit/production company to notify Wynn Las Vegas personnel when deliveries are scheduled.

Prior to the show opening, a representative of the Group, Wynn Las Vegas, and a representative of the third party responsible for setting the room will walk the floor with a copy of the Fire Marshal approved floor plan. Any violation or deviance from the floor plan will be noted and need to be corrected prior to opening.

At the conclusion of the move-out, a representative of the Group, Wynn or Encore Las Vegas, and a representative of the third party responsible for tearing down the room will conduct a final inspection, and compare to the pre-program inspection. Mutually agreed upon damaged caused by the group or outside third party will be recorded and submitted to the Convention Service Manager who will in turn coordinate the repairs with the Facility Manager and Engineering departments. All labor and materials will be billed to the group at cost. Full payment is required within thirty (30) days of the billing date.

The Group and or outside third party company hired to set up/produce the show will be responsible for leaving all areas in the same condition as they were prior to the show.

Doorway entries are required to be carpeted. Depending on the weight of freight moved, Plywood will also be required to protect the hallway marble from cracking.

No trucks, cases, or equipment shall be stored on property without prior approval from a Wynn Las Vegas representative.

Smoking

Smoking is permitted only in designated Casino areas. There is no smoking in any meeting rooms, or meeting room foyers.

A NO-SMOKING policy will be in effect during all setup and tear down times. It is the responsibility of the exposition/production company to enforce this policy with their personnel.

There is one exception to the no smoking policy. Nevada state law permits smoking in a meeting room where a meeting or trade show is being held **if** the event is being produced or organized by business relating to tobacco or a professional association for convenience stores. Tobacco product displays are permitted in this event setting. The meeting/event cannot be open to the public.

Structural Hang Points

There is full surround 1.5 i.d. unistrut through the convention area including all meeting rooms and foyers. The rated capacity of these hang points is seventy-five (75) to two-hundred (200) lbs. per point depending on the location. The Lafite, Latour and Encore Ballrooms have rigid two-thousand (2000) lbs. rigging points at designated locations. The Wynn Las Vegas Entertainment Services Department can provide reflected ceiling plans upon request that show all detailed points.

Table Top Exhibits & Services

All exhibits that are described as "Table Top" (displays which require six or eight foot long tables) will be managed by Business Services Center and Convention Services and must be in compliance with Convention Services Policies and Procedures. Wynn Las Vegas will provide up to 25 tables with linen complimentary for the duration of the event. Additional tables above the 25 will be supplied with a rental of \$50.00 per table, including linen, for the duration of the event.

Business Services will coordinate the set-up and tear down of table top groups, up to a maximum of 25 exhibitors/table tops. One through ten (1- 10) table top exhibits will be coordinated directly by Business Services (not to exceed 5,000lbs. per event) and 11-25 will be outsourced to our preferred vendor.

All charges related to the table top exhibits are to go to one master account. Charges such as telecommunications, audio visual, business center, and catering are the responsibility of the Group. Individual Master Accounts for each exhibitor will not be provided.

The Group is to provide an exhibitor list and specifications at least fourteen (14) days prior to the event start date to the Business Services & Convention Services Manager. The Convention Services Manager will create a floor diagram noting each exhibitor's location and submit to Banquet Set-Up and Entertainment Production Services for review if necessary.

No freight is to be shipped to Wynn Las Vegas without being handled by the Business Services Center. The Group contact is responsible for communicating the shipping procedures to their exhibitors.

Entertainment Production Services (EPS) can provide, at an additional charge, one power outlet to each table top. All additional A/V equipment is to be ordered through Wynn Las Vegas EPS.

All signage must be in compliance with the Convention Services Department policies.

The Group is responsible for hiring security for their exhibits. Wynn Las Vegas is not responsible for exhibit security.

Business Services Coordinator fees (1 to 9 Table-Tops)

Normal Business hours (9am - 6pm).....	\$500.00 /day
Additional charge per hour (before 9am or after 6pm).....	\$250.00/hour

Services Include:

- Credit card authorization form and shipping instructions/fees are e-mailed to the meeting planner
- All shipments are x-rayed, scanned, stored and a message is placed on the room or reservation
- Delivery to the table-top location should include the exhibitor to contact the Business Center to expedite the delivery of their shipment and themselves be available to sign the shipping manifest upon arrival at the table-top location (please allow 45 minutes to one (1) hour for delivery)
- At the close of the event the exhibitor should contact the Business Center for pickup service. The shipment and the guest are then escorted by a Business Center representative to the Business Center for processing (please allow 45 minutes to one (1) hour for pickup)
- Items left unattended in the meeting/ballroom at the close of the event will be removed and stored in the Business Center until the guest can be contacted (additional charges will apply)
- No storage is available for boxes, displays or crates
- Trash removal and refrigeration is unavailable
- Due to limited storage space, freight and package shipments can only be accepted up to three (3) days in advance of the event and daily storage fees will apply.
- All shipments must be coordinated through the Business Center and shipments arriving the day of the event may be subject to a \$25 per package late fee
- Encore and Wynn Convention Dock hours (8am to 5pm daily)

Table Top service charges:

Inbound shipments are subject to **75 cents per pound** handling charge at 200lb minimum

Outbound shipments are subject to **75 cents per pound** handling charge at 200lb minimum

Unattended shipment left in the Ballroom/Meeting room at \$50 per shipment

Daily storage fees at \$10.00 per hundred pounds per day

Crates, display cases and pallet storage at \$50.00/day per item

Hourly labor movement, skidding, un-skidding at \$50.00/hour per employee

Forklift labor equipment at \$200.00 per hour.

Preferred Vendor Coordinator fees (10 to 25 Table-Tops)

Available 24 hours per day at no charge

Services Include:

- A credit card authorization form and inbound shipping instructions are sent to the meeting planner
- A supervisor will be on-site one (1) hour prior to setup, during the pickup of empty boxes, containers and crates and will return one (1) hour prior to the close of your event
- Freight and package receiving can begin up to 30 days prior to show move-in and exhibitors will know the status of their shipment from the warehouse to the table top location
- Shipments are delivered directly to the table top along with a package manifest
- Items that require storage (boxes, containers and crates will be stored in non-accessible storage location and returned at the close of the event)
- Trash removal is available upon request
- A representative will deliver shipping instructions to exhibitors the day the event strikes
- At the close of the event a service desk will be conveniently setup on location to process your outbound shipping via UPS, FedEx, DHL or Freight and a copy of your credit card transaction and tracking numbers will be provided by the representative
- Items left unattended in the meeting/ballroom at the close of the event will be transported to the vendors facility and the guest will be contacted (additional charges will apply)

Table Top service charges:

Inbound shipments are subject to **75 cents per pound** handling charge at 200lb minimum

Outbound shipments are subject to **75 cents per pound** handling charge at 200lb minimum

Daily storage fees at \$10.00 per hundred pounds per day

Unattended shipment left in the Ballroom/Meeting room at \$50.00 per shipment

Trash removal at \$25.00 per table

Crates, display cases and pallet storage at \$50.00/day per item

Hourly labor movement, skidding, un-skidding at \$50.00/hour per employee

Forklift labor & equipment at \$200.00/hour

Refrigeration (Please contact the Business Center for current pricing)

Exhibitor shipments intended for a Decorator Company

Exhibit packages that are sent directly to Wynn Las Vegas that are being delivered to the convention doors or picked up from the convention floor at the close of an event will be assessed the following fees:

Pickup or delivery fee at \$50.00/shipment

Inbound shipments are subject to **75 cents per pound** handling charge at 200 lb minimum

Outbound shipments are subject to **75 cents per pound** handling charge at 200 lb minimum

Inbound shipments should be addressed as follows:**Encore or Wynn Hotel**

Recipient's First and Last Name/Hotel Guest

Name of Group/Event (Dates of Event)

Reservation Number/Onsite contact number

3121 Las Vegas Blvd. South

Las Vegas, NV. 89109

Telephones

Wynn Las Vegas offers a full complement of single line telephones, multi-line telephones, speakerphones, modem lines, and fax lines for groups to utilize. Please contact your Convention Services Manager for current pricing and availability.

Tents/Canopies/Temporary Structures

All tents, canopies, temporary membrane structures, grandstands, and bleachers require special use permits and must be approved by both the Clark County Fire Department and the Wynn Las Vegas Entertainment Services Departments. Copies of all permits must be on file with both prior to move in.

Vehicle Exhibits

In accordance with the Clark County Fire Department Uniform Fire Code of 1997, all automobile or fuel-powered vehicles displayed in the convention/meeting rooms must adhere to the following guidelines:

- Gasoline tanks must not exceed one-eighth (1/8) of its capacity or five (5) gallons.
- All fuel systems should be inspected for leaks.
- Vehicles or equipment should not be fueled or de-fueled within the building.
- Fuel for the vehicles must be stored outside the building.
- Batteries must be disconnected.
- All vehicles must have locking gas caps that prevent the escape of vapors.
- Ignition keys must be removed from the vehicles.
- Any and all propane tanks must be removed.
- Each vehicle must be equipped with a fire extinguisher.
- Visqueen/Roll Tack or other protective covering must be placed under the vehicle.
- Hazer smoke or pyrotechnics will incur a charge of \$250 per hour to monitor the life support system.
- All vehicles moving in or out of the Resort convention center will require three (3) escorts one (1) of which must be from the Resort EPS department. These escorts will walk with the vehicles to stop all pedestrian cross traffic. These costs are payable by the Group.

The location of displayed vehicles shall not obstruct or block any exiting areas of the building. Vehicle displays/exhibits are only permitted in the Lafite and Latour Ballrooms Encore Ballrooms.

A floor plan for all rooms containing vehicle displays must be approved by the Clark County Fire Marshall.

Vehicles that are powered by diesel fuel will set off the smoke sensor systems. Therefore, the Wynn Las Vegas Entertainment Production Services Department must be given a minimum of seventy-two (72) hours' notice regarding the usage of diesel powered engines in order to make the proper arrangements to shut off the Fire Alert System. A permit must also be obtained from the Clark County Fire Department if diesel

powered vehicles are used for display. A copy of this permit must also be furnished to the Wynn Las Vegas Entertainment Production Services Department.

Vendor Dress Code and Conduct

- All vendors are required to wear uniforms (if uniforms are provided by your company), during the routine of your job duties while on site. If no uniforms are provided, Wynn Las Vegas will require the following during your presence on property:
 - Short or long sleeve, T-shirts or golf shirts, with company logo; clean, with no stains or tears.
 - Clean slacks or jeans without tears, rips, or stains.
 - No shorts or sweatpants
 - No baseball hats, unless it is part of your company uniform and is clean and worn properly (i.e. bill facing forwards, etc.)
- Shoes to be clean, neat and laces tied. No sandals, Birkenstocks, Tevas, or flip flops will be allowed. Sneakers, conservative work shoes, and work boots are acceptable.
- Our security guard at the loading dock will approve the appearance of each vendor. If your attire is not within the proper expectations of Wynn Las Vegas, you will be requested to refrain from entering all public areas of the property.
- Badges must be obtained at the loading dock from our security guard on duty and visibly worn throughout while on property. This badge is to be returned back to our security guard upon leaving the property.
- Guest bathrooms are not to be used. Please utilize the employee restrooms in the back of the building.
- There is absolutely no smoking other than in the designated smoking area on the loading dock next to the security checkpoint.
- Deliveries must be done through the basement and not through the public hallways or areas.
- All vendors must park in the Wynn Las Vegas self parking garage. No privately owned, cars, motorcycles, or bicycles may be parked in the loading dock area as this area is for loading and unloading only

Voice Mail Messaging

Wynn Las Vegas offers Voice Mail Messaging to guests once they have checked-in to their room or suite. Arrangements can be made in advance directly with your Convention Services Manager. The following rates apply to group voice mail messaging:

- Under 100 rooms: \$50.00 total.
- Voice Mail Message from 100 – 200 rooms at \$150.00, 201 – 300 rooms at \$200.00, 301- 400 rooms at \$300.00, 401-500 rooms at \$400.00, and 501+rooms at \$500.00
- Voice Mail Message from a pre-recorded message sent via a wave file is an additional service fee of \$50.00.
- Voice Mail Message with less than 24 hour notice under 500 rooms is an additional service fee of \$100.00.
- Voice Mail Message with less than 24 hour notice over 500 rooms is an additional service fee of \$250.00.

Walls

Walls are to be kept free from anything being laid or placed against them. All crates and exhibit materials must be kept at a minimum of two (2) feet away from the walls. The meeting group will be charged by Wynn Las Vegas for any damages incurred by their exhibitors or exposition company.

Wireless R.F. (Radio Frequency) Systems

All wireless R.F. systems to be used will require prior authorization from the Wynn Las Vegas Entertainment Production Services Department to avoid having frequency interruptions with Wynn Las Vegas operations.

Wynn Las Vegas Catering Policies and Procedures

Flowers

Wynn Las Vegas boasts a world-renowned floral team. Your Catering Manager will assist you with all aspects of your flowers from bouquets and boutonnieres to the most lavish of centerpieces. Outside florists are not permitted. Guarantee of floral arrangements must be received to the Catering office at least seven (7) days prior to the event dates.

Food and Beverage

Wynn Las Vegas is the sole providers of all food and beverage served in the banquet facilities. In compliance with Nevada Liquor Laws, Wynn Las Vegas is the only authorized licensee able to sell and serve liquor, beer and wine on premises.

Food and Beverage Guarantee

Guaranteed numbers of attendees must be received to the Catering Office no later than 12 noon, three (3) business days (72 hours) prior to the scheduled event. For events scheduled on Saturday, Sunday and Monday a guaranteed number of attendees must be received by 12 noon on the preceding Wednesday. For events scheduled on Tuesday a guaranteed number of attendees must be received by 12 noon on the preceding Thursday. For events scheduled on Wednesday, a guaranteed number of attendees must be received by 12 noon on the preceding Friday. You will be charged the guaranteed number or the number of people actually served, whichever is greater. If no guarantee is received, the number of guests indicated on the Banquet Event Order (BEO) will be the guaranteed attendance. All food and beverage fees, service and menu minimums that are outlined in the Resort's Catering Menus will be applicable.

Food and Beverage Guarantee Decrease

Should the guarantee decrease 15% or more from the original estimated number of guests on the Schedule of Events, food and beverage pricing will increase by 10% for the number of guaranteed guests or the number that is served, whichever is higher, and Wynn Las Vegas may relocate the event to a smaller room.

Food and Beverage Guarantee Increase

Should the guarantee increase 10% or more after the guarantee deadline of three (3) business days (72 hours) prior, food pricing will increase by 15% for food in addition to the oversight.

Example: 72 hour guarantee is given for 1000 guests for a lunch menu priced at \$45.00++. The oversight for this guarantee is 1030.

- 48 hours prior to the event, client increases guarantee to 1250 guests
- 1030 meals will be priced at \$45.00++ per person
- 220 meals will be priced at \$51.75++ (original meal price plus 15%) per person

There is no oversight when guarantees are increased. We will always strive to accommodate your changing needs but in some cases the exact menu may not be available for the increased guest count.

Other Charges

Bartenders (1 per 100 guests):	\$210 each
Cocktail Servers (1 per 80 guests):	\$75 each
Bar Minimum:	\$500 per bar/per hour, before service charge and tax
Station Attendant / Chef / Carver:	\$210 each
Server for Butler Passing (1 per 50 guests):	\$210 each
Meal Functions for 15 to 30 Guests:	\$150 charge per event
Dance Floor:	\$1 per guest, starting at \$195

Outside/Pool Events

Your Catering Sales Manager can provide specific guidelines for pool and outdoor events. This will include labor/lighting costs, food and beverage minimums based on your specific needs. An additional \$12,000 fee will be assessed for each poolside function. The Resort reserves the right to make the final decision to use indoor facilities in case of inclement weather on the day of the event.

Overset and Set Maximums

In order to better service your event, we will set up and prepare for 3% above for events of 100 guests or more, not to exceed an overset of 50 people, including special meal requests. There is no overset for events less than 100 guests.

Pricing

All Food and Beverage pricing can be guaranteed up to three months prior to the event. All prices are subject to prevailing sales tax and service charges.

Receptions

Except those preceding a lunch or dinner, Receptions require a \$75.00 per person minimum expenditure in food, excluding beverage, tax and service charge. This will include seating for up to a maximum of ½ of your guests at cocktail tables with additional standup cocktail rounds. Should you require full seating for *all* of your guests, Wynn Las Vegas will require a \$95.00 per person minimum expenditure in food, excluding beverage, tax and service charge.

Special Meals

Dietary Preferences – Every effort will be made to accommodate dietary preferences. Dietary preferences can typically be accommodated from the existing buffet or at the time of plate-up for plated meals. In most cases dietary preferences can be accommodated at no additional charge.

Kosher and Halal Meals – Wynn Las Vegas procures Kosher and Halal meals from a local Glatt Kosher Restaurant and they typically match the offerings on your buffet, reception or plated menu. Pricing for Kosher and Halal meals are:

Breakfast - \$75.00++ each

Lunch - \$100.00++ each (up to three courses)

Appetizer Platter for Heavy Hors d'oeuvres Receptions - \$125.00++ each

Dinner - \$150.00++ each (up to three courses)

Food Allergies and Food Intolerances – At Wynn Las Vegas we take food allergies and food intolerances very seriously. Each allergy or intolerance is identified and prepared by a dedicated chef, with specific ingredients, on special equipment, to reduce the possibility of cross-contamination. Meals will be prepared in a facility that handles eggs, gluten and wheat, milk, peanuts, seafood, sesame seeds, soy, sulphites and tree nuts.

Pricing for food allergy and food intolerance meals are:

Breakfast - \$75.00++ each

Lunch - \$100.00++ each (up to three courses)

Appetizer Platter for Heavy Hors d'oeuvres Receptions - \$150.00++ each

Dinner - \$200.00++ each (up to four courses)

Kosher, Halal, Food Allergies and Food Intolerances can only be accommodated if requested prior to or at the time of guarantee.

Tax and Service Charge

Food and beverage prices are subject to service charges totaling 23% and are subject to change; and sales tax at the prevailing rate, which is currently 8.1% and subject to change. Tax-exempt organizations must furnish a Certificate of Exemption (W9 Form) to the Catering Office with this contract.