



**CAESARS PALACE**  
LAS VEGAS

**EXPO AND OUTSIDE PRODUCTION  
POLICIES AND PROCEDURES**

Exhibitors: Please see page 9 for Union Labor policy







On behalf of Caesars Entertainment and Caesars Palace, Las Vegas, Welcome!

We are looking forward to a successful event. We have prepared this document to assist you with the planning and execution, in addition to your Planning Guide. Your Catering/Convention Services Manager is your key contact for all your needs at Caesars Palace.

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3570 S Las Vegas Blvd,  
Paradise, NV 89109



## **AUDIO VISUAL**

Encore is our house Audio-Visual Company and the preferred partner for Caesars Palace.

3570 Las Vegas Blvd. South Las Vegas, Nevada 89109

Phone: (702) 866-1133

Fax: (702) 866-1741

[www.encoreglobal.com](http://www.encoreglobal.com)

[caesars@encoreglobal.com](mailto:caesars@encoreglobal.com)

## **BANNERS/SIGNAGE**

The FedEx Business Center is available to assist you with your printing, branding and signage needs. Banners and signs must be approved by the hotel in advance and may only be placed on the convention floor within the group's contracted meeting space. All signage must be professionally produced. Please check with your Catering/Convention Services Manager for approved vendors to assist with production. Hotel easels are available for rent at \$40.00 per easel, per day and should be requested along with your meeting room specs. Please note Hotel does not have an inventory of lollipop signs.

Installation of banners and clings must be coordinated with the hotel engineering team for all items that will be hung or affixed to walls, ceilings and floors. Please refer to the Engineering Price Sheet for associated costs and coordinate with your Catering/Convention Services manager for scheduling. A detailed list of the banners/clings and corresponding locations should be received no later than two weeks (14 days) prior to the event date for scheduling staff. If a banner or sign is part of a draped stage set, Encore Productions will assist with installation.

Free standing signage may be placed by the group staff in the approved areas. Signage may not be placed outside spaces occupied by other groups. Signs or banners may not be taped, stapled, nailed, tacked or otherwise affixed to any hotel doors, walls, columns, or other parts of the building or furnishings. Nothing is to be placed against or leaned against any wall in the convention halls. Signage and easels are not permitted in the casino, hotel lobbies, sleeping room hallways or in elevator banks on guestroom floors. All requests to place signage in common areas, must be confirmed in advance with your Catering/Convention Services Manager.

The hotel is not responsible for signage or promotional materials left inside or outside of meeting rooms after functions have concluded. The convention group is responsible for the removal and disposal of all materials and signage. Any items left behind will be assessed a storage and or removal fee.



All signage, banners, etc. hung from the ceiling in the convention area must be hung from existing structures by Caesars Palace. Signage or banners may not be attached to the moveable wall tracks at any time. Please refer to Engineering Price sheet for signage installation pricing. Any clings or banners that are left at the conclusion of the event will default to trash after dismantling.

### **DMC/DÉCOR AND EXPO COMPANIES**

Caesars Palace is a union facility. All Exposition Services must be installed and dismantled by an appropriate union trade member. Freeman Exposition Services is the preferred provider of expo services at Caesars Palace.

Caesars Palace is pleased to recommend our preferred Destination Management and Décor Companies, along with a full list of preferred vendors. Please coordinate with your Catering/Convention Services Manager. Should a company not listed on our preferred vendor list be utilized by a group, the company is responsible for following this guide as well as other policies as outlined in the Caesars Palace Planning Guide, along with providing a Certificate of Insurance per our listed requirements.

Caesars Palace is not responsible for any items left on property. All DMC/Décor and Expo companies are responsible for picking up their equipment immediately after the conclusion of the event.



## ELECTRICAL SERVICE

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

### Electrical Power Services in Meeting Space:

10amp 120v Power Drop	\$265
20amp 120v Power Drop	\$283
AC Extension Cord	\$36
Power strip	\$36

### Major Power Distribution 120/208V:

All outside audiovisual providers must include the tie-in date/time and disconnect date/time in the submitted production documentation sent to the hotel and Encore. Major power will not be connected without advance notice of this information per hotel policy.

30amp – 3 phase	\$849
60amp – 3 phase	\$1,109
100amp – 3 phase	\$1,850
200amp – 3 phase	\$2,444
400amp – 3 phase	\$4,770

*Prices valid for duration of show—maximum of seven days.*

Cam – Cam Feeder Set – 25'	\$140
Cam – Cam Feeder Set – 50'	\$285
Cam – Cam Feeder Set – 100'	\$540

Camlock Feeder Cable provided by outside audiovisual companies must be 4/0 regardless of amperage draw per hotel policy.

Please be advised that it is not permitted to connect to any hotel power outlet for any reason without the express written permission of the hotel. In addition, all connections to the house power system must be handled by a hotel engineer to ensure that proper safety procedures are followed.

*Pricing is subject to change without notice. Please contact your Encore Sales Manager for current pricing.*

## FIRE MARSHAL REGULATIONS

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

Vehicles brought into the building must be coordinated with your Catering/Convention Services Manager and require a Clark County Fire Department Vehicle Display Permit. Should Caesars Palace create a floor plan for your event/meeting, each floor plan submitted will be charged at the current Fire Marshal Fee Schedule which is subject to change. Clark County requires all tier 1 and tier 2 permits to be submitted 14 business days before an event. Tier 3 requires 28 business days. Anything submitted with less than the required time may not be reviewed or inspected by the county. Submissions must be submitted prior to 2:00PM on the cut off day (14 or 28 Business Days).

*Fee Schedule (subject to change without notice).*

Tier 1: Under 15,000 Sq. Ft. - \$450 Standard Fee - \$1,400 Express Fee

Tier 2: 15,001-74,999 Sq. Ft. - \$675 Standard Fee - \$2,100 Express Fee

Tier 3: Over 75,000 Sq. Ft. - \$900 Standard Fee - \$3,000 Express Fee

*Overtime charges are incurred outside of Clark County business hours (Monday – Friday, 8am – 4pm).*

*Overtime is billed at \$94 per hour with a 3-hour minimum.*

Instructions for permit application can be found on the Clark County Nevada Government Page:

<https://webfiles.clarkcountynv.gov//Building%20&%20Fire%20Prevention/IT/Knowledgebase/Apply%20for%20Temporary%20Occupancy%20Online.pdf>

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

- Scaled to a minimum of 1/20"
- Dimensions and square footage of the entire area
- Size, location and construction of booths or any object taking up floor space in the room
- Table and chair location
- Width of all aisles
- Location and width of all fire exits



- Location of ALL fire extinguishers and fire hose cabinets. One fire extinguisher per every 6,000- sq. ft. and travel distance not to exceed 75 feet
- Name of contact person and phone number
- Move in and move out dates
- Room name
- Function name
- Name of hotel
- Address of hotel
- Occupancy
- Grandstands, bleachers, risers and alike must be approved by the Clark County Building Department
- Perimeter/Screen draping. All fire exits must be clearly visible with an illuminated exit sign above each

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

All Fire Strobes must be visible and are not to be blocked.

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

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

Any bleacher systems will require approval from the Clark County Building Department. IATSE labor must assemble and dismantle bleacher systems. IATSE labor can be sourced through Encore.



## HOTEL EQUIPMENT INVENTORY

Expo or vendor table displays requiring more than twenty (20) tables must be handled by an exhibitor services company. Our preferred Expo Company is Freeman Expositions. Caesars Palace is a union facility. All Exposition Services must be installed and dismantled by an appropriate union trade member. Risers and Podiums are billed through Encore.

### Rental equipment available

6'x30" tables with linen and 2 chairs: \$150.00 per table, per room/per day

6'x18" tables with linen and 2 chairs: \$150.00 per table, per room/per day

Risers - 6' x 8' sections, 18", 24" and 30" heights \$200.00 per riser, per room

Easels \$40.00 per room/per day

Podiums \$125.00 per room/per day

Water Cooler Station w/5 Gal. of filtered water \$250.00 per station *inclusive of 1st bottle*

Water: Additional (5) Gallon Bottle: \$75.00 per bottle

Exhibit Area Cleaning: \$.50 per square foot.

### Equipment damaged will be charged as follows:

Tables: \$500

Podiums: \$2,000

Risers: \$2,000 Per 6'x8' or 4'x8' deck piece

## INTERNET

Caesars Entertainment is pleased to have a preferred vendor relationship with Encore as our exclusive custom Internet service provider for dedicated needs in the convention space. Encore can provide options for customized configurations, high bandwidth demands, and/or mission critical networks to support each event per their unique needs.

A complimentary open Wi-Fi network is available to convention center guests for checking email and general needs. Guests may access the system by joining the Caesars Resorts network and entering their email address. For streaming, video conferencing, or other critical applications, we recommend coordinating with your Encore Sales Manager for a dedicated and secure network.

Please contact your Encore Sales Manager or email our general in-box at Network Services team at [caesars@encoreglobal.com](mailto:caesars@encoreglobal.com)

## LOADING DOCKS

For all load ins and load outs utilizing the convention or hotel dock, it is required that you hire a freight elevator operator(s). Please coordinate with your Encore Sales Manager.

Caesars Palace has two loading dock areas that service our meeting space. If your event is in either the Octavius or Julius Ballroom, you will use the Convention Loading Dock located behind the convention center. At this dock, we have two loading bays and one drive in ramp.

### Convention Loading Dock Hours

Monday through Friday Midnight – 6pm

Saturday 5:00 am – 6:00 pm

Sunday 5:00 am – 6:00 pm

Please provide a detailed truck manifest to your Catering/Convention Services Manager prior to your arrival. Upon arrival, you will need to check in with the Convention Set-up Manager at 702-305-6868 prior to beginning to unload/load your freight.

If you arrive prior or after our normal dock hours, please call 702-305-6868 for access. The Second loading dock is our Main Loading Dock that services the entire hotel.

Please provide a detailed truck manifest prior to your arrival.

### Main Loading Dock Hours

Monday through Friday 3:00 am – 2:00 pm Saturday 5:00 am – 2:00 pm

Sunday 5:00 am – 1:00 pm

Upon arrival, please check in with the dock master for your bay assignment if utilizing the main loading dock. For the main hotel loading dock during the hours of 3am-2pm, priority is given to scheduled hotel deliveries. The dock team will assist with assigning a bay as soon as one is available. The convention dock is on a first-come, first-serve basis. If there are multiple events moving in/out, then loading dock bays need to be coordinated for timing with your Catering/Convention Services Manager.

Trucks are to be manned at all times. No overnight parking at either docks or anywhere on-property. Any vehicles left unattended may be towed at your expense. Personal Vehicles must utilize the self parking garage. Caesars Palace does not have oversize parking. For further information, please contact your Catering/Convention Services Manager.



## **OUTSIDE PRODUCTION COMPANIES**

Encore manages and oversees all outside Audio Visual and Production Companies providing services within Caesars Palace to assure that standards are upheld and adhered to. A Required Encore Project Manager(s) will be assigned to the event based on scale and scope.

## **UNION LABOR**

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

All events at Caesars Palace must be pay rolled through Encore, the exclusive pay roller at Caesars Palace.

All non IATSE technical staff must be shadowed on a 1:1 basis by Union Technicians hired through Encore.

All loading and unloading of Out-of-State A/V or Production related vehicles must be done by IATSE Local 720 Union Loaders. Loaders stay at the dock and do not push gear to any room inside the facility.

Please contact Encore a minimum of 30 days prior to your event with staffing requirements, load in and load out, rehearsal schedule and billing information. Encore will have a sales Manager work with you to coordinate your needs and prepare an estimate for your review. RFPs submitted after 30 days may incur additional costs and/or fees. A contract terms signature is required a minimum of 14 days prior to load in.

## **RIGGING SERVICES**

Rigging is an Exclusive Service of Caesars Palace. All Rigging must be performed by Encore of all equipment that is to be hung or attached to the ceiling. Encore's Rigging Department will determine the number of high riggers and ground riggers that are needed to accomplish the submitted rigging plot within the production parameters. Please use the following link to submit all rigging requests for the property. Accurate quotes cannot be completed without a DWG or VWX submittal as well as the weights of attached equipment.

Click Here for Encore Rigging Services: <https://www.encoreglobal.com/rigging-request/>  
All materials utilized for rigging must be provided by Encore including Truss, Motors, and all rigging hardware.



### **RIGGING SERVICES CONTINUED...**

Rigging point charges are \$228.00 per point for the run of the show. A point is dictated as each location a cable, strap, chain, or hanger is attached to the ceiling or grid.

Reflected convention area ceiling plans are available, however a site visit is recommended. Encore can assist with all equipment and rigging needs. Please contact your Encore Sales Manager to discuss.

### **BREAKOUTS & EXPO**

Encore is the exclusive AV provider of all audio-visual equipment and labor for all breakout sessions/meetings outside the group's main general session/plenary room. This exclusivity also applies to all audio-visual equipment, Internet Services and labor on any tradeshow floor. Please reach out to your Encore Sales Manager for current expo information and order forms.

### **EQUIPMENT RENTAL**

All equipment may be rented with Encore including risers, podiums, screens, microphones, lighting, sound systems, projectors, drape etc. Please contact your Encore Sales Manager for current pricing.

### **CARPET PROTECTION**

30 feet of carpet protection and the full width of the freight entrance doorway is required at all ballroom entrances before load-in and again before load-out. Visqueen must be laid over the convention carpet and taped down securely on all sides with low residue tape. All forklifts, scissor lifts, boom lifts, flatbed or motorized carts are required to have NOMAR/White tires to avoid damages. Wooden pallets may not be paced directly on the carpet; cardboard, carpet remanent or visqueen must be placed under the wooden pallets.

### **PRE AND POST SHOW WALK-THROUGH**

Upon arrival, a walk-through must be performed and signed off on to identify any existing damage to facility. It is your responsibility to leave the hotel and convention space in the same condition it was found. Cleaning or damage fees will apply should marks, leaks or damage be found on the walls, ceiling, carpeting or staging. The Customer and/or Production Company will be held responsible for payment of these charges. Please arrange a day and time with your Catering/Convention Services Manager for pre-event and post-event walk-through.

### **RF AND OVERHEAD SOUND**

Only approved frequencies may be used. The use of an unapproved wireless frequency may jeopardize a hotel show or your own. Please provide Encore a list of all wireless frequencies (i.e. wireless microphones, 2-way radios, etc.) to be used during your event for approval.

Caesars Palace has an overhead sound system in most meeting rooms. Encore can provide patches into this system for a fee, if they are available. The sound system is not designed for live music.

### **HAZE & PYROTECHNICS**

When using pyrotechnics, fog or haze machines, your Catering/Conventions Services Manager must be notified a minimum of 30 days in advance with the timing to prepare a quote to include rehearsal times and actual usage. Fire safety surveillance is required for all pyrotechnics and/or fog. Fog machines must be water based. Please refer to the Engineering Price List for current Fire safety surveillance pricing.

### **CONFETTI CANNONS/BALLOONS**

Confetti shot from a confetti cannon as a special effect, a one-time cleaning fee will be added to the master for each time the effect is used. Larger ballrooms: Augustus, Palace, Octavius, and Julius will be a minimum of \$2,500 each time. Fire safety surveillance could be needed based on equipment. Please refer to the Engineering Price List, for current Fire safety surveillance pricing.

All approved helium balloons must be anchored to the booth. Helium gas cylinders can not be stored on site. Charges will apply for any balloons left behind or any balloons that become untethered and must be recovered.

### **LIFTS AND HEAVY EQUIPMENT**

Encore is the exclusive provider of scissor lifts, forklifts, and other motorized equipment used for AV. All forklifts and scissor lifts must come equipped with NOMAR/White tires and a fire extinguisher. In addition, forklifts must be designated for interior use only and exterior use only. We do not allow forklifts to be driven back and forth from the outside of the property to inside the ballrooms. 30 feet of carpet protection is required at all ballroom entrances during event load-in and load-out. Caesars Palace does not loan or provide motorized forklifts, genie booms, lifting devices, tools, ladders etc. All equipment must be secured in advance. Contact your Encore Sales Manager for current rates.



## **INSURANCE**

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

## **LOAD IN, STORAGE AND VEHICLE DISPLAY**

For all load ins and load outs utilizing the convention or hotel dock; it is required that you hire a freight elevator operator(s). Please coordinate with your Encore Sales Manager.

Storage space for outside audio/visual and Expo companies will be the sole responsibility of the audio/visual and or Expo company. Any Equipment including but not limited to audio-visual cases, pallets and shipping crates may not be stored in any hallway, convention space or back of house areas on Caesars Property. Caesars Palace will not take responsibility for any equipment left on premises.

Vehicles brought into the building must be coordinated with your Catering/Convention Services manager and must meet the Fire Marshal requirements along with appropriate permitting.

## **CAFETERIA**

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

## **SCHEDULING OF ROOM SETS**

Outside Production Companies must provide the Convention Services Manager with a set up schedule of when staging, tables and chairs are to be dropped in any room in the hotel a minimum of two weeks (14 days) prior to the set up being required. Caesars Palace will allow a window of up to two hours from the scheduled set up time for any changes and or delays. After the two-hour window of the scheduled set up time, labor fees will be incurred based on the size of the set up being delayed.

- \$900 fee for Theater style, Classroom Style or Rounds for a set up to 500
- \$1,000 Theater style / \$1,800 Classroom Style or Rounds for a set up of 501 – 1,000
- \$2,000 theater style / \$3,000 Classroom Style or Rounds for a set up over 1,001

## **PROPANE STORAGE**

All Propane tanks are to be stored in a secure cage and only in the approved propane storage areas.

Please contact your Catering/Convention Services Manager to coordinate.

The approved propane storage area is at the Caesars Service entrance off Frank Sinatra Drive. As you pull into the Caesars Service entrance, the location will be approximately 100 yards on your right. You will see the Caesars Engineering Departments propane cages.

Please place your cage next to the existing cages. Propane storage cages are not allowed off the curb, all must be on the curbside tight to the building.

## **SECURITY**

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

It is recommended that convention groups hire Security Officer(s) for any area you wish to secure including but not limited to exhibit halls, general session, audio visual/production set-ups, registration areas, etc. Please contact your Catering/Convention Services Manager for a list of our approved security vendors.

Armed security is not permitted on Caesars Palace property. Caesars Palace Security Department is to be copied on all incident reports created by the outside provider. Your Catering/Convention Services Manager must receive a copy of the contracted dates and times.

## **TELECOMMUNICATION**

For telephone needs, please coordinate with your Catering/Convention Services Manager.

For larger groups, videoconferencing, or a more interactive conference call (such as push-to-talk microphones or phone interface patched to an audio system) please coordinate with an Encore Sales Manager.



Propane Storage

### TEMPORARY DUMPSTER STORAGE

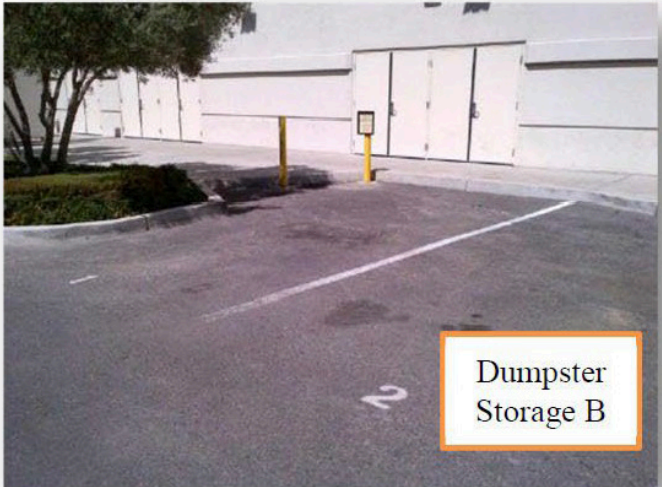
All tradeshow, exhibit and production companies are required to hire a cleaning company and arrange for their own dumpster. Trash dumpsters on-site at Caesars Palace are for Caesars Palace use only. Outside Expo/Décor Companies are not permitted to use any Caesars Palace equipment including but not limited to dumpsters, rolling trash bins, vacuums. It is the responsibility of the Expo/Production/Décor Company or hired vendor to manage and remove all related trash, including obtaining a separate dumpster.

There are two approved locations for temporary dumpster storage, and both are located on the southwest corner of the building. The first location, dumpster storage A (see image to the left), will be up the dirt road at the corner of Ring Road just before turning left. Please position the dumpster on the right side of the road allowing access to the fenced in area for Caesars Property Management. Dumpster storage B (see image to the left) is the second area. Parking spaces #1 and #2 as you take a left on Ring Road. These will be the first two parking spots on your left that you encounter. Please position the dumpster diagonally from NW to SE and back up to the yellow posts.

If you have any questions or concerns, please contact the Convention Service Manager who is overseeing the program. Propane cages and dumpsters not stored in the properly in designated areas may be removed at the Hotel's discretion.



Dumpster Storage A



Dumpster Storage B



# ACCEPTANCE OF TERMS

## ACCEPTANCE OF TERMS OF CAESARS PALACE EXPO AND OUTSIDE PRODUCTION COMPANY POLICIES

The undersigned, individually and as a duly authorized agent of the production company has read and accepts the policies and procedures of Caesars Palace detailed above.

Production/Expo Company Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

Production/Expo Company: \_\_\_\_\_

Date: \_\_\_\_\_



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