



## **MGM Grand Conference Center Contractor/Vendor Working Policies**

January 2019

The MGM Grand Conference center welcomes contractors and vendors working with our convention groups.

The following policies and procedures will ensure all MGM Grand Conference center guests receive consistent excellence of service in a safe working environment. Please read the policies and return the signed acknowledgement form to the MGM Grand Senior Operations Manager.

1. Contractors/vendors providing services at MGM Grand must provide proof of insurance in the amount of \$1,000,000 per occurrence.
  - Certificates of Insurance should have MGM Grand LLC listed as an additional insured.
  - Certificates of Insurance should have the following information noted:
    - i. *MGM Resorts International including all subsidiaries, affiliates & allied companies, and corporations or entities owned or controlled, now in existence or as may hereafter be created. MGM Grand Hotel LLC its parent company, subsidiaries, joint venture partners, affiliates and their respective directors, officers and employees are included as additional insured in accordance with the policy provisions of the general liability and auto policies. The GL endorsement is primary and non-contributory. A waiver of subrogation is granted in favor of MGM Grand LLS its parent company, subsidiaries, joint venture partners or affiliates and their respective directors, officers and employees in accordance with the policy provisions of the policies, by written contract and or agreement.*
  - Certificates of Insurance must be submitted to the MGM Grand Conference Center management thirty (30) days prior to the event for approval
2. Contractors/Vendor companies and their on-site lead associate are responsible for ensuring all staff/representatives of said company are familiar and comply with all MGM Grand policies. This individual will be the liaison for all staff concerns.
3. Contractor/Vendor companies are required to check in and provide a name tag identification and or wristband if requested to all of their working staff on MGM Grand property. These forms of ID are required even if staff is in uniform. This ID must be visible when staff is on property. Staff that is not properly identified working with a vendor may be escorted off property by MGM Grand Security.
4. The job site is to remain a working environment always. "Friends and Family" are not allowed on property with staff unless they are working an event. Absolutely no children under the age of 18 years old are allowed on the exhibit floors or docks during load in and load out.
5. Contractor/Vendor staff is expected to conduct themselves in a professional manner. Inappropriate or abusive behavior may result in removal from the property.
6. Contractor/Vendor check in is located on Koval dock at the double doors by Security Office. No other locations are authorized to enter the building.



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7. Production Schedule must be received 30 days prior to load in. Production Schedule needs to include the following:
  - Load in and out times for Dock Access.
  - Drop and Strike times for all items being provided by MGM Grand
8. A pre and post inspection of all space is required with an authorized representative. Pre-& post walk-through inspections must be scheduled (10) working days prior to the event. An authorized representative from the contractor/vendor company and an MGM Grand representative will inspect and note the condition of the facility based on the "Pre and Post Inspection Form" attached. During the post walk-through, if any damage is sustained to the property, the contractor/vendor will be liable for all repairs and costs incurred if such damage is caused by the contractor/vendor. Estimated cost repairs will be quoted by an MGM Grand facilities representative in agreement with the said contractor/vendor within 5 days post show. Full payment is required within thirty (30) days of billing date.
9. Vehicles used in the delivery, transportation or storage of equipment may be temporarily parked at the MGM Grand Conference Center loading dock and/or the Marquee Ballroom Loading dock and must be removed as soon as they are emptied. Vehicles can be towed if parked in unauthorized areas at the owner's expense without any pre-notification.
10. Loading dock spaces are available to all contractor/vendor companies and will be equally shared when multiple groups are in-house. All vehicles in this area must have company or personal identification that includes phone numbers. Note that on Koval dock south side of the loading dock (#7,8,9) will be for MGM Grand use only.
11. Loading dock off 4<sup>th</sup> street will require a flagger to assist the trucks to back in to the dock bays. There are two dock bays #11 & 12. A box truck can go around the building to roll up door # 10 to unload there is no bay.
12. All the roll up doors and freight doors will be enforced to be closed when there is no loading in / loading out activity.
13. There is NO staging of trucks on MGM Grand property. Trucks should not be called onto MGM Grand Property if there are no dock spaces to have the trucks unload. There is no loading or unloading from vehicles / trucks in TopGolf or the bus lane in front of the glass doors.
14. All vehicles displayed inside the MGM Grand Conference center must follow CCFD regulations and have the proper permits. Exhibitor/Show Management is responsible to obtain all vehicle permits from the Fire Marshal and have them on-site. Exhibitor/Show Management or Contractor/Vendor will provide a vehicle key contact name and phone number to Hotel Management or Security in case of an emergency.



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15. Request to use indoor/outdoor pyrotechnic displays or smoke/hazing must be submitted to the Convention Service Manager in writing thirty (30) days prior to use. MGM Grand fire watch is required for these displays. A CCFD permit is required for pyrotechnic displays. Smoke/hazing must be witnessed by the Fire Marshal on-site. A copy of this permit should be given to the Convention Service Manager and/or Event Manager and the Director of Safety prior to use. A schedule will be needed (14) days prior to the event. Your Convention Services Manager can schedule and provide an estimate of charges for the watch
16. Fire exit doors may not be blocked, propped open or obstructed in any way. Fire exit stairwells are not to be used as a storage area. No equipment may be stored inside or underneath the stairs at any time.
17. Fire extinguishers, fire hose cabinets, fire sprinkler closets must be visible and accessible always. 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.
18. Storage/staging of equipment for items such as, but not limited to, audio visual cases, carpet pigs, pallets, shipping crates are not permitted inside the Conference center unless an approved accessible storage area (boneyard) has been approved by MGM Senior Operations Manager and the CCFD. If an accessible area has been approved, it should be on the approved CCFD diagram. Please note, no empty wood crates or combustible material is allowed in the conference center overnight without a fire watch present.
19. All materials used in booth construction or decoration must be flame retardant and accompanied by an official flame-retardant certificate that is within a year. Aisles and exits as designated on approved show plans shall be kept clean, clear and free of obstructions.
20. Contractors/Vendors are required to have a Safety Data Sheet (SDS) on any hazardous chemical they bring into the facility. This document must be sent to the Convention Service Manager in advance.
21. The floor load limits on levels 2 and 3 are 100 pounds per square foot, live load. The level 1 floor load limits are 250 pounds per square foot, live load. Loads shall not exceed the design live load per square foot. Adequate shoring and/or bracing must be provided where structure has not attained design strength or where overload may be anticipated. Any exhibit exceeding this limit will require special handling to distribute the load. Show Management is responsible for notifying the facility of any potential weight concerns.
22. Pursuant to the ADA Act of January 26, 1992, the contractor/vendor will provide proper ramp access to all elevated exhibit booths and or non-permanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.



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23. If the Contractor/Vendor Company needs to drop off equipment early or roll over equipment from one show to another show this request will need the approval from the Sr. Operations Manager in advance. This will be on a case by case basis, not on every show.
24. EAC/ I & D companies may NOT store or stage any kind of equipment inside the Conference center including all back of house areas and inside or outside emergency stairwells. MGM Grand is not responsible for any items lost, stolen or damaged while on property.
25. Contractor/AV/Vendor Companies are required to have all CCFD permits and diagrams on property for the walk through with the On-site Fire Marshall & Sr. Operations Manager. This includes but is not limited to Tradeshows, Meeting Rooms over 300, Catering Functions, Pyro, and Hot Works & Vehicle Permits.
26. Signage and public area diagrams must be approved by MGM Grand prior to confirming with the client or submitting to the Fire Marshal. Forward diagrams to the Convention Service Manager for approval.
27. No privately-owned vehicles, motorcycles, or bicycles are permitted to park in the loading dock area. Segway's, bicycles, skateboards, hover boards/footboards and razor scooters are not to be ridden inside the building or allowed inside the building at any time.
28. No forklifts or carts are permitted to leave the Koval Dock to access the road to go to 4<sup>th</sup> Street or Marquee. No forklifts or any type of electrical carts are permitted in the parking garages. Forklifts and/or carts will only be allowed in Top Golf Parking Lot if there is a function out there. Violations may result in the operator being trespassed from the property.
29. MGM Grand Conference center is a non-smoking facility. Smoking is allowed in designated areas outside of the building only. The smoking area for vendor's will be outside of Conference Set Up doors and outside of Marquee facing Audrie street. This includes electronic cigarettes. Vaping or the use of any kind of electronic smoking device is not in allowed inside MGM Grand Convention Space.
30. The MGM Grand Conference center does not loan or provide motorized forklifts, genie booms, lifting devices, pallet jacks, tools or ladders to outside contractors. Carts and lifts should be electric. Gas/diesel propelled devices or vehicles are not allowed inside the building for safety reasons.
31. No overnight storage of gas cylinders is allowed in the building.
32. All compressed air must be obtained through MGM Grand's exclusive provider, Edlen, unless it is a fixed part of the machine.



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33. MGM Grand Conference center has exclusive providers for electrical, plumbing, cleaning, IT, telecommunications and food & beverage. Contact the Convention Service Manager or MGM Grand Exhibitor Services for details.
34. Encore is the exclusive provider for all labor and equipment for any breakout sessions and meeting rooms.
35. Encore is the exclusive provider of all rigging equipment and services in trade show halls, meeting space and public areas; and for all signs 200 lbs. or more in the concrete space. This includes: labor, truss, chain motors, cables, span sets and all other rigging related equipment. Nothing may be hung in any of the air wall tracks. General Service Contractors are allowed to hang non-electrical signage under 200 lbs. in concrete space.
36. Edlen Electrical Exhibition Services to provide all temporary electrical and plumbing services for all exhibit halls, ballrooms, and meeting rooms. Your General Services Contractor and/or Production Company should work with Edlen Electrical directly. Please contact your CSM for more details.
37. United Service Companies is the exclusive contractor for cleaning services for all tradeshow, store locations and events that have a decorator at the MGM Grand
38. Mylar balloons are not permitted in the MGM Grand Conference center or Hotel. All approved helium balloons must be securely anchored to an exhibit. Helium gas cylinders for refilling must be secured in an upright position on safety stands with regulators and gauges protected from damage.
39. Trash dumpsters on site at the MGM Grand Conference center are for MGM Grand use only. If Republic Services is not able to access the open top or compactor due to being blocked by GSC/ EAC trash, equipment, trailers, or any other items there will be a \$500.00 fee per incident.
40. MGM Grand has a “no tolerance” policy for theft; if the person is caught they will be trespassed from the property for the day or for the entire show and potentially banned from working at any MGM Resorts International property. This includes removing anything from the property inside or out that may seem like trash. Many times, Show Management or MGM Resorts International has arranged for leftover trade show items to be donated to local charities so it is important all Contractors/Vendors advise their staff not to take anything from the property.
41. Laborers for all Contractor/Vendors cannot transport toolboxes, dollies or ladders on the escalators.
42. Laborers for all Contractor/Vendors are not allowed to use the front of house passenger elevators as freight elevators. Violations may result in the operator being trespassed from the property.



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43. Contractor/Vendor laborers may not eat or drink in MGM Grand back of house service halls. Taking MGM Grand food and beverage items are considered theft and will result in removal of the individual from the property and a potential ban from working at any MGM Resorts International property.
44. Contractor/Vendor staff is not permitted to eat, lounge or take breaks in any front of house public space (such as foyers) on the property.
45. Consumption of drugs or alcoholic beverage on the job site is strictly prohibited and will result in trespass from the property.
46. Absolutely no pallet jacks (electronic or manual) are allowed on the marble flooring or carpet areas. Use of a pallet jack is prohibited on property except in the back of house. As always, push carts are welcome to be used throughout the building. Wood pallets may not be put on the carpet. Please place these on visqueen, Carpet Mask or Carpet Shield.
47. Forklift operators must be certified and able to provide supporting documentation. Forklift operators must comply with all MGM Grand Conference Center Safety Policies and all OSHA regulations at all times. This includes operating only equipment that has been properly maintained, equipment with back-up beepers or beacons, and engaging all safety guard devices such as seatbelts. While driving the forklift driver may not be on the phone, eating, smoking or wearing ear buds. The indoor operating speed limit is 5 MPH maximum.
48. MGM Grand maintains strict Safety Policies that mirror Occupational Safety and Health Administration (OSHA) statutes and regulations that must be strictly adhered to. Any company/vendor that is hired to perform tasks involving any kind of potential occupational hazard must follow MGM Grand Safety Policies. It is the company's/vendors full responsibility to provide qualified safety oversight for each project, including qualified oversight for third party company/vendors to ensure MGM Grand Safety Policies and OSHA regulations are complied with. Any violations of MGM Grand Safety Policies or OSHA regulations will result in the immediate shut down of project. MGM Grand also reserves the right to make notifications to OSHA based on the level of egregiousness when safety is neglected while conducting business at MGM Grand. Please contact MGM Grand Director of Safety for further questions or needs at 702-891-7534.



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49. Anything with wheels loading onto the carpeted areas via rollup doors from trade show concrete floors require one of the protective coverings listed below to be placed 40 feet out onto the carpet:
  - Visqueen safely secured over the carpeting with gaffer's tape only
  - Self-adhesive visqueen called Carpet Mask, Carpet Shield or Gymguard
  - Overlay of carpet
  
50. Forklifts, scissor lifts, boom lifts, flat bed carts or motorized carts are not allowed in carpeted public areas/meeting rooms without one of the protective coverings listed below:
  - Visqueen safely secured over the carpeting with gaffer's tape only
  - Self-adhesive visqueen called Carpet Mask, Carpet Shield or Gymguard
  - Overlay of carpet
  - With white tires that have not been driven outside or with vinyl tape.
  - Booties are allowed on a case by case basis please reach out to the Sr. Operations Manager to verify when booties are allowed on the carpet.
  
51. Forklifts, scissor lifts, electrical carts or motorized carts are not allowed to be on the marble floor without padding and plywood.
  
52. Carpet decals are not allowed in the Conference Center.
  
53. Carpet on carpet will require one of the below listed processes:
  - Low-tack adhesive visqueen called Carpet Protection, Carpet Mask, Carpet Shield or Gymguard must be placed on top of our carpet then fiber line tape or double-sided tape affixed to it and the show carpet placed on top.
  - Low adhesive tape, like fiber line tape can be used and attached to our carpet for carpet on carpet install. Any costs for damage or special cleaning required will be the responsibility of the contractor or show management.
  
54. Cutting, building or water base paint is not allowed in carpeted areas without protection between the material and the carpet. Any costs for damage or special cleaning caused by violation of this will be the responsibility of the contractor or show management.
  
55. Cutting metal or wood is not allowed back of house behind the ballrooms. This will need to be done prior to arriving on-site. If adjustments need to be made this will need to be approved by your Convention Service Manager or Senior Operations Manager for the approval of the location. This is against Health Code Violations.



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## **Acknowledgment Form**

Contractor/Vendor Name: \_\_\_\_\_

Contractor/Vendor Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Event Name: \_\_\_\_\_

By signing below, I acknowledge that I have read and understand the MGM Grand Contractor/Vendor Working Policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete and return this form to the MGM Grand Conference center at the following address:

MGM Grand Conference center  
Attn: Senior Operations Manager, Convention Services  
3799 Las Vegas Blvd South  
Las Vegas, NV 89109

This form may be emailed to [RGaut@lv.mgmgrand.com](mailto:RGaut@lv.mgmgrand.com)