



CONFERENCE SERVICES GUIDELINES



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Please note that all policies and procedures, inclusive of pricing information, are subject to change without notice.

I. AUDIO VISUAL

1. In House Audio Visual:

Bally's/Paris is please to have a preferred vendor relationship with **Encore Productions** for Audio/Visual and exclusivity for rigging operations, OSHA certified chain hoist motors, rigging truss and accessories, trade show AV and all IATSE labor requirements. Encore Productions offers a wide variety of services including production, equipment, labor and total program coordination. Please contact your Encore Sales Representative for more information.

ENCORE PRODUCTIONS

3645 Las Vegas Blvd.
Las Vegas, Nevada 89109
Phone: (702) 946-4154
Fax: (702) 946-4462

2. Outside Production Companies:

Encore Productions manages and oversees all Audio Visual vendors and Production companies providing services within Bally's/Paris and oversees the proper operation and care of our facility and equipment. We have established the following as conditions that must be substantiated and received prior to your event at Bally's/Paris:

- Bally's/Paris is a Union Facility. All AV Services must be performed by an IATSE Local 720 Union Member. All events at Bally's/Paris must be pay rolled through Encore Productions.
- A Technical Supervisor will be assigned to your Production Company during the load in and load out of your show. They will also do a walk thru of the facility and note any damage that is in the room prior to load in. At the conclusion of the load out the TS will do a follow-up walk thru and note any additional damage (if any) to the facility. The Production Company will be billed for all damages to the facility. Full payment is required thirty (30) days of billing date. **All vendors and groups are responsible to leave the hotel in the same condition it was found.**
- All scissor, man, fork or boom lifts ordered through Encore Productions must be operated by certified Encore staff members or certified contracted labor hired directly by Encore.
- Load-In and Load-Out will be done at the Bally's Lower Freight Elevator, the Bally's Event Center Ramp, or at the Paris Ballroom loading area, depending on which rooms are being used. There are no truck docks at either Bally's or Paris. Ramps and/or forklifts are necessary.
- All non-display vehicles inside the Convention Center must have white NoMar tires and free from leaks. All lifts will be physically checked before they are permitted to come inside the Convention Center. ***Cleaning and/or repair fees will apply should marks, leaks or damage be found on the carpeting or stages. The Production Company will be billed for all damages to the facility.***
- Production Company will be provided with a list of wireless frequencies that are restricted.
- No equipment or cases are to remain in the "back of the house" areas at anytime. This includes public areas, service areas, hotel dock(s) and/or hotel parking lots. Storage space for outside audio visual companies will be the sole responsibility of the audio visual company. All freight, equipment and trailers must be taken off property for the duration of the show.
- All Production companies must provide to Encore a Schedule of Events 30 days prior to the event. This shall include accurate dates and times of load in and load out, a rehearsal schedule, a show schedule, and power install and removal times.
- For security reasons it is required that outside Production Companies provide ID badges for all their staff members. ID badges must notate staff member's name, group's name and Production Company's name.
- The Hotels' convention area has an overhead sound system. To protect our property, Encore Productions must supervise any patches into the sound systems.

- Technical areas are to be placed on side walls or in the rear of room with all cabling routed around the perimeters in a manner that maintains safe thoroughfares for servers and guests.
- Use of the Bally's/Paris employee cafeteria is prohibited for all outside production staff & vendors

3. Electrical Usage:

Meeting Room Electrical Charges are an Exclusive Service of Encore. All Meeting Room Electrical service must be distributed and installed by Encore. Prices are available upon request.

II. RIGGING, BANNERS AND SIGNAGE

- Rigging on hotel property must be facilitated by Encore Productions. Pre-planning your rigging requirements through Encore Productions is required to ensure acceptable material and placement specifications are maintained. All materials utilized for rigging must be rated for overhead use and are to be used for the intended purpose.
- All signage brought in must be professionally made and meet the requirements of Hotel Management. Signs or banners may not be taped, stapled, nailed, tacked or other-wise 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. The hotel is not responsible for your signage or promotional materials left inside or outside of meeting rooms after functions have concluded. Banners in excess of 6' in length should include a rigid support for best results. In addition, always include grommets when purchasing a banner.
- All signs and banners connected to the hotels' walls or ceilings must be hung and removed by Encore Productions staff only and load is not to exceed 75 lbs. per running foot. Arrangements should be made with your primary hotel contact at least 7 days in advance of your event and labor charges will be assessed. All hanging signs must be approved by Convention Services. The hotel reserves the right to refuse signage that does not meet the minimum requirements as set forth in these policies.
- Signage and easels are permitted in the convention area at the discretion of the Convention Services Department. Signage and easels for functions will be limited to one sign outside of each meeting room and are not permitted in the casino, hotel lobbies, sleeping room hallways or in elevator banks on guestroom floors. Should your group heavily utilize hospitality suites, you can provide one single sign on each guestroom floor listing all hospitality suites with prior approval from your Catering/Conference Service Manager. Hotel policy prohibits the listing of hospitality suites on the convention area monitors.

III. SECURITY

- Bally's and Paris are not responsible for loss of or damage to equipment or other items left in meeting rooms. If you plan to leave valuables of any kind in a meeting room, we suggest that you hire a security officer to be stationed in the room. This may apply, but is not limited to, exhibit halls, audio visual/production set-ups, registration areas, etc. Remember that the majority of our meeting space is bordered by air walls and is easily accessible from adjoining space.
- For conventions requiring more than 20 hours of coverage, our in house security staff offers a wide range of services and will work with you in meeting your budgets. Services offered include access control, equipment watch, VIP/Executive protection, metal detectors, undercover, emergency medical technicians, 24 hour supervision, specialty video and more. For assistance in coordinating your security needs please contact your designated Conference Service Manager.
- Armed security is not permitted on Bally's or Paris property.

- The following parameters apply to any outside Security firms:
 1. The company must provide Bally's or Paris with proof of insurance, naming Bally's or Paris as additional insured.
 2. A representative of the chosen company must check in with Convention Operations Department upon entry to the property and upon departure.
 3. Bally's or Paris Security Department is to be copied on all incident reports created by the outside provider.
 4. The Security Company must provide the Conference Service Manager the contracted dates and times.

IV. DISTRIBUTION OF PRINTED MATERIALS

- Authorized hotel personnel **ONLY** shall deliver all convention-related brochures, magazines, flyers and similar printed materials to guestrooms in the hotels. All Convention Publications must be approved in advance by the association/event planner/company and by the hotels.
- Distribution of gummed promotional stickers or labels is strictly prohibited. Any actions necessary for the protection and/or repair of the premises, equipment or furnishings will be at the expense of the exhibitor or association/event planner/company.

V. SHIPPING & RECEIVING/BUSINESS CENTER

1. Shipping Address:

Envelopes and packages can be received at both hotels using the following addresses:

BALLY'S/PARIS LAS VEGAS
 Attn: Convention Package Room
 3655 Las Vegas Blvd. South
 Las Vegas, NV 89109
 Hold for: **Your Name**
Company/Event Name
Arrival Date

2. Shipping & Receiving:

The Bally's/Paris Convention Package Room can be reached at 702-946-3736. They are open daily from 7:00am to 7:00pm. After hours assistance is available and can be reached at 702-506-4401. Shipments are to be received no more than 3 days in advance of conference dates or storage fees may apply. All incoming and outgoing packages will incur a handling charge.

3. Business Center:

The Paris/Bally's Business Center is able to ship packages weighing less than 30 pounds. Shipping is available through most major couriers including Federal Express and United Parcel Service. Shipping and handling charges are applicable to all outgoing packages; rates vary depending on carrier. Postage stamps and mail drops are also available in the Business Center. Custom made signs and large copy jobs can also be accommodated through the business center and charged directly to your master account while saving shipping costs. Please contact your Conference Services Manager for more details.

VI. TELECOMMUNICATIONS SERVICE

Encore Productions exclusively provides all telecommunications services at Bally's and Paris Las Vegas. All orders for phone, Internet, Ethernet service, ISDN, or T-1 lines in our convention areas should be sent to Encore Productions. Please feel free to contact them with questions, or order directly with Todd Valle at (702) 889-5618 or via email tvalle@encoreproductions.net.

VII. UNION SCOPE, JURISDICTION AND WORK PRESERVATION

- Bally's Las Vegas and Paris Las Vegas are union properties and honor all union contracts.
- All traditional stagehand work performed related to the production of trade show, exhibitions, conventions, or temporary or permanent installation of any stages, lighting, audio, video, or scenic elements and work performed in any convention space, showrooms or lounges must be performed by an IATSE Local 720 Union Member.
- Labor for staged audio visual presentations and/or staged productions is provided by IATSE (International Association/event planner/company of Theatrical and Stage Employees), pay rolled through Encore Productions, the exclusive pay roller for Bally's/Paris.

VIII. PREFERRED VENDORS

Las Vegas Meetings by Harrah's Entertainment maintains a list of preferred vendors who can provide a variety of services such as décor, transportation, floral, security, exhibit services, etc. In most cases, charges can be applied directly to your master account with Bally's or Paris. Please ask your Catering/Conference Services Manager for more information.

IX. MEETING & CONVENTION FACILITIES GUIDELINES

1. Forklifts and Scissor Lifts:

- All forklifts and scissor lifts must come equipped with NOMAR tires and a fire extinguisher. The hotels do not loan or provide motorized forklifts, genie booms, lifting devices, tools, ladders etc. to outside contractors. All equipment must be secured in advance. Contact Encore Productions for rates. Electric and propane forklifts are only permitted and must have a certified operator. Forklifts must have an audible device while driving in reverse and must comply with OSHA Standard 29 CFR Part 1910-178.
- For Paris Las Vegas convention areas, forklifts, ramps, scissors lifts and any other equipment must be dropped off and stored in the designated area on the East side of Audrie Lane, and the East lot at Bally's. Dates and times must be confirmed in advance. Any items placed in areas without approval will be removed at the cost of the client.
- Loading Dock Manager must inspect all machines entering the convention areas at either property.
- At Paris Las Vegas: **FORKLIFTS ARE NOT PERMITTED IN THE CHAMPAGNE AND VERSAILLES BALLROOM, THE HALL OF MIRRORS OR THE PARIS FOYER.**

2. Carpet Protection and Carpet Installation:

- Pads or blankets must be placed on the carpets at any location where crates are disassembled.
- Exposition or Production company must place Gymguard or Vizqueen (minimum 7 mm thickness) on top of carpet on the main thoroughfares or aisles. At a minimum of 4 main aisles of an exhibit floor, or in case of functions other than exhibits, the main aisles and main cross aisles. In addition, it must be placed under all truss while installing and striking rigging.
- Exposition or Production Company is required to cover the doorway entries and any areas driven on by heavy equipment with protective carpeting at each drop point, including service hallways. This carpeting must cover 30' into the banquet hallway and 30' into the ballroom on top of the existing carpet. Protective carpeting must be "thread up" and maintained to avoid any debris from riding into the ballroom carpet.

- The only low adhesive tape permitted on the hotels' carpet is MGM Tape available from Bron Tapes of Nevada, Inc. 5450 Desert Point Drive LV NV 89118 (702) 248-1200. Any other tape must be installed on top of this product. Decorator carpet may be installed only as follows:
 1. Visqueen is to be laid directly over hotel carpet and secured with a low adhesive tape only on top of MGM Tape.
 2. Decorator carpet may then be laid over visqueen with tape securing carpet to visqueen.
- Thin rubber matting must be used in service corridors between receiving area and convention area.

3. Special Effects:

Should a production company utilize a special effect during a meeting, such as a confetti cannon, a one time special cleanup fee of \$1,000 will be applied to your master account.

4. American with Disabilities Act:

Pursuant to the American Disabilities Act (ADA) of January 26, 1992, Group agrees to 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. Group will comply with all other ADA and OSHA requirements.

5. Exclusive Services:

Plumbing, booth lighting and catering, audio visual within exhibit hall, pay rolling of union labor and all electrical needs & rigging are exclusive to Encore Productions to ensure the proper operation and care of our facilities and equipment.

6. Equipment Inventory:

Our convention inventory of tables and chairs for meeting-related events is supplied at no charge for meeting and/or food and beverage events only. However, if your requirements are larger than hotel supplies, the hotel will not be responsible for renting equipment or for any costs incurred. Please note that our entire inventory of equipment is not available for one single group, but is shared with all other groups on property at the time of your meeting. Please see your Convention Service Manager regarding equipment for your group's specific use. Please note, extraordinary set ups or set delays caused by an exhibit decorator/production company may incur a labor charge.

X. EXHIBIT GUIDELINES

1. Pre and Post Show Facility Walk Through:

A pre and post convention walk through will be arranged with the Convention Operations Manager. At that time any damages or alterations to the convention meeting space will be noted and appropriate actions taken. During the course of your event, if any damage is sustained to the property, your company will be liable and responsible for all repair costs incurred, which will be charged to your account. Full payment is required thirty (30) days of billing date. **All vendors/groups are responsible to leave the hotel in the same condition it was found.**

2. Waste Removal:

The Decorating/Production companies are responsible for ordering maintaining their own dumpsters during the exhibit / production. The hotel dumpsters may not be used under any circumstance. In addition, the loading dock areas used for move in and move out must be kept clean at all times, including move in, move out and during the show. In case no provisions have been made for the collection of debris then Bally's/Paris reserves the right for charges incurred with pick-up fees, late fees and overtime fees. All dumpsters must be removed within 24 hours of final load out.

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

If any unusual cleanup is required, your organization will be billed on a cost basis of man-hours required to restore the Hotel's property to the same condition in which it existed prior to your event. An example of this would be confetti shot from "confetti cannons" as a special effect.

3. Cleaning of the Facilities:

The hotels will provide the exhibit/production space in a clean condition including exhibit floor, pantry areas, and freight dock areas. It is the responsibility of the Decorating/Production companies to return these facilities in the same clean condition as received.

Daily janitorial service is not provided by the Hotel in any area that contains exhibits / trade shows, except those areas designated for coffee breaks, etc. Daily booth and aisle clean up must be arranged with your exhibit service company. At a minimum, tradeshow/exhibit floors need to be cleaned before opening and once a day for the duration of the show.

4. Equipment Inventory:

Bally's and Paris Las Vegas' convention inventory (tables and chairs) is supplied at no charge for meeting/food and beverage events only. Requests for inventory or labor for an exhibit related event are available upon request and fees will apply.

5. Shipment and Storage of Exhibit Materials:

- Due to limited storage space, NO freight will be accepted by hotel in advance of the show. The hotels cannot accept and store shipments of exhibit materials in advance of a show. Collect shipments and shipments that require a forklift to unload will not be accepted. Shipments that require special handling (refrigeration, etc) should be coordinated with the exhibit company directly prior to shipping. Hotel reserves the right at its own discretion to accept and deliver any boxes, packages and shipments to attendees and clients of the Bally's/Paris. Applicable charges will apply.
- Due to Clark County Fire Department regulations, crates, boxes and such cannot be stored on Hotels' premises during a show. This includes public areas, service areas, hotel dock(s) and/or hotel parking lots. It will be necessary for you to make arrangements with your exhibitor service to receive and store exhibits for delivery to the Hotels on the move in date. These arrangements must also include the removal of empty crates, their storage during the show, and their subsequent return to the Hotels on the move out date. Any and all equipment found stored inside the Hotels will be moved and cost of labor will be charged to the outside contractor.
- Should any property not be removed by the designated move out date, the Hotel management may store, or cause to be stored, any such property that your organization or the exhibitor will be charged a reasonable fee for all incurred.
- All exhibitor 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. Literature which is on display shall be limited to reasonable quantities and reserved supplies shall be kept in closed containers and stored in a neat and compact manner.

6. Floor Load Limits:

- Bally's

Grand Ballroom	100 lbs. per square foot
Pacific Ballroom	150 lbs. per square foot
Event Center	100 lbs. per square foot
- Paris

All Ballrooms	225 lbs. per square foot
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Any displays/vehicles that exceed these limits must have load weight distribution panels installed in order to meet these requirements.

7. Exhibit Construction:

- Booth Construction must meet all applicable local building codes.
- Exhibit construction of multi-level exhibits must bear the stamp of a structural engineer and have two (2) means of egress from upper levels. If enclosed, they must also have a self-contained automatic fire extinguishing system which may be required upon review by the Fire Department. Manufactured homes must have two (2) means of egress.
- Any exhibit booth with solid covers that exceed 225 square feet in area, in a sprinklered building, are required to be protected within by approved automatic fire sprinklers. When determined by the Fire Department that temporary sprinkler installation is impractical, the following alternative protection may be allowed:
 1. Install approved single station smoke detectors at the interior and exterior of each covered booth. Must be installed in accordance with manufacturer's instructions.
 2. Provide an approved fire extinguisher (minimum 2-A:10-BC rating) for each covered booth and to be mounted near an exit door.
 3. 24-Hour fire watch from Siemens for all covered booths knowing that Siemens must be trained on fire extinguisher and fire hose, have radio communication with other fire watch personnel and central control point and the central control point has facilities to contact the Fire Department and any local security personnel.

XI. HEALTH DEPARTMENT REGULATIONS – OUTSIDE FOOD AND BEVERAGE

Public food service establishments or food vendors at temporary food serving events or special events shall comply with all applicable sanitary requirements of the Clark County Health Department regulations. All trade show booths serving open (unpackaged) food must apply for an itinerant Food Permit by mail or in person at the Clark County Health District. Following guidelines will apply, please address further questions to your Convention Manager.

1. All potentially hazardous foods (meats, dairy products, poultry, melons, etc.) must be maintained at proper temperatures: 45 degrees F. or colder or 140 degrees F. or hotter. Poultry products must be cooked to 165 degrees F. Stem thermometers must be available to monitor food temperature.
2. Adequate refrigeration must be available for proper food storage.
3. Samples must be protected from contamination by sneeze guards, domes, or covers. Suitable utensils or individual portions must be provided.
4. Single-service gloves or suitable utensils must be provided for handling of all ready to eat food.
5. A bucket of sanitizer must be provided at each booth; change the water and bleach often. A sanitizing solution may be made by mixing 1 1/2 teaspoon of bleach to each gallon of cool water.
6. No smoking or eating is permitted in any booth preparing or serving food.
7. A fire extinguisher must be provided in any area using canned heat, gas or fire.
8. Adequate extension cords must be available and stored to prevent electrical shock or a tripping hazard.
9. All food must be stored off the floor.

XII. FIRE MARSHAL REGULATIONS

1. Smoke, Fog, Haze and/or Pyrotechnics:

- Any smoke, fog, haze or pyrotechnics (including rehearsals) must first have Fire Marshal and Hotel Life Safety approval. The Life Safety staff at Paris and Bally's Las Vegas must be notified at least two weeks in advance of the event. Fog machines must be water based. Life Safety Technicians (SIEMENS) will be contracted to disable the fire alarm devices at Paris. A technician must remain in the Fire Safety Command Center while the devices are disabled. Fees will apply.

- When pyrotechnic displays are used on property, a permit must be given to the Conference Services Manager prior to related function. A competent and certified operator must be present and a copy of the operator's certificate must be on file with Conference Services Manager prior to the show. All pyrotechnic displays must comply with Uniform Fire Code.

2. Automobiles:

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

1. Gasoline tanks at 1/8th full
2. Batteries disconnected
3. Fuel filler caps locked or taped
4. Non-flammable drop cloth placed under the engine
5. Locking gas caps
6. Ignition keys removed
7. Propane tanks to be removed
8. Each vehicle must be equipped with its own fire extinguisher
9. Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for issuance permit

3. Fire Resistance:

- Combustible materials must not be displayed in exhibit booths at any time.
- All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. All drapes, hangings, curtains, drops, exhibit booth construction materials and all other decorative material including Christmas trees shall be made from non-flammable material or treated and maintained in a flame-retardant condition. Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials can not be made flame retardant and their use is prohibited. **ALL MATERIALS MUST BE ACCOMPANIED BY AN OFFICIAL FIRE RESISTANCE CERTIFICATE.**
- If substitutions of original materials must be made, such labor and materials as required to bring the work up to code standard shall be provided by group at no additional expense to hotel. If group is unable to comply, said convention shall be cancelled by hotel without liability to hotel.

4. General Compliance:

- Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshal. Approved cylinders must be stored in an upright position. Helium canisters are permitted but must be stored in a secured upright position.
- Any use of two wire extension cords is prohibited. Multiple outlets and electrical cords must be grounded and must not be used to exceed their listed amp rating.
- Areas enclosed by solid wall and ceilings must be provided with approved smoke detectors and a "fire watch" during off hours. Any covered area exceeding 800 sq. ft. will require a temporary sprinkler system.
- Electrical panels must have thirty (30") inch clearance in front. All other electrical (cords, plugs, etc) must be of the approved type and in accordance with the Uniform Fire Code and the National Electrical Code.
- Any bleacher system set up will require approval from the Clark County Building Department.
- Smoking is prohibited in all convention areas, at all times. It is the responsibility of the exposition or production company to enforce this policy with their personal.

XIII. EXHIBIT/PRODUCTION FLOOR PLANS

1. When Diagrams Are Required:

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 Convention Services or Catering Manager prior to set-up of your function(s). If you need assistance creating these fire marshal diagrams, your Conference Services staff and/or Encore Productions is happy to assist. Fees will apply. **Bally's and/or Paris Las Vegas cannot allow set-up or access to the function space prior to disclosure of fire marshal approved diagram(s).**

IF PLANS ARE SUBMITTED **WITHIN TEN BUSINESS DAYS** OF THE EVENT, ABOVE CHARGES WILL BE **DOUBLED**. IF PLANS ARE SUBMITTED **WITHIN THREE BUSINESS DAYS** OF THE EVENT, CHARGES WILL BE **TRIPLED**.

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

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

2. Diagram Guidelines:

- The following must be shown on the diagram for your event:
 1. Scaled to a minimum of 1/20"
 2. Dimensions and square footage of the entire area
 3. Size, location and construction of booths or any object taking up floor space in the room
 4. Table and chair location
 5. Width of all aisles
 6. Location and width of all fire exits
 7. 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. Must be visible and accessible.
 8. Name of contact person and phone number
 9. Move in and move out dates
 10. Room name
 11. Function name
 12. Name of hotel
 13. Address of hotel
 14. Occupancy
 15. Grandstands, bleachers, risers and alike must be approved by the Clark County Building Department
 16. Perimeter/Screen draping
- All fire exits must be clearly visible with an illuminated exit sign above each.
- Back staging and rear screen projection guidelines:
 1. No storage boxes, musical cases, etc. may be stored behind staging.
 2. If exiting is covered by stage masking there must be a clear path from masking to exit and illuminated exit sign located on masking.
 3. Any fire extinguishers or fire hose cabinets located back-stage must be clear and easily accessible.

3. Diagram Changes/Alterations:

- Any changes to approved diagrams must be re-submitted for approval to the Clark County Fire Department. Any unauthorized room changes may cause delays in opening specified event.
- Aisles and exits as designated on approved show plans shall be substantial and fixed in position in a specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Exhibitors must keep their booths and displays within the designated perimeters. Any violators will be made to move their exhibits.

XIV. INSURANCE REQUIREMENTS AND CONFIRMATION OF TERMS:

All outside vendors must place on file with the hotel a certificate of insurance showing a minimum of **\$2,000,000.00** for each occurrence. This certificate must show the following: **Bally's/Paris Hotel & Casino, Harrah's Entertainment** and their subsidiaries and affiliates, and each of their officers, Directors, representative and employees are named as additional insured under above policies.

_____ agrees to carry public liability, all risk, insurance covering Bally's/Paris and naming Bally's/Paris and Harrah's Entertainment, Inc., as additional insured with terms and companies satisfactory to BALLY'S/PARIS, for limits of not less than \$2,000,000.00 for bodily injury, including death, and personal injury for any one (1) occurrence, \$2,000,000.00 property damage insurance or a combined single limit of \$4,000,000.00. The additional insured certificate, which shall include a warranty that the insurance will not be diminished or terminated without providing BALLY'S/PARIS with thirty (30) days prior written notice, will be provided to BALLY'S/PARIS no less than ten (10) days prior to the commencement of services.

The Group's Audio/Visual, Production and / or Decorating Company shall also provide Bally's/Paris with evidence that it has current and valid Workmen's Compensation Insurance pursuant to Nevada law, with limits no less than \$200,000.00, within ten (10) days of the commencement of services.

For Decorating Companies – Group agrees to provide hotel with a copy of their contract with their exhibitors. Group further agrees to include a provision which provides that their exhibitors agree to terms and conditions contained in these Policies and Procedures.

On behalf of Group, I hereby agree to be bound to the terms and conditions set forth herein. I certify that I have the authority to bind Group to this agreement. Failure to comply with the above mentioned policy will result in cleaning and/or replacement charges.

BALLY'S/PARIS LAS VEGAS

Group Name

Group Representative (Please Print)

Signature

Date

Audio/Visual Production Company Name

AV Production Representative (Please Print)

Signature

Date

Convention Services Manager

Signature

Date

Decorating Company Name

Decorating Company Representative (Please Print)

Signature

Date

RATE INFORMATION

<p>Fire Marshal Diagram Fees:</p> <ul style="list-style-type: none"> • 4,500-14,999 Square Feet - \$125.00 • 15,000-74,999 Square Feet - \$225.00 • 75,000 and up Square Feet - \$375.00 • If Bally's/Paris staff create a diagram for your event, labor fees start at \$175 per diagram • If plans are submitted within 10 business days of event, charges are doubled. If plans are submitted within 3 business days of event, charges are tripled 	<p>Marketing Opportunity:</p> <ul style="list-style-type: none"> • Dedicated closed circuit channel -\$1,500.00 per day, per channel • Custom Key Cards – cost of keys (minimum order of 5,600-5,800 required) and a \$1.00 per key fee. • Bally's Outdoor Marquee - \$3,500.00 per day • Paris Window Box – one time fee of \$500.00 each • Batch Voice Message Delivery - \$2.00 per room <p>*Additional opportunities available, please see your Conference Service Manager*</p>																				
<p>Additional Equipment – Meeting Space:</p> <ul style="list-style-type: none"> • 6' x 8' Riser - \$200.00 each • Table Stanchions - \$10.00 each (One per table provided at no charge at meals) • Water Cooler with 5 Gallons - \$125.00 each Additional 5 Gallon Containers - \$50.00 each • Easels - \$25.00 (One outside of each meeting room provided complimentary) 	<p>Additional Equipment – Exhibit Space:</p> <ul style="list-style-type: none"> • 6'8" x 30" skirted table with 2 chairs - \$100.00 each (if over 25 tables are requested, an exhibit decorating company must be used) • 6' x 8' Riser – \$200.00 each • Exhibit Area Cleaning - \$1,000.00 per day • Water Cooler with 5 Gallons - \$125.00 each Additional 5 Gallon Containers - \$50.00 each 																				
<p>Fire Watch – Pyrotechnics:</p> <ul style="list-style-type: none"> • \$ 220.00 per hour Monday through Friday, 7:00am to 4:00pm • \$ 335.00 per hour after 4pm Monday through Friday and on Saturdays. • \$ 440.00 per hour on Sundays and Holidays • \$ 125.00 trip charge will apply if Siemens personnel are not already on property. 	<p>Room Drops:</p> <ul style="list-style-type: none"> • \$2.25 door delivery • \$3.25 in room delivery • Price is per item delivered. Three or more items must be packaged in plastic bags to be placed outside guestroom doors • All food and beverage must be thru room service • Please coordinator with your Convention Services Manager regarding charges and distribution 																				
<p>Package Handling Fees:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">• Letters</td> <td style="text-align: right;">\$ 5.00</td> </tr> <tr> <td style="padding-left: 20px;">• Packages under 10 pounds</td> <td style="text-align: right;">\$10.00</td> </tr> <tr> <td style="padding-left: 20px;">• Packages 11 – 25 pounds</td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td style="padding-left: 20px;">• Packages 26 – 50 pounds</td> <td style="text-align: right;">\$20.00</td> </tr> <tr> <td style="padding-left: 20px;">• Packages 51 – 75 pounds</td> <td style="text-align: right;">\$25.00</td> </tr> <tr> <td style="padding-left: 20px;">• Packages 76 – 100 pounds</td> <td style="text-align: right;">\$45.00</td> </tr> <tr> <td style="padding-left: 20px;">• Pallets/Container over 100 lb</td> <td style="text-align: right;">\$250.00</td> </tr> </table> <p>Package Storage Fees, per package, per day:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">• Package</td> <td style="text-align: right;">\$ 15.00</td> </tr> <tr> <td style="padding-left: 20px;">• Pallet</td> <td style="text-align: right;">\$ 40.00</td> </tr> <tr> <td style="padding-left: 20px;">• Storage Cage</td> <td style="text-align: right;">\$250.00</td> </tr> </table>	• Letters	\$ 5.00	• Packages under 10 pounds	\$10.00	• Packages 11 – 25 pounds	\$15.00	• Packages 26 – 50 pounds	\$20.00	• Packages 51 – 75 pounds	\$25.00	• Packages 76 – 100 pounds	\$45.00	• Pallets/Container over 100 lb	\$250.00	• Package	\$ 15.00	• Pallet	\$ 40.00	• Storage Cage	\$250.00	<p>Food and Beverage:</p> <ul style="list-style-type: none"> • 21% Service Charge • 8.1% State Sales Tax • All guarantees are due by 11AM, (3) business days prior to the event • Bartender(s) - \$250.00 each, plus tax • Chef(s)/Carver(s) - \$250.00 each, plus tax • Butler(s) - \$250.00 each, plus tax • Food Functions with less than 25 persons will be assessed a \$50.00 service charge, plus tax • A service charge of \$500 may be assessed for receptions in which food revenue does not exceed \$1,500, exclusive of tax and service charge • Cash (COD) and or Liquor Functions will incur a \$500.00 per station labor charge, and a charge of \$250.00 per cashier is required. (four hour period) <i>Hotel may decline COD functions, based on anticipated usage.</i>
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<p>Electrical: Please note that there is an additional charge for all electrical services in our meeting rooms and Convention Space. All Electrical service must be distributed and installed by Encore. Prices are available upon request</p>																					

All Prices Subject to 8.1% State Sales Tax