

CSC20 West Policies and Procedures

ANIMALS

Permission for any domesticated animal (cats and dogs) to appear in a convention or trade show must first be approved by our CSM. Additional insurance may be required. Non-domesticated/exotic animals will be considered on an individual basis. Consult your CSM regarding any non-domesticated/exotic animal requests. Service animals are always permitted.

APPROVED VENDORS

Only companies listed on the website and marketing materials are an approved Sponsor and can provide products and services at their tabletops. If you are to represent more than one company at your tabletop, you must purchase a sponsorship package plus a shared tabletop fee. For more information, please contact [Laura McDermott](#).

AUDIO VISUAL & ELECTRICITY

PSAV is the M Resorts in-house Audio Visual company. PSAV has the most experienced management and technical staff in Las Vegas and a comprehensive inventory of state-of-the-art equipment at very competitive prices. PSAV technical staff are available seven days a week. PSAV is the exclusive provider of power, rigging labor, truss & motors. Please contact PSAV for package details. Electricity is available for an additional charge. Please visit the [sponsor portal](#) for more information.

BALLOONS

The use of helium balloons larger than 36 inches in diameter is not allowed, but smaller air-filled balloons may be used for decoration and/or handouts. Large helium-filled balloons may be used only if they are securely anchored. No helium balloons or blimps may be flown inside the building. Mylar balloons are not allowed anywhere on property. Helium gas cylinders must be secured in an upright position on safety stands with gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is allowed. Balloons cannot be released out of doors due to airport flight patterns in the area. A cleaning fee starting at \$250.00 may apply should the balloons be left on property after the event. Please advise your CSM should you be using balloons.

BARRICADES

Barricades will not be allowed at CSC including the Sponsor Showcase.

BROADCASTING/TAPING/RECORDING

Meeting Group may not broadcast (either live or on a delayed basis), tape or record on hotel property for any purpose or by any means without receiving written permission from M Resort Spa and Casino. Please contact your CSM for details. Should you plan to show videos or demos, we encourage that you embed them prior to arrival OR purchased a wired internet connection from the hotel.

BUSINESS CENTER

There is not a business center at the hotel but there is a UPS store on-site. Please visit the portal for more information.

CARPET

The tabletop display comes with carpet and will not be required for you to order.

CATERING FOOD AND BEVERAGE

To ensure compliance with County Board of Health food handling regulations, all food must be consumed on Hotel premises at the contracted time, except for “to-go” meals, arranged in advance. Hotel is the sole provider of all food served in the Hotel. No outside food will be permitted to be brought into the Convention Area by a guest or any of the customer’s guests or attendees. Vendors displaying food for sample must carry a valid Nevada Food Handlers Certificate or am M Resort Spa and Casino staff will be assigned to the Sponsor with food at a charge of \$225.00/server/4 hours

In compliance with Nevada Liquor Laws, Hotel is the only authorized licensee able to sell and serve liquor, beer and wine in the banquet facilities. Hotel reserves the right to refuse service to any person who visibly appears to be intoxicated. No one under (21) twenty-one years of age will be served alcoholic beverages. Hotel reserves the right to inspect the identification of any person attending events in the Convention Area.

CHILDREN

Children under the age of 18 are not allowed at CSC including the Sponsor Showcase.

CEILINGS AND WALLS

No signs, banner flags etc. may be displayed from the ceilings or walls. They can be attached to the table. Nothing can be attached to the columns, walls, floors or other parts of the tabletop area without permission from the proper building security.

COPYRIGHT

Sponsors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

DAMAGE TO PROPERTY

All crates, sponsor panels and pallets must at all times be kept a minimum of 5 feet away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Hotel will charge for any damages incurred. Fluids, caustic or staining must not be used where they may damage floor coverings. Sponsors shall indemnify and hold harmless Emerald and the M Resort Spa and Casino from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of tabletops.

DISTRIBUTING

Distribution of promotional gummed stickers and/or labels is strictly prohibited.

DRONES & VEHICLES (including electric vehicles)

Please be advised that drones are not allowed to be operated anywhere on/in M Resort Spa and Casino property. There are very limited scenarios where this policy may be considered, however, prior review and approval (in writing) must be obtained from Risk Management Director and Convention Senior Leadership team. Any such requests must be made at least 60 days prior to any event to allow for sufficient review time. This policy also applies to any un-manned vehicles.

If a sponsor will be bringing a vehicle, a \$156 fee will apply. No permits are required as the hotel has one. The gas tank must be less than 1/8 and must be taped off. The battery must be unplugged, visqueen underneath its’ wheels and center (for oil spills). It must be fully cleaned before entering

the building. The size of the vehicle, load in and out times, and any other important details must be informed 60 days prior to arrival.

INSURANCE

A copy of your certificate of insurance (COI) is made out to “LVGV, LLC d/b/a The M Resort Spa and Casino, its respective parent companies, subsidiaries, related and affiliated companies of each and the officers, directors, agents, employees and assigns of each are additional insureds”, 30 days prior to your event. The certificate must list all days of your license of the facility, and include the following coverage:

- Worker's Compensation insurance in accordance with Nevada Law covering your employees.
- Employer's Liability
- Commercial General Liability
- Comprehensive Auto Liability

Please consult your contract and license agreement (if applicable) for the amount of coverage required for each of the above. All issuing insurance companies must have authorization to do business in the state of Nevada. This certificate of insurance must state M Resort Spa and Casino, its parent company, subsidiaries and affiliates are named as additional insured. The certificate is unacceptable if all of these entities are not named.

Sponsors shall indemnify and hold harmless Emerald and the M Resort Spa and Casino from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of tabletops.

Any sponsor that is simply doing a tabletop exhibit does not need a certificate.

Any sponsors bringing in the following needs to produce a COI:

- Big pieces of equipment
- Anything that needs plugging into (wires on floors)
- Anything that could potentially be a trip hazard, etc.
- Anything that someone would be standing on
- Anything that potentially could put someone in harms way
- Any sponsor that is bringing in food samples (must be pre-approved)

Please have certificates of insurance (COI) made out to:

“LVGV, LLC d/b/a The M Resort Spa and Casino, its respective parent companies, subsidiaries, related and affiliated companies of each and the officers, directors, agents, employees and assigns of each are additional insureds.”

LEAD RETRIEVAL

Lead retrieval can be purchased for an additional fee. Please visit the sponsor portal for more information.

LOST OR STOLEN PROPERTY

M Resort Spa and Casino shall not be responsible for losses by Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, performers or any other party due to theft, damage to, or disappearance of equipment or other personal property, it being

specifically acknowledged that such equipment and property is not under the care, custody, or control of M Resort Spa and Casino

PHOTOGRAPHY AND FILMING

Please keep all photography and filming within the Sponsor Showcase. Should you plan to do anything outside the Sponsor Showcase, please notify your CSC contact prior to arrival.

SECURITY

There will be no security at the event. It is the sponsor's responsibility to ensure the security of their tabletop at all times.

SHIPPING AND PRINTING

Please use the shipping label provided in the sponsor portal for additional information and fees. If you have any questions or would like to pay for your printing and/or shipping needs, please contact the UPS store, 702-797-1930 <mailto:store6530@theupsstore.com>.

SMOKING

The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking is not permitted in the meeting and convention spaces. Additionally, smoking is not permitted in restaurants, lounges where food is served, hotel lobbies, elevators, guestroom hallways, Convention Floor, retail stores and other indoor public spaces. The casino floor and certain lounges where food is not served are exempt.