

**CONTRACTOR  
& VENDOR POLICIES  
AND PROCEDURES**



**FONTAINEBLEAU**  
LAS VEGAS



Fontainebleau Las Vegas is delighted to establish collaborative partnerships with esteemed contractors and vendors affiliated with its catering and conference divisions. The commitment of Fontainebleau Las Vegas to upholding the highest standards of guest service and fostering a secure and efficient working milieu for all stakeholders is unwavering. A comprehensive compendium of the policies and operational protocols has been thoughtfully disseminated to valued clients in conjunction with their contractual agreements. Fontainebleau Las Vegas kindly requests that, upon thorough perusal of these directives, the enclosed acknowledgment form be dutifully executed and submitted to the designated Event Manager in advance of scheduled arrivals. Compliance with these guidelines ensures the seamless orchestration of events, epitomizing a level of sophistication and excellence that defines Fontainebleau Las Vegas.

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## PRIOR TO ARRIVAL

Each contractor/vendor will be responsible for establishing a main point of contact who will communicate their load-in and load-out schedule, as well as the on-site lead representative contact information, thirty (30) days prior to arrival. This individual will serve as the liaison with Security and Hotel Management for all staff-related matters and will ensure the dissemination of this document with the contractor/vendor's team establishing strict adherence to all policies and procedures. Should any questions arise, please contact the Fontainebleau Las Vegas Event Manager assigned to the event.

The on-site lead representative will provide a list of all working staff to the assigned Event Manager no later than three (3) business days prior to arrival. Fontainebleau Las Vegas badges for working staff must be obtained and returned daily by the on-site lead representative. Badge pick-up is located at the employee entrance Security check-in desk on the ground floor of the parking garage. Failure to return badges will result in a \$100 fee per badge charged to the contractor/vendor. Lastly, during badge collection, the on-site lead representative must provide their identification, email address, and phone number.

## ARRIVING ON-SITE

Paid self-parking is available in the parking garage located off Elvis Presley Boulevard. Privately owned vehicles, motorcycles, scooters, and bicycles may not be parked in the loading dock areas or around the perimeter of the building. A temporary badge will be distributed by the on-site lead representative and should be visible while in all areas of the Hotel during the set-up, operation, and tear-down of an event. Badges must be distributed and worn prior to any contractor/vendor utilizing Fontainebleau's back of house space. The on-site lead representative can determine a meeting point for all staff in the contracted event space.

All contractors/vendors are required to wear their company-issued uniforms and badges during routine job duties while on-site. If no uniforms are provided, Fontainebleau Las Vegas will require the following while on property:

- A visibly displayed company-issued badge
- Clean, short or long sleeve company-branded shirts
- Slacks or jeans with no tears, rips, or stains
- Clean, closed-toe, conservative work shoes/boots only
- No shorts, sweatpants, hats, or open-toed shoes
- Earbuds or headphones are not permitted

## CODE OF CONDUCT

While at the Hotel, standard codes of conduct are mandatory, which includes professionalism, respect, and cooperation while collaborating with the staff at Fontainebleau Las Vegas. Behavior deemed inappropriate, disrespectful, uncooperative, disruptive, profane, or otherwise unacceptable in a professional business environment will be addressed.

Fontainebleau Las Vegas is a non-smoking Hotel, including electronic cigarettes and vaping. Smoking is only allowed in designated areas outside of the building. Emergency exit doors are not to be propped open for any reason; they should only be used to exit the building in case of emergency.

Fontainebleau Las Vegas has a zero tolerance policy for theft. If a theft is witnessed, appropriate prosecution will be taken, and the individual(s) will be trespassed from Fontainebleau Las Vegas. We require that all contractors/vendors advise their staff not to remove anything from the Hotel. Contractor/vendor staff is not permitted to eat, drink, lounge, or take breaks in any back of house service hallways or front of house public space (such as foyers or pre-function areas) at the Hotel. The consumption of drugs or alcoholic beverages on the job site is strictly prohibited and will result in being trespassed from the Hotel.

Bicycles, skateboards, hoverboards/footboards, and scooters are strictly prohibited inside the building at all times.

## LOADING DOCKS

Fontainebleau Las Vegas has six (6) shared loading docks designated for Catering and Events that must be reserved prior to arrival. Our loading docks can accommodate up to and including a 53' trailer, and all docks are at dock level. Elevator access is required to reach any event space from the loading docks. There is no staging of trucks or marshaling yard at Fontainebleau Las Vegas or on the perimeter access road. All staging and marshaling should be coordinated off Hotel property. Trucks should only be called to the Hotel if dock bays are available for use. There is no overnight parking for trucks on-site or at our loading docks, and drivers must always remain with their vehicles. Arrangements for the arrival and departure of any vehicle remain the responsibility of the contractor/vendor. Upon checking in and throughout the duration of dock use, all vehicles must display company identification and cannot be left unattended.

Storage and staging of equipment in the conference center may be approved on a case-by-case basis. If approved, there are several requirements that must be met, including but not limited to: Visqueen or Poly-Tak on the carpet, no storage of combustibles, and all storage must be contained in the group's contracted space. If a boneyard has been designated by the group and approved by the Clark County Fire Department, it should be accessible for storage only and must not hinder accessibility to the space.

- Fontainebleau Las Vegas offers a web-based dock scheduling program ([SuperSaaS](#)) to assist in reserving dock appointments. All suppliers are required to schedule an appointment through the online dock scheduling program for all deliveries that need to be made (suppliers/vendors shipping via UPS/FedEx/USPS/DHL do not require a dock appointment). The process of creating an account in the web-based dock scheduling program is quick and easy:
- Please visit our online dock scheduling system found [here](#).
- Click "create a new user account" and fill out the appropriate details.
- Once an account has been successfully created, please log in to verify visibility to the online dock scheduling system.
- Create dock appointments by double-clicking on any of the available Conference/Event Docks.

#### **POLICIES FOR RESERVING DOCK APPOINTMENT**

- The reservation page must be completed in its entirety when booking an appointment, including the name of the end-user client for delivery, the specified conference space for delivery/pickup, and the Event Manager on the account. If not all information is available at the time of booking, update dock reservation as soon as possible.
- All dock times are booked in a max of four (4) hour increments. It is required that all bookings be updated with all required information a minimum of three (3) business days prior to appointment. The maximum duration for a single dock booking is eight (8) hours, unless prior approval is obtained from the Event Manager.
- Loading dock is located off Elvis Presley Boulevard via Paradise Road.
- Please note that arriving at the time of the scheduled appointment is crucial to be considered on time. The scheduled appointment time is not considered an open delivery window. In the event of tardiness, priority will be given to other delivery appointments.
- Reserving a dock appointment does not guarantee elevator exclusivity.
- If a dock request is made within twenty-four (24) hours, either after 3PM or before 5AM, the reservation should be made and an email with the designated Event Manager copied should be sent to the Security Team at [security@fblasvegas.com](mailto:security@fblasvegas.com)
- All information pertaining to the reserved dock is to be communicated to all sub-vendors contracted for the event.

## LOADING/UNLOADING

An Encore Facility Supervisor is required during all load-in/load-outs, and can be custom quoted by the Encore Producer. Propane-powered forklifts may be used to unload a truck in the loading dock but are not permitted in the Conference Center or back of house hallways. Only Electric Forklifts with non-marking tires are permitted in the Loading Dock, Conference Center, and back of house hallways, with carpet protection applied where needed. Fontainebleau Las Vegas does not lend or provide forklifts/equipment, nor does it provide labor services for loading/unloading trucks. All operating equipment, including transportation devices, must be provided by the contractor/vendor. Forklift/pallet jack operators must provide certification and supporting documents prior to working on-site and must follow all safety rules and OSHA safety requirements. This includes operating only the equipment that has been properly maintained, equipment with backup beepers or beacons, and engaging all safety guard devices, such as seatbelts.

While driving a forklift or operating a motorized pallet jack, the driver may not be on the phone, eating, smoking, or otherwise distracted in any way. All carts and lifts should be manual or electrical. A gas/diesel-propelled device or vehicle will not be allowed inside for safety reasons. The indoor operating speed limit is 5 mph maximum. Any vehicles that are not in use must have the keys removed from the ignition and secured in the operator’s possession.

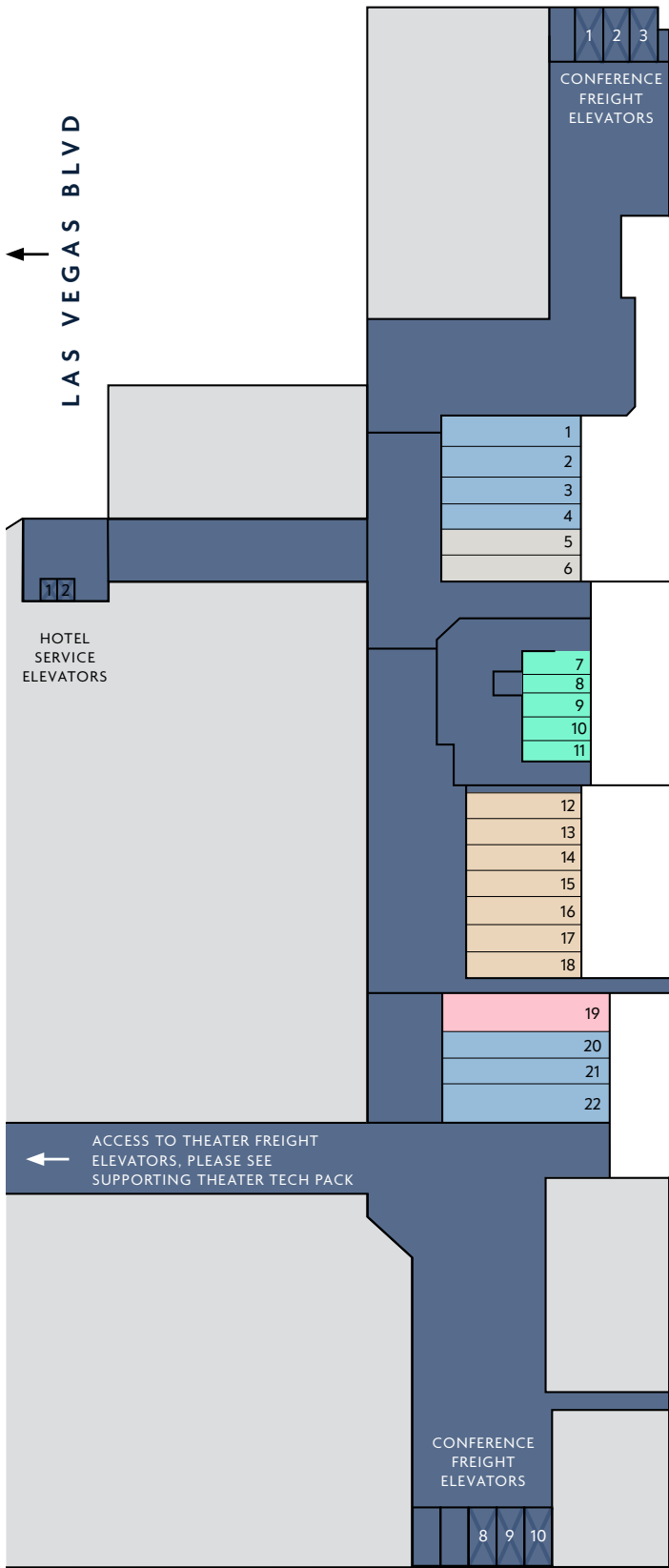
Vehicle parking, loading, and unloading are prohibited on the perimeter access road. Any violators will be towed from this area at the owner’s expense. During move-in and move-out, a lane must always remain unobstructed for emergency vehicle access. All emergency areas, red zones, and exit doors will always be kept clear and unobstructed, with no exceptions. Fire exit doors may not be blocked, propped open, or obstructed at any time.

## ELEVATORS

Below is the accessibility information for our service elevators. Elevators are a shared resource and do not require a dedicated supervisor to operate. All front-of-house elevator and escalator use is strictly prohibited for load-in/load-out.

| LOCATION | ELEVATOR              | WIDTH | HEIGHT | DEPTH | LOAD CAPACITY | ACCESS                      |
|----------|-----------------------|-------|--------|-------|---------------|-----------------------------|
| North    | Conference Freight 1  | 8’6”  | 12’    | 24’   | 18,000        | Dock, Level 4, 6            |
| North    | Conference Freight 2  | 10’   | 12’    | 24’   | 18,000        | Dock, Level 4, 6            |
| North    | Conference Freight 3  | 10’   | 12’    | 24’   | 18,000        | Dock, Level 4, 6            |
| Central  | Hotel Service 1       | 4’6”  | 7’     | 9’2”  | 5,000         | Dock, All Conference Levels |
| Central  | Hotel Service 2       | 4’6”  | 7’     | 9’2”  | 5,000         | Dock, All Conference Levels |
| South    | Conference Freight 8  | 10’   | 12’    | 24’   | 18,000        | Dock, Level 4, 6            |
| South    | Conference Freight 9  | 10’   | 12’    | 24’   | 18,000        | Dock, Level 4, 6            |
| South    | Conference Freight 10 | 10’   | 12’    | 24’   | 18,000        | Dock, Level 4, 6            |

AVENUE FONTAINEBLEAU



NO ACCESS  
SECURITY GATE



# LOADING DOCK MAP

## LOADING DOCKS



CONFERENCE/  
EVENTS



HOUSEKEEPING/  
LINEN



HOTEL TRASH/  
RECYCLING



MAIN



RETAIL

*Drivers must take Paradise Rd to Elvis Presley Blvd to access the Fontainebleau Las Vegas Loading Dock. From Westbound Elvis Presley Blvd, Drivers must turn Right (North) in to the Loading Dock. Vehicles are not permitted to make Left turns in to the Loading Dock due to cross traffic. Dock access is restricted to only those who book dock appointments in advance.*

LOADING DOCK  
ENTRANCE  
& EXIT  
SECURITY GUARD  
STATION

PARADISE RD

ELVIS PRESLEY BLVD



## ROLL-UP DOORS

Below are the dimensions for large roll-up-style doors for our ballrooms. In addition to the below, all ballrooms have standard back-of-house access doors.

| LEVEL   | DOOR                                     | WIDTH | HEIGHT |
|---------|--|-------|--------|
| Level 4 | Azure Ballroom 4 Roll-up Door            | 9'6"  | 12'    |
| Level 4 | Azure Ballroom 6 Roll-up Door            | 9'2"  | 12'    |
| Level 4 | Azure Ballroom 10 Roll-up Door           | 9'2"  | 12'    |
| Level 4 | Cobalt Ballroom 4 Roll-up Door           | 8'11" | 12'    |
| Level 4 | Cobalt Ballroom 7 Roll-up Door           | 9'2"  | 12'    |
| Level 4 | Cobalt Ballroom 11 Roll-up Door          | 9'10" | 12'    |
| Level 6 | Royal Ballroom 4 Roll-up Door (North #1) | 9'8"  | 12'    |
| Level 6 | Royal Ballroom 4 Roll-up Door (North #2) | 9'8"  | 12'    |
| Level 6 | Royal Ballroom 6 Roll-up Door            | 9'2"  | 12'    |
| Level 6 | Royal Ballroom 8 Roll-up Door            | 9'4"  | 12'    |
| Level 6 | Royal Ballroom 10 Roll-up Door           | 8'10" | 12'    |
| Level 6 | Lazuli Ballroom 8 Roll-up Door           | 9'8"  | 12'    |

| LEVEL       | DOOR                                 | WIDTH | HEIGHT |
|-------------|--------------------------------------|-------|--------|
| Level 4 & 6 | Vehicle Access Single Doors to Foyer | 7'8"  | 7'7"   |

\*Connect with your Event Manager for precise location.

## BALLROOM HEIGHTS/ LOWEST CHANDELIER POINTS

Below are the general measurements for the ballroom heights and lowest chandelier points. Please note that all third party vendors are required to self measure if planning for decor or external AV options.

| BALLROOM | LOW SOFFIT | HIGH SOFFIT | CHAND    |
|----------|------------|-------------|----------|
| Royal    | 28' - 11"  | 30' - 6"    | 25' - 3" |
| Cobalt   | 23' - 4"   | 24' - 5"    | 20' - 2" |
| Azure    | 24' - 0"   | 24' - 11"   | 20' - 6" |

## FLOOR LOAD LIMITS

Ballroom and meeting room floor load limits range from 100 psf to 200 psf live load. Any exhibits exceeding this limit will require special handling to distribute the load. Show management is responsible for notifying the Hotel of any potential weight concerns.

- Level 2: Waterbleau Terrace: 100 psf *\*Masonite required for load in*  
Moonstone Event Center: 100 psf *\*Masonite required for load in*
- Level 2M: No Freight Access
- Level 3: No Freight Access
- Level 4: 200 psf
- Level 6: 200 psf

All weight load calculations and verifications are the responsibility of the providing vendor and any violation that results in damages are the direct responsibility of the vendor.

## ENCORE

Encore is the preferred provider of production, AV equipment, labor for general sessions, trade shows, and social events. Groups are permitted to use the services of producers, directors, designers, and show staff of their choice. However, Encore is the exclusive provider for the following items:

- All labor and equipment for any breakout sessions and meeting rooms.
- All rigging equipment and services in trade show halls, meeting spaces, and public areas. This includes but is not limited to:
  - Labor, all truss (including floor-supported towers), chain motors, cables, span sets, and all other rigging-related equipment. Nothing may be hung in any of the air wall tracks or from any sprinkler heads.
- Encore is the exclusive provider of power at Fontainebleau Las Vegas. This includes but is not limited to:
  - Electrical power source distribution and connections to dimmer boards, related switches, and sound/projection equipment
  - Mechanical or electrical installation of signs separate from the display
  - Maintenance and responsibility of all temporary electrical installations regarding trade shows, conferences, or events on-site
  - Temporary or portable cabling into the main switch gears or sub-panels and all electrical apparatus attached to the Conference Center
  - Temporary generator (motor generator sets), transformer installation, and hook up
  - Overhead power distribution
  - Distribution of power to outlet locations; concealed cords under or over carpeting; cords overhead to equipment or lighting operation of man-lifts; scissor lifts; forklifts; and other locations where power is needed
- Encore is the exclusive provider of internet services. This includes but is not limited to:
  - All meeting space, trade shows, expos, or similar events
  - Internet equipment
  - Network labor

- Load-in and load-out supervision via required Hotel supervisors
- All hanging of banners or similar items
- Plumbing services

Outside production companies and/or AV service providers are not permitted to provide any of the above-listed services in the Conference Center. An outside AV/production company may only work within Fontainebleau Las Vegas if they follow contractor/vendor policies. Any equipment or labor that the group proposes to utilize for the program at Fontainebleau Las Vegas must be approved in advance by Encore.

All production companies must provide Encore a detailed Schedule of Events ninety (90) days prior to the start of load-in of an event. This document shall include:

- Accurate dates and times of the show load in, setup, dismantle and load out
- Rehearsal schedule
- Smoke watch schedule
- Show schedule
- Electrical install and remove times

## **BUSINESS CENTER (FEDEX)**

Fontainebleau Las Vegas has a full-service Business Center (FedEx) located on the fourth floor of the Conference Center. FedEx is the preferred partner for all printing and event graphics and is the exclusive shipping provider at the Hotel. Packages are available for pickup during normal Business Center hours, and deliveries must be scheduled in advance. Please note that inbound receiving fees and outbound handling fees apply on a per-item/weight basis. Package pickup, delivery, and storage fees will also be assessed on a per-item/weight basis. Items that require extra handling, such as pallet/crate breakdown or build-up, multiple pickup/delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee. Charges may be applied to a master account, a guest room, or paid individually.

The following shipments will NOT be received by the Hotel:

- Collect shipments
- Shipments consigned to an exhibitor in a tradeshow booth
  - General Service Contractor is required to manage all exhibitor shipments

Hours of Operation:\*

Monday – Friday: 7AM – 6PM

Saturday: 7AM – 2PM

Sunday: 10AM – 4PM

*\*Business Center will be closed on observed holidays*

## CLEANING SERVICES

The General Service Contractor is responsible for all cleaning related to booths, aisles, and the overall expo. This includes but is not limited to vacuuming, trash removal, daily cleaning, and drayage removal. The Group is responsible for providing a clean and clear Conference Center upon departure.

## CARPET & FLOOR PROTECTION

All third-party vendors must arrange to have all front-of-house travel paths, storage areas, carpeted areas, and backstage areas covered by Poly-Tak or Visqueen before any decorating/production equipment or freight is brought into the space. Masonite is required for any load in/out for all events taking place on Level 2 in the Moonstone Event Center or Waterbleau Terrace. Floor marking can only be done with freight tape (white tape). If any other products are used, additional fees may be charged for cleanup. No fork lifts, scissor lifts, boom lifts, flatbeds, or motorized carts will be allowed in the carpeted areas without tire booties, white tires, or non-marking tires and one of the below-listed protective coverings. In addition, wood pallets or crates may not be put directly on the carpet; these must be placed on one of the following:

- Visqueen safely secured over the carpeting with low-residue tape
- Self-adhesive Visqueen called Carpet Mask, Carpet Shield, or Gymguard
- Overlay of carpet safely secured over the existing surface with low-residue tape
- Wet Chalk or Chalk of any kind is prohibited to mark floors

Carpet on carpet will require the below-listed process:

- Low-tack adhesive Visqueen called Carpet Protection, Carpet Mask, Carpet Shield, or Gymguard must be placed on top of our carpet. Once placed, fiber line tape or double-sided tape should be affixed to it, and the show carpet placed on top.

Electric and manual pallet jacks are permitted only in back of house hallways, at the loading dock, or in designated conference spaces. Carpet decals are only allowed in specific areas in the Conference Center and cannot be adhered to hard flooring. Decals may be applied only by Hotel-approved vendors. Cutting or building is not allowed in carpeted areas without protection between the material and the carpet, painting is strictly prohibited. Any costs for damage or special cleaning caused by violation of this will be the responsibility of the contractor or show management.

All third party vendors/support groups are responsible for leaving the Hotel in the same condition it was found. The contractor/vendor and/or group will be billed for marks, leaks, cleaning fees and damages done to the Hotel.

## FIRE MARSHAL COMPLIANCE

Fontainebleau Las Vegas, to the best of its knowledge, provides the following regulations below. However, the Clark County Fire Department may adjust codes with or without notice. A complete and current list of regulations can be found at [Clark County Fire Department Regulations](#).

### GENERAL INFORMATION

In accordance with the Clark County Uniform Fire Code, any gathering of 300 or more persons for a specific event requires a Fire Marshal-approved diagram on the premises for and during each event. In addition, separate permits are required for vehicle displays and trade show booths. Candles, open flames, and pyrotechnics are not permitted within Fontainebleau Las Vegas. Contractors/vendors are required to review current Fire Marshal regulations and restrictions for any items being brought in or built on the show floor. All current ADA guidelines must be reviewed and followed for both seeing and mobility-impaired persons.

Fire protection equipment, exit signs, sprinklers, strobes, horn-strobes, standpipe outlets, hallways, ingress and egress may not be blocked or obstructed in any way. Fire extinguishers, fire hose cabinets, and sprinkler closets must always be visible and accessible. Fire exit doors may not be propped open at any time.

Encore Global Productions can assist with creating and submitting required diagrams with the Fire Marshal for an additional fee. This must be requested no later than sixty (60) days in advance and includes: the creation of drawings, submission of applications to Clark County Fire Department and Fire Marshal inspection prior to the event.

The individual that is handling the Clark County Fire Department assembly for the event is solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. All diagrams must be sent to the designated Encore Producer and Event Manager for review prior to submission. Once approved, a copy of the Fire Marshal-approved floor plan must be submitted to the Encore Producer and Event Manager at least seven (7) days prior to the show. If an approved permit has not been received the event will not be allowed to proceed. Should changes need to be made after approval, the Group is responsible for re-submitting and obtaining updated approval from the Fire Marshal.

CAD's for all common space areas and meeting rooms can be provided by an Encore Global Sales Representative at [fontainebleaulv@encoreglobal.com](mailto:fontainebleaulv@encoreglobal.com).

### COOKING DEMONSTRATIONS

Cooking Demonstrations are only permitted on a case-by-case basis, and must be approved in advance by Fontainebleau Las Vegas. If approved, groups and exhibitors are responsible for complying with all Southern Nevada Health Department regulations and obtaining any necessary permits. For more detailed information, please refer to the Southern Nevada Health District website at [Southern Nevada Health District](#) or contact them at 702.759.1000.

## **FIRE STROBES**

The Hotel is equipped with fire strobes throughout the Conference Center ceilings. Due to Fire Code, these strobes must never be covered.

## **FUEL-POWERED, ALTERNATIVE FUEL, AND ELECTRIC VEHICLES**

The following information and codes could change by the Clark County Fire Department without prior notice. According to the Clark County Fire Department, all procedures must be in accordance when pertaining to general liquid-fueled and gas-fueled vehicles and equipment for display, competition, and/or demonstration. Please visit Clark County Fire Department for more information. To display fuel-powered vehicles of any kind, a permit is required, and the following guidelines must be followed:

- Approved plastic sheeting or Visqueen must be laid underneath the vehicle
- Vehicles may not be driven at any time inside the building or conference spaces
- Vehicles may not load in/out or move through spaces while events are actively live and guests are present
- The location of vehicles or equipment shall not obstruct or block exits and must be at least 20' away from any exit
- At least 42" of clear space must surround the vehicle at all times
- Batteries must be disconnected, and battery cables must be taped in an approved manner.
- Each vehicle must have its own fire extinguisher
- Fuel in the fuel tank shall not exceed one-eighth of the tank or five gallons, whichever is less
- Fuel systems shall be inspected for leaks
- Fuel tank openings shall be locked and sealed to prevent the escape of vapors
- Ignition keys must be removed but readily available for site inspections
- Propane tanks must be removed
- Vehicles or equipment shall not be fueled or defueled within the building
- All vehicles must have clean tires and be free from leaks
- All electric vehicle batteries must be charged in the range of no less than 20% and no higher than 60% while indoors
- Main battery (high voltage battery pack) must be disconnected while vehicle is indoors
- All aftermarket or DIY electric vehicles must disconnect their high voltage battery and 12 Volt battery
- All electric vehicles must have at least 10 feet of distance between another electric vehicle.
- All electric vehicle high voltage batteries must be charged outside in a designated area, and attended the duration of charging.

Location of Charging:

- Outdoors at least 30 feet from the building
- Area must be at least 10 feet from any combustible materials such as freight
- There must be a clear path to the charging area in case of emergency

## **VEHICLE COMPETITIONS AND DEMONSTRATIONS**

- Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside the building
- Refueling shall be performed outside the building at an approved site
- Fuel spills shall be cleaned up immediately

## **PYROTECHNICS, FLAME EFFECTS, AND HAZERS**

Fontainebleau Las Vegas maintains a strict policy for using haze/fog machines, and lasers within the Hotel. Haze/fog machines must be water-based, and no oil or chemical based machines are allowed. No pyrotechnics or flame effects are permitted within any areas of Fontainebleau Las Vegas.

In order to make proper arrangements with Hotel Staff and the local Fire Marshal, any use of haze/fog or lasers must be addressed in the production schedule at least ninety (90) days before the event. The Hotel requires an Encore Representative, Nevada State License Fire Alarm Company, and Fire Marshal to be stationed in the room during all rehearsals and performances as Smoke Watch - fees will apply and be custom quoted.

## **SPECIAL PERMITS**

Clark County Zoning Code 29.44.130 states that the promoter or organizer of an event erecting any temporary structures, obtain zoning and building permits. Temporary structures may include tents, bleachers, fencing, balloons, or any changes to the outside appearance of the Hotel. Please contact the Clark County Planning Department at 702.455.4314 for further details.

### PERMIT BY INSPECTION SUBMISSION LINK

PERMIT BY INSPECTOR - PERMIT GUIDE - Temporary Assemblies & Indoor Exhibits/Tradeshows

PERMIT GUIDE - DISPLAYED VEHICLES IN INDOOR ASSEMBLY SPACES

## **GENERAL HOTEL COMPLIANCE**

A pre and post-show walkthrough of the space utilized by the contractor/vendor is required. This must be scheduled with Encore and a member of the Hotel's Conference Concierge team to inspect and note the condition of the Hotel. If any damage is caused by the contractor/vendor/group, they will be liable for all repairs and costs. Repair estimates will be provided by Fontainebleau Las Vegas to the contractor/vendor/group within five (5) days post-show. Full payment is required within thirty (30) days of the billing date.

Cutting metal or wood at the Fontainebleau Las Vegas Hotel is strictly prohibited. There will be a \$500 fee for each damaged or cut IT line caused by dragged freight or carpet cutters incurred by the contractor/vendor.

Laborers for all contractors/vendors cannot use escalators or front of house elevators to transport equipment. If requested, consideration may be made if the contractor/vendor company needs to roll over equipment from one show to another; this will need approval from the Event Manager in advance. All shared public space branding and signage plans must be approved by the Hotel prior to production.

The use of helium balloons larger than 36" in diameter is prohibited. Smaller air-filled balloons may be used for decoration and/or handouts. Under no circumstances may mylar balloons be brought into Fontainebleau Las Vegas.

- Large helium-filled balloons must not exceed 36' in diameter and may only be used if they are securely anchored to the exhibit. No helium balloons or blimps may be flown around the Conference Center.
- Helium gas cylinders cannot be stored at the Hotel
- Overnight storage of helium or compressed air cylinders in the building is prohibited. Balloons must be removed from the Hotel by the company that provided them and not left for the service contractor or Fontainebleau Las Vegas staff. A charge of \$150 per person per hour will be incurred by the contractor/vendor if balloon removal is required
- Balloons can not be released outside due to airport flight patterns in the area

All contractor/vendor trash needs to be disposed of in a dumpster provided by the contractor/vendor. An approved space on the dumpster dock must be requested thirty (30) days prior to arrival. The use of Hotel dumpsters is prohibited. If a contractor/vendor is found using a Hotel dumpster, the cost for each occurrence will be a minimum charge to the contractor/vendor of \$1,000.

## **INSURANCE OBLIGATIONS**

Organization/Client agrees to protect, indemnify, defend, and hold harmless Fontainebleau Las Vegas, its employees and agents against all claims, losses, damage to persons or property, government charges, fines, and costs (including reasonable attorney's fees) arising out of or connected with the use of the facilities. Including but not limited to the installation, removal, maintenance, occupancy, or use of the premises, or any part thereof, by Organization, or any guest, invitee, or agent of Organization or any independent contractor hired by Organization, except those claims arising out of sole negligence or willful misconduct of Fontainebleau Las Vegas.

The Group will provide terms and require that any contractor, subcontractor, and/or vendor will meet the insurance requirements outlined in the Group's contractual agreement and will obtain the appropriate Insurance Certificates, which may be reviewed by the Hotel, at its request. Failure of the Group to provide the required proof of insurance (including, but not limited to, those of their contractors, vendors, and subcontractors) shall be deemed a material breach by the Group. Which shall relieve Hotel of its obligations under said Agreement without affecting or impairing any of the Hotel's other rights or remedies, and shall not relieve the Group from any of its obligations under said Agreement, including, but not limited to its obligations to pay liquidated and any other damages and remedies contemplated herein or otherwise available at law or equity.



The Certificate of Insurance must be submitted on the ACORD 25 COI form and include the following:

Certificate Holder:

Fontainebleau Las Vegas  
2777 South Las Vegas Boulevard  
Las Vegas, NV 89109

- Description of Operations
- Locations
- Vehicles
- Exclusions added by Endorsement
- Special Provisions

Bowtie Hospitality LV LLC, JDR Owner, LLC, and their affiliates and subsidiaries to be included as additional insureds under the policy provisions of the general liability policy, except with respect to workers' compensation insurance. Policies are to be primary and non-contributory to any coverage maintained by Fontainebleau. Waiver of subrogation applies.

No later than fourteen (14) calendar days prior to the Event, Group shall deliver such certificates of insurance to Fontainebleau Risk Management at [risk@fblasvegas.com](mailto:risk@fblasvegas.com), copying the assigned Event Manager with the following information noted:

- Group Name
- Group Dates
- Event Location/Meeting Room Name
- Event Manager Name

## **SAFETY & SECURITY**

Safety is a top priority for Fontainebleau Las Vegas. We maintain safety policies that mirror OSHA statutes and regulations that are strictly enforced. Any contractor/vendor or third party that is hired to perform tasks involving any kind of potential occupational hazard must follow all policies and OSHA regulations that have been set forth. It is the contractor(s)/vendor(s) full responsibility to provide qualified safety oversight for any project they are associated with.

In addition to complying with OSHA, contractors, and vendors must meet all Fontainebleau Las Vegas safety standards. Prior to arrival, all contractor(s)/vendor(s) must provide the following items to Fontainebleau Las Vegas Risk Management at [risk@fblasvegas.com](mailto:risk@fblasvegas.com):

- Safety Manual
- Site-specific Hazards Assessments for work being performed
- Training Documentation
- Documentation of applicable OSHA Training

All contractors/vendors must cooperate with any direction given by the Fire Marshal when onsite. Should any concerns or questions arise during the Fire Marshal's walkthrough, the contractor/vendor is required to immediately comply or make necessary adjustments.

The contractor(s)/vendor(s) are responsible for providing proper ramp access to all elevated exhibit booths and/or non-permanent staging used for either exhibit or special event purposes, pursuant to the Americans With Disabilities Act (ADA) of January 26, 1992. The ramp must meet ADA guidelines for both seeing and mobility-impaired persons.

Contractors/vendors are required to have a Safety Data Sheet (SDS) on any hazardous chemicals they bring into the Hotel. This document must be sent to Risk Management at [risk@fblasvegas.com](mailto:risk@fblasvegas.com) prior to load-in.

## ACKNOWLEDGMENT

I have received and read the above contractor/vendor policies and procedures detailing requirements and expectations of Fontainebleau Las Vegas. I agree to abide by these guidelines as a condition to execute events at Fontainebleau Las Vegas. I understand that if I have any questions regarding these policies, I will consult with my Event Manager and Encore Producer.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Company: \_\_\_\_\_

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