

CONTRACTOR & VENDOR
POLICIES AND PROCEDURES



FONTAINEBLEAU
LAS VEGAS



Fontainebleau Las Vegas is excited to partner with contractors and vendors associated with our catering and conference groups. The following policies and procedures ensure consistent guest service while providing a safe and effective working environment for everyone. A copy of these policies and procedures has been provided to our clients with their contracts. Once these policies have been reviewed, the attached acknowledgment form must be completed and returned to your Event Manager prior to arrival.

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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, and on-site lead representative contact information thirty (30) days prior to arrival. This person will be the liaison with Security and Hotel Management for all staff issues and will ensure this document is shared with the contractor/vendor's team so all policies and procedures are followed. Should any questions arise, please contact the Fontainebleau Las Vegas Event Manager assigned to your event.

The on-site lead representative will provide a list of all working staff to your assigned Event Manager no later than three (3) business days prior to arrival. Fontainebleau Las Vegas badges for working staff must be picked up and returned each day, 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. Should badges not be returned, a \$100 fee per badge will be incurred by the contractor/vendor. Additionally, when picking up badges, 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. No privately owned vehicles, motorcycles, scooters, or bicycles may 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:

- Company-issued badge, visible
- Short or long sleeve clean, company-branded shirts
- Slacks or jeans with no tears, rips, or stains
- Closed-toe shoes only: clean sneakers, conservative work shoes/boots
- 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 required and include 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 allowed in designated areas outside of the building only. Emergency exit doors are not to be propped open for any reason. They are only to be used to exit the building in any case of emergency.

Fontainebleau Las Vegas has a zero tolerance policy for theft; if a theft is witnessed, appropriate prosecution may 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. Consumption of drugs or alcoholic beverage on the job site is strictly prohibited and will result in being trespassed from the Hotel.

Bicycles, skateboards, hoverboards/footboards, and scooters are not allowed inside the building at any time.

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 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 the 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/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 you with reserving your dock times. All suppliers are required to schedule an appointment through the online dock scheduling program for all deliveries that need to be made (any suppliers/vendors shipping via UPS/FedEx/USPS/DHL do not require a dock appointment). The web-based dock scheduling program account creation process 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 your account has been successfully created, please log in to verify that you have visibility to the Online Dock Scheduling System.
- Create Dock Appointments by double-clicking on any of the available Conference/Event Docks.

POLICIES FOR RESERVING YOUR DOCK APPOINTMENT

- Please complete the reservation page in its entirety when booking your appointment. Include the name of the end-user client you are delivering for, the conference space you are delivering to/picking up from, and the Event Manager on the account. If you do not have all the information at the time of booking, update your dock reservation as soon as possible.
- All dock times are booked in a max of four-hour increments. We require that all bookings be updated with all required information a minimum of three (3) business days prior to appointment. The maximum time you can book at one dock is an eight (8) hour window unless approved by your Event Manager.
- Loading dock access is off Elvis Presley Boulevard via Paradise Road.
- Please note that you must arrive at the start time of your scheduled appointment to be considered on time. The time you have scheduled is not an open window for your delivery. If you are not on time, other delivery appointments will be serviced first.
- Booking your dock appointment does not guarantee elevator exclusivity.
- If you have a dock request inside of twenty-four (24) hours and it is after 3pm or prior to 5am, please book your dock time and email our Security Team at fblvsecurity@fblasvegas.com and copy your Event Manager.
- All information pertaining to your reserved dock is to be provided to all sub-vendors you choose to contract for your event.

LOADING/UNLOADING

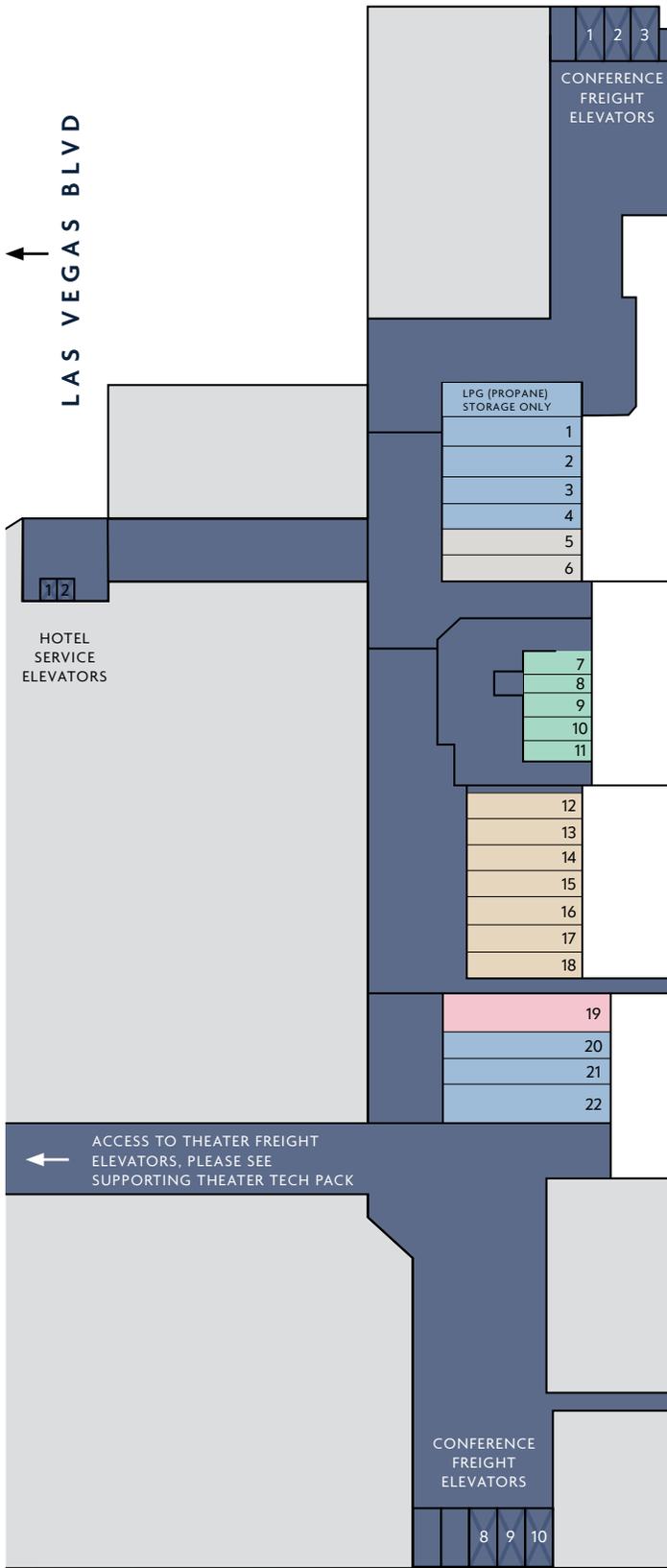
An Encore Facility Supervisor is required during all load-in/load-outs, and can be custom quoted by your Encore Manage. Forklifts may be used to unload a truck in the loading dock but are not permitted in the Conference Center or back of house hallways. Fontainebleau Las Vegas does not loan or provide 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 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, and gas/diesel-propelled devices or vehicles 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.

LPG (PROPANE)

LPG (Propane) storage has been approved by the Clark County Fire Department to be stored in the area shown on the drawing on page 8. Per the fire code and OSHA all cylinders must be stored inside of a locked cage (lock and cage is to be provided by the 3rd party vendor) and labeled with group and company name. The lock must have a combination or key available on property upon request of Fontainebleau Las Vegas staff. All propane tanks must be turned off when not in use and stored inside the cage. The LPG storage area should be used for LPG storage only and not equipment or other items.



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

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

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'

FLOOR LOAD LIMITS

Ballroom and meeting room floor load limits range from 100 psf to 200 psf live load. Any exhibit 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
Moonstone Event Center: 100 psf
- Level 2M: No Freight Access
- Level 3: No Freight Access
- Level 4: 200 psf
- Level 6: 200 psf

ENCORE

Encore is the preferred provider of production, AV equipment, and 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 in all trade shows, expos, or similar events
- 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
- Fire 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. 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 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

Carpet on carpet will require the below-listed process:

- Low-tack adhesive Visqueen called Carpet Protection, Carpet Mask, Carpet Shield, or Gymguard and 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

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 3rd 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 or 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 candles, open flames, pyrotechnics, vehicle displays, and trade show booths. Contractors/vendors are required to review current Fire Marshal regulations and restrictions for any items being brought in or built on the show floor. Additionally, 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 your 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.

If you are handling the Clark County Fire Department assembly permit for your event, you are solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. All diagrams must be sent to your 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 your 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.

CADS for all common space areas and meeting rooms can be provided by your Encore Global Sales Representative at fontainebleaulv@encoreglobal.com.

COOKING DEMONSTRATIONS

Cooking Demonstrations are only permitted on 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 can never be covered.

FUEL-POWERED, ALTERNATIVE FUEL, AND ELECTRIC VEHICLES

Please note 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. Displaying fuel-powered vehicles of any kind requires a permit with the following guidelines:

- Approved plastic sheeting or Visqueen must be laid underneath the vehicle
- Vehicles will not be driven or moved through occupied places
- The location of vehicles or equipment shall not obstruct or block exits and must be at least 20' away from any exits
- 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

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

Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for permit issuance. The company providing the pyrotechnics must submit to the Hotel and the Fire Marshal an insurance binder indemnifying Clark County and the Hotel, its parent companies, and affiliates. A copy of the binder should be provided to the Fontainebleau Las Vegas Risk Management Department at risk@fblasvegas.com.

Fontainebleau Las Vegas maintains a strict policy for using pyrotechnics, flame effects, hazer/fog machines, and lasers within the Hotel. Hazer/fog machines must be water-based. No oil or chemical-based hazer/fog machines are allowed in the meeting space. In order to make proper arrangements with Hotel Security and the local Fire Marshal, any use of theatrical smoke, pyrotechnics, or lasers must be addressed in your production schedule and with your Event Manager and Encore at least ninety (90) days before your event. The Hotel requires an Encore representative, Nevada State License Fire Alarm Company, and Hotel Security to be stationed in the room during rehearsals and all performances as a fire watch. Fees will apply. The Fire Marshal also must be called in for a full test of the pyrotechnics, flame effects, or hazing prior to the actual event. Additional employees may be required as deemed necessary by the Hotel.

SPECIAL PERMITS

Clark County Zoning Code 29.44.130 states that the promoter or organizers 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.

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 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 your 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 – not to exceed 36" in diameter – 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 cannot 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 and its employees and agents against all claims, losses, or 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.

No later than fourteen (14) calendar days prior to the Event, Group shall deliver such certificates of insurance to Fontainebleau Las Vegas Risk Management, via email at risk@fblasvegas.com for review.

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 the policies and OSHA regulations we have 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.

- 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/vendor is 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 ADA Act 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 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: _____