

# MIRAGE EXPOSITION SERVICES

## EXHIBIT POLICIES AND PROCEDURES

These policies and procedures are being enclosed in the Mirage Exposition Service brochure to help ensure that all guests of The Mirage receive consistent excellent service and are provided with a safe working environment. In the event that a subcontractor is providing services in your behalf, you must provide them with this information. The exhibitor is ultimately responsible and liable for their subcontractors. Please review these policies and procedures carefully.

### AMERICANS WITH DISABILITIES ACT

Pursuant to the ADA Act of January 26, 1992, Exhibitor 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.

### MIRAGE EXPOSITION SERVICES

Mirage Exposition Services is the EXCLUSIVE provider for the following services: Audio Visual, Truss & Rigging, Staging & Lighting, Electrical, Plumbing, Telecommunications, Broadband Internet Connections, Computer Rentals, Booth Cleaning and Electronic Media placement.

### FOOD & BEVERAGE

The Mirage is the EXCLUSIVE provider for all food & beverage requirements.

### EXHIBIT SPECIFIC POLICIES

1. A **no-smoking** policy exists in the exhibit hall during the setup, show and tear down of the exhibition, tradeshow, convention or special event.
2. Utilizing chairs and tables as ladders is **PROHIBITED** within The Mirage. Failure to adhere to this rule may cause serious injury.
3. All exits and exit aisles must be kept clear and unobstructed.
4. NOTHING is to be leaned against, supported by, taped or otherwise adhered to the walls within the Mirage Event Center, Grand Ballroom and the meeting rooms. All crates, exhibit panel and pallets must at all times be kept away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Exhibitors may be liable for damages occurred for non-compliance to this regulation.
5. Two-way carpet tape, clear / transparent packing tape, and duct tape are NOT permitted to come into direct contact with the facility carpet as an installation method of installing booth and aisle carpet. Only low adhesive vinyl tape is allowed on any Ballroom and Exhibit Hall carpeted floors of The Mirage Resort.

6. All covered or enclosed areas in excess of 100 NSF must be equipped with smoke detectors and fire extinguishers.
7. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.
8. 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 Clark County Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame-retardant. Oilcloth, tarpapers, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is PROHIBITED. ALL MATERIAL MUST BE ACCOMPANIED BY AN OFFICIAL FLAME-RETARDANT CERTIFICATE.
9. Combustible materials shall not be attached or hung on the sides or dividers of booths.
10. Combustible materials must not be stored beneath displays (vehicles or otherwise).
11. Compressed gas cylinders are prohibited unless approved by the Fire Marshal; if approved, cylinders must be secured in an upright position.
12. All 110 volt extension cords shall be three-wire (grounded), #14 or larger, AWG copper wire. Connectors must not be secured in an upright position.
13. Exhibit construction plans must bear the stamp of a structural engineer for double-deck exhibits.
14. The Las Vegas Fire and Safety Coordinator may restrict the size of a covered area and/or may require fire watch.
15. Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug adapters must be UL approved and have built-in overload protection.
16. Booth construction must meet all applicable local building codes.
17. All internal combustion engine driven vehicles or equipment displayed in The Mirage must have fuel filler caps locked or taped, batteries disconnected, and no more than approximately 1/8 tank of fuel. Additionally, there should be a protective covering over the carpet where the vehicle rests and at NO TIME should vehicle tires have direct contact with The Mirage carpeting.
18. Fire extinguishers, fire hose cabinets and sprinkler closets must be visible and accessible at all times. Fire extinguishers may be blocked ONLY if approved by the Fire Marshal and temporary extinguishers are supplied in the same area and are clearly visible and or in accordance with the Fire Marshal approved floor plan.
19. No Open Flames are allowed in The Mirage Event Center and its Meeting Rooms.

20. All 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.
21. Under NO circumstances may mylar balloons be brought into the function space or onto the company property.
22. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear of booth lines and 18 inches between hard walls.
23. If your computer device is found to be causing a broadcast storm, or if you have perpetuated a virus from your equipment, your Internet service will be interrupted until the appropriate action has been taken. If at any time your hardware, cabling, or software is causing a slowdown on the network, your service will be interrupted without credit.
24. You may not bring your own wireless access points into the convention halls or meeting rooms. Unauthorized wireless equipment can cause significant problems with the existing equipment.
25. The Mirage does not monitor or exercise any control over customer usage or the content of information passing through its systems, and bears no responsibility or liability whatsoever for the material contained or transferred therein. The Mirage is not responsible for customer use that is illegal or violates copyright protection laws. Customers should have a basic technical knowledge and the ability to independently set up their own computer and operate the same. Assistance from Mirage Exposition Service technicians may be arranged for an hourly fee.

**NO OUTSIDE AUDIO VISUAL COMPANIES UNLESS OTHERWISE NOTED**

## HELPFUL INFORMATION

Any equipment that is to be installed or hung in our convention space needs to be cleared by The Mirage in advance of installment. The Grand Ballroom and Mirage Event Center ceiling are designed to the following specifications:

Mirage Events Center-Unistrut Track is designed to support 250 pounds under each of the thread points and 75 pounds between eight (8) foot centers.

Mirage Events Center-Rigid Pick Points rated at 4,000 pounds on thirty (30) foot centers.



This magnificent 90,000 square feet of clear span space was designed to meet the needs of the most discerning convention and meeting clientele.

The entire room is carpeted in neutral tones to complement the grass cloth wall coverings and extensive millwork. Chandeliers grace the 30' ceiling in recessed coffers that provide a 28' clearance. Flexible rigging with two-ton points are located throughout the space on 30' centers. Floor boxes that contain power, telephone, Internet, LAN and video distribution are also located throughout the facility on 30' centers. Broadband Internet connections, patchable fiber and Ethernet cable provide the capability of creating digital universes on the fly. Networks can also be created within the convention facilities. An extensive catwalk system runs throughout the ceiling with ready access to power, data, video and audio distribution.

Access is convenient via multiple freight doors, one 25' x 16' and several with drive-in ramps. Two and three bay leveling docks are situated on the north and south sides of the building and a service corridor surrounds nearly the entire perimeter.

The Events Center divides into three 30,000 square foot sections. One of the sections further divides into three rooms of 6,500 to 10,000 square feet. Whether used in its entirety or in small sections, these function areas are perfect for food and beverage events with an adjacent dedicated kitchen ensuring that the quality of product and service is exceptional.

## MIRAGE EXPOSITION SERVICES – SCOPE OF WORK

Scope of work provided as an exclusive service through Mirage Exposition Services are as follows:

1. Assembly, installation and removal of all overhead electrical signs, trusses, motors or apparatus. Installation and removal of freestanding electrical signs that require assembly, rotating electrical signs, sequencing electrical signs and various related applications and the operation of such equipment. This also includes any apparatus that hangs from the ceiling of the Mirage Event Center or Grand Ballroom.
2. All special lighting for display areas, booth areas, including models, sales demos, various types of specialty lighting that are used in displays, presentations, productions, and entertainment that takes place within the confines of the facility and the operation of such equipment.
3. Installation of all ceiling attachments and wall attachments to include chain motor hoists, dead hang points for such items as drapery, scenery, banners, electrical and non-electrical signs, truss, lighting, cabling, projection, audio and video equipment.
4. Assembly of all truss systems. This includes assembling, attaching rigging, and running cables through truss.
5. Attachment of all equipment and cabling to truss systems. This includes lighting, video, audio, special effects gear, screens, display monitors, lasers, drapery, scenery, banners and signage.
6. Operation of all lighting control systems and rigging control systems. This includes all lighting boards, dimming systems and the house lighting control system.
7. Installation, handling and moving of all electrical equipment and all electrical equipment, lighting fixtures, fixture repair, power track and other apparatus that requires electrical and mechanical fastening to the display, exhibit or structures.
8. Portable power, connections, distribution for all electrical and all voltages for all areas whether in the exhibit area or not.
9. Final distribution to outlets, installation of cords under carpet and over carpet distribution, overhead to equipment, lighting including operation of man-lifts, forklifts, scissor lifts, etc. required to perform the scope of work.
10. Electrical signage that comes separate from the display and must be mechanically and electrically installed separately from the display. This excludes such signs that may be cleated to an exhibit. All antennas on or around the building including set up and removal and interconnecting cables from outside the building to inside of building to the exhibitor from booth to booth excluding interconnecting of computer type equipment with service connections between components.
11. Portable generators, motor generators, converter transformers and hook up of same. Responsibility of all maintenance and repair of all electrical installations on the property. Portable cabling from main switch gear to sub-panels to branch circuit panes to secondary distribution.
12. Installation of communication cable, audio visual, plumbing, air, water, gas, drains, data and telephone cable from booth to booth, outside to inside, inside to outside, excluding interconnects from exhibitors equipment within the confines of their exhibit.