



SOUTH POINT

MEETINGS & CONVENTIONS

2024 FACILITIES GUIDE



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WELCOME

We are delighted you have chosen the South Point Hotel and Casino for your upcoming Event. We understand when planning Conventions, Shows, or Meetings in Las Vegas, you have a wide variety of hotels from which to choose. Our dedicated team will provide you with exceptional service and looks forward to creating an unforgettable experience for you and your guests.

This "Facilities Guide" is provided to answer the majority of commonly asked questions. Please review it carefully and let us know if you need further information.

Please accept our sincere thanks for this opportunity. We are looking forward to welcoming and serving you and your guests.





South Point

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BUILDING POLICIES

ACCESS OF EMPLOYEES & GOVERNMENT OFFICIALS

HOTEL reserves the right for badged employees to access CLIENT's exhibit area, conference center area, and meeting/function rooms for reasons including, but not limited to, housekeeping, facility tours, maintenance, and security. In addition, CLIENT agrees to allow entry of officers and authorized employees of government agencies in the performance of their official duties.

AIR CONDITIONING AND HEATING

HOTEL provides heating or cooling in the Exhibit Halls during show hours only, not to exceed twelve (12) hours per show day. In addition, the HOTEL charges a standard fee per exhibit space, per day, for cooling and heating during non-show days. Heating or cooling beyond show hours and on move-in and move-out days will be provided through mutual agreement at Licensor's scheduled rates. HOTEL will not provide air conditioning or heating if freight door(s) will be open during times requested. Contact the HOTEL Catering Manager for rates.

ANIMALS

The HOTEL does not allow pets. Of course, service animals are always permitted in compliance with the Americans with Disabilities Act.

AUDIO/VISUAL

BROADCASTING, TAPING, RECORDING

CLIENT 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 HOTEL. Please contact your Catering Manager for details.

FUNCTION ROOM SOUND SYSTEM

The facility is equipped with an extensive sound system covering all Exhibit Hall, Conference Center, and Pre-function areas. Each room has input connections as well as output feeds for recording and assistive-listening equipment.

All power for production in Ballrooms must be ordered through HOTEL Production Services. No outside power cables are permitted to plug in HOTEL power outlets.



CONVENTIION PRODUCTION SERVICES

The HOTEL Convention Production Services is a full-service audio and visual supplier as well as the exclusive provider of all rigging, power equipment and services which include labor, trussing, chain motors, cables, span sets and all other rigging related equipment. All rigging, signs, et cetera, must be hung only from approved or designated hang points by HOTEL Convention Production Services. Nothing will be hung from air wall tracks. A minimum of one high and one ground rigger are required for both load-in and load out of all equipment that is to be hung in or attached to the ceiling.

The HOTEL understands that the CLIENT may desire to utilize the services of a production company of their choice for their program. However, any Wireless Microphones MUST be approved by the HOTEL

The HOTEL uses an array of wireless frequencies within the HOTEL and recommend renting our wireless mics instead of bringing in wireless microphones you may not be able to utilize.

The HOTEL requires proof of insurance and execution of an Indemnification Agreement specific to each company. The HOTEL Convention Production Services manages and oversees all Audio/Visual Production Companies providing services within the HOTEL to ensure standards are met. A HOTEL Audio/Visual Technical Supervisor will be assigned to CLIENT's Production Company for the duration of Show (from Load in to Load out) at CLIENT's expense.

CLIENT's production company is responsible for submitting floor plans of Event layout in the same form as in the final approved Plan of Operation to the Clark County Fire Marshall no later than thirty (30) days prior to your Event. A Fire Marshall approved copy must be forwarded to HOTEL Catering Manager at least two (2) weeks prior to the Event. Any changes to plans after original approval require resubmission and new approval. Event rooms will only be set by HOTEL staff according to a Fire Marshall approved plan.

All production companies are required to submit a preliminary production schedule no later than forty-five (45) days prior to CLIENT's first Event date. A final production schedule is due no later than twenty-one (21) business days prior to your first Event date and weekly updates should be submitted thereafter.

All production schedules should include the following information, for approval by HOTEL:

- ***Load-in / Load-out times.***
- ***Schedule for pre- and post-event, walk-throughs with HOTEL representative***
- ***Power requirements***
- ***Name and telephone number of your licensed labor pay-roller with proof of insurance***
- ***Full list of all equipment to be supplied by HOTEL.***
- ***List of companies, and employees that will require back of house access, names, times, dates***
- ***Exact timeline of when all staging, control and camera risers, audience seating, ect, are to be completed by HOTEL porters***
- ***Exact size, including placement and height, of all control and camera risers***
- ***Exact times that any HOTEL provided equipment should be removed by HOTEL banquet porters to facilitate CLIENT's move-out***
- ***A complete scale diagram of the Event. See Clark County Fire Department portion of this guide for instructions on submitting a diagram of CLIENT's Event. NOTE: Any changes made to approved plans must be re-submitted along with applicable fees for new approvals***
- ***A schedule of all rehearsals and "dark times" for video focus, et cetera***
- ***Crew meal requirements, please specify if client is feeding, or has walkaway, or working meals***



CLEANING

It is the responsibility of the CLIENT's Decorator, Production, and/or Audio/Visual Company to clean any area that they use and to remove any tape residue, used tape balls or large stains. The HOTEL Catering Manager and/or a member of the HOTEL Banquet Department will do a walk-through at the end of the Show.

The HOTEL does not provide cleaning materials, supplies, vacuums, or janitorial services for these areas. Trash removal is the responsibility of the CLIENT's Decorator, Production, and/or Audio/Visual Company.

At the conclusion of the Event, the ballroom, exhibit space, meeting space, and loading dock used must be presentable for the next day of business prior to leaving the HOTEL.

CONCESSION RIGHTS

HOTEL reserves the exclusive right ("Concession Rights") to offer for sale on, in or about the Exhibit Hall and/or Arena (i) food and beverages of any type, including alcoholic beverages, and (ii) all souvenirs or merchandise of any sort. HOTEL may lease its Concession Rights to any party or parties designated solely by HOTEL ("Contract Vendors"). It is expressly acknowledged and agreed by CLIENT that any Concession Rights which exist in this Agreement, shall be subject to existing contractual concession obligations, which exist between HOTEL and third parties. All revenue derived from the Concession Rights shall be retained by HOTEL, less any amounts due to Contract Vendors. The minimum of \$600.00 for 4 hours of service must be met by CLIENT, any shortage below this amount is the CLIENT'S responsibility to pay the HOTEL. Each additional hour above 4 has a minimum of \$150.00 in sales.

CONCRETE / ASPHALT ANCHORING

Drilling and anchoring in concrete is prohibited. Drilling in any other surface inside or outside must be approved in advance by the HOTEL Catering Manager.

DECORATIONS AND BALLOONS

It is the responsibility of the CLIENT to ensure their contracted decorator provides the Clark County Fire Department with all proper certification of fire-retardant materials in advance of their Event. The decorator must have available copies of such certificates for presentation, upon request, by the HOTEL and/or the Clark County Fire Department. Use of balloons in your décor must be approved by the HOTEL and the Fire Marshall.

Guidelines as follows:

- *The use of helium balloons smaller than 36 inches in diameter is not allowed.*
- *Smaller air-filled balloons may be used for decoration and/or hand-outs.*
- *Large helium-filled balloons, such as advertising balloons, may be used only if they are securely "tethered" to the exhibit. No helium balloons or blimps may be flown inside the building.*
- *Under no circumstances may Mylar balloons be brought onto the HOTEL premises.*
- *Helium gas cylinders for refilling must be secured in an upright position on safety stands with the regulators and gauges protected from damage. Overnight storage of helium or compressed air cylinders in the building is prohibited.*
- *Balloons cannot be released out-of-doors due to airport flight patterns in the area.*
- *There is a labor and equipment charge to retrieve balloons from the ceiling, and a cleaning fee will apply should balloons be left on property after the Event.*



DRONES

Please be advised that drones and any other unmanned vehicles are not allowed to be operated anywhere on HOTEL property. There are very limited scenarios where this policy may be considered, however, prior written review and written approval must be obtained from the HOTEL Risk Management Director and HOTEL Convention Senior Leadership team. Any such requests must be made at least sixty (60) days prior to any event to allow for sufficient review time.

DUMPSTER

It is the responsibility of the CLIENT's decorator to arrange for a 30-yard open top dumpster and any interim trash removal, at the decorator's own expense. These services are available through Republic Services of Southern Nevada 702.735-5151. The dumpster should be delivered prior to move-in and retrieved at the completion of move-out.

ELECTRICAL

All electrical services are provided exclusively by the HOTEL or the HOTEL's outside contractor for all events including trade shows, general sessions, productions, etc.. Please ask your Catering Manager for outside electrical vendor's contact information. NOTE: HOTEL has exclusivity with a preferred partner for Electrical services therefore no other outside company will be permitted to work within the property.

ENGINEERING DEPARTMENT

The HOTEL Engineering Department ensures that all crucial building systems are working properly. This department relies on CLIENT's Convention Services Manager for all event information to maintain all facility functions. Therefore, information such as event hours, HVAC requirements, floor plans, and schedules of events are critical to the operations of this department. Should you have any special requests or inquiries regarding this area, please do not hesitate contacting your HOTEL Catering Manager for assistance.

EXCLUSIVES

HOTEL or its designated service provider is the exclusive provider of the following services:

- Business Center
- Electrical
- Internet/WIFI (Meeting/Exhibit areas)
- Food & Beverage
- Rigging
- Telecommunications



EXHIBIT SPACE

Use of exhibit space does not include drayage, tables and chairs, security services, first aid services, labor such as carpenters, plumbers and drapery laborer, cleaning of booths and aisles, booth/aisle carpeting or storage space for crates, or cleaning of the space at the conclusion of the Event and move-out. Please contact your HOTEL Catering Manager for fire regulations pertaining to fire exit signage, exit signs, fire extinguisher, fire hose cabinet and covering of the strobes on the columns.

The South Point Hotel will provide up to twenty (20) exhibit tabletop displays. Exhibit tabletop displays are \$60 each/per day, and include: one eight-foot table, one standard tablecloth. Chairs are an additional \$5.00 each/per day. With advance notice, additional tablecloths are available at \$2 each. Tabletop displays in excess of these numbers must be furnished by an outside decorator/exhibit company at guest's expense. The HOTEL can provide phone lines, signage, AV equipment, et cetera, at an additional charge. Please request the 2024 Catering Policies & Event Planning Guide for further information on other services available.

Please note the following:

- *All materials used in exhibit construction, decoration, or as a temporary cover MUST BE CERTIFIED AS FLAME RETARDANT or a sample must be available for testing.*
- *ALL EXITS AND EXIT AISLES must be kept clear and unobstructed. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.*
- *ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS must be visible and accessible.*
- *NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL EQUIPMENT. Materials for handouts must be limited to a one-day supply and stored neatly within the booth. If not removed by show opening, show decorator will remove and store at exhibitor's expense.*
- *HARD WALLS MUST BE NINE (9) INCHES FROM PROPERTY LINE FOR ACCESS TO ELECTRICAL EQUIPMENT.*
- *All 110-VOLT EXTENSION CORDS shall be 3-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords.*
- *CUBE TAP ADAPTERS ARE PROHIBITED. Multi-plug connectors must be UL approved with built-in overload protection.*
- *ELECTRICAL WORK UNDER CARPETS must be done or supervised by the HOTEL. Round cords are not authorized under carpet.*
- *VEHICLES ON DISPLAY must have filler caps sealed and batteries must be disconnected. VEHICLES BEING UNLOADED must not be left with engines idling.*
- *HALOGEN LAMPS MUST BE IN UL OR RECOGNIZED LABORATORY APPROVED METALLIC FIXTURE. Halogen lamps are limited to 35 watts and must be of the sealed variety, which prevents direct handling of the bulb. Certain forms of halogen lamps have been completely prohibited. Contact the HOTEL Catering Manager for a current copy of the halogen ban statement.*
- *COMPRESSED GAS CYLINDERS, INCLUDING LPG, are prohibited unless approved by the Office of Fire Protection and Safety. No cylinders will remain in the facility overnight.*
- *USE OR STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED inside of the buildings, exceptions must be approved by HOTEL Management. Paint spraying must be done outside the building.*
- *Areas enclosed by solid walls and ceiling must be provided with APPROVED SMOKE DETECTORS.*
- *IN PLACES OF PUBLIC ASSEMBLY, any two-story booth with only one stairway must have a sign stating maximum occupancy - ten (10) people.*



FORKLIFTS AND CARTS

HOTEL strictly enforces the following policies:

- Forklifts, trucks and/or trailers cannot stage or remain on property before or after the hours of scheduled move-in and set-up or scheduled move-out and teardown in accordance with HOTEL instructions for your Event.
- All forklift operators must be certified through the Service Contractor.
- Carts cannot enter areas in the facility, which have tile or carpet without adequate protection.
- Forklifts are not allowed on any tiled areas.
- Forklifts or other motorized equipment must be propane powered only. No gas-powered forklifts are allowed on property at any time. It is the responsibility of the CLIENT's Service Contractor to cover all aisles with heavy-duty rubber matting or other protection acceptable to HOTEL to ensure that forklift wheels do not come in contact with hotel carpet or other surfaces at any point. All wheels must be taped with approved tape if tires are not certified non-marring tires.

FLOOR LOAD LIMITS

The floor load limits in the Exhibit Hall are 250 pounds per square foot, live load. All Function Room floor load limits are 100 pounds per square foot, live load. Any exhibit exceeding this limit will require special handling to distribute the load. CLIENT is responsible for notifying the facility of any potential weight concerns.

FUNCTION ROOMS

The HOTEL has meeting rooms on several levels of the building. Each meeting room complex has moveable walls with many configurations possible for a variety of room capacities. All movable walls must be installed and removed by HOTEL staff. The HOTEL banquet set-up department will monitor and refresh meeting rooms according to your schedule of events.

Please adhere to the following meeting room policies of the HOTEL:

- *The HOTEL reserves the right to maximize space usage for all function space. Specific room assignments may be changed as needed. Sufficient space will be made available to accommodate CLIENT's meeting/function/exhibit requirements based on preliminary specifications HOTEL receives from CLIENT.*
- *Modifications to meeting room sets may be subject to an additional labor charge should the changes be made after the room has been set, less than 48 hours prior to a function, or if there is an extensive meeting room set-up or turn required. There are also charges for any same day room turns.*
- *The HOTEL will do their best to accommodate same day room set-up change requests. However, it will be based on business levels and availability of HOTEL banquet porters and food servers at the time the change is requested, The HOTEL Banquet Department will advise the group whether the room set-up change can be accommodated and the approximate time it will take to complete the changes.*
- *Taping, nailing, or otherwise fastening or affixing objects to ceilings, painted surfaces, columns, fabric moveable walls, or decorative walls is prohibited.*
- *Carpet must be protected with Visqueen. Carpet protection must be in place prior to the delivery of freight, prior to construction of any display, and prior to the use of any motorized devices.*
- *HOTEL maintains a standard, reasonable inventory of equipment such as banquet chairs, tables and linen. This inventory is shared by all groups in the facility at the same time and will not be dedicated solely to any one given group. Should CLIENT's equipment requirements be greater than what can be provided from HOTEL inventory, rental costs will be CLIENT's responsibility.*



HEAVY EQUIPMENT PROCEDURES

You must provide HOTEL with a list of all equipment weighing over 250,000 lbs. A site plan is required showing locations of each piece of heavy equipment. Equipment over 250,000 lbs. should be moved on railroad ties, not steel plates and HOTEL staff must be present. Meetings must take place between HOTEL and CLIENT's decorator to determine routes and method of movement.

IN-HOUSE TELEVISION CHANNEL

There are several in-house television channels available for a CLIENT to use for promoting their event. Below are two available options, for further details and availability please contact your HOTEL Catering Manager.

☒ Standard Welcome Page starting at \$1,400.00 (coded to your group only)

☒ Custom Welcome Page starting at \$2,500.00

INTERNET

For the convenience of CLIENT, the HOTEL now offers complimentary Wi-Fi in our meeting and exhibit areas. Rates do apply for wired internet access. Please contact HOTEL's Audio Visual Production Manager at 702-797-8066 regarding pricing and information.

OUTSIDE CONTRACTORS

Please be aware that it is CLIENT's responsibility to copy this Facilities Guide to any outside contractors you hire and to ensure that they are in compliance with all policies.

PRE- AND POST-EVENT INSPECTIONS

The HOTEL Catering Manager and/or a member of the HOTEL Banquet Department will walk CLIENT through HOTEL and CLIENT's contracted space for a pre- and post-event inspection. CLIENT will be responsible for any damages caused by CLIENT, CLIENT's representatives, and/or CLIENT's contractors. A damage report reflecting location, type of damage and amount of repair for any damage not noted in writing in the pre-event walk-through will be included on CLIENT's invoice.

PRIZE MONEY

If applicable for this Event, the CLIENT agrees to be responsible for the payment of any prize money awarded at said Event. The CLIENT agrees to indemnify, defend, and hold harmless the HOTEL and its affiliates, agents, officers, and employees from any liability, claims, costs, actions and expenses, including legal fees, that may arise out of or from the failure of CLIENT to make payment of the prize money to a participant in the Event.



PUBLIC SPACE

Hallways and lobby areas are not generally leased to shows and are, therefore, considered common areas. Please keep the following bulleted items in mind.

- **HALLWAYS:** Hallways throughout HOTEL which lead to and from Exhibit Hall, Conference Center, and function/meeting space are common areas. Carts, scooters, or lifts of any type are prohibited in the hallways without protective covering on the carpet. Protective covering must be approved by HOTEL staff.
- **ELEVATORS/ ESCALATORS:** Any temporary cosmetic materials (Vinyl Wraps) are prohibited on escalators and elevators. In addition, any cosmetic material placed on an elevator car must receive a state permit and subject to the regulations below.
- **FOYER / PRE-FUNCTION AREAS:** Please note that Public Space (i.e. foyer space) that is being held for CLIENT's Event may be shared space with another program holding meeting space at the HOTEL during the scheduled Event dates. If a group is occupying all of the space in a section of the convention area, meals and breaks can be set in the foyers. If more than one group is occupying rooms in specific sections of the Exhibit Hall, Conference Center, or function/meeting areas, we recommend the CLIENT set all meals and breaks inside the meeting room where the meeting is conducted, and not in the foyer or pre-function areas. The HOTEL is not responsible for other groups consuming the CLIENT's food and beverage if it is set in the foyers.
- **NEVADA CLEAN INDOOR AIR ACT (NRS 202.2491):** By Nevada State Law, smoking (including E-cigarettes and Vaping is prohibited within indoor public spaces. As a result, all HOTEL function/meeting rooms, Exhibit Hall, and the Conference Center are designated as non-smoking. The Nevada Clean Indoor Air Act does not provide exemption for private events; therefore, any person or group utilizing these areas for a closed Event is subject to compliance with the regulation.

SIGNAGE AND DISPLAY ADVERTISING

The HOTEL retains exclusive rights to all display advertising within the function space and all other space on the HOTEL property. CLIENT may not advertise within the function space, nor represent to any third party that it may advertise within the function space or on HOTEL property, and may not place any signage or banners in the function space or on HOTEL property without prior written consent from the HOTEL. In the event HOTEL grants its consent for CLIENT to advertise within the function space or on hotel property, it shall be a nonexclusive right to advertise, however signage is typically restricted to meeting area and should be prearranged with the HOTEL Catering Manager.

It is the policy of the HOTEL that all signage or banners approved by the HOTEL must be professional, flame retardant and may only be hung or posted by HOTEL Audio/Visual. Banners/signage hanging pricing is based on signage or banner size. Please contact HOTEL Catering Manager for pricing.

It is highly recommended to create a nylon, cloth or vinyl sign with grommets evenly distributed to support the weight and width of the sign, along with a pocket sewn at the bottom of the sign to properly weight the sign. Paper banners are not permitted.



SPORT EVENT PARTICIPANT RELEASE

HOTEL will furnish the CLIENT with a "Release of Liability" Waiver for the Event. The HOTEL requires any exhibitor, participant, contestant, trainer, or any other individuals participating in this Event in any capacity, to sign this waiver. It is understood that CLIENT is responsible for having all waivers signed at the time of Move-In, and delivered to the HOTEL Catering Office prior to the start of the Event.

STORAGE

Storage of containers, crates, and boxes inside the facility is not permitted under Clark County Fire Department regulations. Since storage is not permitted on HOTEL property, it must be arranged with CLIENT's Service Contractor.

Outside contractors may not store any of their own equipment inside the hotel or in any parking lot, without the prior permission from the HOTEL Catering Manager. Hotel assumes no responsibility for outside contractor's equipment.

CATERING / FOOD & BEVERAGE

Our Catering team is eager to assist in planning the CLIENT's food and beverage functions. Our services range from function room beverage service and booth service to receptions, theme parties and banquets. Together we will outline and achieve everything necessary for your successful food and beverage activities. We encourage the CLIENT and staff to get to know your Catering Manager when you are ready to begin planning your food functions. We can develop custom menus to accommodate any specific theme or we can provide you with the standard catering menus suiting any of your functions.

To ensure compliance with the Clark 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. The HOTEL is the sole provider of all food served in Exhibit Hall, Arena, Conference Center, and all other Meeting/Function Rooms. No food will be permitted to be brought into these areas by a guest or any of the CLIENT's guests or attendees. Further, guests may not remove food from the Meeting/Function/Exhibit areas.

CASH BARS

There is a \$500 beverage minimum in cash sales excluding 8.375% sales tax. If cash sales, before sales tax, are less than the cash minimum required, the group will be charged the difference (i.e., actual cash sales are \$300 then group will be charged \$200 in beverage revenue attrition).

COAT CHECK

Coat checking facilities are available upon request. Coat-check attendants are \$35 per hour, per attendant, with a four-hour minimum.



FOOD & BEVERAGE GUARANTEES & CANCELLATIONS

The HOTEL Catering Department must receive a definite program no later than sixty (60) days prior to arrival, and any unassigned space will revert back to the HOTEL. Any additional requests for space will be based on a "space available" basis at the time the HOTEL receives the request. CLIENT agrees to promptly notify the HOTEL of any changes in space requirements. Finalized function arrangements and details are required no later than thirty (30) days prior to Event.

Ten (10) business days prior to all food functions, the HOTEL requires from the CLIENT, the expected number of guests for each scheduled event. The expected number of guests and food quantities cannot be reduced by more than ten (10) percent at the time the final guarantee is given to the HOTEL. In some instances, more advance notice may be required due to menu complexity, holidays, delivery, or other constraints.

Final guarantees for all functions must be given to the HOTEL Catering Department three (3) business days prior to the scheduled function not to include weekends or holidays. If no guaranteed minimum number is received, CLIENT will be charged the expected number set forth on the banquet event order as a guarantee or the number of people actually served, whichever is greater. Guarantees are not subject to reduction after the due date.

In addition, we will not be obligated to serve or set up more than three (3) percent above your guaranteed number. This three (3) percent "overset" is not to exceed more than thirty (30) persons over the guarantee. The overset number is not to be factored into the guaranteed number.

Should the "overset" requested exceed three (3) percent of the guarantee or a maximum of thirty (30) guests, a \$150 Labor Charge plus the Gratuity/Service Charge based on the per person menu price will be applied per server required.

Guarantee increases within seventy-two (72) business hours will not receive an overset amount; the new guarantee is the set amount. Any new menu ordered within seventy-two (72) business hours of the function will be considered a "pop-up" and subject to a ten (10) percent price increase. Menu selections will be based on availability. Guarantee increases over three (3) percent received the day of the event, shall incur a fifteen (15) percent price increase.

If a function is cancelled seven (7) days prior to the function date, CLIENT may incur charges for the food that has been ordered for said function. A minimum of seventy-two (72) business hours are required to cancel food and beverage. If notification is not received seventy-two (72) business hours prior, CLIENT will be charged the full estimated amount for the food and beverage ordered.

LABOR CHARGES

The liquor service/bartender labor charge is \$250 for a four-hour minimum, per bartender, for cash and hosted bars. For each additional hour over the four-hour minimum, the charge is \$50 per hour.

The labor charge for a uniformed Chef is \$150, per Chef, based on a two-hour function. For each additional hour over the two-hour minimum, the charge is \$75 per hour.



LIQUOR SERVICES

In compliance with the Nevada Liquor Laws, the HOTEL is the only authorized licensee to sell and serve liquor, beer, and wine in the banquet facilities. The HOTEL reserves the right to refuse service to any person. All guests must be twenty-one (21) years of age or over before alcoholic beverages are permitted to be served.

MENU SELECTIONS

To ensure availability of menu items, CLIENT's selections should be submitted to the HOTEL Catering Office a minimum of thirty (30) days prior to the scheduled event.

Food and beverage from packaged coffee breaks, continental breakfasts, breakfasts and luncheons are not transferable to other breaks.

The HOTEL is prepared to accommodate special diet needs provided CLIENT provides the HOTEL Catering Manager with a special diet menu list a minimum of two (2) weeks prior to the Event date. This list should include the guests' names and type of menu substitutes needed including the number of vegetarian, vegan, gluten free, Kosher, food allergies and intolerances. Special prices may apply to special menu requests. HOTEL may not be able to accommodate special menu requests received after this cut-off.

Consuming raw and undercooked meat, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.

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POOL DECK EVENT CRITERIA

The South Point Pool and Recreation Deck are conveniently located in the center of our resort and must remain available to hotel patrons and guests during our normal established hours. This schedule is seasonal. Events confirmed for the pool deck must adhere to the following established criteria.

RENTAL

There is a non refundable rental fee of \$2,500. This rental covers pool deck maintenance, cleaning and the labor required to facilitate the Event. The HOTEL will be happy to hold a back-up room within the conference area in the event of inclement weather.

FOOD AND BEVERAGE MINIMUM

The Event must generate a minimum of \$60 per person, plus tax and gratuity, for a minimum of two-hundred fifty (250) guests.

LIFEGUARDS

Whether guests utilize the swimming pool or not, Clark County code requires one lifeguard on duty for every seventy-five (75) guests. The lifeguard charge is \$150 per lifeguard.

MISCELLANEOUS

- *The Southern Nevada Health Department allows only the use of paper and plastic products at the pool.*
- *All decorations, props, facades, and any other staged items must be approved by HOTEL prior to set-up.*
- *Additional labor charges may be assessed if extra cleaning is required due to decorations.*
- *All functions held at the pool must conclude by 10:00 p.m.*



PRICES

All prices, taxes, gratuity, and similar charges are current and are subject to change without notice. All prices are subject to the current sales tax of 8.375% and all food and beverage is subject to sales tax and twenty one (21) percent gratuity.

COMPLIANCE WITH LAW

CLIENT shall comply, and shall cause its employees, agents, contractors, licensees, patrons, guests, and invitees (CLIENT's Parties) to comply with the requirements of all laws, statutes, ordinances, orders, rules and regulations of the federal, state, county, city and local governmental authorities having jurisdiction over the Exhibit Hall, Arena, Conference Center, or function/meeting rooms and with any lawful direction or order of public officers thereof.

CLIENT shall comply with all rules, orders, regulations or requirements of the Clark County Fire Department and Building Department or other similar body and shall not do or permit anything to be done, in, on or about the Exhibit Hall, Arena, Conference Center, or function/meeting rooms or bring or keep anything therein contrary to the orders of the Clark County Fire Department. HOTEL may withhold from box office receipts due to CLIENT (if applicable) any reasonable amount necessary, in HOTEL's sole judgment, to compensate HOTEL for any loss sustained by HOTEL as a result of violation of this provision.

AMERICANS WITH DISABILITIES ACT

Pursuant to the ADA Act of January 26, 1992, CLIENT agrees to provide proper ramp access to all elevated exhibit booths and/or nonpermanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.

CLARK COUNTY FIRE DEPARTMENT FIRE & PUBLIC SAFETY REQUIREMENTS

EXHIBIT FLOOR PLANS

CLIENT's Service Contractor is responsible for preparing the floor plan and obtaining approval from the Clark County Fire Department. These plans must also include any external displays. External displays must be approved by HOTEL and the Clark County Division of Zoning. It is important that these plans be submitted and approved prior to selling the first booth to avoid charges and/or corrections. Should CLIENT's plan require modifications, approval of the modification must be obtained from Clark County Fire Department no later than thirty (30) days prior to CLIENT's first day of move-in. Any alterations must be resubmitted and re-approved by the Clark County Fire Department. Any unauthorized room changes may result in delaying these events. Fire exits and signs must be visible and cannot be obstructed in any manner. HOTEL requires ten (10) copies of the Fire Marshall approved floor plans for exhibitors thirty (30) days prior to your first day of move-in.

Floor plans must be drawn to scale for all areas indicating the location of:

- Counters and tables
- All structures (archways, fencing, etc.)
- Props
- Registration area(s)
- All other plans for space
- Signage and banners
- Food areas, with layouts
- Security / Decorator Space



Final approval for all floor plans includes the following basic requirements and are made by the Clark County Fire Department:

- All points of ingress and egress must have a minimum of twenty (20) feet of clearance.
- Aisle widths must meet Clark County Fire Department Codes.
- Access to restrooms and all exits cannot be restricted by any obstacles.
- All columns in aisles must have a minimum of six (6) foot clearance passage on at least three (3) sides.
- Fire hose cabinets and fire extinguishers must be clear of obstructions and must remain where they have been placed.
- Dimensions of the entire area to be occupied and gross square footage.
- Display of items: materials, vehicles, equipment, grandstands, bleacher seats, riser seats and the like.
- Location of all food areas, tables, chairs, props, et cetera.
- Size, location, and construction of booths.
- Location and width of all exits. Exiting required, exiting provided, and number of exits used.
- Contact person and telephone number.
- Move-in dates, show dates, and move-out dates.
- Key of scale used.
- Name of event and location.

FIRE MARSHALL REQUIREMENTS

All fire exits and the illuminated exit signs must be clearly visible. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations shall not be concealed or obstructed.

- Back staging and rear screen projection guidelines in the meeting rooms:
 - All wires must be taped down with gaffer's tape.
 - If exiting is covered by stage masking, there must be a clear path from masking to exit and illuminated exit sign located on masking.
 - Any fire extinguishers or fire hose cabinets located back stage must be clear and easily accessible.
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for issuance permit.
- A certified fire watch officer is required to be hired and on duty the entire time that special effects are utilized which require HOTEL to manually zone down any section of our fire safety system. Special effects would be, but are not limited to, fog machines, pyrotechnics and cooking. Please contact any of the approved local security firms for certified fire watch officers. A copy of the security company's insurance certificate is to be on file with the HOTEL Catering Department along with a schedule of the times that HOTEL is to manually zone down.
- Open flame devices, candles, et cetera, are prohibited in all function/meeting rooms, Conference Center, and Exhibit Hall (no exceptions), unless pre-approved by the Clark County Fire Department and meet requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department.



- Exhibitor storage of any kind behind drapes, display walls or inside the display areas are strictly prohibited. All cartons, crates, containers, packing materials, et cetera, necessary for repackaging, must be marked with an "Empty" sticker. CLIENT's General Service Contractor must remove the "empties" from the show floor.
- All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage.
- A copy of the Fire Department approved plans must be posted on the premises during the Event.
- CLIENT is solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. A copy of the Fire Marshall approved floor plan must be submitted to the HOTEL Catering Manager thirty (30) days prior to the show. CLIENT's are responsible for submitting changes to the approved plan and obtaining approval by the Fire Marshall.
- Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations may not be concealed or obstructed and must be maintained in proper working condition.
- All exhibit booths with solid covers and that exceed 1,000 square feet in area, in a sprinkler building, are required to contain approved internal automatic fire sprinklers. When determined by the Clark County Fire Department that temporary sprinkler installation is impractical, alternative protection on the following page may be allowed.
 - Install approved single station smoke detectors at the interior and exterior of each covered booth. The interior and exterior smoke detectors must be installed in accordance with manufacturer's instructions.
 - Provide an approved fire extinguisher (minimum 2-A:10-BC rating) for each covered booth. Extinguisher should be mounted near exit door.

Provide 24-hour fire watch for all covered booths in accordance with the following:

- Fire watch must be completely trained in the use of portable fire extinguishers and one and one-half (1½) inch fire hose lines.
- Each fire watch must have radio communication with other fire watch personnel and a central control point. The central control point must have facilities to contact the fire department and any local security personnel.
- Fire watch personnel may not be utilized for other than fire watch duties.
- When multiple covered booths are used, the Clark County Fire Department shall determine the number of persons needed for fire watch.



- All materials used in the construction of the booth and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, et cetera) within exhibitor booths and those used for special events must be non-combustible or made flame retardant. Certificates of flame retardant treatment must be submitted to the Clark County Fire Department along with samples of said materials prior to construction of booth. You must maintain copies of flame certificates on premises as the Clark County Fire Department can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible.
- All fully enclosed booths with enclosed rooms must have at least two (2) exits leading directly to the aisle. These booths must possess a smoke detector and fire extinguisher for each enclosed area. The Clark County Fire Marshall may require additional equipment.
- If any exhibiting booths have multiple levels or room(s) with enclosures, visible notification must appear on the stairway(s) or outside the room. This notice must state the maximum occupancy permissible or total weight load allowable on the second story at one time. If the second story occupancy level allows more than ten (10) people at one time, a second stairway must be present.
- Booth construction shall be substantial and fixed in position in a specified area for the duration of the show.
- There is no smoking in exhibit halls during any show having manufactured homes and multi-level booths, either covered or uncovered.
- All manufactured homes must have two (2) means of egress.
- All multi-level booths must be stamped by a certified structural engineer and must have two (2) means of egress from upper levels.
- When a multi-level enclosed exhibit is used in a show, a self-contained automatic fire extinguishing system may be required upon review by the Clark County Fire Department.
- Aisles and exits as designated on approved show plans shall be kept clean, clear and free of obstructions. Easels, signs, et cetera, 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.
- Show management shall assume responsibility for daily janitorial and rubbish pick-up service, and shall advise exhibitors that booths shall be cleaned of combustible materials daily.
- Designated "No Freight" aisles are required. These aisles must be kept clear at all times during the move-in and move-out of trade shows.
- Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshall. Approved cylinders must be stored in an upright position. Helium canisters are permitted, but only in a secured, upright position. Helium canisters must be removed during non-show hours.



- Electrical panels must have thirty (30") inch clearance in front. All other electrical equipment (cords, plugs, etc.) must be of the approved type, and in accordance with the Uniform Fire Code and the National Electrical Code, as well as local codes.
- Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp rating.
- All temporary electric wiring must be accessible and free from debris and storage materials.
- Projection booths must be ventilated at the ceiling and provided with an approved smoke detector. Storage is prohibited in these areas.
- Non-display vehicles cannot remain on the exhibit floor. Attendees will not have access until all non-display vehicles exit the show floor.
- The painting of signs, displays or other objects are strictly prohibited inside of the facility or on HOTEL grounds.
- The Clark County Fire Department may exercise the right to assign a fire detail to the premises, at CLIENT's cost.
- When pyrotechnic displays are in, on, or around our facility, CLIENT must obtain a permit from the Clark County Fire Department. Upon receipt of the permit, a demonstration of the pyrotechnics must take place prior to the event in the presence of the Clark County Fire Marshall, at the CLIENT's expense. When the Fire Marshall approves the display, no deviations are permissible. In addition, the Fire Marshall will be present during the presentation. CLIENT's pyrotechnic provider is responsible for obtaining this permit and submitting a copy of it to HOTEL Catering Manager at least seventy-two (72) hours prior to any pyrotechnic display.

The Clark County Fire Department also requires special permits for the following:

- *Display or operation of any heater, barbecue, heat-producing device, open flame, candle, lamp, lantern, torch, ect.*
- *Display or operation of any electrical, mechanical or chemical devise that the fire department deems hazardous.*
- *Use or storage of flammable liquids, compressed gas or dangerous chemicals.*
- *Vehicle Displays.*

FLOOR PLANS FOR MEETINGS & FOOD AND BEVERAGE FUNCTIONS

Floor plans for meetings and food and beverage functions with 300 people up to 1,200 people must be approved by the Clark County Fire Department thirty (30) days prior to the date of the function(s).

Note: Anything above 1,200 people requires a fire permit with a floor plan/drawing submitted to the Fire Marshall. Therefore, all decorations, audio/visual, and room set-up requirements must be received by the HOTEL Catering Department no later than forty-five (45) days prior to function(s).

A fee of \$300, per diagram, will apply. Floor plans are final once they are approved by the Clark County Fire Department. Therefore, no changes or alterations can be made with the exception of deleting equipment, tables, and decorations.



FLOOR PLANS FOR MEETINGS & FOOD AND BEVERAGE FUNCTIONS (Cont)

Submission of a diagram may be required for groups under 300 people if there are extensive set-up requirements. A fee of \$300, per diagram, will apply.

In addition to the Clark County Fire Department fee, there may be a nominal fee for the HOTEL to draw and submit a floor plan on CLIENT's behalf. These charges must be paid in advance. Please speak to the HOTEL Catering Manager for a price structure.

Function rooms are assigned according to the anticipated number of guests at the time of booking. Any increase or decrease in number of guests will be accommodated based on space availability. Function room assignments are subject to change, without notice, at the sole discretion of the HOTEL.

HAZARDOUS MATERIALS

All parties affiliated with CLIENT's Event are prohibited from possessing, storing, or bringing onto the property materials that constitute hazardous materials (as defined by federal, state and local law) unless the hazardous materials are possessed and used in compliance with all federal, state and local laws. CLIENT will indemnify HOTEL for any possession, storage, transportation and use of such hazardous material for any reason whatsoever.

VEHICLE EXHIBITS

A separate Motor Vehicle permit is also required for fuel burning vehicles.

Please note the following information and codes could change by the Clark County Fire Department without prior notice. All information is subject to HOTEL Management approval as well as the Clark County Fire Department prior to production or installation on property.

According to the Clark County Fire Department, the 2000 UNIFORM FIRE CODE states that all procedures must be in accordance with section 2505 when pertaining to general liquid-fueled and gas fueled vehicles and equipment for display, competition and/or demonstration.

A Section Description follows:

- 2505 LIQUID-FUELED AND GAS-FUELED VEHICLES AND EQUIPMENT.
- 2505.1 General. Liquid-fueled and gas-fueled vehicles and equipment used for display, competition or demonstration within assembly occupancies shall be in accordance with Section 2505.
- 2505.2 Displays
- 2505.2.1 General. Display of liquid-fueled and gas-fueled vehicles and equipment inside and assembly occupancy shall be in accordance with Section 2505.2
- 2505.2.2 Batteries. Batteries shall be disconnected in an approved manner.
- 2505.2.3 Fuel Systems.
- 2505.2.3.1 Fueling. Vehicles or equipment shall not be fueled or defueled within the building.
- 2505.2.3.2 Quality limit. Fuel in the fuel tank shall not exceed one quarter of the tank or five (5) gallons, whichever is less.
- 2505.2.3.3 Inspection. Fuel systems shall be inspected for leaks.
- 2505.2.3.4 Closure. Fuel-tank openings shall be locked and sealed to prevent the escape of vapors.
- 2505.2.4 Location. The location of vehicles or equipment shall not obstruct or block exits.
- 2505.3 Competitions and Demonstrations.



- 2505.3.1 General. Liquid-fueled and gas-fueled vehicles and equipment used for competition or demonstration within an assembly occupancy shall be in accordance with Section 2505.3.
- 2505.3.2 Fuel storage. Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside the building.
- 2505.3.3 Fueling. Refueling shall be performed outside the building at an approved site.
- 2505.3.4 Spills. Fuel spills shall be cleaned up immediately.
- These codes are subject to change without notice.

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

- Ignition keys removed.
- Propane tanks to be removed.
- Each vehicle must be equipped with its own fire extinguisher.
- Visqueen or other protective covering approved by HOTEL placed underneath vehicle.
- No dumping of fuel anywhere on HOTEL property including the parking lot.

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CLARK COUNTY HEALTH DISTRICT

FOOD SAMPLE REGULATIONS

- Public food service establishments and food vendors at temporary food serving events or special events shall comply with all applicable sanitary requirements and regulations of the Clark County Health District. All exhibitors approved by the HOTEL to serve open (unpackaged) food in a trade show booth must apply for an Itinerant Food Permit by mail, or in person, at the Clark County Health District and will be responsible for complying with applicable Clark County Health District regulations, which include, but are not limited to:
- All potentially hazardous foods, i.e., meats, dairy products, poultry, melons, et cetera, must be maintained at proper temperatures: 45 degrees Fahrenheit or colder OR 140 degrees Fahrenheit or hotter. Poultry products must be cooked to 165 degrees Fahrenheit. Stem thermometers must be available to monitor food temperature.
- Adequate refrigeration must be available for proper food storage.
- Samples must be protected from contamination by sneeze guards, domes, or covers.
- Suitable utensils or individual portions must be provided.
- Single-service gloves or suitable utensils must be provided for handling of all ready to eat food.
- A bucket of sanitizer must be provided at each booth; change the water and bleach often. A sanitizing solution may be made by mixing 1½ teaspoon of bleach to each gallon of cool water.
- No smoking or eating is permitted in any booth preparing or serving food.
- A fire extinguisher must be provided in any area using Canned Heat, gas or fire.
- Adequate extension cords must be available and stored to prevent electrical shock or a tripping hazard.
- All food must be stored off the floor.

Please address further questions to:

**CLARK COUNTY HEALTH DISTRICT
Environmental Health Division
Post Office Box 4426
625 Shadow Lane
Las Vegas, Nevada 89127
(702) 383-1251**



HOTEL REQUIREMENTS FOR FOOD SAMPLES

- The HOTEL Catering Manager must approve all samples. In addition to regulations, HOTEL guidelines for the service of prepared food are as follows:
- Samples are limited to manufactured, processed or distributed products only.
- Food samples are limited to one (1) ounce.
- Beverage samples are limited to three quarters (3/4) of an ounce.
- Items used as traffic promoters must be purchased through HOTEL.
- Each exhibitor intending to serve samples must speak with the HOTEL Catering Manager to obtain approval and instructions.
- Corkage and Gratuity fees may apply.

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TICKET SALES TO PUBLIC

If applicable for this event, the CLIENT acknowledges they have been advised that any ticket sales to the public must be handled through the SOUTH POINT BOX OFFICE. There is a facility fee associated with this as well as Live Entertainment Tax (LET) taxes if applicable to your event. CLIENT acknowledges that a \$3 per ticket Facility Fee will be added to each ticket. CLIENT furthermore agrees that all monies collected from the Facility Fee shall be retained by the SOUTH POINT. It is understood that the SOUTH POINT will be required by law to withhold on behalf of the CLIENT, the 9% Live Entertainment Tax (LET) per ticket if there is any form of entertainment or demonstration (as defined in NRS Chapter 368A) during this event.

CBD AWARENESS

The HOTEL prohibits displaying any banners, signs, or other marketing materials related to any cannabis products and/or any CBD products. In addition, the South Point Hotel prohibits displaying, selling, or taking orders of any cannabis products and/or any CBD products or any other federally prohibited drug by vendors or exhibitors on the premises of the South Point Hotel, Casino and Spa.

VENDORS AT ANY EVENT- NV Department of Taxation

NOTE: This pertains to any event that has vendors.

If the CLIENT is a Promoter that is selling CLIENT's own merchandise or has vendors attending: CLIENT will need to complete a Nevada Department of Taxation Application. CLIENT must include a list of the vendors, (Including yourself if applicable). Then email the application to the state. The state sends back a pre-filled tax form to give to each vendor (or just one for CLIENT's own use). There is no charge for the application.

Follow the instructions below;

- To get an application, click on the link: https://tax.nv.gov/Forms/General_Purpose_Forms/
- Scroll down to 'One Time Event Application'
- This is the application required for the promoter to complete to obtain a permit for a one-time event. This application and vendor list must be submitted at least two weeks prior to the start of the event. Upon receipt of a completed application and list of vendors, the Department will issue a permit. This form is for use only by promoters. If CLIENT is an exhibitor or vendor, contact your promoter directly.



- Download all documents listed under 'One Time Event Application' from the website or refer to the links below:

NOTE: Please read the information and instruction document carefully.

- One Time Event Information and Instructions -
<https://tax.nv.gov/uploadedFiles/taxnv.gov/Content/Forms/onetimespecialevents.pdf>
- One Time Application-
<https://tax.nv.gov/uploadedFiles/taxnv.gov/Content/Forms/ONE%20TIME%20APPLICATION%20Vendor%20list%20rev5A.xls>
- Submit CLIENT application with a vendor list at least two weeks in advance to the appropriate office (use email below).

Nevada Department of Taxation
700 E. Warm Springs Rd., Ste 200
Las Vegas, NV 89119
(702) 486-2300 (Phone) (702) 486-2373 (Fax)
lvevents@tax.state.nv.us

For email requests, please use:

Subject line - Requesting a One Time Tax Form

For the body of the email please include this statement...

"Attached is the application for our upcoming event. Please forward the ONE TIME SALES TAX RETURN FORM at your earliest convenience."

- Once the department emails you the One Time Sales Tax Return Form, please give to your vendors. They need to fill this out with their sales, calculate the tax, and remit a check or cash to CLIENT, which CLIENT then send to the state as one packet all together for the whole event.

NOTE: It works best if CLIENT receives all payments, and CLIENT sends one check to the state. If a check returns, it can become a hassle.

If the promoter or vendor has a Nevada Sales Tax license, they still need to go through the above process for this particular event.

If the vendor is "Display Only" they still need to go through the above process for this particular event. They can write "zero" for sales and write "Display Only" on the form.



EMERGENCY SERVICES / SECURITY

EMERGENCY EQUIPMENT

The HOTEL is equipped with an alarm system and sprinkler system. Fire extinguishers and other emergency equipment are strategically located in all areas of the building. The HOTEL Security Office monitors all building emergency systems throughout the facility.

It is imperative that all fire hose cabinets, strobes, and fire extinguishers be kept clear, accessible, and free of obstructions at all times. The fire hose cabinets, strobes, and fire extinguishers are permanent fixtures of the facility and cannot be moved.

EMERGENCY STAFF

The HOTEL Security Office is operational 24 hours a day and becomes the communications center and command post in the event of an emergency. The 24-hour security hotline number from any in-house telephone is 77550. If calling from an outside source the emergency number is (702) 797-8126.

EVENT MEDICAL SERVICES

Medical Services are required for conventions, shows, and special events. This EMT must be fully registered in the state of Nevada to dispense medicine, provide first aid care, and bring the required supplies needed for first aid service. When required, this service must be provided at CLIENT's expense by a HOTEL approved vendor during load-in, show hours, and load-out.

If CLIENT or CLIENT's parties shall at any time accept or use the services of a physician or surgeon, or accept or use an ambulance service or any service in connection with any injury or sickness occurring to any person or persons while within or about the Exhibit Hall, Arena, Conference Center, and all other meeting/function rooms during the term of this Agreement, even though such service or services are made available or are obtained through HOTEL, CLIENT will hold HOTEL harmless from all responsibility or liability therefore.

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EVENT SECURITY/USHERS

The majority of the HOTEL Exhibit Hall, Conference Center, and meeting/function rooms are air-walled and not fully secure. The CLIENT is solely responsible for security in all areas used. HOTEL bears no responsibility for CLIENTS equipment in the Exhibit Hall, Arena, Conference Center, and all other meeting/function rooms.

The HOTEL maintains 24-hour security over the interior/exterior of the facility and all life, safety, and equipment systems. Building security opens and secures the building. HOTEL requires copies of all incidents of injury, vandalism, theft, et cetera. These should be reported immediately to HOTEL Security so the appropriate investigations/reports may be initiated.

HOTEL Security is required for all load-in and load-out. Load-in and load-out for the Exhibit Hall/Arena upper loading dock requires a minimum of two (2) HOTEL Security Officers to be provided at CLIENT's cost. Load-in and load-out for the Conference Center through the third floor of the parking garage requires a minimum of one (1) HOTEL Security Officer to be provided at CLIENT's expense.



The South Point Hotel rates for security officers is currently \$50 per hour with a four-hour minimum. However, if we have to staff less than 72 hours prior to shift this rate increases to \$65 per hour. The HOTEL Catering Manager must receive security schedules, ten (10) days prior to the Load-in. Requests for changes in security (i.e. additions or post changes) must be received 48 hours prior to the requested change. The HOTEL Catering Manager must approve any exceptions to this policy. Outside armed guards are not permitted on HOTEL property.

In some circumstances, and at the sole discretion of the HOTEL Catering Manager, a HOTEL employed usher can be substituted for a security guard. The South Point rate for ushers is \$40 per hour with a four-hour minimum and the same due dates for the security guards apply. However, if we have to staff less than 72 hours prior to shift this rate increases to \$50 per hour.

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LOAD-IN/LOAD OUT LOCATIONS

SOUTH POINT ARENA DOCK AND EXHIBIT HALL PARKING AREA

The Arena loading dock and the second-floor parking garage roll-up doors (behind the Exhibit Halls) are opened on an "as needed" basis and must be staffed by HOTEL security guards thirty (30) minutes before the start of load-in, and thirty (30) minutes after move-out is completed. Please refer to "Event Security / Ushers / Banquet Porters" for further details.

Directions to the Arena Dock

- While traveling north on Interstate 15, you will exit at Silverado Ranch Boulevard (Exit 31). Turn right. OR, if you are traveling south on Interstate 15, you will exit at Silverado Ranch Boulevard (Exit 31) and turn left.
- Turn right on South Point Drive and make an immediate right on the north side of the building.
- Follow along the north side of the parking garage and pass the alley on the west side of the parking structure.
- As the drive begins to turn south, look for the ramp to the Arena dock on your left.
- Proceed up the ramp and the Arena dock will be on your right.

Directions to the Exhibit Hall Parking Area (8ft Height Clearance)

- While traveling north on Interstate 15, you will exit at Silverado Ranch Boulevard (Exit 31). Turn right. OR, if you are traveling south on Interstate 15, you will exit at Silverado Ranch Boulevard (Exit 31) and turn left.
- Turn right on South Point Drive and advance to the stop sign.
- Turn right into the parking garage and proceed to the second floor (first entrance on your right).
- Turn left and park on the southwest end of level two.
- Enter through the roll-up doors, cross the hallway, and enter the Exhibit Halls through the doors.

SOUTH POINT THIRD FLOOR ROLL-UP

Driving Directions to the Third Floor Roll-up Door (8ft Height Clearance)

- While traveling north on Interstate 15, you will exit at Silverado Ranch Boulevard (Exit 31). Turn right. OR, if you are traveling south on Interstate 15, you will exit at Silverado Ranch Boulevard (Exit 31) and turn left.
- Turn right on South Point Drive and proceed to the stop sign.
- Turn right into the parking garage and go to the third floor (second entrance on your right).
- Turn right and you will see the third floor roll-up door in the southeast corner just west of the entrance to the casino elevators.



THE SOUTH POINT HOTEL AERIAL MAP 1-15 FWY, SILVERADO RANCH BLVD AND LAS VEGAS BLVD



HOTEL MAIN LOADING DOCK



SOUTH POINT HOTEL MAIN LOADING DOCK

The receiving dock has three (3) bays and is generally very busy so be prepared to wait at the top of the receiving dock ramp for an open bay.

Driving Directions to the Main Loading Dock

- While traveling north on Interstate 15, you will exit at Silverado Ranch Boulevard (Exit 31). Turn right. OR, if you are traveling south on Interstate 15, you will exit at Silverado Ranch Boulevard (Exit 31) and turn left.
- Turn right on Las Vegas Boulevard and proceed to the stop light at Le Baron.
- Turn right on Le Baron and advance towards the back of the hotel. There will be a sign that says Loading Dock.
- Turn right onto South Point property. The driveway to the dock slopes down and will be on the right.