

GENERAL INFORMATION

CHECK-IN / CHECK-OUT

Check-in time is 3:00PM. If rooms are requested prior to check-in time, early arrivals will be accommodated, as rooms become available.

Check-out time is 11:00AM. Our Bell Staff can store luggage on a complimentary basis for those guests who have checked out but are not yet departing the hotel. For those guests not wanting to stop at the Front Desk on the way out, Express Check-out forms can be found in the guest rooms. Hotel is proud to offer video check-out through the television. This service may be accessed from 6:00AM - 1:00PM on the day of check-out.

ADDITIONAL ROOM RATE CONDITIONS

A charge of \$35.00 will be added for each guest over double occupancy with a maximum of four (4) guests per room.

BAGGAGE HANDLING - GROUP

Guests arriving in a single group or in “batch” arrivals will arrive at the South Tour Lobby. All arrivals through the South Tour Lobby are subject to a mandatory baggage handling charge. Currently \$6.00 round trip per person and subject to change, this charge covers the handling of baggage both in and out of the hotel.

In the event group requires baggage delivery in an auxiliary area aside from the designated Hotel bag drop area, there will be an additional cost of \$0.50 both in and out.

BAGGAGE HANDLING - INDIVIDUAL

Guests arriving individually are greeted at the front door by a bell person and will be given a claim check for their luggage. The guest will then call from their room to prompt delivery.

ROOM DELIVERIES

The Hotel Front Services Department will be happy to arrange for guest room deliveries, Monday through Saturday, between the hours of 10:00AM – 10:00PM. Items will be placed inside the room after the guest has checked in. All deliveries will be charged \$2.50 per room for the first two items and \$1.00 for each additional item per day, per room (subject to change).

The Hotel Front Services Department can also deliver newspapers and periodicals to guest rooms. These may be hung on the doorknob outside of the room if placed in plastic Hotel newspaper sleeves. The delivery charge for this is \$2.50 per item, per day, per room.

Items may not be left outside on the floor or slipped under the door of the guest rooms.

SALON AT BELLAGIO

Robert Aganza and Araceli Blandon are the featured stylists in this dynamic salon with 58 stations. Features include a barber room with straight razor shaves using steamed towels and Art of Shaving products, a waxing and facial room, a private Mani/Pedi Room for guests who like that extra special treatment and a Bridal/Bachelorette area for those wanting a pamper party.

SPA BELLAGIO

The overall design of this luxurious 60,000 square foot spa and salon is Zen-Euro, balancing natural elements of earth (granite and shellstone), water (water walls and Watsu), fire (candles) and wind (fans) with clean, sleek features.

The menu incorporates a fusion of treatments discovered around the world and perfected at the resort. Some of the more distinct services include: Thai Yoga Massage; Ashiatsu Massage, Watsu and the Athlete's Renewal Massage.

Spa Bellagio features a 6,000 square foot Fitness Center overlooking the pool and Mediterranean gardens. A separate check-in, a secure locker area for small items, and state of the art treadmills, bikes elliptical trainers and Pilates equipment are among the amenities. The Bamboo Studio, a 1,000 square foot exercise room complete with bamboo flooring is designed for classes ranging from Pilates and kickboxing to yoga and individual activities.

PHOTOGRAPHIC SERVICES

Hotel is fortunate to have its own in-house Photo Operations Department should you require any custom color printing, black and white custom prints or any film processing for prints or slides.

ENTERTAINMENT

Cirque du Soleil at Bellagio presents 'O.' An international cast of 81 synchronized swimmers, divers, acrobats, aerialists and characters dazzle audiences in a magnificent theatre. A spectacle that astonishes audiences with its fusion of circus arts, modern theatrical effects, live music, dance and water.

Ticket prices are currently \$128.85 for balcony seats, \$151.95 for loggia and upper orchestra sections, and \$179.45 for lower and upper orchestra sections 102, 103 and 104, inclusive of tax. There are two performances nightly, at 7:30PM and 10:00PM, except for showroom dark days of Mondays and Tuesdays. Performance days, dark days and ticket prices are subject to change. Group tickets can be confirmed 90 days prior to the show date. The service fee charge will be waived for group ticket requests of 12 tickets or more when the request is booked directly through Cirque du Soleil.

CAR RENTAL

Dollar Rent-A-Car has designed a special program for Hotel to meet your car rental needs. For your convenience, they are located in the Valet area, with operating hours from 7:30AM - 5:00PM, seven days a week. They can be reached by calling 702-693-8838. Key Drops are also available next to space number 21 located on the southwest corner of the 3rd Floor in the South Parking Garage.

CHECK CASHING

Check cashing for all Hotel guests is handled at our Casino Cage.

Personal checks may be cashed and are subject to an amount limitation based on verification via a third party service.

A company check made payable to Bellagio must have bank and hotel approval prior to arrival.

All company checks must be made payable to Bellagio. Company checks for cash or chip disbursement must be received by the Casino Cage 2-weeks prior to distribution. The Casino Cage will need the address and tax identification number of the company. The agent acting on behalf of the company must provide valid identification, address, and Social Security Number.

Cashiers checks are accepted only with prior approval. If cashiers check is for cash or chip disbursement the casino cage would need the same information as noted under company check.

Hotel will not accept the following:

- Two party checks
- Checks drawn on foreign banks
- Stale-dated or post-dated checks
- Temporary or starter checks

PRINTED MATERIALS

We request that your sales contact be placed on your mailing list to receive all materials concerning Hotel. This will allow us to share with our staff all printed materials in the possession of your prospective attendees.

Please be advised that any advertising utilizing the Hotel name, logo, or any request to use Hotel stationery, must be approved prior to distribution, in writing, by Hotel.

CATERED EVENTS

Hotel has an award winning culinary team that looks forward to making your meetings and functions outstanding! From hors d'oeuvres to entrees to chocolate showpieces, every possibility can be created to taste great and look incredible.

A Catering Manager will work with you to plan every facet of your functions and accompanying arrangements. Upon request, menus can be custom created with input from our chefs to make those very special celebrations even more memorable.

Should you require food and beverage arrangements in a hospitality suite, Hotel's In-Room Dining Manager can assist with those plans.

RESTAURANT RESERVATIONS

Individual restaurant reservations are strongly suggested for the specialty restaurants and can be made up to 60 days in advance by calling 702-693-7223. Please be advised that seating for groups is limited to specific times and dates and should be arranged with your Convention Service Manager. Preset menus may be required for large parties.

MEAL COUPONS

For groups of 50 persons or less, coupons for the Buffet at Bellagio and the Café Bellagio are available for purchase. Please contact your Convention Services Manager for more information.

MGM RESORTS EVENTS

MGM Resorts Events is a division of MGM Resorts International offering decorating and entertainment services. No meeting or food and beverage event is too large or too small for creative wall treatments, florals, linens, custom designed props and signage. A fully staffed workshop provides convenient one stop shopping for all special events. For additional information, please contact MGM Resorts Events at 702-792-7798.

AUDIO VISUAL

Hotel's Audio Visual Department has the most experienced management and technical staff in Las Vegas and a comprehensive inventory of state-of-the-art equipment at very competitive prices. Our technical staff is available 24 hours a day, seven days a week.

Hotel's AV Department is the exclusive provider of production power, rigging labor, truss and motors. Meeting group is required to use Hotel's AV Department for all Breakouts or utilize the Client Assurance Package. Please contact the Hotel's Audio Visual Department for package details. Any equipment or labor Meeting group proposes to utilize at Hotel must be approved in advance by Hotel's AV department.

BUSINESS SERVICE CENTER

The Hotel Business Service Center provides a variety of services at reasonable rates, including shipping, equipment rentals, secretarial services, typing, copying and fax services.

TELECOMMUNICATIONS

Hotel offers a wide variety of options for telecommunication needs. Single and multi-line telephones, fax lines, 56K modem lines, ISDN lines, and Polycom speakerphones are all provided through our Telecommunications Department. Ultra high speed Internet access is provided through the Audiovisual Department. Your Convention Services Manager can provide you with pricing and additional information.

BALLOONS

Under no circumstances may Mylar balloons be brought into the function space or onto the Hotel property.

SALE OF MERCHANDISE

Meeting Group may not utilize Hotel function space or property for the purpose of selling merchandise or services without the prior written approval of, and under the conditions established by Hotel, Meeting Group, its agents, contractors and employees. All permits and licenses required by law for such activity in Clark County are the sole responsibility of Meeting Group.

BROADCAST, TAPE OR RECORD

Meeting Group may not broadcast (either live or on a delayed basis), tape or record the function for any purpose or by any means without first receiving the prior written permission of Hotel.

ACCESS AND RIGHT TO ENTER

Representatives of Hotel may enter upon and have access to the Function Space at any time. Additionally, officers and authorized employees of governmental agencies may enter the Function Space at reasonable times, when necessary, in the performance of their official duties.

DAMAGE TO PROPERTY

Meeting Group shall be liable for any damage, normal wear and tear excluded, to the Function Space, or to any other real or personal property of Hotel, caused by the act or omission of Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers. Meeting Group will not, and shall not permit others to, drive nails, tacks, hooks, screws, or other items into any part of the Function Space or Hotel equipment or property. Meeting Group shall return the Function Space to Hotel in as good of condition and repair as the same shall have been found when licensed for Meeting Group's use.

CONVENTION SERVICES POLICIES AND PROCEDURES

The Convention Services Department will be in contact with Meeting Group following receipt of the signed agreement. The Convention Services Manager becomes the main contact for all details involving function arrangements, reservation and billing procedures, as well as providing recommendations for outside services if necessary.

Unless already provided, Hotel requires a tentative schedule of function room requirements to the Convention Services Manager at least 90 days in advance of the meeting. Any additional requests for function rooms will be on a space available basis. A firm and detailed schedule must be furnished to the Convention Services Manager no later than thirty (30) days before the program.

These Policies and Procedures are being executed to help ensure that all guests of Hotel receive uniform excellence in service. In the event that a subcontractor is required, you must provide the information to your Convention Services Manager in order for them to make arrangements to work within our facility. Please review them carefully.

AMERICANS WITH DISABILITIES ACT

Pursuant to the ADA Act of January 26, 1992, Meeting Group 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.

NEVADA CLEAN INDOOR AIR ACT / NO SMOKING LAW

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

Please contact your Convention Services Manager for more information.

EXHIBITS

Hotel will provide up to fifteen (15) table top displays (6 or 8 foot tables) including standard linen and table skirting, one chair and one waste basket at no charge during Meeting Group's program. A charge of \$150 per display will be charged for 16-25 displays. Table top displays in excess of these numbers must be furnished by an outside decorator/exhibit company. Hotel can provide phone lines, signage, AV equipment, etc. at a charge.

EXHIBITORS

Meeting Group agrees to provide Hotel with a copy of their contract with their exhibitors. Meeting Group further agrees to include a provision, which provides that their exhibitors agree to the terms and conditions contained in these Policies and Procedures.

The Hotel will not provide supplies for an exhibit booth. This includes ice, trays, easels, refrigeration storage, telephones, etc. These items must be ordered through the show decorator.

EXHIBIT EXCLUSIVE PROVIDER

Bellagio Exposition Services (BES) is the exclusive provider for the following exhibit services: Audio Visual, Truss & Rigging, Staging and Lighting, Electrical and Plumbing, Telecommunications, Broadband Internet Connections, Showroom and Booth Cleaning and Computer Rentals. Tradeshow Policies and Procedures outlining additional costs, including but not limited to, cleaning based on \$.12 per square foot for all convention space will be sent once the Agreement has been fully executed and a Convention Services Manager has been assigned. Any damages caused by Meeting group, Meeting Group's exhibitor and/or exposition company will be the responsibility of the Meeting Group.

A BES facility supervisor will be assigned to monitor the actual move-in and move-out of its facility. The facility supervisor will monitor such areas as the loading dock, service corridors and the actual function space for the event. The cost to the Meeting Group is \$50.00 per hour, 6:00AM - 12:00 midnight and \$75.00 per hour, 12:00 midnight - 6:00AM.

EXHIBIT/TRADE SHOW MOVE-IN/MOVE-OUT

Thirty (30) days prior to a show, the Convention Services Manager will contact your exposition company to review and confirm the move-in and move-out times and dates.

Move-in/move-out times are between 6:00AM and 12:00 midnight. The Convention Services Manager must approve any exception to this timeframe. Please note that move-in/move-out times for Hotel will be predicated upon other business in the hotel.

Prior to exhibit move-ins, a representative of the Meeting Group, your exposition company and the BES Supervisor will walk the area for an official inspection.

At this time, cleanliness and state of repair will be noted, and any cleaning or repairs needed will be scheduled. This is for all areas the Meeting Group will be utilizing, e.g. parking lot, driveways, loading dock, service hallways, foyers, and actual exhibit area, (including apron of permanent stage), etc.

It is your exposition company's responsibility to designate the ramp control person to control the exhibit traffic flow around the Hotel move-in area.

At the conclusion of each show move-out, a representative from the Meeting Group, your exposition company and the BES Supervisor will walk the areas of Hotel, both inside and out, for a final inspection.

Mutually agreed upon damages caused by the Meeting Group or their exposition company will be recorded and submitted to the Convention Services Manager, who will, in turn, coordinate the repairs with the Engineering Department. All labor and materials will be billed to the Meeting Group at cost and will be with the approval of the Meeting Group and Hotel. Full payment is required within thirty (30) days of billing date.

The Meeting Group's exposition company will be responsible for leaving all areas of the Hotel that the exposition company is responsible for, in the same condition, less normal wear and tear that they were in prior to move-in.

The Meeting Group's exposition company is required to cover the doorway entries with carpet and any other approved coverings deemed appropriate by the Convention Services Department.

In reference to forklift usage, the following procedures **must** be adhered to:

- A designated forklift must be assigned for both indoor movements and outdoor movements. A single forklift is not allowed to run both in and out of the hotel ballrooms.
- A designated drop point will be located just inside the freight door. The drop point is required to be covered with carpet and 1/4" to 1/2" plywood. The size of the drop point should be in proportion to the size of the show.
- The tires of the designated indoor forklift must have NOMAR tires; no duct tape, vinyl tape or other coverage will be acceptable.
- All forklifts must be equipped with a fire extinguisher.
- No gas/diesel forklifts will be operated in any convention areas. Electric and propane forklifts only.
- Two-way carpet tape is not permitted. Only a low adhesive tape is permitted on ballroom carpets.

Prior to the show opening, and after all booths are set, a representative of the Meeting Group, the Convention Services Manager, the Hotel Safety Manager, and the exhibition company representative or his/her representative will walk the floor with the Fire Marshal approved floor plan. The Meeting Group will correct any violation prior to the show opening.

Bi-level or double-deck exhibits must adhere to the following:

- Exhibit construction plans must bear the stamp of a structural engineer.
- All covered or enclosed areas in excess of 100 NSF must be equipped with smoke detectors and fire extinguishers.
- The Las Vegas Fire and Safety Coordinator may restrict the size of a covered area and/or may require fire watch.
- Booth construction must meet all applicable local building codes.
- Any equipment that is to be installed or hung in our convention space, needs to be cleared by Hotel in advance of installment. The ballroom ceilings are designed to the following specifications:
- Unistrut Track is designed to support 250 pounds under each of the thread points and 75 pounds between eight (8) foot centers.
- Rigid Pick Points rated at 2,000 pounds.

At no time during the show will the exposition company be allowed to store freight and/or equipment, either their own or that of the exhibiting company, in any public area, service area, or the back dock of Hotel. This includes the outside perimeter of Hotel as well as the parking lot. No commercial vehicles may be parked overnight in the convention load-in area.

With approval from the Convention Services Manager, the exposition company may store minimal equipment necessary to open the exhibit hall in a timely fashion, i.e., table skirts, wastebaskets, smoking stands, etc. All equipment must be stored in an orderly fashion, behind the Decorator Exhibitor Services Desk, in accordance with fire code and causing no damage to the walls, fixtures, or other areas of Hotel.

All freight, equipment, and trailers must be taken off property for the duration of the show.

A Hotel representative will be assigned to monitor the actual move-in and move-out. This person will monitor such areas as the loading dock, service corridors and the exposition ballroom.

A NO-SMOKING policy will be in effect during all setup and tear down times. It is the responsibility of the exposition company to enforce this policy with their personnel.

All production/destination companies are required to pre-arrange the drop off of a dumpster in order to properly dispose of any waste material. Hotel will not permit any material to be left on the hotel premises. The dumpster locations are outlined as such; for the small ballroom - in the truck loading corridor; and for the large ballroom in the parking area outside the loading door. A Convention Services Representative of Hotel will indicate the exact location.

Meeting Group's exposition company will provide an adequate number of trash receptacles throughout the exhibit area during set up.

Meeting Group's exposition company must contain their employee/labor forces to the loading dock and exhibit areas. Back-of-the-house rest rooms should also be utilized. These employees are not permitted to use public rest rooms or other public facilities or the Hotel staff dining room.

Hotel will set up a water station and smoking area, with ashtrays, on the back dock during setup and tear down times. Any food and beverage consumption outside this designated area is not permitted.

CABLES AND WIRES

In the event electrical power drops, television cables, telephone cords or other such cables and wires must be laid on the floor, or in public traffic areas, appropriate cable bridges and/or low adhesive tape must be installed.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Cords must not support connectors. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.

Cube tap adapters are prohibited. Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating. All temporary electrical wiring must be accessible and free from debris and storage materials.

BALLROOM STAGES

The facility is equipped with three (3) permanent stages to be used solely for entertainment purposes. It is not permissible to place any exhibits, offices, or storage on the stages. There is to be no food or beverage placed on the stages. All props, decorations, audiovisual, sound reinforcement, and lighting equipment must have Hotel approval. Labor charges vary with individual requirements. The Convention Stage Manager must coordinate and approve any use of the convention stages.

FIRE REGULATIONS

One month prior to the show, the Meeting Group's exposition company is required to submit floor plans of the proposed exhibit layout to the Clark County Fire Department, Fire Prevention Bureau for approval. A Fire Marshal approved copy must be forwarded to the Convention Services Manager no later than three weeks prior to the exhibit move-in.

All required fire exits may not be blocked or used for moving exhibit material in or out, or used as storage areas. All exits must be kept clean and unobstructed.

Aisles and exits as designated on approved show plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc. shall not be placed beyond booth areas into the aisles.

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, tarpaper, 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 AND PROVIDED TO THE DIRECTOR OF CONVENTION SERVICES PRIOR TO MOVE IN.

If substitutions of original materials must be made, such labor and materials as are required to bring the work up to code standard shall be provided by Meeting Group at no additional expense to Hotel. In the event Meeting Group is unable to comply with these requirements, said convention shall be cancelled by Hotel without liability to Hotel.

During set-up and move-out of trade shows, Hotel requires establishment and maintenance of designated "No Freight" aisles. These aisles **must** be clear at all times.

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.

All internal combustion engine driven vehicles or equipment displayed in the hall must have fuel filler caps locked or taped, batteries disconnected, and fuel tanks almost empty. A non-flammable drop cloth must be placed under the engine.

When pyrotechnic displays are used on property, a permit from the Clark County Fire Department is required. A copy of this permit should be given to the Convention Services Director at Hotel prior to any related function. A competent and certified operator must be present for the firing of any pyrotechnics. A copy of the operator's certificate must be on file prior to the show.

Compressed gas cylinders are prohibited unless approved by the Fire Marshal; if approved, cylinders must be secured in an upright position.

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.

Combustible materials must not be displayed at any time.

In addition to the exhibit floor plans noted above, Fire Marshal approved plans are also required for all meetings or catered events of 300 persons or more. Approval of the plans will be charged by the Clark County Fire Department as follows:

- Plans submitted twenty one (21) days or more before the event are subject to a \$350.00 per diagram fee
- Plans submitted within twenty to eight (20 - 8) days before the event are subject to a \$500.00 per diagram fee
- Plans submitted seven (7) days or less before the event are subject to a \$1000.00 per diagram expedite fee
- Clark County Fire Marshal – Vehicle Permit \$100.00 (Cost is in addition to established fire marshal diagram fees and covers all vehicles per program.)

Any Revisions to previously submitted plans are subject to an additional fee per diagram, per submittal, per above.

Event diagrams are final once approved by the Fire Department. No additional equipment, tables or decor may be added.

The Clark County Fire Department will allow deletion of equipment, tables and dcor from the final floor plan.

SIGNAGE AND DISPLAY ADVERTISING

Hotel retains exclusive rights to all display advertising within the function space and all other space on the Hotel property. Meeting Group 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 of Hotel. In the event Hotel grants its consent for Meeting Group 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 pre-arranged with the Convention Services Manager. It is the policy of Hotel that all signage approved must be professional and pre-approved flame retardant signs and banners, which must be 28" high x 22" wide and must be professionally printed. Any signage or banners approved by Hotel may only be hung or posted by the Hotel Audiovisual department. Signs or banners may not be taped, stapled, nailed or tacked to any hotel doors, walls, registration desks, etc. No flyers, advertising materials or free samples shall be produced, placed or distributed, without the prior written approval of, and under the conditions established by Hotel, Meeting Group, its agents, contractors and employees, may not affix signage to any wall located on the Hotel property.

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 sewn in pocket at the bottom of the sign to properly weight the sign. Paper banners are not permitted.

WALLS

Nothing is to be placed against or leaned against any wall in the ballrooms. All crates, exhibit panels, and pallets must at all times be kept a minimum of five (5) feet away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Meeting Group will be charged by Hotel for any damages incurred by their exhibitors or exposition company.

SHIPPING AND RECEIVING

There is limited storage space at Hotel and freight will not be accepted by Hotel in advance of a show. Shipments to Hotel more than three (3) days in advance of the arrival date will not be accepted. Shipments that require special handling (refrigeration, etc.) should be coordinated with the Convention Services Manager or the Business Service Center prior to shipping. Hotel shipping labels are available through your Convention Services Manager upon request.

The following will not be accepted by the Hotel Receiving Department:

1. Collect Shipments
2. Shipments that require a forklift to unload.
3. Shipments consigned to an exhibitor in a trade show booth. Hotel has the right to consign any shipments received for a trade show to the decorator handling said show. Show management will advise their exhibitors that additional handling charges may be incurred.

PACKAGES

There will be a handling charge for incoming and outgoing packages. Contact the Business Services Center at 702-693-7070 for more information.

For ease of handling, packages and boxes should not be larger than 24 square inches and should be less than 70 lbs. Any boxes larger or heavier must receive prior approval from your Convention Services Manager. There is a handling fee for each box sent to or from the hotel as follows:

\$ 6.00	(Letters) 0 - 1 lb.
\$10.00	2 - 15 lbs.
\$15.00	16 - 30 lbs.
\$20.00	31 - 50 lbs.
\$40.00	51 - 80 lbs.
\$60.00	81 - 100 lbs.
\$80.00	101 - 150 lbs.

*Over 150 lbs.: Round weight up to the nearest 100 and calculate at \$80 per 100 lbs.
 Example: 151 lbs. = 200 lbs. - handling charge is \$160.00

Incoming packages and boxes to the Hotel are to be addressed as follows:

Ms. Jane Doe (Hotel Guest or Meeting Planner, Reservation #)
 Bellagio
 3600 Las Vegas Blvd. South
 Las Vegas, NV 89109
 Function or Group Name

CATERING SALES POLICIES AND PROCEDURES

FOOD AND BEVERAGE

To ensure compliance with County Board of Health food handling regulations, food will be consumed on the hotel premises at the contracted time. Bellagio is the sole provider of all food and beverages served in the Convention Area. Food and beverage is not permitted to be brought into the Convention Area by a guest or any client's guests or attendees.

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

Receptions, except those preceding a dinner, require a \$68.00 per person minimum expenditure in food, excluding beverage, tax and service charge. Reception Stations are charged on the total number of guests guaranteed.

Should Meeting Group require food and beverage arrangements in a hospitality suite, Meeting Group may contact The Hotel Room Service Manager. Please note that the hotel does not permit any food and/or beverages to be brought into the Hotel for hospitality suites and/or catered functions.

TAX AND SERVICE CHARGE

All Food and Beverage prices are subject to a 21% service charge and 8.1% sales tax. Service charge is not taxed. Tax exempt organizations must furnish a Certificate of Exemption to the Catering Office at least two weeks prior to the event date.

GUARANTEES

Guaranteed numbers of attendees for all events must be received by the Catering Office three (3) business days prior to the event and four (4) business days prior to events held on Sundays and Holidays. You will be charged the guaranteed number or the number of people actually served, whichever is greater. We will not set more than 3% above your guaranteed number, not to exceed fifty (50) people. If no guarantee is received, the number of guests indicated on the Banquet Event Order will be the guaranteed attendance. If the guarantee numbers of attendees decreases by more than 15% from the original estimated number of attendance, Bellagio reserves the right to charge room rental or relocate your group to a smaller room.

EVENT DIAGRAMS

Event Diagrams must be submitted by Bellagio to the Clark County Fire Department for every event over three hundred (300) guests. Event Diagrams must be to scale and include all decor, audiovisual, tables, chairs and room set-up requirements. Clark County Fire Department makes final determination on all diagrams submitted and Bellagio will follow any and all requirements set forth by Clark County Fire Department as requirements of the approval process. Approval to submit Event Diagrams to the Clark County Fire Department will be charged by Bellagio and reflect on your Banquet Event Order as follows:

- Plans submitted twenty one (21) days before the event are subject to a \$350.00 per diagram fee
- Plans submitted within twenty one (21) days of the event are subject to a \$500.00 per diagram fee
- Any Revisions to previously submitted plans are subject to an additional \$500.00 per diagram fee, per submittal

Event diagrams are final once approved by the Fire Department. No additional equipment, tables or decor may be added.

The Clark County Fire Department will allow deletion of equipment, tables and décor from the final floor plan.

SERVICE CHARGES

- Chefs – A labor charge of \$200.00 per Chef will be added to the Banquet Event Order.
- Attendants – A labor charge of \$175.00 per Attendant will be added to the Banquet Event Order.
- Sushi Chef/Sommelier - A labor charge of \$400.00 per Sushi Chef or Sommelier will be added to the Banquet Event Order.
- Bartender – A labor charge of \$200.00 per Bartender will be added to the Banquet Event Order.
- Coffee Breaks with 35 persons or less will have a \$100.00 service charge added to the Banquet Event Order.
- Meal functions with 35 persons or less will have a \$300.00 service charge added to the Banquet Event Order.
- Cash Food and Beverage functions – Requires approval by Hotel Management in advance of function. Minimum costs do apply.
- Receptions, except those preceding a dinner, require a \$68.00 per person minimum expenditure in food, excluding beverage, tax and service charge.

OUTDOOR/POOLSIDE EVENTS

Many of the Hotel's outdoor locations are available for private parties. Each area has specific rental fees, time guidelines and Food & Beverage minimums. Additional information can be provided upon request.

- Lighting is required for all outdoor evening events. Lighting costs are based on the location used, type of event being planned and safety of your guests.
- Lifeguards are required for all poolside events at a charge of \$175 per lifeguard for a four hour period. The number of lifeguards will vary based on the size of the event.
- Hotel reserves the right to make the final decision to use indoor facilities in case of inclement weather on the day of the event.

SECURITY

For the safety of Bellagio and all guests; any vendor, client and/or guests requiring Back of House (BOH) access is required to sign in and obtain a security badge prior to being permitted in BOH. Violators of this policy may be denied BOH access. In the event of additional Security being requested by Client or Bellagio only Bellagio Security may be used.

MISCELLANEOUS

Merchandise for Sale

Any function with an admission charge or fee, or has merchandise for sale, must be approved and licensed with the Clark County License Board. A copy of the certificate must be presented to the Catering Office at least three (3) days prior to the event.

Trademark

Neither party is authorized to use any trademark, trade name, or service mark owned or registered by the other party, its parent, subsidiaries or affiliates. Neither party may, without prior written approval of the other party, copy, reproduce, distribute or use any trade name, trademark, copyrighted material, or service mark of the other party, its parent, subsidiaries, or affiliates.

Lost or Stolen Property

Hotel shall not be responsible for losses by Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, performers or any other party due to theft, damage to, or disappearance of equipment or other personal property, it being specifically acknowledged that such equipment and property is not under the care, custody, or control of Hotel.

Tuscany Kitchen

A room usage fee of \$1,200.00 will apply, to include kitchen space, staff chefs, house linens, china, flatware and stemware. All Tuscany Kitchen events require the usage of the room's custom audiovisual equipment. A minimum fee of \$1,000.00 will apply, to include usage of video, lighting and sound equipment as well as two (2) audiovisual technicians. Additional audiovisual may be required depending on the usage of one or more of the adjoining Donatello rooms.

A fifteen (15)-person minimum is required for all Tuscany Kitchen events. In addition, the following food minimums will apply and are exclusive of beverage, tax and gratuity:

- \$60 for breakfast or lunch,

- \$100 for receptions not preceding a dinner and
- \$175 for dinner