

FORMS

VENETIAN MEETINGS

————— LAS VEGAS —————

3355 LAS VEGAS BOULEVARD SOUTH LAS VEGAS, NEVADA 89109

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SECURITY EVENT ORDER FORM

THE VENETIAN® RESORT LAS VEGAS
3355 LAS VEGAS BOULEVARD SOUTH, LAS VEGAS, NEVADA 89109
877.226.8319 702.414.2305

Group Name: _____ Event Name: _____ Event Date: _____

Contact Name: _____ Address: _____

Phone: _____ Fax: _____ Billing: _____

Conference Manager: _____ Security Coordinator: _____

Start Time: _____ End Time: _____ Location: _____ Service: _____ # of Officers: _____

FEES FOR SECURITY:

Orders received more than five days prior to function - \$41.30 per hour per Security Officer.

Orders received less than five days prior to function - \$50 per hour per Security Officer. Per hour price is based on a four (4) hour minimum.

COMMENTS: _____

The organization agrees to indemnify, defend, and hold harmless Venetian Casino Resort, LLC, its parent, subsidiaries, affiliated companies, and their respective and future officers, directors, employees, agents, and assigns ("Resort") from and against any and all claims, damages, liability, losses, judgments, liens, costs, and expenses (including all reasonable attorney's fees) arising out of, or alleged to have arisen out of, the utilization by organization of any security officer or staff member hired by or furnished by the Resort.

The Customer's duty to indemnify, defend, and hold harmless, as provided above, will apply even if the loss arises out of or in connection with, or is alleged to have arisen out of or in connection with, any negligent act or omission of the Resort. Customer further agrees that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort. Customer further agrees to advise all participants that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort.

Client Signature: _____ Date: _____

VP of Security Approval: _____ Date: _____

Security Coordinator: _____ Date: _____

WATER-BASED HAZING FORM

PAGE 1

Client or Group Name: _____ *Event Date:* _____ *Contact Name:* _____
Contact Person: _____ *Phone:* _____ *Fax:* _____
Conference Manager: _____ *Location:* _____ *Billing:* _____

\$300 per hour with a four (4) hour minimum per hazing period.

Hazing is not available in Hall G or Level 1 meeting rooms.

This charge includes a dedicated Life Safety Technician to monitor and operate the detection and alarm devices associated with the hazing location. The Life Safety Technician will monitor and operate these devices from a remote location so as not to interrupt your event.

HAZING REQUIREMENTS & PROCEDURES:

"The Venetian® Resort" allows use of water-based hazers only. Oil-based hazers are not allowed at any time. If found using oil-based hazers, hazing will be immediately shut down, all scheduled hazing charges will be applied, and you will be charged for any resulting life safety systems repairs. _____ Initial

"The Venetian Resort" requires that a haze demonstration be scheduled at least 24 hours in advance of the first scheduled hazing event. At this time, "The Venetian Resort" will verify that the equipment and haze levels meet the requirements of "The Venetian Resort." There will be no charge for this demonstration.

The hazing fees will be listed as Fire Watch on your account, and you will be charged for actual hazing hours. A four (4) hour minimum for each hazing period/rehearsal is required.

Any hazing request received with less than 48 hours' notice will be automatically charged an additional fee of \$150 per hour. _____ Initial

WATER-BASED HAZING FORM

PAGE 2

HAZING DEMONSTRATION – DATE/TIME/LOCATION: _____

At least 24 hours in advance of the first scheduled hazing event, no charge.

HAZING SCHEDULE:*

Start Date and Time: _____ 1. _____ 2. _____ 3. _____

End Date and Time: _____ 1. _____ 2. _____ 3. _____

Start Date and Time: _____ 1. _____ 2. _____ 3. _____

End Date and Time: _____ 1. _____ 2. _____ 3. _____

Start Date and Time: _____ 1. _____ 2. _____ 3. _____

End Date and Time: _____ 1. _____ 2. _____ 3. _____

“The Venetian® Resort” is not in control of hazing equipment and will not guarantee that the Fire Alarm will not activate if levels differ from test levels. If the life safety system is activated due to hazing and The Venetian Resort incurs any financial liability due to disruption of other groups located in The Convention Center, resort will bill the Client for all such charges incurred.

The Client agrees to indemnify, defend, and hold harmless, Venetian Casino Resort, LLC, its parent, subsidiaries, affiliated companies and their respective and future offices, directors, employees, agents and assigns (“Resort”) from and against any and all claims, damages, liability, losses, judgments, liens, cost and expenses (including all reasonable attorney’s fees) arising out of, or alleged to have arisen out of, the utilization by Client of any security officer or staff member hired by or furnished by the Resort. The Client’s duty to indemnify, defend, and hold harmless, as provided above, will apply even if the loss arises out of or in connection with, or is alleged to have arisen out of or in connection with, any negligent act or omission of the Resort.

The Client further agrees that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort. The Client further agrees to advise all participants that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damage to any personal property brought onto the premises of the Resort.

*Any extensions or changes to the above schedule must be submitted in writing to your Conference Manager.

Client Signature: _____ *Date:* _____

Facilities Approval: _____ *Date:* _____

REQUEST TO DISTRIBUTE SAMPLES FORM

PAGE 1

To receive authorization for distributing food or beverages not purchased through The Venetian® Convention and Expo Center (the exclusive provider of these services), please complete this form no later than 7 days prior to show opening. The selling of food/beverage products by any other entity is prohibited and must be removed from the show floor. Sponsoring organizations of expositions and trade shows and their exhibitors may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

GENERAL INFORMATION FOR FOOD INDUSTRY SHOWS

1. Items dispensed are limited to food and beverage products that are **manufactured, processed, or distributed** by exhibiting companies. Items that are not manufactured, processed, or distributed by the company may not be provided as samples unless they are purchased through The Venetian Convention and Expo Center.
2. Food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) must be purchased from The Venetian Convention and Expo Center.
3. If you do **manufacture, process, or distribute** the items, they are to be a SAMPLE SIZE and must be dispensed/distributed in accordance with local and state health codes:
 - Non-alcoholic Beverages can be a **maximum of 2 oz.** sample size and must be served in plastic cups. No cans or bottles will be permitted.
 - Food items are limited to "bite-size," **not to exceed 1 oz.** portions.
 - Vendors must submit proof of having \$2,000,000 liability insurance and name The Venetian Resort Las Vegas and The Venetian Expo as additional insured.
 - The distribution of alcohol sampling is not allowed.
4. All alcoholic beverages must be purchased from The Venetian Convention and Expo Center and dispensed by The Venetian Convention and Expo Center bartenders (prevailing rates will apply).
5. The Venetian Convention and Expo Center will act as the coordinator for the Health Department event permit. If the sampling of food and/or beverage will occur within your booth, it must be included in the permit, and a handwashing station will be required by Southern Nevada Health District (SNHD). A first-day delivery and setup fee will be incurred as noted below (based upon your booth needs), with a \$26.50 charge for each day thereafter. Rates apply to orders received no later than 7 days prior to show opening. Orders received after this time but prior to show opening will incur an additional \$100 late fee. Orders placed on show days will incur an additional \$150 late fee.
 - \$350 - electric hand sink, permit, and water disposal/replenishment. A 20 amp circuit must be ordered separately.
 - \$215 - gravity-fed hand washing station, permit, and water disposal/replenishment.
6. Please visit southernnevadahealthdistrict.org/food-regulations/chapter15.php for additional information on SNHD sampling guidelines. Visit southernnevadahealthdistrict.org/download/eh/temp-permit-checklist.pdf to view a Temporary Food Establishment Quick Reference Checklist.
7. The Venetian Convention and Expo Center is not responsible for any Food and/or Beverage products brought in from the outside. These products must be coordinated/ approved by a Catering Manager prior to show dates.
8. Vendors are responsible for booth rental fees and related services, including electrical, plumbing, drainage, and booth cleaning/trash removal. For exhibitors distributing samples, Porter Service is highly recommended; ordering this cleaning service will remove all debris and food sampling waste from your booth area. Please contact the Exhibit & Business Service Center for details.
9. If product storage, delivery, or kitchen use is needed, the following charges may be assessed. For kitchen use, completion of a release form will be required. Space is limited and available on a first-come, first-served basis and must be arranged no later than 21 days prior to show opening. Any orders received after this cutoff date will need to be approved based upon available space; additional fees may apply.
 - \$200 per day/per pallet for refrigerated, freezer, and dry storage.
 - \$50 one-time handling fee for 1-4 skids/\$250 handling fee for 5 or more skids.
 - \$50 delivery charge each time product is delivered to the exhibit booth/room.
 - \$150 per hour for shared kitchen space in The Venetian Expo (4-hour minimum). Subject to availability and management approvals.
 - Kitchen labor is available for \$45 per hour (4-hour minimum).
 - Additional charges will apply for equipment rental and is subject to availability.

REQUEST TO DISTRIBUTE SAMPLES FORM

PAGE 2

Event Name: _____ Sampling Dates: _____ Booth #: _____ Hall Location: _____

Exhibiting Company: _____ Address: _____ City/State: _____ Zip: _____

Ordered by: _____ Telephone: _____ Fax: _____ Email: _____

ITEM(S) DESCRIPTION (QUANTITY, PORTION SIZE, METHOD OF AND REASON FOR DISPENSING): _____

KITCHEN USE REQUEST (DESCRIBE WHAT IS NEEDED): _____

HEALTH DEPARTMENT AND HANDWASHING STATION OPTION TO BE USED IN EXHIBIT AREA:

- \$350 - Electric hand sink, plus an additional \$26.50 charge for each day thereafter. Facility coordinates permit and water disposal/replenishment. A 20 amp circuit must be ordered separately.
- \$215 - Gravity-fed hand washing station, plus an additional \$26.50 charge for each day thereafter. Facility coordinates permit and water disposal/replenishment.

The company requesting sampling approval acknowledges it has sole responsibility for the use, servicing, or other disposition of such items (including alcoholic beverages) in compliance with all applicable laws. Accordingly, the company agrees to indemnify and forever hold harmless The Venetian® Resort Las Vegas and The Venetian Expo from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from their use, serving, or other disposition of such items (including alcoholic beverages).

Signature/Approved by: _____ Date: _____

CATERING GUIDELINES

GENERAL GUIDELINES

The Venetian® Convention and Expo Center Catering Department holds the exclusive rights to all Food & Beverage services. No food or beverage, logoed bottled water, samples, etc., are allowed to be brought into The Venetian Convention and Expo Center. Any exceptions must be approved in writing, and a corkage fee will apply.

- Decreases must be received 72 hours in advance of service, and no credits will be issued on services installed as ordered but not used.
- To avoid a cancellation fee, cancellations must be received at least 21 days prior to the show opening date. Cancellations received less than 21 days, but greater than 10 business days prior to the show opening date will result in 50% of the total order being refunded. Cancellations received less than 10 business days but greater than 3 business days prior to the show opening date will result in 25% of the total order being refunded. Cancellations received 3 or fewer business days prior to the show opening date will not be refunded. Please review your BEO/Banquet Check prior to departing The Venetian Convention and Expo Center. For credit consideration, all service concerns must be made known during the show.
- A \$50 labor and preparation charge will be applied to orders that do not meet minimum requirements. A \$100 charge will be applied for buffets that do not meet the 25 person minimum.
- A 10% discount will be applied to food and non-alcoholic beverage items on orders that are received – with full payment – By 5:00 PM PST, at least 21 calendar days prior to the show opening date. Orders placed 20–4 calendar days prior to the show opening date will be processed at the advertised menu rate. All orders received within 72 hours of the show opening will incur a 10% price increase.
- If electricity is required for a booth, SES is the exclusive provider of all electrical needs. Please call 702.733.5676 for assistance.
- Exhibitor must provide table or counter space for all F&B orders. Tables are available for rent; please call 702-733-5676 or email catering@venetianlasvegas.com for assistance.
- The cost for an Attendant is \$206 for the first 4 hours (at a minimum of 4 hours) and \$51 per hour thereafter. The cost for a Bartender is \$206 for the first 4 hours (at a minimum of 4 hours) and \$75 per hour thereafter.
- Please call 702.733.5676 or email us at catering@venetianlasvegas.com for additional menus and service inquiries.
- For assistance during the show, please contact the Catering Department at 702.733.5676 or 702.733.53666 or visit the SES/Concierge Desk.

ANIMAL SPECIAL PERMIT

_____ (Exhibitor) agrees to defend, indemnify, and hold "The Venetian Resort" its parent, subsidiary, and affiliated companies and their respective officers, directors, employees, and agents and assigns free, clear, and harmless from any and all claims, demands, losses, liability, judgments, liens, costs, and expenses (including reasonable attorney fees) arising out of or in connection with the agreement from "The Venetian Resort" to allow (Organization) to bring and/or display an animal on "The Venetian Resort" property. Please note "The Venetian Resort" reserves the right to require additional coverage as it sees fit. Additional coverage needs will be dictated by the Legal and Risk Management departments of the Resort at their sole discretion.

WAIVER

"The Venetian Resort" does not assume any liability for loss of or damage to the animal(s) or any other personal property of _____ (Exhibitor) while on the property or in possession of "The Venetian Resort."

"The Venetian Resort" shall not be liable for, and _____ (Exhibitor) agrees to waive any and all claims for damage, including but not limited to consequential damages to the animal(s) and any of its personal property while on the property of or in the care, custody, or control of "The Venetian Resort."

Agreed to by: *Authorizing Signature:* _____ *Date:* _____
Name Printed: _____ *Title:* _____
Organization: _____

GROUP BUSINESS CREDIT CARD AUTHORIZATION FORM

You are requesting The Venetian® Resort and/or The Venetian Expo to charge your credit card for services required for the event or convention charges listed below. Please ensure this form is filled out completely and signed by the authorized cardholder.

THE VENETIAN RESORT AND/OR THE VENETIAN EXPO CONTACT INFORMATION

(For Internal Completion)

Name and Title: _____

Phone: _____

Fax: _____

Email: _____

Group Event ID: _____

EVENT/CONVENTION INFORMATION

Group Name: _____

Event Name: _____

Arrival Date: _____

Departure Date: _____

Group Contact Name: _____

Group Contact Phone: _____

Group Contact Email: _____

CREDIT CARD INFORMATION

Amount to be charged: \$ _____

If authorizing this credit card to be used for all event or convention-related charges, please initial here: _____

CREDIT CARD INFORMATION CONT.

I authorize any and all charges not covered by my advance deposit and, or other deposits to be charged to this credit card. The Venetian Resort and/or The Venetian Expo terms are 100% prepay. If the above amount is not 100% prepayment, The Venetian Resort and/or The Venetian Expo is authorized to charge the remaining amount. No additional signature will be required.

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date (Month/Year): _____

To safeguard information, our team will contact you by phone to obtain additional information needed to process your payment.

CARDHOLDER INFORMATION AS IT APPEARS ON YOUR ACCOUNT

Last Name: _____ First Name: _____ MI: _____

Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

I authorize The Venetian Resort and/or The Venetian Expo to charge this credit card as indicated above.

Cardholder Signature: _____ Date: _____

To prevent unauthorized access or disclosure, we have implemented procedures to safeguard and secure the information we receive. However, we are not able to verify the security of such information during electronic transmission to us. Therefore, this form is required to be faxed to your contact listed above at The Venetian Resort and/or The Venetian Expo.

MEETING ROOM KEY REQUEST FORM

PAGE 1

Group Name: _____

EBMS ID: _____

Contact Name: _____

Catering & Conference Manager: _____

Contact Cell Number: _____

SES Manager: _____

Contact Email Address: _____

To ensure your keys are ready on time, please submit this request at least (5) business days prior to the start date.
Requests submitted with less notice may incur a labor fee of \$5 per key.

<i>Ballroom Name & Number(s)</i>	<i>Entry Door(s) Number(s)</i>	<i>Start Date & Time</i>	<i>End Date & Time</i>	<i># of Keys Requested</i>	<i>May V S Team Enter?*</i>	<i>Onsite Requests</i>	<i># of Keys Returned</i>

**If no, there will still be the exception of Security & Facilities, only in the case of an emergency.*

Lost/damaged non-returned key(s) upon departure will be charged a fee of \$175 per key.

If a master key for multiple ballrooms is lost and needs to be canceled, a \$200 labor fee is applicable per meeting space floor, with a maximum fee of \$1,500. By signing this form, the client acknowledges that all key-related charges, including but not limited to potential lost/damaged/non-returned key(s), will be applied to their group's master account.

PLEASE BE AWARE: As spaces may have various unsecurable access points (e.g., adjoining air wall doors, etc.), items should not be left in any meeting space without contracted security.

Client Name: _____

Client Signature and Date: _____

MEETING ROOM KEY REQUEST FORM

PAGE 2

I, _____, hereby acknowledge receipt of all requested keys for my program (# of keys issued: ____). As part of this acknowledgment, I fully understand all terms and conditions for my key request. All keys must be returned to a Catering & Conference Manager or a Meeting Coordinator prior to departure in order to avoid lost/damaged/non-returned key charges.

I also understand that if additional keys are requested during the program dates, this request will be accommodated, and all above policies and fees will apply.

The following individuals have authority to order keys during program dates: _____

Client Signature & Date: _____

FOR COORDINATOR INTERNAL USE ONLY:

Form Received, Date, and by Whom: _____

Master Account for Billing: _____

Keys Made: _____

Keys Issued: _____

Additional Keys Made: _____

Keys Not Returned: _____

Keys Returned: _____

Damaged/Non-returned BEO Created and Issued Date: _____

CARPET OVER CARPET: SHOW CLEANING/SECURITY ORDER SHEET

THE VENETIAN RESORT LAS VEGAS
3355 LAS VEGAS BOULEVARD SOUTH, LAS VEGAS, NEVADA 89109
877.226.8319 702.414.2305

Group Name: _____ *Event Name:* _____ *Event Date:* _____
Contact Name: _____ *Address:* _____
Phone: _____ *Fax:* _____ *Billing:* _____
Conference Manager: _____ *Location:* _____ *# of Officers:* _____
Total Sq. Ft. of Visqueen to be Placed: _____ *Start Date and Time:* _____ *Cut/Removal Date and Time:* _____

FEES:

Orders received more than five days prior to function - \$41.30 per hour per Security Officer (four (4) hour min.) and \$0.16 per square foot for Visqueen Cut/Removal.
Orders received less than five days prior to function - \$50 per hour per Security Officer (four (4) hour min.) and \$0.20 per square foot of Visqueen Cut/Removal.

NONCOMPLIANCE:

The cutting and removal of Visqueen in carpeted areas may only be done by The Venetian® Expo Show Cleaning & Meeting Services department. Failure to adhere to this policy will result in an automatic charge of \$1,000.

DAMAGE:

Pre- and post-move-in inspections of carpet over carpet areas are required. If damage is identified during or after a program, a repair bill will be to the requestor.

COMMENTS:

The organization agrees to indemnify, defend, and hold harmless Venetian Casino Resort, LLC, its parent, subsidiaries, affiliated companies, and their respective and future officers, directors, employees, agents, and assigns ("Resort") from and against any and all claims, damages, liability, losses, judgments, liens, costs, and expenses (including all reasonable attorney's fees) arising out of, or alleged to have arisen out of, the utilization by organization of any security officer or staff member hired by or furnished by the Resort.

The Customer's duty to indemnify, defend, and hold harmless, as provided above, will apply even if the loss arises out of or in connection with, or is alleged to have arisen out of or in connection with, any negligent act or omission of the Resort. Customer further agrees that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort. Customer further agrees to advise all participants that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort.

Client Signature: _____ *Date:* _____

Security Approval: _____ *Date:* _____

Event Service Manager Approval: _____ *Date:* _____