

FORMS

THE VENETIAN® RESORT
————— LAS VEGAS —————

Sands EXPO
Las Vegas

3355 LAS VEGAS BOULEVARD SOUTH LAS VEGAS, NEVADA 89109

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SECURITY EVENT 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: _____ 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 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, judgements, 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: _____

THE VENETIAN RESORT WATER-BASED HAZING

EVENT ORDER SHEET

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 Venetian Resort's" requirements. 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

THE VENETIAN RESORT WATER-BASED HAZING

EVENT ORDER SHEET

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 Resort incurs any financial liability due to disruption of other groups located in the congress center, resort will bill 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, judgements, 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:* _____

EXHIBITOR FOOD & BEVERAGE SAMPLE REQUEST FORM

Booth Number: _____ Company Name: _____ Address: _____

Contact Person: _____ Phone: _____ Fax: _____

Description of Sample Product: _____

Portion Size: _____ Method of Dispensing Product: _____

Additional fees may be incurred based on type of sample and service needed. Please forward all requests via fax to 702.414.2305.

INTERNAL USE

Approved: [] yes [] no

DISPENSING OF F&B PRODUCT SAMPLES:

1. Items dispensed are limited to products manufactured, processed, or distributed by the exhibiting company.
2. Exceptions are cappuccino machines, espresso, coffee, and soft drink dispensers, or logo bottled water. Quantities are limited to "sample" sizes - discuss with your Catering Conference Manager.
3. Food and beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, ice cream) must be purchased from "The Venetian Resort".
4. All alcoholic beverages must be purchased from "The Venetian Resort" and dispensed by "The Venetian Resort" bartenders (prevailing rates will apply).
5. Sample sizes are limited to (1) ounce for food items and two (2) ounces for non-alcoholic beverage items.
6. Product liability insurance is required when sample food is distributed at "The Venetian Resort". "The Venetian Resort" will institute a charge for any rental equipment, storage of items, or cleaning of equipment associated with the distribution of samples.
7. When preparing food for distribution in the booth, the exhibitor must have an Itinerant Health Permit (contact Southern Nevada Health District at 702.759.1258 or by email at environmentalhealth@snhdmail.org).

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 Venetian Resort-Hotel-Casino's agreement 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 Resort's Legal and Risk Management departments 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 Sands 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 card holder.

THE VENETIAN RESORT AND/OR SANDS EXPO CONTACT INFORMATION

(For Internal Completion)

Name and Title: _____

Phone: _____

Facsimile: _____

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 Sands Expo terms are 100% prepay. If the above amount is not 100% prepayment, The Venetian Resort and/or Sands 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: _____ Facsimile: _____

Email: _____

I authorize The Venetian Resort and/or Sands Expo and Convention Center 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 Sands Expo.

MEETING ROOM KEY REQUEST FORM

Group Name: _____

EBMS ID: _____

Contact Name: _____

Catering & Conference Manager: _____

Contact Cell Number: _____

SES Manager: _____

Contact E-mail 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 keys upon departure will be charged a fee of \$175 per key.

If a master key for multiple ballrooms is lost and needs to be cancelled, 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

I, _____, hereby acknowledge receipt of all requested keys for my program (# of keys issued: ____). As part of this acknowledgement, 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 (1 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 (1 hour min.) and \$0.20 per square foot for Visqueen Cut/Removal.

NONCOMPLIANCE:

The cutting and removal of visqueen in carpeted areas may only be done by the Sands 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 issued to the requestor.

COMMENTS:

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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: _____