

### **SECURITY**

For all events conducted by Group at the Hotel where the Group and Hotel have agreed that the Group may provide security in any capacity, the Group acknowledges and agrees that it shall use only security personnel that are licensed as private security in the State of Nevada. Without limiting the generality of the foregoing, the Group shall not hire off duty police officers from outside the State of Nevada to provide security for any event held at the Hotel unless such out of state off duty police officers are also licensed as private security in the State of Nevada. The Group may provide security by contracting directly with a third party security provider that is licensed as private security in the State of Nevada, or hiring off duty police officers licensed by the State of Nevada as private security. Alternatively, if Group and Hotel agree, Hotel may contract directly with security personnel licensed in the State of Nevada on behalf of the Group, provided that the Group shall be solely responsible for all costs and expenses associated with the hiring of such security personnel.

### **PACKAGE HANDLING:**

All packages and/or freight received at the ***Palace Station Hotel & Casino*** will be assessed the following receiving/handling charges:

Letter size and boxes up to 2 lbs.	\$2.00 each
3 lbs. to 10 lbs.	\$5.00 each
11 lbs. to 20 lbs.	\$10.00 each
21 lbs. to 30 lbs.	\$15.00 each
31 lbs. to 45 lbs.	\$20.00 each
46 lbs. and up	\$25.00 each
Pallets	\$100.00 for each 100 lbs. increment

Individuals are responsible for own Package Handling fees unless other arrangements are made prior to arrival.

All small packages will be held by our Bell Desk. The group contact can go to the Bell Desk upon check in, show proper I.D. Any packages over 100 lbs. will be delivered to Palace Station Hotel & Casino Warehouse. Arrangements for delivery from the Warehouse can be made through the Catering Office and is only delivered to the hotel on weekdays.

### **PRINTED MATERIALS**

The Hotel requests that your sales contact at the Hotel be placed on the Group's mailing list so that he or she will receive all materials concerning the Hotel and the Group's meeting. In this way, we can share with the Hotel staff all printed materials in the possession of your prospective attendees.

Please also be advised that the Director of Marketing must approve any advertising utilizing the Hotel's, name, logo, and/or any request to use the Hotel's stationary.

### **DISPLAYS, SIGNS, BANNERS, & DECORATIONS**

Displays, signs, banners, and decorations may be used in accordance to the Hotel's specifications within the assigned function space. Affixing any materials to the walls, floors, ceilings, or furnishings must be approved by the Hotel. Any banners that need to be displayed will be hung by the Hotel's staff unless otherwise approved by the Hotel. Any signage provided by the Group must be of professional quality. White boards, flipcharts, and corkboards displayed in public areas must be approved by the Hotel. Solicitation is not permitted in the public areas.

## **EXHIBITOR CLAUSE**

The Group is responsible for submitting to Hotel by **Friday, February 02, 2018** a summary of its requirements for the exhibit area, which shall include the number of exhibits, the floor load and square footage requirements for each booth and total square footage for the exhibit hall. **Group agrees to contract with an exhibit (drayage) company to handle all of Group's exhibitors needs**, including, but not limited to, pipe and drape, tables in the exhibit hall, handling, shipping, delivering and receiving of all of the exhibitors freight and show floor electrical requirements.

An operator is required during the use of the freight elevator; an operator supervisor provided by the in-house audio visual company is mandatory for load-in and load-out.

Exhibit rental includes:

1. set-up and dismantle days
2. general lighting
3. standard heating and/or air conditioning.

Exhibit rental does not include:

1. drayage
2. decoration
3. labor
4. guard/security service
5. cleaning or janitorial services
6. electrical
7. gas
8. water

**FLOOR PLANS:** Floor plans must be approved by the Fire Prevention Bureau. **Copies must be sent to the Hotel before Friday, February 02, 2018** to insure final printing, and shall be submitted prior to the sale of exhibit booths to prospective exhibitors.

**LIABILITY:** Group is responsible for submitting an executed release of liability from each exhibitor or its third party representative in charge of providing installation and dismantling services prior to set-up. If Group fails to deliver the release, exhibitors will be prohibited from utilizing exhibition premises. The release must include the following language:

"Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hotel, its owners or managers, which result from any act or omission of exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof."

Tabletop displays will be charged \$25.00 per table, which includes 1 eight-foot draped table and 2 chairs.