



Convention Center Rules & Regulations

AMERICAN DISABILITIES ACT (ADA)

The Mandalay Bay Convention Center was designed and constructed to meet ADA standards. Its physical plant, including parking, access in/out of the building, restrooms, elevator service and ramps are in accordance with ADA regulations. We will work with you to meet the ADA requirements specific to your function. Segway scooters (at walking speed only) are permitted in public areas of the hotel only when the operator represents that the equipment is a mobility assistance device for a disability condition. Other operators without reported disability should be advised that the equipment is not accepted for use in Mandalay Bay public areas, including, but not limited to the tradeshow halls at the Mandalay Bay Convention Center. Use of a Segway may be excluded in areas that are relatively high foot traffic venues. This includes the Casino, theaters, Event Center, restaurants and the Convention Center. In such cases of exclusion, a guest will be offered the use of a balanced wheeled mobility device such as a wheelchair or motorized scooter.

BUSINESS CENTER

Mandalay Bay features a full service FedEx Office Business Center located on Level 1 of the South Convention Center, as well as at Mandalay Bay front desk. All locations are open from 7:00 am – 6:00 pm daily. All packages/boxes shipped to the hotel will be received at the FedEx Office Business Center.

All packages should be addressed as follows:

Mandalay Bay Resort & Casino **(Event Name) (Arrival Date)**
Hold for Guest **(Guest Name) (Guest Cell Number)**
(Guest Company Name)
3970 Las Vegas Boulevard South
Las Vegas, NV 89119
(Meeting Room)

Shipments to and from a trade show floor:

Shipments 150lbs or less: All shipments from the trade show floor that are 150lbs or less must be shipped and received via the FedEx Office Business Center.

Shipments over 150lbs: Shipments that are over 150lbs must be shipped to the General Service Contractor handling freight for the show. If trade show shipments over 150lbs are shipped to the hotel, FedEx cannot deliver them to the show floor. Therefore, the exhibitor will be charged handling fees from FedEx and delivery fees from the General Service Contractor.

Mandalay Bay reserves the right to refuse to accept any package in its commercially reasonable discretion. In addition, we are not responsible for packages that are lost, stolen, damaged, or not delivered on time once they have been given to the designated carrier. See document link for more information on pricing/services.

Drones

There are very limited scenarios where drones will be allowed on property. This policy may be considered, however, prior review and approval (in writing) must be obtained from Mandalay Bay Risk Management Director and Convention Senior Leadership team. Any such requests must be made at least 60 days prior to any event to allow for sufficient review time. This policy also applies to any un-manned vehicles.

Elevators**West Freight Elevators:**

Location & Access: West side of South Convention Center –

Level 1 or Level 2 Loading Docks Size: (2) 10' W x 19'.6" D x 12' H

Capacity:

25,000

pounds each

Available to:

Level 1, 2 3

North Freight Elevators

Location & Access: North side of South & North Convention Center

(internal access only) Size: (2) 10' W x 19'.6" D x 12' H

Capacity:

25,000

pounds each

Available to:

All 4 levels

Passenger & Handicap

Elevator: Access to: All

Convention Center

Levels Size: 6'8 W x 5'6

D x 12' H

Capacity: 3500 pounds

Available to: Handicap and non-handicap-NO FREIGHT

Bayside E Elevators: Access to: All

Location & Access: East Parking Garage,

Bayside E pre-function space Size: 6'8 W x

5'6 D x 12' H

Capacity: 3500 pounds

Available to: Handicap and non-handicap – NO FREIGHT

Emergency Equipment

Mandalay Bay Resort is equipped with alarm and sprinkler systems. Fire extinguishers and other emergency equipment are strategically located in all areas of the building. The Mandalay Bay Convention Center 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/Evacuation Procedures

Mandalay Bay Resort is equipped with sophisticated electronic fire detection and alarm systems which are designed to notify our Fire Command Center the location of any incident that triggers a detector or activates the sprinkler system. Once an alarm has been initiated, members of Mandalay Bay's trained Security & Engineering staff immediately respond to the location of the alarm, determine the source, assess the situation and report back to the Fire Command Center with their evaluation. Evacuation is not automatic and is only ordered when warranted.

In the unlikely event of fire, our facilities are equipped with state-of-the-art fire suppression systems to control and extinguish fires of major consequence. In addition, portable fire extinguishers have been strategically placed throughout the property to allow for extinguishing fires in their incipient stage, before they endanger our patrons and employees. Please see document library link for procedures and map.

Emergency Staff

Mandalay Bay Security Dispatch is operational 24 hours a day and becomes the communications center and command post in the event of an emergency. Your CSM is responsible for keeping Show Management and service contractors informed of decisions relating to emergency events in progress. The 24-hour security hotline number from any in-house telephone is 77911. If calling from an outside line the emergency number is (702) 632-7911. Please call only this number during an emergency and our staff will alert the necessary emergency personnel.

Escalators

Our escalators are located between the main and upper lobbies servicing passenger movement between all levels. The transportation of dollies, luggage, boxes or freight on escalators is not allowed.

External Boundaries**Access Road surrounding East Conference Lot**

Vehicle loading and unloading is not allowed on this access road and it must remain clear of vehicles and equipment at all times. Vehicles will be towed from this area at the owner's expense.

First Aid

Mandalay Bay Convention Center does not have an EMT on premise. We may require that you contract, at your expense, an EMT who is 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 by an approved vendor during the event move-in, show hours and move-out and you must provide your CSM with your First Aid plan for approval no later than 30 days prior to your first move-in day.

Floor Load Limits

The floor load limits in Bayside ABCD are 350 pounds per square foot, live load. The floor load limit in Bayside EF is 250 pounds per square foot, live load. All ballroom and meeting room floor load limits are 150 pounds per square foot, live load. Any exhibit exceeding this limit will require special handling to distribute the load. Show Management is responsible for notifying the facility of any potential weight concerns.

Fork Lifts and Carts

The Mandalay Bay strictly enforces the following policies:

- Carts must have their tires wrapped with vinyl tape before accessing any carpeted surfaces.
- All forklift operators must be certified through the General Service Contractor.
- Forklifts are not allowed in any tiled areas or public spaces.
- Forklifts must be propane powered only. No gas-powered forklifts will be allowed inside the property.
- Forklifts will not be allowed on any carpeted area unless visqueen or carpeting is laid forty (40) feet out from all freight entrances. The tires of the forklift must be white, wrapped with vinyl tape or have tire covers.
- Plywood must be used when lifts are in a turning position on carpet.
- No fork lifts or electronic carts are allowed in the convention center parking lot unless used strictly for the privately owned vehicle (POV) area.

Halogen Lighting

This policy covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed.

Approved Halogen Bulbs	Disapproved Halogen Bulbs
MR 11/16 Covered-low voltage	MR 11/16 Uncovered
MR 16 Covered-line voltage	Line Voltage Uncovered
PAR 14,16,20,30 and 48	Low Voltage-Bi-Pin Uncovered

Lost or Stolen Property

Mandalay Bay is not 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 is specifically acknowledged that such equipment and property is not under care, custody or control of the Hotel.

Parking

Our main self-parking structure is located on the west side of the building and can be accessed via Hacienda or Frank Sinatra Way. Our Convention Center parking garage is located on the south end of the building and can be accessed via Las Vegas Boulevard or Russell Road.

We offer valet service in two areas:

- Delano valet located at the main entrance to Delano
- Mandalay Bay valet located at the main entrance to Mandalay Bay

Vehicles that are self-parked at any MGM Resorts parking facility for longer than one hour will be subject to a parking fee. The self-parking fee is \$7.00 for vehicles parked between 1-2 hours, \$10.00 parked between 2-4 hours and \$12.00 for vehicles parked between 4-24 hours at Mandalay Bay and Delano.

The valet parking fee is \$15 for the first 4 hours (no grace period) and \$20 for between 4-24 hours. All parking fees repeat every 24 hours. Parking fees may be higher during special events. Self-parking is complimentary for M life members level Pearl and higher and valet parking is complimentary for M life members level Gold and higher. All complimentary parking is subject to availability. For registered hotel guests, the 24 hour parking fee (self or valet) includes “in and out” privileges at the guest’s originating MGM resort and also includes the same “in and out” parking privileges at any other MGM resort within the same 24 hour period, subject to availability. Parking fees are subject to change and parking is subject to availability.

Our parking policies are as follows:

- Any vehicle parking in a red zone or in any zone labeled “No Parking” will be towed at the owner's expense without notice.
- Privately owned vehicles (POV) will be allowed limited time to load and unload in designated areas as long as there is someone with the vehicle at all times.
- Oversized vehicles cannot park on property. Should you require parking for any large vehicles, please consult your CSM for nearby options.
- Parking of vehicles in the exhibit halls is not permissible due to fire regulations.
- Handicap parking spaces are available on site at the Mandalay Bay Convention Center within close proximity to the facility.

Security

Mandalay Bay Security maintains 24-hour roaming coverage throughout the interior and exterior of the Convention Center. Mandalay Bay Security monitors the building and all life-safety equipment systems. All incidents of injury, vandalism, theft, etc. should be reported immediately to Mandalay Bay Security so the appropriate investigations may be initiated and reports completed. Mandalay Bay Security must receive security requirements for scheduling purposes thirty (30) 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. We require a minimum of 4 hours for each position and breakers/rovers will be utilized when a post exceeds 6 hours.

Vehicles on Premise

To apply for a vehicle display permit you will need to submit: (2) copies of a completed application (You will check the box labeled Liquid or Gas-Fueled Vehicles or Equip in Assembly Area (FLQT) , (3) copies of the floor plans, and a check (made out to CCFD). You will need to write the statements from the vehicle display guideline on your floor plans (i.e.: Battery will be disconnected, etc. ...) As long as the vehicles are located within the same assembly area, you can apply for (1) vehicle permit for an infinite number of vehicles. If the vehicles are located within different assembly area, you will have to apply for a separate vehicle display permit for each one. Below is a listing of the guidelines. For more detailed information and instructions on submittals, please see the document library.

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

- Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
- Vehicles shall not be fueled or refueled within the building
- At least one battery cable shall be removed from the batter used to start the vehicle engine and the disconnected battery cable shall be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- Fuel tank openings shall be sealed to prevent the escape of vapors.
- Ignition keys removed
- Propane tanks to be removed
- Visqueen or other protective covering approved by the Mandalay Bay Convention Center placed underneath vehicle
- A minimum 42-inch wide access aisle or clear space shall be maintained around all sides of the displayed vehicle. Where multiple vehicles are displayed, a minimum 42" aisle shall be provided between vehicles. Vehicles shall not obstruct the clear width required for any portion of the means of egress.
- Vehicles shall not exhibit any leaks of fluids.
- Displayed vehicle may only be moved during exhibit hours as allowed by the permit conditions established during the plan review.

FIRE MARSHAL REGULATIONS

The following regulations listed below are listed for your reference, however, the Clark County Fire Department retains the right to make adjustments to codes as they see fit. For the most current regulations, please refer to the CCFD website.

General Facility

- All fire exits and the illuminated exit sign above each must be clearly visible. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations cannot be concealed or obstructed.
- According to the Nevada Clean Indoor Act, there is no smoking or vaping (e-cigarettes), permitted in the facility with the exception of the main casino and designated guest rooms.
- Open flame devices of any kind are prohibited in all assembly areas, unless pre-approved by the CCFD.
- All Fire Department paper work, plans and permits must be on-site prior to the commencement of your program. The Fire Marshal will not have copies on your permits.

Cooking

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

- Display/operation of any heater, barbecue, heat-producing device, open flame, candle, lamp, lantern, torch, etc.
- Flame effects
- Fireworks/Pyrotechnics
- Liquid or gas-fueled vehicles or equipment
- Hot Work Operations
- Fire systems for covered booths exceeding 1000 square feet that will be erected for more than (7) days or contain vehicles, open flame or hot works.
- 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 hazardous materials.
- Generators with fuel capacity of more than 60 gallons.
- Tents over 200 square feet and canopies over 400 square feet.

- Temporary exhibition/display cooking is only permitted within the limitations given below. Production cooking operations require food preparation within permanent commercial cooking facilities with permanent commercial cooking ventilation.
- Temporary cooking operations are permitted with the following limitations
 - All cooking appliances shall be listed or approved by a nationally recognized testing agency.
 - All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Only devices approved for indoor use (UL Listing) will be permitted.
 - All multiple-well cooking equipment using combustible oils or solids and cooking surfaces i.e. grills that exceed 288 square inches that produces grease laden vapors shall be provided with a fire extinguishing system installed according to NFPA17A and an exhaust duct system complying with the currently adopted Mechanical Code.
 - All single-well cooking equipment (deep fat fryers), operations using combustible oils or solids shall meet all of the following criteria:
 - Metal lids sized to cover the horizontal cooking surface are to be provided.
 - The cooking surface is limited to 288 square inches (2 square feet).
 - The equipment shall be placed on a noncombustible or limited combustibile surface. Examples include concrete floors and Fire Resistance Treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
 - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
 - Cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
 - The volume of cooking oil per appliance is not to exceed 3 gallons.
 - The volume of cooking oil per booth is not to exceed 6 gallons.
 - Deep fat fryers shall be electrically powered and have a shut-off switch.

- Other appliances for exhibition cooking shall also be limited to 288 square inches in area. Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
- A minimum of one (1) Class-K fire extinguisher shall be provided within 30-feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
- A minimum of one (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and other like applications.
- Solid fuels including charcoal and woods, i.e. hickory, mesquites are prohibited within exhibit halls.
- LP- gas used for displays and demonstrations is limited to cylinders not exceeding the nominal 5-pound size (12 lbs. water capacity), maximum 2 per booth. Additional cylinders must be located 20 feet apart. You will require a permit for using any amount of LP-gas or butane inside the building.

Production/AV

- Electrical panels must have thirty (30") inch clearances in front. All other electrical equipment (cords, plugs, etc.) must be in accordance with the International 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 exceed their listed amperage rating.
- All temporary electric wiring must be accessible and free from debris and storage materials.
- Displays involving flammable or combustible liquids or materials and pyrotechnic

- displays must be demonstrated to the CCFD for issuance permit
- Exit doors, exit signs, fire alarm, fire hose cabinets, strobes, and fire extinguisher locations may not be concealed or obstructed and must be maintained in proper working condition.
- Projection booths must be ventilated at the ceiling and provided with an approved smoke detector. Storage is not allowed in these areas.

TradeShow/Exhibits

- Storage of any kind behind back drapes, display walls or inside the display areas is not allowed. All cartons, crates, containers, packing materials etc., necessary for repackaging, must be marked with an "Empty" sticker. Your General Service Contractor must remove the "empties" from the show floor.
- All packing containers, wrapping materials & display materials must be removed from behind booths & placed in storage.
- You are solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. A copy of the Fire Marshal approved floor plan must be submitted to your CSM prior to the show. You are responsible for submitting changes to the approved plan and obtaining approval by the Fire Marshal.
- Covered booths exceeding 1,000 square feet that will be erected for more than (7) days or contain vehicles, open flame or hot works will require an interior automatic sprinkler system and a separate permit is required for the sprinkler system.
- Fire sprinkler systems must be installed by a Nevada state licensed fire sprinkler contractor.
- All manufactured homes must have two (2) means of egress.
- All multi-level booths must have two (2) remote means of egress if the upper level is greater than 300 square feet.
- 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. Doors must be unlocked during occupancy of the booth. The CCFD 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.
- All materials used in the construction of the booth and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, etc.) 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 CCFD along with samples of said materials prior to construction of booth. You must maintain copies of flame certificates on premises as the CCFD can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible
- Foam plastic elements greater than ¼-inch thickness shall not be permitted.
- Fire resistant foam board signage, not greater than ½-inch thickness, is acceptable in exhibit booths.
- Booth construction shall be substantial and fixed in position in a specified area for the duration of the show.
- Aisles and exits as designated on approved show plans shall be kept clean, clear and free of obstructions. Easels, signs, etc. 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.
- Literature on display shall be limited to reasonable quantities.
- 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 Marshal.
- 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.
- A separate submittal for Hot Works Event Permit is required for exhibition welding, soldering, brazing and the like.

- Full scale oxy-acetylene welding will not be permitted. Please see the CCFD website for more information on Hot Work operations.
- Fire hose cabinets, fire extinguishers, strobes & any safety equipment may not be covered or obstructed in any way.
- Fire Strobes are located approximately 11' 6" up on each side of every column in Bayside ABCD and suspended from ceiling at 26' in Bayside EF.
- 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 the grounds.