



THE COSMOPOLITAN™ of LAS VEGAS

Exhibit A-2

CONVENTION SERVICES POLICIES AND PROCEDURES

These Policies and Procedures are being provided to help ensure that all guests of The Cosmopolitan of Las Vegas receive uniform excellence in service. Please review them carefully.

ACCESS AND RIGHT TO ENTER/COSTAR ACCESS

The Cosmopolitan reserves the right to allow Employees access to your exhibit area, meeting and event rooms for reasons including, but not limited to, housekeeping, facility tours, maintenance, and security. By entering the premises to hold your Event, you agree to allow entry to Cosmopolitan Employees presenting suitable identification and stating the job-related requirement for entry.

AMERICANS WITH DISABILITY ACT

The Cosmopolitan was designed and constructed to meet ADA standards. Its physical plant, including parking, access in/out of the building, restrooms, elevator service, and ramps adhere to ADA standards. We will work with you to meet ADA requirements specific to your function. For example, a ramp is available for attachment to our staging to accommodate ADA speakers and guests. Please advise your CSM if you anticipate use of our ADA Ramp to ensure that your room set up allows space for installation.

ANIMALS

Permission for any domesticated animal (cats and dogs) to appear in a convention or trade show must first be approved by you and then by the CSM. Additional insurance may be required. Non-domesticated/exotic animals will be considered on an individual basis. Consult your CSM regarding any non-domesticated/exotic animal requests. Seeing eye/assistance animals are always permitted.

AUDIO VISUAL

The Cosmopolitan is pleased to have Encore as our preferred Event Technology Company, located on-property and offering full service audio-visual production, state-of-the-art equipment, and efficient labor. Encore is also the exclusive provider of all rigging (including ground support), truss, power distribution, plumbing, internet, breakout room equipment, digital signage, and labor for those services at The Cosmopolitan.

RIGGING

Encore is proud to serve as an in-house rigging provider for The Cosmopolitan of Las Vegas. This location is equipped with a permanent rigging point system in some of our

conference ballrooms. As part of a comprehensive overhead safety and risk management program, the system is annually verified and inspected. We are required to approve all rigging designs and will provide all rigging labor, chain hoists and truss for your event. We look forward to providing you with outstanding service and equipment.

PRODUCTION CABLING SYSTEMS

Throughout The Cosmopolitan Conference Center ballrooms and meeting rooms we offer inter-room connectivity via Network/CAT6 cabling and additional audio/video routing over multiple protocols.

Please contact Encore for additional details.

Use of broadcast, cabling, and sound systems must be pre-approved in writing by The Cosmopolitan. Equipment is subject to change.

WATER/DRAINS

Please contact your Encore Producer for diagrams and locations in your contracted space.

TELECOMMUNICATIONS

Single line, Multi line, Speaker Phone, Polycom Phones and Customization are available through Encore. Phone lines can be installed in your meeting rooms upon request.

See Encore Brochure or your Encore Producer for a customized quote for audio and video teleconferencing, broadcasting connectivity, production connectivity, and webcasting.

FIBER OPTIC, T1, DS3, AND INTERNET INQUIRIES

From attendees checking email to presenters polling the audience to basic board meetings, internet is essential for nearly every event. Encore is the on-site event technology provider; our expert Client Network Services team can partner with you to ensure a seamless internet experience for you and your guests.

Special requests for data communications must be ordered through your Encore Producer. Each connection must have a Cosmopolitan IP address.

By use of these Internet services, you expressly agree that use of the services is at your sole risk. Several custom network configurations are also possible, including:

- VPN
- VLAN
- PUBLIC IP ADDRESS
- DEDICATED BANDWIDTH

Any custom configurations including additional labor, must be quoted by your Encore Producer.

BELL DESK

All groups arriving by motor coach/bus, mini bus or other group transportation, are subject to a mandatory baggage handling charge of currently \$8.00 per person round trip. This charge covers the handling of baggage both arriving to and departing from the Hotel and delivery to and from the guestroom. In the event the group requires baggage delivery or storage in an auxiliary area aside from the designated Hotel bag drop and storage areas, an additional fee may also apply. Fee is subject to change. See your CSM to arrange this service for your group. Individual deliveries of non-baggage items are \$2.50 per item or \$3.50 for name specific items. Deliveries will be placed inside guestroom door between the hours of 9:00 am and 9:00 pm. Fee is subject to change. Door hangers and outside room deliveries are not permitted.

BALLOONS

Your CSM must approve the use of balloons.

The use of helium balloons larger than 36 inches in diameter is prohibited. Smaller air-filled balloons may be used for decoration and/or handouts. Mylar balloons are prohibited.

- Large helium-filled balloons – not to exceed 36” in diameter may be used only if they are securely anchored to the exhibit. No helium balloons or blimps may be flown around the exhibit hall.
- Helium gas cylinders cannot be stored on the tradeshow floor or on property.
- Overnight storage of helium or compressed air cylinders in the building is prohibited. Balloons must be removed from the property by the company who provided them and not left to the service contractor, cleaning contractor, or Cosmopolitan staff. A charge of \$125.00 per man hour will be assessed if balloon removal is required.
- Balloons will not be released outside due to airport flight patterns in the area.

MEDIA COVERAGE/VIDEO SHOOTS

If you are expecting print or news media coverage at any of your events, please inform your CSM. Filming any part or portion of The Cosmopolitan requires pre-approval through our Public Relations Department. Our Security Department will prohibit access to any media unless prior arrangements have been made. Please send your CSM a written outline of dates, times, and locations that you may want to film. We request submittal at least 72 business hours in advance.

CASH ADVANCES (paid outs)

Cash paid outs may be obtained from The Cosmopolitan Cashiers Cage if monies have been placed on account prior to your arrival as arranged with your Catering and Conference Services Manager.

Deposits for cash paid outs must be received via wire or ACH (Debit). Company/Cashier's Check and Credit Card deposits are not eligible for paid outs.

Requests must be received a minimum of five (5) business days PRIOR to requiring the funds and must be accompanied by a copy of a valid ID for the authorized signer receiving the funds. Cash paid outs require the same positive identification at time of pick up by the authorized signer as outlined on your master bill and identified on the paid-out authorization.

CHILDCARE SERVICES

The Clark County Code and Clark County Childcare Regulations prohibit The Cosmopolitan, its convention meeting and tradeshow customers, and any other organizations from offering childcare services on property. Please understand that providing childcare services at The Cosmopolitan is unlawful. The Cosmopolitan would be obligated to disband any childcare activity discovered on the property.

Please contact Concierge Services for individual guest room Childcare and Nanny Services at 877-893-2003 or concierge@cosmopolitanlasvegas.com

CREDIT/DEPOSITS/ACCOUNTING PROCEDURES

Payment methods for deposits are listed below. Checks must be drawn on a U.S. Bank payable in U.S. Dollars and made payable to Nevada Property 1, LLC. Deposits must follow the outlined format in the Hotel and/or License Agreement. Cosmopolitan will not accept any check if it is received less than 35 days prior to the first scheduled arrival. Wire transfer will be required.

Check/Mail

Nevada Property 1 LLC PO Box 912816
Denver, CO 80291-2816

Overnight Mail

Lockbox Services: 912816 Nevada Property 1, LLC
MAC C7301-L25
1750 Lincoln Street
Denver, CO 80274-0002

Wire/ACH

Nevada Property 1 LLC Account No: 501014778775
ABA#: 122400724
Routing # Domestic: 026009593

(For International Wires)

SWIFT Code: BOFAUS3N

Wells Fargo Bank

3800 Howard Hughes Parkway, Suite 400 Las Vegas, NV 89169

All major credit cards are accepted.

Direct billing privileges may be established for those accounts incurring \$20,000 or more in charges. If direct billing is approved, The Cosmopolitan will require a minimum of 50% of your total estimated master account as a deposit.

For all master account and billing arrangements, you will need to provide, on company letterhead, a list of names and signatures of those individuals authorized to sign for charges against the master account.

DRONES

Please be advised that drones are not allowed to be operated anywhere on The Cosmopolitan of Las Vegas. There are very limited scenarios where this policy may be considered; however, prior review and approval (in writing) must be obtained from Risk Management Director and Catering & 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 unmanned vehicles

EMERGENCY PROCEDURES

For on-site emergencies please contact security personnel 24 hours a day at x55555 from any house-phone or 702-698-1911 dialing from an outside line. Your CSM can provide you with all emergency and evacuation procedures.

EMERGENCY EQUIPMENT

The entire facility is equipped with “state of the art” Fire Detection and Suppression Systems that are monitored by Facilities Dispatch in the Fire Command Center 24 hours a day seven days a week. Fire extinguishers and other emergency equipment are strategically located in all areas of the building.

EMERGENCY STAFF

Our Security Office is operational 24 hours a day and becomes the communications center and command post in the event of an emergency. CSMs are responsible for keeping Show Management and service contractors informed of decisions relating to emergency events in progress.

Please remember that all fire extinguishers and fire hose cabinets must be kept clear, accessible, and always remain free of obstruction. The fire hose cabinets and fire extinguishers are permanent fixtures of the facility that cannot be moved.

EXCLUSIVES

The Cosmopolitan or its designated service provider is the exclusive provider of the following services:

- Business Center to include Cling Signage
- Electrical/Plumbing/Compressed Air/Gas
- Food & Beverage
- Rigging
- Truss
- Breakout Audio-Visual Needs
- Telecommunications
- Retail
- Internet Services

EXHIBIT/DISPLAY/PRODUCTION/GUIDELINES

- All carpeted, tile or marble hall/aisle ways where exhibit materials will be transported, staged for installation and/or dismantled must be covered with visqueen or proper floor protection prior to move in and move out. Any pathway where pallet jacks, lifts or other carts/dollies are used must be covered to protect the hotel’s flooring surfaces prior to usage. The use of straight edge razors is prohibited on all carpeted areas.
- There is NO SMOKING in any exhibit halls, meeting rooms, or common areas of the conference space.
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for permit issuance.
- Smoking is always prohibited in all exhibit hall and meeting areas. “NO SMOKING” signs must be posted at each entrance: signs must be conspicuous, featuring lettering a minimum of three (3”) high.

- Vinyl draping is prohibited unless it can be proved fire retardant as tested by NFPA 701.
- Storage of any kind behind back drapes, display walls or inside the display areas is strictly prohibited. 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 and display materials must be removed from behind booths and placed in storage.
- A copy of the Fire Department approved plans must be posted on the premises during the Event.
- You are solely responsible for obtaining all necessary governmental approvals and associated costs of exhibit plans. A copy of the Fire Marshall approved floor plan must be submitted to your CSM 30 days prior to the show. You are responsible for submitting changes to the approved plan and obtaining approval by the Fire Marshall.
- Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations may not be concealed or obstructed and must be maintained in proper working condition.
- Provide 24-hour fire watch for all covered booths in accordance with the following:
- All exhibit booths with solid covers exceeding 1,000 square feet in area, in a sprinkler building, are required to contain approved internal automatic fire sprinklers. When determined by the Clark County Fire Department that temporary sprinkler installation is impractical, the following alternative protection may be allowed:
- Install approved single station smoke detectors at the interior and exterior of each covered booth. The interior and exterior smoke detectors must be installed in accordance with the manufacturer's instructions.
- Provide an approved fire extinguisher (minimum 2-A: 10-BC rating) for each covered booth. An extinguisher should be mounted near exit door.
- Fire watch must be completely trained in the use of portable fire extinguishers and 1 ½" fire hose lines.
- Each fire watch must have radio communication with other fire watch personnel and a central control point. The central control point must have facilities to contact the fire department and any local security personnel.
- Fire watch personnel may not be utilized for other than fire watch duties.
- When multiple covered booths are used, the Clark County Fire Department shall determine the number of persons needed for fire watch.
- 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 as tested by NFPA 701. Certificates of flame-retardant treatment must be submitted to the Clark County Fire Department along with samples of said materials prior to construction of booth. You must maintain copies of flame certificates on premises as the Clark County Fire Department can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible.
- 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. The Clark County Fire Marshall may require additional equipment.
- If any exhibit booths have multiple levels or room(s) with enclosures, visible notification must appear on the stair way(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 stair way must be present.

- Booth construction shall be substantial and fixed in position in a specified area for the duration of the show.
- All manufactured homes must have two (2) means of egress.
- 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. Reserved supplies shall be kept in closed containers and stored in a neat and compact manner.
- 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 always kept clear during the move in and move out of trade shows.
- Compressed gas cylinders are prohibited unless prior approval is obtained from the Fire Marshall.
 - 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.
- Electrical panels must have thirty (30") inch clearance in front. All other electrical equipment (cords, plugs, etc.) must be of the approved type, and in accordance with the Uniform 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 be used to exceed their listed amp rating.
- All temporary electric wiring must be accessible and free from debris and storage materials.
- Projection booths must be ventilated at the ceiling and provided with an approved smoke detector.

Storage is prohibited in these areas.

- Non-display vehicles cannot remain on the exhibit floor. Attendees will not have access until all non- display vehicles exit the show floor. Forklifts are prohibited on the conference floors.
- The painting of signs, displays or other objects are strictly prohibited inside of the facility or on Cosmopolitan grounds.
- The Clark County Fire Department may exercise the right to assign a fire detail to the premises, at your cost.
- Balloons inside the facility must remain "tethered" to a fixed object. The balloon may be no larger than 36 inches in diameter and must have approval from your Catering/Conference Services Manager and the Fire Marshall. There is a labor charge of \$125.00 per man hour in addition to equipment charges to retrieve balloons in the ceiling.
- When pyrotechnic displays are in, on, or around our facility, you must obtain a permit from the Clark County Fire Department. Upon receipt of the permit, a demonstration of the pyrotechnics must take place prior to the event in the presence of the Clark County Fire Marshal, at the client's expense.
- When the Fire Marshall approves the display, no deviations are permissible. In addition, the Fire Marshall will be present during the presentation. Your Catering/Conference Services Manager must receive your pyrotechnic plans in writing.
- The Clark County Fire Department also requires special permits for the following:

- Display or operation of any heater, barbecue, heat-producing device, open flame, candle, lamp, lantern, torch, etc.
- Display or operation of any electrical, mechanical or chemical device that the fire department deems hazardous.
- Use or storage of flammable liquids, compressed gas or dangerous chemicals.
- Vehicle Displays

FIRE MARSHAL REQUIREMENTS

All fire exits and illuminated exit signs must be clearly visible at all times. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations shall not be concealed or obstructed.

BACK STAGE/ REAR SCREEN PROJECTION GUIDELINES

- No storage boxes, musical cases, etc., may be stored behind staging.
- Hyperthane cable protectors must be used to ramp all cable 1" in diameter or greater.
- Ramp all cables leaving a function room to an outside area.
- All wires less than 1" in diameter must be taped down with gaffer's tape.
- If exiting is covered by stage masking there must be a clear path from masking to exit and illuminated exit sign located on masking.
- Open flame devices, candles, etc. are prohibited in all assembly areas (no exceptions), unless pre-approved by the Clark County Fire Department and meet requirements of the Fire Code and permit requirements of the Clark County Fire Department.
- Any fire extinguishers or fire hose cabinets located back stage must be clear and easily accessible.
- A certified fire watch officer is required to be hired and on duty the entire time that special effects are utilized which requires The Cosmopolitan to manually zone down any section of our fire safety system. Special effects would be, but are not limited to fog machines, pyrotechnics and cooking. Please coordinate all requested fire watch and applicable charges with Encore and your CSM.

FLOOR LOAD LIMITS

Ballroom and meeting room floor load limits range from 125 pounds live load to 250 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.

- Level 2 | 125 lbs
- Level 3 | 125 lbs
- Level 4 | 125 lbs
- Belmont Ballroom | 250 lbs
- Chelsea Theatre | 100 lbs

FORKLIFTS

Cosmopolitan strictly enforces the following policies:

- Forklifts, trucks and/or trailers cannot stage or remain on property
- All forklift operators must be certified through the Service Contractor
- Forklifts are not allowed on meeting/convention floors
- Forklifts must be propane powered only. No gas-powered forklifts will be allowed inside the property at any time.

DIAGRAMS

In accordance with the Clark County Fire Code, all functions with attendance greater than 300 people or include displays/exhibits require a Fire Marshall approved diagram on the premises for and during each event. Your Encore Account Manager can assist you in creating and submitting your required forms with the Fire Marshall a minimum of 60 days prior to your scheduled function(s). A Fire Marshall approved floor plan is to be forwarded to your Catering/Conference Services Manager no later than 30 days prior to the event. A Fire Department stamped plan must be posted at the convention site and be available for inspection at all times. It is your sole responsibility to relay information regarding the Fire Code to exhibitors in your exhibit hall or display area. Any function with attendance greater than 300 people not approved by the Fire Marshall, shall not be allowed to occur.

Should you wish to submit your diagrams directly:

Chief of Fire Prevention

Clark County Fire Department | Fire Prevention Bureau 4701 W. Russell Road | Las Vegas, NV 89118 702.455.8040 | permits@co.clark.nv.us

Encore is equipped with CAD LT software for creating diagrams. We will be happy to work with you and submit diagrams for meeting and food functions for 300 people or more to the Fire Marshall. Please note that you will be responsible for the diagram fee. All set up requirements for your function(s) must be given to your CSM and Encore Account Manager no later than 90 days prior to your function(s).

If you are unable to forward an approved floor plan, or have not contacted us regarding your room set-up 30 days prior to your event, Encore will create and submit a plan for your Event (excluding trade show plans) on your behalf. A fee will be charged for these submittals, and the approved plan received from the Fire Marshall will be the required plan by which our staff will set the room.

THE FOLLOWING MUST BE SHOWN ON THE DIAGRAM FOR YOUR EVENT:

- Drawn to standard scale
- Size, location, and construction of booths, decorative sets, or any object taking up floor space in the room including perimeter screens/drape.
- Dimensions and square footage of the entire function room/area
- Attendance and Maximum occupant load permitted in function room/area
- Table and chair/seating locations
- Width of all aisles
- Location and width of all fire exits (linear feet of existing required and approved) and Location of ALL fire extinguishers and fire hose cabinets (unobstructed). One fire extinguisher per every 6,000 sq. ft. and travel distance not to exceed 75 feet.
- Name of contact person and phone number
- Move-in and move-out dates
- Function Name and Room Name
- Name and address of hotel
- Type of convention/special event (Display items: Equipment, materials, vehicles and food service areas)
- Grandstands, bleachers, riser seats and alike must be approved by the Clark County Building Department

Pyrotechnics for special events (show opening, ribbon cutting, etc.) presented by Show

Management may be permitted with the approval of the Clark County Fire Department. Show Management is responsible for providing the Clark County Fire Department with the written plan of operations within 45 days of the scheduled event date. Please contact the Fire Inspector directly via mail or telephone:

Clark County Fire Department Fire Prevention Bureau Chief of Fire Prevention
4701 W. Russell Road | Las Vegas, NV 89118 702.455.8040 | permits@co.clark.nv.us

Upon written approval from the Clark County Fire Department, please forward the plan to your CSM at least (30) days prior to the scheduled event.

DECORATIONS

It is your responsibility to ensure that your decorator provides the Clark County Fire Department with proper certification of fire-retardant materials. This must be done in advance of the function. The decorator must also have in their possession at time of set up, copies of such certificate for presentation upon request by The Cosmopolitan and/or Fire Department.

ELEVATORS

FREIGHT ELEVATORS

Location & Access: Hotel Dock area allows availability to all Convention Levels.

Megavator: One (1) Doorway

12' W x 7'6" H

Interior

12' W x 26' D x 9' H

Capacity: 18,000 pounds and travels at 100 feet per minute

Service Elevators: Two (2) ~ Adjacent to Megavator Doorway

4' W x 7'11" H

Interior

5'5" W x 8'3" D x 10' H

Capacity: 4500 pounds

These elevators are not exclusive to your use and are to be shared at all times

PASSENGER & ADA ACCESSIBLE ELEVATORS

Location & Access: The Chelsea Tower ~ Eighteen (18) passenger elevators which service Lobby level, 2nd, 3rd and 4th levels of the Conference Center.

Four (4) passenger elevators which service The Chelsea Tower Parking Garage and Lobby Level

Capacity: 3500 pounds each

Use: Handicap and non-handicap - NO FREIGHT permitted

PYROTECHNICS/HAZERS

Should your group require the use of pyrotechnics or hazer's in The Cosmopolitan Conference Center the following guidelines must be adhered to:

- The company providing the pyrotechnics must submit to The Cosmopolitan and the Fire Marshall an insurance binder indemnifying Clark County and The Cosmopolitan, its parent

and affiliates. Pyrotechnics will not be allowed without submission of this binder. A copy of the binder should be provided to The Cosmopolitan, Risk Management Department. The Fire Marshall must be called in for a full test of the pyrotechnics, prior to the actual event. In addition, separate use permits must be issued for Pyro and/or Hazers.

Anytime pyrotechnics or hazers are used, the Fire Safety System will have to be disabled or “put into test mode”. This process will require hotel personnel dedicated to watching for potential fire or smoke in the area in which the Fire Safety System is disabled. An engineer is required to oversee the Fire Command room to watch the console. An additional engineer is required in the function room. A CoStar of the Fire Safety System provider (SAFE) is required in the Fire Command room with the engineer.

At least two hotel Security officers must be present in the area that is disabled to watch for smoke or fire and support the engineer in the Fire Command. Additional officers may be required as deemed necessary by the Head of Security. Costs are as follows:

- Costs for Fire Watch are subject to change and are to be confirmed with ENCORE and your Catering/ Conference Services Manager.

LOST OR STOLEN PROPERTY

The Cosmopolitan of Las Vegas 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 of, 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 The Cosmopolitan of Las Vegas.

MEETING GROUP ENTERTAINMENT

Meeting Group acknowledges that The Cosmopolitan of Las Vegas has a reputation for offering high-quality entertainment and services to the public, is a publicly held company, is subject to regulation and licensing and desires to maintain its reputation and receive positive publicity concerning Meeting Group’s functions. Consequently, prior to contracting with any entertainer or production company to provide entertainment at its function(s), Meeting Group shall obtain The Cosmopolitan of Las Vegas written consent for the entertainment, which consent shall not unreasonably be withheld. In contracting for entertainment, Meeting Group agrees that any such entertainment will comply with The Cosmopolitan of Las Vegas normal policy regarding risqué or questionable material and that no disparaging remarks toward gaming, The Cosmopolitan of Las Vegas, its directors, officer or employees or those of any affiliate of The Cosmopolitan of Las Vegas shall be made.

MEETING ROOM GUIDELINES

The Cosmopolitan features meeting rooms on three levels of The Chelsea Tower. Several meeting rooms offer moveable walls with many configurations for a variety of room capacities. All movable walls must be installed and removed by Cosmopolitan staff.

The Cosmopolitan banquet set-up department will monitor and refresh meeting rooms according to your schedule of events.

Please adhere to the following meeting room policies:

- Taping, nailing, or otherwise fastening or affixing objects to ceilings, painted surfaces, columns, fabric moveable walls, or decorative walls is prohibited.
- Carpet must be protected in a manner approved by Cosmopolitan staff. Carpet protection must be in place prior to the delivery of freight, prior to construction of any display, and prior to the use of any motorized devices, scissor lifts, and pallet jacks.
- For layout of meeting rooms, please see your Catering/Conference Services Manager.
- Furniture may not be moved or relocated from hallways and meeting rooms.
- Changes to pre-arranged meeting room set-ups made less than 48 hours prior to a function (or after the room has already been set, if done earlier) may be subject to an additional labor charge.
- Specific room assignments may be changed at the discretion of the Catering/Conference Services Manager with advisement to the client. Sufficient space will be made available to accommodate meeting/function/exhibit requirements as contracted. The Cosmopolitan reserves the right to maximize space usage for all function space.
- If non-standard or extensive meeting room set-ups are required, additional labor charges may apply.
- The Cosmopolitan reserves the right to charge a rental fee for meeting, function or exhibit space utilized by suppliers, allied or affiliated groups who are conducting meetings or holding functions in conjunction with your group, but for their own benefit. Room rental may be assessed, and food and beverage minimums may apply.
- The Cosmopolitan bears no responsibility for equipment/belongings left in a meeting room or any other area of The Cosmopolitan, either prior to, during, or after a function, and regardless of whether The Cosmopolitan has issued a key for the function room.
- Meeting rooms used as a revenue-producing exhibition area will be included in the billable net square footage (if applicable).
- Meeting rooms may be used only for purposes directly related to the event. Meeting rooms may not be assigned or sublet to others, without the written approval of the Sales/Catering Department.

HIGH SPEED INTERNET

Complimentary wireless internet access is available for all hotel and non-hotel guests visiting The Cosmopolitan. Complimentary access is not available in the meeting/function space. Access and speeds may vary based on the user's location in the resort.

- Guests can connect to three different Wi-Fi networks:
 - HotelCosmopolitan – complimentary to hotel guests staying in The Chelsea Tower and Boulevard Tower.
 - ResortCosmopolitan – complimentary to leisure guests on level 1 – 4, except in meeting or convention areas.
 - MeetingCosmopolitan – Available in meeting rooms and in convention areas. Variable rates apply. Access and service provided by Encore.

NEVADA CLEAN INDOOR AIR ACT

The Nevada Clean Indoor Air Act prohibits smoking or vaping in indoor public spaces. As a result, smoking or vaping is not permitted in the meeting and convention spaces. Additionally, smoking or vaping is not permitted in restaurants, lounges where food is served, Hotel

lobbies, elevators, guestroom hallways, theaters, arenas, arcades, retail stores and other indoor public spaces. The casino floor and certain lounges where food is not served are exempt.

PARKING

Hotel provides self and valet parking for guests and visitors. There is no access for over-sized vehicles in Hotel parking garage. Currently, parking rates are as follows:

Self-Parking:

Identity Members: Self-parking is complimentary for Sterling status or higher, subject to availability. Must have Identity card present.

Mon - Thurs:

- Over 0 to 24 hours: \$18
- Over 24 hours (daily rate for each additional day or fraction thereof): \$18

Fri - Sun:

- Over 0 to 24 hours: \$23
- Over 24 hours (daily rate for each additional day or fraction thereof): \$23

Additional Details:

Nevada residents with valid Nevada driver license receive complimentary parking for 3 hours

Motorcycles and two-wheeled vehicles: Exempt from parking fees

Lost ticket fee: \$50

Pay-on-foot kiosks are located on each level of the parking garage near the elevator banks. Cash and credit cards are accepted on garage levels B2 and B3. Credit cards are accepted on B4 and B5. Rates are subject to change.

Valet Parking:

Identity Members: Valet parking is complimentary for Gold status or higher, subject to availability. Must have Identity card present.

Mon - Thurs:

- Over 0 to 24 hours: \$35
- Over 24 hours (daily rate for each additional day or fraction thereof): \$35

Fri - Sun:

- Over 0 to 24 hours: \$40
- Over 24 hours (daily rate for each additional day or fraction thereof): \$40

All Parking fees repeat every 24 hours. Parking fees may be higher during special events.

For registered hotel guests, the 24-hour parking fee includes in-out privileges within the same parking type (self or valet) across all MGM Resorts Las Vegas destinations within the same 24 hour period (subject to availability).

Oversized Vehicle Parking is available at Excalibur oversized lots only.

Rates above are inclusive of tax and are subject to change.

NEVADA ADMINISTRATIVE CODE

The Nevada Administrative Code (NAC) 372 .180 states that the event promoter or organizer featuring any retail sales on the show floor has the responsibility to collect and remit applicable taxes. This means you are responsible for these taxes.

If Show Management or exhibitors are tax-exempt, the State of Nevada requires a copy of the following on file with the Cosmopolitan:

- a) NEVADA tax-exempt sales tax permit providing the evidence of non-taxability
- b) U.S. Government Tax-exempt sales tax permit
- c) Please contact the Nevada Department of Taxation at (702) 486-2300 for further details

RETAIL

All retail services are provided exclusively by The Cosmopolitan, including, but not limited to, The Cosmopolitan logo merchandise, publications, gifts, sundries, souvenirs, tobacco, and alcohol. See your CSM should you wish to utilize The Cosmopolitan logo for any resale items, which requires our prior written consent. Please allow ninety (90) days for the approval process.

If you are planning to sell any kind of merchandise to your attendees, please send an outline of the proposed products/items to your CSM for review and prior approval.

If your product or merchandise is approved for sale within the property you must provide the following:

- a) Clark County Business License
- b) State of Nevada Sales Tax Permit

SECURITY

The Cosmopolitan maintains 24-hour security over the interior/exterior of the facility, all life safety, and equipment systems. Building security opens and secures the building. The Cosmopolitan handles all incidents of injury, vandalism, theft, etc. These should be reported immediately to The Cosmopolitan Security Department so the appropriate investigations/reports may be initiated. Contact numbers are 702-698-1911 or x55555 from any house phone. All security personnel are First Aid, CPR and AED Trained.

BANNERS/SIGNS

It is The Cosmopolitan's priority to ensure all guests receive a consistent luxury experience throughout the resort. Signage and banner requests are important to make groups and conventions feel special. Placement and the look and feel of signs/banners are important to the hotel. Together we can reach a common understanding. All banners and sign placements, in any of the public areas, must be confirmed and approved by your CSM prior to production and installation. In an effort to keep The Cosmopolitan hazard free, we reserve the right to remove excessive or misplaced signage. All banners and signs attached to the facility must be printed, installed, and removed exclusively by our in-house Business Center partner, FedEx. In Exhibit/Expo Halls, all banners and signs must be printed, installed, and removed exclusively by our in-house Business Center partner, FedEx. The Production Company or Meeting Group is responsible for labor costs. All cling signage in approved meeting spaces must be ordered and installed through our Fed Ex Business Center partners.

Any signage that you provide must be professionally printed and is subject to approval by your CSM

Please do not tape, tack or affix signage in any way to Cosmopolitan walls or furnishings. If you have signage that needs to be hung, please contact our in-house audio-visual provider ENCORE. Damage caused by improper or prohibited signage will be the responsibility of the Production Company or Meeting Group.

Signage is not permitted in the casino, hotel lobbies, elevator banks, escalators, guestroom hallways, common areas, porte-cochere, or the exterior of any building. Gummed stickers, obscene, or political banners/signage are strictly prohibited.

The Cosmopolitan does not provide easels for exhibitors in trade shows, display areas, or hotel sleeping rooms used for meetings. Easels are available for rent through your ENCORE Account Manager.

The Cosmopolitan bears no responsibility for signage/banners/posters left in the Conference Center or any other area of The Cosmopolitan; either prior to, during, or after an event.

TRADEMARK

Neither party is authorized to use any trademark, trade name, nor 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.

CATERING POLICIES AND PROCEDURES

PUBLIC SPACE

Hallways and lobby areas are not generally leased to shows and are, therefore, considered common areas. Please keep in mind the following information regarding public space:

HALLWAYS

Hallways throughout The Cosmopolitan which lead to and from exhibit and meeting space are common areas. Carts, scooters or lifts are prohibited without protective covering on the carpet. Protective covering must be approved by Cosmopolitan staff.

FOYER

Please note that Public areas (i.e. foyer space) held for an event may be shared space with another program holding meeting space at The Cosmopolitan during the scheduled event dates.

COMMON AREAS

Please submit any and all planned activities, items, structures, equipment, etc., in common areas on your floor plan for approval by the Clark County Fire Marshal. Please be advised that any type of decoration(s)/counter(s) placed in the common areas must have pre-approval.

OUTDOOR/POOLSIDE EVENTS

Some of Hotel's outdoor locations are available for private parties. Each area has specific rental fees, time guidelines and food and 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 minimum charge of four-hours. 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.

BUDGETARY CONSIDERATIONS

In an effort to help you establish your budget, we have listed below some additional areas that you may want to keep in mind during planning.

Multiple meeting rooms in The Cosmopolitan are created by air-walls and are therefore not securable. You are solely responsible for security in all areas you have contracted. The Cosmopolitan bears no responsibility for equipment and/or valuables left in meeting rooms. You may want to arrange for a security officer to be stationed in function rooms or display areas. Cosmopolitan Security Department can provide security for catering and conference events. Current pricing is listed below:

Contract Signed – 14 Days Prior to First Event Date

- \$55.00 per officer/per hour
- 4-Hour Minimum Required

Within 14 Days Prior to 72 hours of the Event Date

- \$70.00 per officer/per hour
- **based on availability
- **4-Hour Minimum Required

Within 72 hours of the Event date:

- \$100 per officer/per hour
- **based on availability
- **4-Hour Minimum Required

Please contact your CSM for additional information and to arrange. All Security is to be provided by The Cosmopolitan. Outside agencies are not authorized to provide security services on property.

Please review your plans for meeting room setup with your CSM. Charges may be incurred for any room set-ups or turns that are extraordinary.

All electrical, plumbing, gas and compressed air services are provided exclusively by The Cosmopolitan for all trade shows, general sessions, productions, and similar events. Outside providers of these services will not be permitted to work within the property. In addition, charges will be incurred for electrical services required over and above existing 20-amp outlet services in a meeting room. Existing electrical outlets cannot be used by exhibitors if meeting rooms are used as exhibit space. Encore can provide a list of current electrical pricing.

Per the Clark County Fire Marshall, all functions of 300 or more people, space requirements over 4,500 square feet or exhibits/displays must have a diagram created and submitted for approval at least thirty (30) days in advance of your function. Currently filing fees to submit these diagrams range from \$500.00 - \$2,000.00, depending on date of submission. Any changes to the initial

diagram requested by the Fire Marshall must be revised and resubmitted. Please note that additional charges may be incurred. We are happy to assist you in creating diagrams, please contact your CSM for details.

Signage/banners for meeting rooms or public areas must be hung by our in-house Audio Visual Partners, Encore. Please see your dedicated Encore Manager for current pricing.

Use of confetti, balloons, glitter, or other similar materials must have advance approval and will incur a clean-up charge.

There will be a charge to install telephones in meeting rooms. Please see your ENCORE Account Manager for a telephone order form and price list.

All packages/boxes shipped to the hotel will be received at the Hotel Business Center, FedEx. The Business Center charges for handling according to weight. Please review your shipping plan with your CSM.

Please be advised that this portion of the Policies and Procedures is not meant to be all-inclusive and only serves as a reminder of some of the items that you may need to consider adding in to your budget. The personal nature of your individual program and needs will determine your actual costs for hotel services.

BUSINESS CENTER (FedEx Office)

The Cosmopolitan features a full-service FedEx Office Business Center located in The Chelsea Tower, on the 3rd level of the Conference Center. The Business Center is open 7:00am – 6:00pm Monday through Friday, and 8:00am – 4:00pm on Saturday and Sunday. From your most complex print and branding needs to a single copy, FedEx Office will meet your printing, office and shipping needs. Available FedEx Office Business Center services include:

- High quality brand imaging on large format signs and graphics.
- Promotional products from lanyards, name tags, mugs, monogramed bags, and id bracelets.
- Premium printing, copying and binding services.
- Meter boards, posters, banners and bases.
- Brochures, presentations and flyers.
- Equipment rental delivered to you. (Copier, printer, fax and shredding)
- Business Center computer rentals with internet access and printing, scanning and fax services.

*Available 24 hours with active hotel room key.

- Complimentary boarding pass printing.
- Office Supplies.
- Shipping supplies and boxes. FedEx premier pack and ship services also available.
- FedEx Express and FedEx Ground Shipping and Supplies.
- UPS/DHL shipping (with customer supplied labels).
- Inbound Package Receiving and Delivery Services

PACKAGES BEING SHIPPED TO THE COSMOPOLITAN OF LAS VEGAS

FedEx Office operates a full-service and exceptionally reliable shipping operation at The Cosmopolitan of Las Vegas Business Center. Shipping services are available to all show managers, exhibitors, attendees, and guests. Receiving and handling fees will apply to each item being shipped to the business center. Any packages received more than 5 days prior to the planned event will also accrue storage fees. Please inquire with your CSM regarding current addressing requirements and fee structures for inbound packages. Please note that packages exhibiting obvious signs of damage may not be accepted by FedEx Office.

If you have questions regarding the inbound shipping process, please review your shipping plan with your CSM and/or call the FedEx Office Business Center at The Cosmopolitan of Las Vegas at 702.698.7690.

PACKAGES BEING SHIPPED FROM THE FEDEX OFFICE BUSINESS CENTER

The Business Center stocks a full complement of FedEx Express and FedEx Ground labels, boxes and packing materials. Charges for these items and for FedEx Express and FedEx Ground shipping charges may be paid via cash, credit card or placed on your active FedEx account. FedEx transportation costs will be charged in accordance with the standard prevailing rates for these carriers and will not be marked-up by FedEx Office. Packages shipped via other carriers will be accepted provided the shipper attaches a pre-printed air bill denoting the shipper's active account number.

Handling fees will be assessed by FedEx Office for each package shipped, regardless of carrier. Daily pickup of all FedEx and UPS outbound packages will occur Monday – Friday. All outgoing packages must be boxed and all required paperwork completed no later than 1 hour prior to the FedEx/UPS time pick up that day. Saturday pick-up is only offered by FedEx Express.

In the event any shipment processed through the FedEx Office Business Center is lost or damaged during shipping it is the recipient's responsibility to notify the carrier and follow the instructions given by that carrier. Neither FedEx Office nor the Cosmopolitan Business Services department are responsible for packages that are lost, stolen, damaged, or not delivered on time once they are in the possession of the designated carrier.

HOTEL GUIDELINES FOR EXHIBITS

- A. Use of exhibit space does not include drayage, decoration such as tables and chairs, guard service, labor such as carpenters, electricians, plumbers and drapery men, cleaning of booths and aisles, booth and aisle carpeting, storage space for crates.
- B. Hotel does not have storage space for crates.
- C. Group agrees on behalf of itself and the Exhibitors to indemnify and hold harmless Hotel and its servicing agents from any and all liability resulting from damage or accident that might ensue from any cause resulting or connected with the transportation, placement, removal or display of exhibits.
- D. Group agrees to submit to Hotel a copy of the Exhibitor Contract before it is sent to exhibitors.
- E. Group agrees to be responsible for obtaining any necessary governmental approvals of, and payment of fees for, exhibit plans.

EXHIBITOR LIABILITY

Group is responsible for obtaining from each Exhibitor (and, if applicable, its third party representative in charge of providing installation and dismantling services) an executed release of liability containing the following language:

“Exhibitor and its third-party representative and agents shall be fully responsible for any and all damages to property owned by Hotel which results from any act or omission of Exhibitor and/or its third-party representative. Exhibitor and/or its third-party representatives agree to defend, indemnify and hold harmless Nevada Property 1 LLC dba The Cosmopolitan of Las Vegas, its owners, officers, directors, managers, employees, agents and affiliates from any losses, damages or charges resulting from Exhibitor’s and/or third-party representative’s use of the property, including all losses, costs, damages or expenses arising from, out of, or by reason of property damage, or bodily injury or death to any person or persons, (including, but not limited to, Exhibitor, its third-party representative, their agents, employees, and business invitees) which arise from or out of the Exhibitor’s occupancy and use of the premises.”

In addition, Group is responsible for obtaining from each Exhibitor and, if applicable, its third-party representatives and agents, a certificate of insurance evidencing the following coverage’s:

Commercial General Liability (on Form CG 0001 or equivalent) in the amount of \$2,000,000 combined single limit. This policy shall name Hotel as additional insured and such coverage shall be primary as respects any insurance coverage’s carried by Hotel.

Workers Compensation providing statutory coverage and Employers Liability in the amount of \$1,000,000. Such policy shall include a Waiver of Subrogation against Hotel.

Copies of the release of liability and certificates of insurance shall be provided to Hotel upon request.

Exhibitor and third-party representatives and agents shall be responsible for damage to their own property while on the premises. Hotel shall not be liable for any damage to such property. If property is insured, exhibitor and third-party representatives hereby waive subrogation against hotel and shall have their insurers agree to such waiver.

EXHIBIT/PRODUCTION FLOOR PLANS

The official Decorator/Exhibit Company and/or Production Company Group selects must submit three sets of floor plans of the proposed exhibit/production layout to the Clark County Fire Marshal’s office for approval. In accordance with the Clark County Fire Department Ordinance number 2289, all special events, displays, exhibits and functions with attendance greater than 300 require a plan review, accompanied by a permit fee, to be submitted to the Clark County Fire Prevention Bureau thirty (30) working days prior to the first event. Instructions for permit application, costs and method of payment are posted on the Clark County Fire Department Web Page at www.co.clark.nv.us or at the fire Prevention Bureau. Encore offers floor plan production assistance and submission services. Please refer to Encore Production Guidelines for current pricing.

CLEANING OF FACILITIES

Hotel will provide the exhibit/production space in a clean condition, including exhibit floor, pantry areas, and freight dock areas. It is the responsibility of the Decorating/Production companies to return these facilities in the same clean condition as received.

The Decorating/Production companies are responsible for maintaining their own dumpsters during the exhibit/production. The hotel dumpsters may not be used under any circumstance. In addition, the loading dock areas used for move in and out must be kept clean at all times, including move in, move out and during the show.

If any unusual cleanup is required, your company will be billed on a cost basis of man-hours required to restore Hotel's property to the same condition in which it existed prior to your convention. Daily janitorial service is not provided by Hotel in any area that contains exhibits/trade shows, except those areas designated for coffee breaks, etc. Daily booth and aisle clean up must be arranged with your exhibit service.

EQUIPMENT INVENTORY

Our convention inventory is supplied at no charge for basic room setups. For Tabletop Exhibits, the hotel will provide one 6-ft. draped and spandex table and two chairs for \$100.00 per table, up to twenty (20) tables total. However, if your requirements are larger than hotel supplies, the hotel will not be responsible for renting equipment or for any costs incurred. Please note that our entire inventory of equipment is not available for one single group, but is shared with all other groups on property at the time of your meeting. Please see your Convention Service Manager regarding equipment for your group's specific use. Extraordinary set ups and delays caused by a decorator/production company may incur a labor charge.

EXHIBIT GUIDELINES - VEHICLE

Please note the following information and codes could change by the Clark County Fire Department without prior notice. All information is subject to Cosmopolitan approval as well as the Clark County Fire Department prior to production or installation on property.

According to the Clark County Fire Department, the 2000 UNIFORM FIRE CODE states that all procedures must be in accordance with section 2505 when pertaining to general liquid-fueled and gas fueled vehicles and equipment for display, competition and/or demonstration:

SECTION DESCRIPTION 2505 LIQUID-FUELED AND GAS FUELED VEHICLES AND EQUIPMENT:

2505 .1 General. Liquid-fueled and gas-fueled vehicles and equipment used for display, competition or demonstration within assembly occupancies shall be in accordance with Section 2505.

2505 .2 .1 General. Display of liquid-fueled and gas-fueled vehicles and equipment inside and assembly occupancy shall be in accordance with Section 2505 .2

2505 .2 .2 Batteries. Batteries shall be disconnected in an approved manner.

2505 .2 .3 .1 Fueling. Vehicles or equipment shall not be fueled or defueled within the building.

2505 .2 .3 .2 Quality limit. Fuel in the fuel tank shall not exceed one eighth of the tank.

2505 .2 .3 .3 Inspection. Fuel systems shall be inspected for leaks.

2505 .2 .3 .4 Closure. Fuel-tank openings shall be locked and sealed to prevent the escape of vapor. 2505 .2 .4 Location. The location of vehicles or equipment shall not obstruct or block exits.

2505 .3 Competitions and Demonstrations

2505 .3 .1 General. Liquid-fueled and gas-fueled vehicles and equipment used for competition or demonstration within an assembly occupancy shall be in accordance with Section 2505 .3

2505 .3 .2 Fuel storage. Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside the building.

2505 .3 .3 Fueling. Refueling shall be performed outside the building at an approved site.

2505 .3 .4 Spills. Fuel spills shall be cleaned up immediately. These codes are subject to change without notice.

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

- Less than 1/8 tank of fuel
 - Batteries to be removed or disconnected
 - Locking gas caps or caps sealed with tape
 - Ignition keys and propane tanks to be removed
 - Each vehicle must be equipped with its own fire extinguisher
 - Visqueen or other protective covering approved by Cosmopolitan placed underneath vehicle
- SPECIAL PERMITS
-

Clark County Zoning Code 29 .44 .130 states that the promoter or organizers of an event erecting any temporary structures obtain zoning and building permits. Temporary structures may include tents, bleachers, fencing, balloons, or any changes to the outside appearance of the facility. Please contact the Clark County Planning Department at (702) 455-4314 for further details.

EXTERNAL BOUNDARIES

This section addresses the outside perimeter areas surrounding the facility.

Access Road: Vehicle loading and unloading is prohibited on this access road, and it must remain clear of all vehicles and equipment at all times. Vehicles will be towed from this area at the owner's expense.

Loading Ramps: During move-in and move-out, a ten (10) feet wide lane must remain unobstructed for emergency vehicle access at all times. All fire exits leading from the building and compactor areas must also remain clear and unobstructed. All vehicles, equipment, crates, etc., must be removed from this area and remain clear.

The access road and loading ramps must be clear upon the end of the workday. Equipment may not be left overnight without written permission from The Cosmopolitan and will be removed at the owner's/renter's expense.

Truck Staging/Truck Marshaling: There is no truck staging or truck marshaling on the streets surrounding The Cosmopolitan Conference Center. It is your responsibility to obtain a truck staging/truck marshaling area at an offsite location. You can arrange this service with the General Service Contractor.

The Las Vegas Metropolitan Police Department will patrol and ticket any vehicles parked on the streets surrounding the Cosmopolitan Conference Center. Trucks should be dispatched to The Cosmopolitan Conference Center when space is available at the loading ramp.

KEYS

If you require meeting room keys, please submit your request a minimum of 15 days prior to the event to your Catering/Conference Services Manager. Our space has been designed to support an electronic key card system. We have the ability to produce card keys for your convenience. All keys should be returned to your Catering/Conference Services Manager; each unreturned key will result in a \$50.00 card fee. For meeting rooms that you wish to have keyed off our master

system, there is a \$50 per door charge. You will be responsible for all damage or claims relating to the use of rooms accessed by these keys. Key cards will be produced as requested and unreturned key cards will be charged at \$50.00 each.

Please note that The Cosmopolitan assumes no responsibility for any items left in the meeting rooms or any other area of The Cosmopolitan, either prior to, during, or after a function regardless if locks have been changed or if keys have been issued to Show Management. You may consider hiring Cosmopolitan security to ensure the security of these rooms.

LOADING DOCK

The Cosmopolitan requires assigned dock space and time. Our basement level loading dock features dock bays and ground level bay loading and unloading. Please see your Catering & Conference Services Manager for Map and Directions.

The Cosmopolitan offers a web-based dock scheduling program to assist you with creating your dock times. All suppliers are required to schedule an appointment through the online dock scheduling program for all deliveries that need to be made to The Cosmopolitan Receiving dock.

IMPORTANT NOTES:

- All deliveries to The Cosmopolitan loading dock require a delivery appointment.
- Any Suppliers/Vendors shipping via UPS/ FedEx/USPS/DHL do not require a dock appointment.
- Trucks may not exceed 40' in length.
- Loading Dock access to The Cosmopolitan of Las Vegas is via Las Vegas Boulevard and the North Road located between Bellagio and The Cosmopolitan.

One critical element of the Online Dock Scheduling System is the supplier registration and participation process. We strongly encourage you to review the following information which includes helpful onboarding and participation details which have been designed to provide you with the answers that you need along with staff who can assist you.

ACTION REQUIRED

The account creation process is relatively easy and should take only a few moments.

Please visit our Online Dock Scheduling System at:

www.supersaas.com/schedule/Cosmopolitan_Warehouse/Delivery_Schedule

- Click on "Create a new user account" to create your account.
- Fill out the appropriate details.
- Click on the "Create" button to create your account.
- Once your account has been successfully created, please Log In to verify that you have visibility to the Online Dock Scheduling System

Booking Policies

1. There is strict adherence to the dates and times available for your move in and move out from each conference area as outlined by your Cosmopolitan Catering & Conference Services Manager and as noted in your contract. Scheduling loading dock times outside of your approved dates and times will not be permitted. Should this occur, dock access will be denied regardless of confirmed times via the software.

2. All dock times are booked in a max of 2-hour increments.
3. The maximum time you can book at one dock is a 4 Hour Window unless approved by your CSM.
4. Please note that you must arrive at the start time of your scheduled appointment to be considered on time. The time you have scheduled IS NOT an open window for your delivery. If you aren't on time, other delivery appointments will be serviced first.
5. Due to the loading dock access, truck length may not exceed 40.'
6. Loading Dock access to The Cosmopolitan of Las Vegas is via Las Vegas Boulevard and the North Road located between Bellagio and The Cosmopolitan.
7. The Cosmopolitan features two load in options. When making your dock times please note if you will unload on the ground level (On Site Ground Level Bay or North Wall spaces) or use the Dock (Docks 2-7). Please take into account if your truck has a ramp or hydraulic lift and select the proper loading bay.
8. If you reserve the On-Site Ground Level Bay space, your truck MUST have a lift gate, ramp or you intend to rent a forklift.
9. By reserving the On-Site Ground Level Bay space, you are NOT reserving the elevators/Megavator. Those are shared by all vendors at all times.
10. Please complete the reservation page in its entirety when booking your appointment. Please include the name of the end user client you are delivering for (on behalf of), the conference space you are delivering to/picking up from and the Catering/Conference Services Manager on that account.
11. If you do not have all the information at the time of booking, please update your dock reservation as soon as you have the information.
12. If you have a dock request inside of 24 hours and it is after 3pm or prior to 5am, please book your dock time as we as email your CSM and our Security Team securitymanagement@cosmopolitanlasvegas.com.
13. The Cosmopolitan does not provide a forklift on property to assist with removing items from a truck nor does it provide labor to unload and deliver. If you need labor, please contact the Fedex Business Center for scheduling and pricing. 702-207-2724
14. This information is to be provided to all vendors and sub vendors you choose to contract for your event.