

MIRAGE EXPOSITION SERVICES

EXHIBIT POLICIES AND PROCEDURES

These policies and procedures are being enclosed in the Mirage Exposition Service brochure to help ensure that all guests of The Mirage receive consistent excellent service and are provided with a safe working environment. In the event that a subcontractor is providing services in your behalf, you must provide them with this information. The exhibitor is ultimately responsible and liable for their subcontractors. Please review these policies and procedures carefully.

AMERICANS WITH DISABILITIES ACT

Pursuant to the ADA Act of January 26, 1992, Exhibitor agrees to provide proper ramp access to all elevated exhibit booths and/or non-permanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.

MIRAGE EXPOSITION SERVICES

Mirage Exposition Services is the EXCLUSIVE provider for the following services: Audio Visual, Truss & Rigging, Staging & Lighting, Electrical, Plumbing, Telecommunications, Broadband Internet Connections, Computer Rentals, Booth Cleaning and Electronic Media placement.

FOOD & BEVERAGE

The Mirage is the EXCLUSIVE provider for all food & beverage requirements.

EXHIBIT SPECIFIC POLICIES

1. A **no-smoking** policy exists in the exhibit hall during the setup, show hours and tear down of the exhibition, tradeshow, convention or special event.
2. Utilizing chairs and tables as ladders is **PROHIBITED** within The Mirage. Failure to adhere to this rule may cause serious injury.
3. All exits and exit aisles must be kept clear and unobstructed.
4. NOTHING is to be leaned against, supported by, taped or otherwise adhered to the walls within the Mirage Event Center, Grand Ballroom and the meeting rooms. All crates, exhibit panel and pallets must at all times be kept away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Exhibitors may be liable for damages occurred for non-compliance to this regulation.
5. Two-way carpet tape, clear / transparent packing tape, and duct tape are NOT permitted to come into direct contact with facility carpet as an installation method of installing booth and aisle carpet. Only low adhesive vinyl tape is allowed on any Ballroom and Exhibit Hall carpeted floors of The Mirage Resort.

6. All covered or enclosed areas in excess of 100 NSF must be equipped with smoke detectors and fire extinguishers.
7. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.
8. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retardant to the satisfaction of the Clark County Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame-retardant. Oilcloth, tarpapers, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is PROHIBITED. ALL MATERIAL MUST BE ACCOMPANIED BY AN OFFICIAL FLAME-RETARDANT CERTIFICATE.
9. Combustible materials shall not be attached or hung on the sides or dividers of booths.
10. Combustible materials must not be stored beneath displays (vehicles or otherwise).
11. Compressed gas cylinders are prohibited unless approved by the Fire Marshal; if approved, cylinders must be secured in an upright position.
12. All 110 volt extension cords shall be three-wire (grounded), #14 or larger, AWG copper wire. Connectors must not be supported by cords.
13. Exhibit construction plans must bear the stamp of a structural engineer for double-deck exhibits.
14. The Las Vegas Fire and Safety Coordinator may restrict the size of a covered area and/or may require fire watch.
15. Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug adapters must be UL approved and have built-in overload protection.
16. Booth construction must meet all applicable local building codes.
17. All internal combustion engine driven vehicles or equipment displayed in The Mirage must have fuel filler caps locked or taped, batteries disconnected, and no more than approximately 1/8 tank of fuel. Additionally, there should be a protective covering over the carpet where the vehicle rests and at NO TIME should vehicle tires have direct contact with The Mirage carpeting.
18. Fire extinguishers, fire hose cabinets and sprinkler closets must be visible and accessible at all times. Fire extinguishers may be blocked ONLY if approved by the Fire Marshal and temporary extinguishers are supplied in the same area and are clearly visible and or in accordance with the Fire Marshal approved floor plan.
19. No Open Flames are allowed in The Mirage Event Center and its Meeting Rooms.
20. All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage; all empty cartons must be removed for storage or they will be removed as trash.

21. Under NO circumstances may mylar balloons be brought into the function space or onto the company property.
22. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
23. If your computer device is found to be causing a broadcast storm, or if you have perpetuated a virus from your equipment, your Internet service will be interrupted until the appropriate action has been taken. If at any time your hardware, cabling, or software is causing a slowdown on the network, your service will be interrupted without credit.
24. You may not bring your own wireless access points into the convention halls or meeting rooms. Unauthorized wireless equipment can cause significant problems with the existing equipment.
25. The Mirage does not monitor or exercise any control over customer usage or the content of information passing through its systems, and bears no responsibility or liability whatsoever for the material contained or transferred therein. The Mirage is not responsible for customer use that is illegal or violates copyright protection laws. Customers should have a basic technical knowledge and the ability to independently set up their own computer and operate the same. Assistance from Mirage Exposition Service technicians may be arranged for an hourly fee.
26. Supplies for an exhibit booth will not be provided by the hotel. This includes ice, trays, easels, etc. These items must be ordered through the show decorator.

NO OUTSIDE AUDIO VISUAL COMPANIES UNLESS OTHERWISE NOTED