



# EXPO MANAGEMENT POLICIES AND PROCEDURES

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**EXECUTIVE DIRECTOR**  
**CATERING, CONVENTIONS & EVENTS**  
**702-697-245 | VKYDD@LVRIO.HARRAHS.COM**

On behalf of Caesars Entertainment and Horseshoe Las Vegas and Paris Las Vegas, welcome. We are looking forward to a successful event.

We have prepared this document to assist you with the planning and execution, in addition to your A to Z guidelines. We hope that we will answer most of your questions.

Your Catering/Convention Services Manager is your key contact for all of your needs at Horseshoe Las Vegas and Paris Las Vegas.

If we can be of any assistance, please feel free to reach out to:  
Vikki Valdez  
Executive Director of Catering, Conventions & Events



## **ENCORE EVENT TECHNOLOGIES**

Encore Event Technologies manages and oversees all outside Audiovisual and Production Companies providing services within Horseshoe Las Vegas and Paris Las Vegas to assure that standards are upheld and adhered to.

Encore Event Technologies is the exclusive Audiovisual provider of all audiovisual equipment and labor on any tradeshow floor.

Horseshoe Las Vegas and Paris Las Vegas are a union facility.  
All Audiovisual Services must be performed by an IATSE Local 720 Union Member.

All Audiovisual services at Horseshoe Las Vegas and Paris Las Vegas must be pay-rolled through Encore Event Technologies, the exclusive pay roller at Horseshoe Las Vegas and Paris Las Vegas.

All non IATSE technical staff must be shadowed by Union Technicians hired through Encore Event Technologies. Please contact Encore Event Technologies a minimum of 21 days prior to your event with staff requirements, load-in and load-out, and billing information. Encore will have a Sales Manager work with you to coordinate your needs and prepare an estimate for your review.

Rigging is an Exclusive Service of Horseshoe Las Vegas and Paris Las Vegas. All rigging must be performed by Encore Event Technologies. A minimum of, two high and one ground are required for both load-in and load-out of all equipment that is to be hung in or attached to the ceiling.

All materials utilized for rigging must be provided by Encore Event Technologies including Truss, Motors and all rigging hardware.

Rigging point charges are \$210 per point for the run of the show.  
A point is dictated as each location a cable, strap, chain or hanger is attached to the ceiling or grid.

Horseshoe Las Vegas and Paris Las Vegas have an overhead sound system in most exhibit rooms. Encore Event Technologies will be happy to provide patches into this system. The sound system is not designed for live music. Please coordinate with your Encore Sales Manager.

## **MISCELLANEOUS**

All vendors must place on file a certificate of insurance showing a minimum of \$2,000,000 for each convention/event. This certificate must show: "Parball Corporation d/b/a Horseshoe Las Vegas" and/or "Paris CERP Manager, LLC on behalf of Paris Las Vegas Operating Company, LLC d/b/a Paris Las Vegas" and naming Caesars Entertainment, Inc., and their subsidiaries and affiliates, and each of their officers, directors, representatives and employees as additional insured under the policy. Please provide 21 days prior to your event to your Catering/Convention Services Manager.

No equipment or cases are to remain in the "back of house" hallways at any time.

Storage space for outside exhibitor companies is based on availability. Please see your Catering/Convention Services Manager for rental quotes. Horseshoe Las Vegas and Paris Las Vegas will not take responsibility for any equipment left on premises.

The Horseshoe Las Vegas and Paris Las Vegas Employee Cafeteria is not available for outside staff members and vendors. Food and Beverage may be arranged in advance with your Catering/Convention Services Manager.

Vehicles brought into the building must be coordinated with your Catering/Convention Services Manager and must meet the Fire Marshal guidelines.



## **BANNERS/SIGNAGE**

We have a professional print shop on site and would be happy to assist you with your printing needs in addition to the hanging of your banners and signs.

All signage must be professionally printed and approved by your Catering/Convention Services Manager. Please see your Catering/Convention Services Manager to determine the best locations for your signage and easels and we will be happy to provide pricing.

Horseshoe Las Vegas and Paris Las Vegas are not responsible for signage or promotional materials left inside or outside of meeting rooms after functions have concluded.

Signage and easels are not permitted in the casino, hotel lobbies, sleeping room hallways or in elevator banks on guestroom floors.

Signs or banners may not be taped, stapled, nailed, tacked or otherwise affixed to any hotel doors, walls, columns, or other parts of the building or furnishings. Nothing is to be placed against or leaned against any wall in the convention halls.

All signage, banners, etc., hung from the ceiling in the convention area must be hung from existing structures by Horseshoe Las Vegas and Paris Las Vegas. Signage or banners may not be attached to the movable wall tracks at any time.

## **INTERNET/TELECOMMUNICATION**

Encore Event Technologies would be happy to assist you with all your internet needs. For telephone needs, please coordinate with your Catering/Convention Services Manager.

## **FLOOR PLANS**

Please refer to section FIRE MARSHAL REGULATIONS for information regarding proper approval and submission of floor plans to the Clark County Fire Prevention Bureau and the hotel. The exhibit company is responsible for providing approved Fire Marshal plans to the Catering/Convention Services Manager 30 days prior to group load in.

## **PRE AND POST SHOW FACILITY WALK-THROUGH**

A pre-event and post-event walk-through must be performed and signed off to identify any existing damage to facility.

It is your responsibility to leave the hotel in the same condition it was found. Cleaning fees will apply should marks, leaks or damage be found on the walls, ceiling, carpeting or staging. The Customer and/or Production Company will be held responsible for payment of these charges. Please arrange a day and time with the Facilities Director of Convention Setups for a pre-event and post-event walk-through.

## **MOVE-IN/MOVE-OUT FLOOR COVERING REQUIREMENTS**

In addition to motorized lifts having NOMAR/white tires, carpet and/or Visqueen must be placed a minimum of 30 feet leading into the meeting space, as well as 30 feet into the service hallways where space permits.

All exhibit aisle ways must be covered with visqueen for both move-in and move-out. All ballroom freight load-in doors and ballroom doors used for loading in/out must have protective pads placed over the doors. Large shipping pads will accommodate this.



## **CLEANING**

Horseshoe Las Vegas and Paris Las Vegas will provide the meeting space in a clean condition including exhibit floor, back of house and freight dock areas. It is the responsibility of the Decorating Company to return the facilities in the same clean condition as received.

Daily exhibit hall, booth and aisle cleaning are not provided by Horseshoe Las Vegas and Paris Las Vegas and must be arranged with your Decorator. In the event Horseshoe Las Vegas and Paris Las Vegas take on this responsibility, Horseshoe Las Vegas and Paris Las Vegas will charge a daily fee of 25 cents per square feet.

Horseshoe Las Vegas and Paris Las Vegas do not provide a dumpster. A dumpster may be ordered with Republic Service.

### **REPUBLIC SERVICES OF SOUTHERN NEVADA**

770 East Sahara Ave.  
Las Vegas, NV 89104  
Phone (702) 735-5151  
Fax (702) 735-1986

In the event a dumpster is not ordered and a Horseshoe Las Vegas and Paris Las Vegas dumpster is used, a service fee of \$1,500 will apply. Charges applicable each time dumpster is emptied.

If any cleanup is required or damage occurs, fees will be charged. Please review with your Catering/Convention Services Manager.

## **FORKLIFTS AND SCISSOR LIFTS**

All forklifts and scissor lifts must come equipped with NOMAR/white tires and a fire extinguisher. In addition, forklifts must be designated for interior use only and exterior use only. We do not allow forklifts to be driven back and forth from the outside of the property to inside the ballrooms. Horseshoe Las Vegas and Paris Las Vegas do not loan or provide motorized forklifts, genie booms, lifting devices, tools, ladders, etc. All equipment must be secured in advance. Contact Encore Event Technologies for rates.

## **INTERIOR CARPET INSTALLATION**

Only low adhesive tape is permitted on Horseshoe Las Vegas and Paris Las Vegas carpeting. Decorator carpet may be installed only as follows:

- Visqueen is to be laid directly over hotel carpet and secured with low adhesive tape.
- Decorator carpet may then be laid over Visqueen with tape securing carpet to Visqueen.

## **LOADING DOCKS**

There are 2 loading docks that service the Horseshoe Las Vegas and Paris Las Vegas Convention Facility.

### **DOCK HOURS MAY BE SCHEDULED:**

Monday through Friday | 3am - 2pm  
Saturday | 5am - 2pm  
Sunday | 5am - 1pm

Please provide a detailed truck manifest to your Catering/Convention Services Manager prior to your arrival. Upon arrival, you will need to check in with the Convention Set-up Manager prior to beginning to unload/load your freight.



Trucks are to be manned at all times. No overnight parking at either docks or anywhere on property. Any vehicles left unattended may be towed at your expense. Should you need parking, please contact your Catering/Convention Services Manager for more information.

These arrangements must also include the removal of empty crates, their storage during the show, and their subsequent return to Horseshoe Las Vegas and Paris Las Vegas on the move-out date. Should any property not be removed by the designated move-out date, the Property management may store, or cause to be stored, any such property that your organization or the exhibitor will be charged a reasonable fee for all incurred.

Horseshoe Las Vegas and Paris Las Vegas do not provide any storage for outside contractors' equipment. All storerooms inside the Hotels' convention area must be maintained free of any outside contractor equipment. It will be the responsibility of the outside contractor to secure storage for any and all equipment off property. Any and all equipment found stored will be moved and cost of labor will be charged to the outside contractor.

**STORAGE OF EXHIBIT MATERIALS**

Horseshoe Las Vegas and Paris Las Vegas will not accept and store shipments of exhibit materials in advance of a show. Due to Clark County Fire Department regulations, crates, boxes and such cannot be stored on Hotels' premises during a show. It will be necessary for you to make arrangements with your exhibitor service to receive and store exhibits for delivery to Horseshoe Las Vegas and Paris Las Vegas on the move-in date. These arrangements must also include the removal of empty crates, their storage during the show, and their subsequent return to Horseshoe Las Vegas and Paris Las Vegas on the move-out date. Should any property not be removed by the designated move-out date, the Hotel management may store, or cause to be stored, any such property that your organization or the exhibitor will be charged a reasonable fee for all incurred.

**EQUIPMENT INVENTORY**

Expos requiring more than 25 table tops must be handled by an exhibitor services company.

**RENTAL EQUIPMENT AVAILABLE FOR EXPOS:**

6' x 30" boxed table tops with 2 chairs.....	\$150 per table per room/per day
6' x 18" boxed table tops with 2 chairs.....	\$150 per table per room/per day
Risers - 6' x 8' sections, 18", 24" and 30" heights .....	\$200 per riser section/per event
Easels.....	\$40 per easel per room/per day
Water Cooler Station w/5 gal. of filtered water .....	\$150 per station inclusive of 1st bottle
Additional 5 Gallon Bottle .....	\$50 per bottle
Exhibit Area Cleaning.....	.25 cents per sq. ft.

**ALL DMC/DÉCOR AND EXPO COMPANIES**

Horseshoe Las Vegas and Paris Las Vegas is a union facility. All Exposition Services must be installed and dismantled by an appropriate union trade member. Freeman Exposition Services is the preferred provider of expo services at Horseshoe Las Vegas and Paris Las Vegas.

For assistance with any recommendations, please contact your Convention Services Manager.

Horseshoe Las Vegas and Paris Las Vegas is not responsible for anything left on property. All DMC/Décor and Expo companies are responsible for picking up their equipment immediately after the conclusion of the event.



## ELECTRICAL SERVICE

Horseshoe Las Vegas and Paris Las Vegas exclusive electrical provider is Encore Event Technologies. Encore Event Technologies will assist with all of your electrical requirements and will be happy to provide a custom quote.

### ELECTRICAL POWER SERVICES

#### IN MEETING SPACE:

10amp 120v Power Drop  
20amp 120v Power Drop  
A Extension Cord  
Power Strip

### MAJOR POWER DISTRIBUTION 120/208V:

60amp - 3 phase  
100amp - 3 phase  
200amp - 3 phase  
400amp - 3 phase  
*\*Prices valid for duration of show - maximum of seven days*  
Cam - Cam Feeder Set - 25'  
Cam - Cam Feeder Set - 50'  
Cam - Cam Feeder Set - 100'

*Please be advised that it is not permitted to connect to any hotel power outlet for any reason without the express written permission of the hotel. In addition, all connections to the house power system must be handled by a hotel engineer to ensure that proper safety procedures are followed.*

## FIRE MARSHAL REGULATIONS

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 submitted to the Clark County Fire Prevention Bureau. It is the sole responsibility of the association/event planner/company or affiliated companies to submit these diagrams and remit payment directly to the Clark County Fire Prevention Bureau. Approved copies of said plans are to be forwarded to your Catering/Convention Services Manager prior to the set-up of your function(s). Horseshoe Las Vegas and Paris Las Vegas will not provide access to meeting space without CCFD approved copy of floor plan.

Should Horseshoe Las Vegas and Paris Las Vegas create a floor plan for your event/meeting, each floor plan submitted will be charged at the current Fire Marshal Fee Schedule. The fees are based on square footage and time frame of submittal. Rooms with 1' to 14,999' of square footage cost \$400 if submitted prior to 10 business days and \$600 if submitted within 10 business days. Rooms that have 15,000+ square footage are \$700 if submitted prior to 10 business days and \$1,000 if submitted within 10 business days. If floor plans are required for submittal within 5 business days, please call Encore Event Technologies for a quote.

Instructions for permit application and method of payment are posted on the Clark County Fire Department web page at [www.co.clark.nv.us](http://www.co.clark.nv.us) or at the Fire Prevention Bureau.

### CLARK COUNTY FIRE DEPARTMENT

575 E. Flamingo Rd.  
Las Vegas, NV 89119  
Phone (702) 455-7118  
Fax (702) 735-0775



The following must be shown on the diagram for your event:

- Scaled to a minimum of 1/20"
- Dimensions and square footage of the entire area
- Size, location and construction of booths or any object taking up floor space in the room
- Table and chair location
- Width of all aisles
- Location and width of all fire exits
- Location of all fire extinguishers and fire hose cabinets. One fire extinguisher per every 6,000 square feet. and travel distance not to exceed 75 feet
- Name of contact person and phone number
- Move-in and move-out dates
- Room name
- Function name
- Name of hotel
- Address of hotel
- Occupancy
- Grandstands, bleachers, risers and alike must be approved by the Clark County Building Department
- Perimeter/Screen draping. All fire exits must be clearly visible with an illuminated exit sign above each exit

Any fire extinguishers or fire hose cabinets located backstage must be clear and easily accessible. Automobile or other fuel-powered vehicles of any nature must follow the following guidelines:

- Gasoline tanks at 1/8 full
- Batteries disconnected
- Gas caps locked
- Ignition keys removed
- Visqueen securely taped to carpet under all cars
- Propane tanks removed
- Each vehicle must be equipped with its own fire extinguisher
- Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for issuance permit

All drapes, hangings, curtains, drops and all other decorative material shall be made from non-flammable material or treated and maintained in a flame-retardant condition. All fire certificates must be available for review upon request.

Smoking is prohibited in all convention areas, at all times.

Any changes to approved diagrams must be re-submitted for approval to the Clark County Fire Department. Any unauthorized room changes may cause delays in opening specified event.

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 must be stored in a secured upright position.

Any use of two wire extension cords is prohibited. Multiple outlets and electrical cords must be grounded and must not be used to exceed their listed amp rating.

Areas enclosed by solid wall and ceilings must be provided with approved smoke detectors and a "fire watch" during off hours. Any covered area exceeding 800 square feet will require a temporary sprinkler system.

Any bleacher systems will require approval from the Clark County Building Department. IATSE labor must assemble and dismantle bleacher systems.



## **SECURITY**

Horseshoe Las Vegas and Paris Las Vegas are not responsible for loss of or damage to equipment or other items left in meeting rooms. Valuables should not be left unattended.

We recommend that you hire Security Officer(s) for any area you wish to secure including but not limited to exhibit halls, general sessions, Audiovisual/production set-ups, registration areas, etc.

Horseshoe Las Vegas and Paris Las Vegas Security Department is to be copied on all incident reports created by the outside provider.

Your Catering/Convention Services Manager must receive a copy of the contracted dates and times.

## **PROPANE STORAGE**

All propane tanks are to be stored in a secure cage and only in the approved propane storage areas. Please contact your Catering/Convention Services Manager to make arrangements.

## **TEMPORARY DUMPSTER STORAGE**

There are approved locations for temporary dumpster storage at the Horseshoe Las Vegas and Paris Las Vegas Convention Facility. Please contact your Catering/Convention Services Manager to make arrangements.

Propane cages and dumpsters not stored properly in the designated areas may be removed at the facility's discretion.