



BALLY'S
LAS VEGAS

**POLICIES
AND
PROCEDURES

CONVENTION
SERVICES**

AUDIO VISUAL

The recommended Audio Visual supplier at Bally's and Paris Las Vegas is **Encore Productions**. Please contact them at:

ENCORE PRODUCTIONS

3645 Las Vegas Blvd.

Las Vegas, Nevada 89109

Phone: (702) 967-4154

Fax: (702) 967-4462

Outside Production Companies:

Encore Productions manages and oversees all Audio Visual vendors and Production companies providing services within Bally's/Paris. In an effort to ensure that our liability needs are protected and that quality standards are maintained, Encore Productions oversees the proper operation and care of our facility and equipment by local and national vendors. We have established the following as conditions that must be substantiated and received prior to your event at Bally's Paris.

- A Technical Supervisor will be assigned to your Production Company during the load in and load out of your show. The rate is \$75.00/hr. 4-hour min. with overtime past the 8th hour billed at \$112.50 per hour. This position's main responsibility is strictly as an observer to maintain hotel standards in addition to providing you with quick access for your last minute production needs. The TS will also do a walk thru of the facility along with a Production Company's representative and note any damage that is in the room prior to the Production Company loading in. At the conclusion of the load out the TS will do a follow-up walk thru and note any additional damage (if any) to the facility. The Production Company will be billed for all damages to the facility.
- All scissor, man, fork or boom lifts ordered through Encore Productions must be operated by certified Encore staff members or certified contracted labor hired directly by Encore. At no time is any individual outside of Encore permitted to use any lift furnished by Encore. Current labor rates will apply for each operator.
- A minimum of two riggers are required for both load in and load out of all equipment that is to be hung in or attached to the ceiling. The rate is \$78.00/hr. 4-hour min. with overtime as applicable. All rigging labor needed must be brokered through Encore Productions.

- Rigging point charges are \$100.00 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.
- Load-In and Load-Out will be done at the Bally's Lower Freight Elevator, the Bally's Event Center Ramp, or at the Paris Ballroom loading area, depending on which rooms are being used. There are no truck docks at either Bally's or Paris. Ramps and/or forklifts are necessary.
- **All vendors/groups are responsible to leave the hotel in the same condition it was found.** All non-display vehicles inside the Convention Center must have white tires and free from leaks. All lifts will be physically checked before they are permitted to come inside the Convention Center. *Cleaning fees will apply should marks, leaks or damage be found on the carpeting or stages. The Production Company will be billed for all damages to the facility.*
- Meeting Room Electrical Charges are an Exclusive Service of Encore. All Meeting Room Electrical service must be distributed and installed by Encore. Prices are available upon request.
- Your Production Company will be provided with a list of wireless frequencies that must be avoided at all times. Various entertainment departments within the hotel use these wireless frequencies. Using a listed wireless frequency could possibly jeopardize a show within the hotel or even your own! *Please review the attached frequency list.*
- Outside Vendors must place on file with the hotel a certificate of insurance showing a minimum of **\$2,000,000.00** for each occurrence. This certificate must show the following: **Bally's/Paris Hotel & Casino, Harrah's Resorts & Casinos** and their subsidiaries and affiliates, and each of their officers, Directors, representative and employees are named as additional insured under above policies.
- The Hotel maintains a strict policy for using pyrotechnics or fog machines within the convention area. Fog machines must be water based. No oil based fog machines are allowed in the Convention Center. . The Hotel's Director of Ballroom Operations must to be notified a minimum of 7 days in advance of the first usage, and further charges unrelated to Encore Productions may apply.

- There is **no smoking** permitted inside the Convention Center, or its back hallways.
- No equipment or cases are to remain in the “back of the house” areas at anytime. Storage space for outside audiovisual companies will be the sole responsibility of the audiovisual company. Bally’s/Paris will make every effort to secure space once notification is given, but is under no obligation to provide such space. If space is available, the audiovisual vendor will be charged rack rate for such space.
- All Production companies must provide to Encore a Schedule of Events, 14 days prior to the event. This shall include accurate dates and times of load in and load out, a rehearsal schedule, a show schedule, and power install and removal times. Any Production company using theatrical smoke, pyrotechnics or lasers, must notify the group’s Convention Services Manager, 21 days in advance in order to make proper arrangements with Hotel Security and the local Fire Marshall. A fire watch may be required. Contact you group’s Convention Services Manager for details.
- For security reasons it is required that outside Production Companies provide ID badges for all their staff members. ID badges must notate staff member’s name, group’s name and Production Companies name.
- Use of the Bally’s/Paris employee cafeteria is prohibited for all outside production staff members and vendors.

BANNERS/SIGNS/EASELS

We will be happy to assist you in hanging banners or signs in any of our public meeting rooms. Easels will be provided at \$10.00 each for use in the meeting rooms. The rules regarding signage and easels are as follows:

- (1) Signage and easels are not permitted in the casino, hotel lobbies, sleeping room hallways or in elevator banks on guestroom floors.
- (2) Should your group heavily utilize hospitality suites, special provisions can be made for signage. Your Association/event planner/company can provide one single sign on each guestroom floor listing all hospitality suites. Otherwise, hospitality suite signage must be contained within the meeting room area.

NOTE: Hotel policy prohibits the listing of hospitality suites on the convention area monitors.

- (3) Association/event planner/company signage and easels are permitted in the convention area at the discretion of the Convention Services Department. Signage and easels for functions will be limited to one sign outside of each meeting room.
- (4) Easels for exhibitors in trade shows must be obtained from the exhibit service company.
- (5) The hotel does not provide signage. All signage brought in must be professionally made and meet the requirements of Hotel Management. The hotel is not responsible for your signage or promotional materials left inside or outside of meeting rooms after functions have concluded.
- (6) 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.
- (7) All signage, banners, etc. that will be hung from the ceiling in the convention area must be hung from existing structures. Load is not to exceed 75 lbs. per running foot. Signage or banners may not be attached to the moveable wall tracks at any time.

BANNERS/SIGNS/EASELS, continued

- (8) All hanging signs must be approved by Convention Services. The hotel reserves the right to refuse signage that does not meet the minimum requirements as set forth in these policies. All signage must be described in detail, in writing and submitted to your convention services manager two weeks prior to arrival.
- (9) Any signs, banners etc. that need to be hung from the ceiling in any of the meeting rooms must be hung by Encore Production staff only. Labor charges will be assessed.

EXHIBIT FACILITIES

CLEANING FACILITIES

The hotels 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 move out must be kept clean at all times, including move in, move out and during the show.

Contact: REPUBLIC SERVICES OF SOUTHERN NEVADA
 770 East Sahara Ave.
 Las Vegas, NV 89104
 Phone (702) 735-5151
 Fax (702) 735-1986

If any unusual cleanup is required, your organization will be billed on a cost basis of man-hours required to restore the Hotel's property to the same condition in which it existed prior to your event. An example of this would be confetti shot from "confetti cannons" as a special effect. Should a production company utilize this special effect during a meeting, a one time **special cleanup fee of \$1,000** will be applied to your master account.

CLEANING FACILITIES, continued

Daily janitorial service is not provided by the 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 company.

EXHIBIT INVENTORY

Please note, Bally's and Paris Las Vegas' convention inventory is supplied at no charge for meeting/food and beverage events only. Requests for inventory or labor for an exhibit related event are available upon request for the following fees:

6' or 8' x 30" skirted table, with 2 chairs	\$75.00 per table/chairs**
**Maximum of 25 allowed, 26 or above require the use of an exhibit decorating company	
Water Cooler Station w/ 5 Gal.	\$100.00 per station inclusive of first bottle of water
Additional 5 Gallon Bottle of Water	\$25.00 per bottle
Exhibit Area Cleaning	\$1000.00 per day

EXHIBIT/PRODUCTION 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.

FLOOR LOAD LIMITS

Floor load limits are:

Bally's

Grand Ballroom	150 lbs. per square foot
Pacific Ballroom	150 lbs. per square foot
Event Center	225 lbs. per square foot

Paris

All Ballrooms	225 lbs. per square foot
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Any displays/vehicles that exceed these limits must have load weight distribution panels installed in order to meet these requirements.

FORKLIFTS AND SCISSOR LIFTS

All forklifts and scissor lifts must come equipped with NOMAR tires and a fire extinguisher. The hotels do not loan or provide motorized forklifts, genie booms, lifting devices, tools, ladders etc. for outside contractors. All equipment must be secured in advance. Contact Encore Productions for rates. For Paris Las Vegas convention areas, forklifts, ramps, scissors lifts and any other equipment must be dropped off and stored in the designated area on the East side of Audrie Lane, and the East lot at Bally's. Dates and times must be confirmed in advance. Any items placed in areas without approval will be removed at the cost of the client.

The Loading Dock Manager must inspect all machines entering the convention areas at either property.

At Paris Las Vegas **FORKLIFTS ARE NOT PERMITTED IN THE CHAMPAGNE AND VERSAILLES BALLROOM, THE HALL OF MIRRORS, OR THE PARIS FOYER.**

INTERIOR CARPET INSTALLATION

Only a low adhesive tape is permitted on the hotels' carpet. Decorator carpet may be installed only as follows:

- (1) Visqueen is to be laid directly over hotel carpet and secured with a low adhesive tape.
- (2) Decorator carpet may then be laid over visqueen with tape securing carpet to visqueen.

Thin rubber matting must be used in service corridors between receiving area and convention area. Carpet must be laid a minimum of thirty feet into any of the space at the hotels.

PRE AND POST SHOW FACILITY WALK THROUGH

A pre and post convention walk through will be arranged with the Convention Operations Manager (Drayage/exhibits) or the Director of Ballroom Operations (Production). At that time any damages or alterations to the convention meeting space will be noted and appropriate actions taken. During the course of your event, if any damage is sustained to the property, your company will be liable and responsible for all repair costs incurred, which will be charged to your account.

STORAGE OF EXHIBIT MATERIALS

The Hotels cannot 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 the Hotels 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 the Hotels 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.

The Hotels 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 inside the Hotels will be moved and cost of labor will be charged to the outside contractor.

DISTRIBUTION OF PRINTED MATERIALS

Authorized hotel personnel **ONLY** shall deliver all convention-related brochures, magazines, flyers and similar printed materials (“Convention Publications”) to guestrooms in the hotels.

All Convention Publications must be approved in advance by the association/event planner/company and by the hotels.

Association/event planner/company agrees to pay hotels as a service charge for each delivery the sum \$2.25 (door delivery) or \$3.25 (in-room delivery) for each item comprising a convention publication, multiplied by the number of guestrooms where delivery is to be made. As used herein, “delivery” means a scheduled distribution of one Convention Publication to each guestroom in the hotels. Three or more items to be delivered to guest rooms on the same day will require packaging in plastic bags to be placed outside guest room doors. If association/event planner/company undertakes responsibility for packaging Convention Publications, association/event planner/company will deliver the necessary number of pre-packaged items to a location designated by hotels, and the delivery service charge will be mutually agreed by association/event planner/company and hotels. Please coordinate with your Convention Manager regarding charges if your distribution will require packaging or special handling by the hotels.

Distribution of gummed promotional stickers or labels is strictly prohibited. Any actions necessary for the protection and/or repair of the premises, equipment or furnishings will be at the expense of the exhibitor or association/event planner/company.

ELECTRICAL SERVICE

Ballys and Paris Las Vegas' exclusive electrical provider is Encore Productions. Encore Productions can assist in handling all of your electrical and plumbing requirements.

The engineering department at the Hotels must approve special power connections. Isolated circuits for computer use are not available on normal power circuits.

All production company electrical requirements and disconnect service will be provided by the hotels' in-house audio visual company Encore Productions. All outside contractors and production companies will be subject to a power charge from Encore Productions. Please contact the Encore Productions office for quotes on electrical service.

EQUIPMENT INVENTORY

Our convention inventory for meeting related events is supplied at no charge. 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 or set delays caused by an exhibit decorator/production company may incur a labor charge.

Please note, convention inventory is supplied at no charge for meeting/food and beverage events only. Requests for inventory or labor for an exhibit related event are available upon request for the following fees:

6' or 8' x 30" skirted table, with 2 chairs	\$75.00 per table/chairs**
**Maximum of 25 allowed, 26 or above require the use of an exhibit decorating company	
Water Cooler Station w/ 5 Gal.	\$100.00 per station inclusive of first bottle of water
Additional 5 Gallon Bottle of Water	\$25.00 per bottle

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 Convention Services or Catering Manager prior to set-up of your function(s). **Bally's and/or Paris Las Vegas cannot allow set-up or access to the function space prior to disclosure of approved diagram(s).** The fee schedule charged by the Clark County Fire Prevention Bureau is as follows:

PLANS SUBMITTED TEN BUSINESS DAYS OR MORE BEFORE EVENT:

PLACES OF ASSEMBLY	4,500 – 14,999 SqF	\$ 75.00
PLACES OF ASSEMBLY	14,999 – 74,999 SqF	\$150.00
PLACES OF ASSEMBLY	75,000 – and up	\$225.00

PLANS SUBMITTED WITHIN TEN BUSINESS DAYS OF THE EVENT, ABOVE CHARGES ARE DOUBLED.

Should a representative of Bally's and Paris create and submit these diagrams on behalf of the association/event planner/company or affiliated companies, the following **additional** fees will be charged to your master account:

PLACES OF ASSEMBLY	4,500 – 14,999 SqF	\$125.00
PLACES OF ASSEMBLY	14,999 – 74,999 SqF	\$200.00
PLACES OF ASSEMBLY	75,000 – and up SqF	\$275.00

PLANS SUBMITTED WITHIN TEN BUSINESS DAYS OF THE EVENT, ABOVE CHARGES DOUBLED.

Instructions for permit application 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.

FIRE MARSHAL REGULATIONS, continued

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

1. The following must be shown on the diagram for your event:
 - a. Scaled to a minimum of 1/20”.
 - b. Dimensions and square footage of the entire area.
 - c. Size, location and construction of booths or any object taking up floor space in the room.
 - d. Table and chair location.
 - e. Width of all aisles.
 - f. Location and width of all fire exits.
 - g. Location of ALL fire extinguishers and fire hose cabinets. One fire extinguisher per every 6,000-sq. ft. and travel distance not to exceed 75 feet.
 - h. Name of contact person and phone number.
 - i. Move in and move out dates.
 - j. Room name.
 - k. Function name.
 - l. Name of hotel.
 - m. Address of hotel.
 - n. Occupancy.
 - o. Grandstands, bleachers, risers and alike must be approved by the Clark County Building Department.
 - p. Perimeter/Screen draping.
2. All fire exits must be clearly visible with an illuminated exit sign above each.
3. Back staging and rear screen projection guidelines:
 - a. No storage boxes, musical cases, etc. may be stored behind staging.
 - b. If exiting is covered by stage masking there must be a clear path from masking to exit and illuminated exit sign located on masking.
 - c. Any fire extinguishers or fire hose cabinets located back-stage must be clear and easily accessible.

FIRE MARSHAL REGULATIONS, continued

4. Automobile or other fuel-powered vehicles of any nature must follow the following guidelines:
 - a. Gasoline tanks at 1/8th full.
 - b. Batteries disconnected.
 - c. Locking gas caps.
 - d. Ignition keys removed.
 - e. Propane tanks to be removed.
 - f. Each vehicle must be equipped with its own fire extinguisher.
 - g. Displays involving flammable or combustible liquids or materials and pyrotechnic displays must be demonstrated to the Clark County Fire Department for issuance permit.
5. All drapes, hangings, curtains, drops and all other decorative material including Christmas trees shall be made from non-flammable material or treated and maintained in a flame-retardant condition.
6. 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.

7. Any smoke, fog, haze or pyrotechnics must first have Fire Marshal and Hotel Life Safety approval. The Life Safety staff at Paris and Bally's Las Vegas must be notified at least two weeks in advance of the event.
Life Safety Technicians (SIEMENS) will be contracted to disable the fire alarm devices at Paris. A technician must remain in the Fire Safety Command Center while the devices are disabled. Charges for this service are:
 - a. \$ 130.00 per hour Monday through Friday, 7:00am to 4:00pm
 - b. \$260.00 per hour Regular Overtime all other times.
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 Fire Department and State Fire Marshal. Canvas, cloth, cardboard, leaves,

FIRE MARSHAL REGULATIONS, continued

or similar combustible materials shall be completely flame retardant. Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials can not be made flame retardant and their use is prohibited. **ALL MATERIALS MUST BE ACCOMPANIED BY AN OFFICIAL FIRE RESISTANCE CERTIFICATE.**

9. 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.
10. 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.
11. 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 sq. ft. will require a temporary sprinkler system.
12. Any bleacher system set up will require approval from the Clark County Building Department.

IN-HOUSE TELEVISION CHANNELS

Association/event planner/company or affiliated companies may rent the in-housed closed circuit television channels for purposes of promoting the convention, its events, or otherwise in connection with the convention at a cost of \$1,500.00 per day. All information to be transmitted on the in-house television channels must be approved in advance by the Association/event planner/company and by Bally's and Paris Las Vegas.

Closed circuit channels at Bally's are channels 21 and 22.
Closed circuit channels at Paris are channels 21 and 22.

Preferred videotape format for all in-house channels is VHS or CD ROM.

PACKAGE ROOMS/SHIPPING & RECEIVING

BALLY'S/PARIS CONVENTION PACKAGE ROOM (702) 946-3736

The Bally's/Paris Convention Package Room is open daily from 7:00am to 7:00pm. After hours assistance is available through the hotel operator at beeper number 0312. All Incoming and outgoing packages will incur a handling charge.

PACKAGE HANDLING FEES

Letters	\$5.00
Packages under 10 pounds	\$5.00
Packages 11 – 25 pounds	\$10.00
Packages 26 – 50 pounds	\$15.00
Packages 51 – 75 pounds	\$20.00
Packages 76 – 100 pounds	\$40.00

PALLETS

Pallet/Container over 100 pounds	\$100.00
Forklift and Driver (If Necessary)	\$250.00

STORAGE (per package, per day)

Package	\$15.00
Pallet	\$40.00
Storage Cage (based on availability)	\$250.00

SHIPPING ADDRESS

Envelopes and packages can be received at both hotels using the following addresses:

BALLY'S/PARIS LAS VEGAS

Attn: Convention Package Room
3655 Las Vegas Blvd. South
Las Vegas, NV 89109

Hold for: **Your Name**
Company/Event Name
Arrival Date

BUSINESS CENTER

The Business Center is able to ship packages weighing less than 30 pounds. Shipping is available through most major couriers including Federal Express and United Parcel Service. Shipping and handling charges are applicable to all outgoing packages; rates vary depending on carrier. Postage stamps and mail drops are also located in the Business Center.

RESOURCE INFORMATION

1. All communications should be addressed through your primary hotel contact. This individual is your Convention Service Manager or Catering Manager.
2. Room availability/usage is to be coordinated with your primary hotel contact. The following must be provided to the hotels 30 days prior to your first event:
 - a. A schedule of equipment deliveries and pick ups by outside vendors.
 - b. Time line of room set, event, and teardown.
 - c. Speaker/Entertainment riders.
 - d. Dressing room requirements.
 - e. Power requirements.
 - f. Name and phone number of labor payrolling company.
 - g. Crew meal requirements.
 - h. Room cleaning times.
3. Submit all food and beverage requirements to your respective Catering Manager, forty-five (45) days prior to arrival.
4. Move-in and move-out through secured areas must be coordinated with your primary hotel contact.
5. Bally's Las Vegas and Paris Las Vegas are union properties.
6. Encore Productions, with offices and equipment at both of our properties, is our recommended Audio Visual provider. They will be happy to provide all sound, lights, projectors, monitors, screens, and other A/V equipment.

RESOURCE INFORMATION, continued

7. Encore Productions is the exclusive electrical provider for trade shows at both properties.
8. The Convention Operations Department maintains an extensive inventory of chairs, tables, risers, etc., for your use. Please contact your primary hotel contact to discuss these requirements.

RIGGING AND BANNER INFORMATION

1. Rigging on hotel property must be facilitated by Encore Productions. Pre-planning your rigging requirements through Encore Productions is required to ensure acceptable material and placement specifications are maintained.
2. All materials utilized for rigging must be rated for overhead use and are to be used for the intended purpose.
3. Reflected convention area ceiling plans are available, however a site visit is recommended. Please contact your primary hotel contact to discuss rigging requirements.
4. All signage brought in must be professionally made. Banners in excess of 6' in length should include a rigid support for best results. In addition, always include grommets when purchasing a banner.
5. All signs and banners connected to the hotels' walls or ceilings must be hung and removed by Encore Productions. Arrangements should be made with your primary hotel contact at least 24 hours in advance of your event.

TELECOMMUNICATIONS SERVICE

Priority Networks provides all telecommunications services at Bally's and Paris Las Vegas. All orders for phone, Internet, Ethernet service, ISDN, or T-1 lines in our convention areas should be sent to Priority Networks. Contact them at (702) 967-9300.

SAFETY REGULATIONS AND FACILITY POLICIES

1. No banners, posters, signs, or flip chart paper may be affixed to any convention area walls. Tape is allowed on stages and dance floors provided your staff removes it at the conclusion of your event.
2. The use of nails or screws to fasten objects to any stage, floor, or wall is prohibited.
3. All meeting room, stage, and technical area sets must comply with local Clark County Fire Department codes.
4. Vehicles brought into the building require direct approval of the primary hotel contact.
5. Technical areas are to be placed on side walls or in the rear of room with all cabling routed around the perimeters in a manner that maintains safe thoroughfares for servers and guests.
6. The Hotels' convention area has an overhead sound system. To protect our property, Encore Productions must supervise any patches into the sound systems. All wireless communications frequencies (VHF, UHF, IR, etc.) are to be coordinated with Encore Productions.
7. A pre-show and post-show facility inspection must be scheduled with Convention Operations. Please leave your function space in the same condition as when you arrived. This includes ceiling and light fixtures. The hotel reserves the right to charge for cleaning and/or damages, if necessary.
8. Labor for staged audio visual presentations and/or staged productions is provided by IATSE (International Association/event planner/company of Theatrical and Stage Employees), through Encore Productions, a contracted audio visual production company, or labor payrolling company.

SECURITY

- Bally's and Paris are not responsible for loss of or damage to equipment or other items left in meeting rooms. If you plan to leave valuables of any kind in a meeting room, we suggest that you hire a security officer to be stationed in the room. This may apply, but is not limited to, exhibit halls, audio visual/production set-ups, registration areas, etc. Remember that the majority of our meeting space is bordered by air walls and is easily accessible from adjoining space.
- For conventions requiring more than 20 hours of coverage, our in house security staff offers a wide range of services and will work with you in meeting your budgets. Services offered include access control, equipment watch, VIP/Executive protection, metal detectors, undercover, emergency medical technicians, 24 hour supervision, specialty video and more. For assistance in coordinating your security needs please contact our Security Manager at 702-777-6829 or coordinate your needs with your designated Convention Operations Manager.
- Armed security is not permitted on Bally's or Paris property.
- The following parameters apply to any outside Security firms when you hire to provide services on Bally's or Paris property:
 - 1) The company must provide Bally's or Paris with proof of insurance, naming Bally's or Paris as additional insured.
 - 2) A representative of the chosen company must check in with Convention Operations Department upon entry to the property and upon departure.
 - 3) Bally's or Paris Security Department is to be copied on all incident reports created by the outside provider.
 - 4) The Security Company must provide the Convention Operations Manager the contracted dates and times.

Bally's Security
3645 Las Vegas Boulevard
Las Vegas, NV 89109
Tel: 702-777-6829
Fax: 702-777-2307

Paris Security
3645 Las Vegas Boulevard
Las Vegas, NV 89109
Tel: 702-777-6829
Fax: 702-777-2307

Please note that all policies and procedures, inclusive of pricing information are subject to change without notice.