

# FORMS



THE VENETIAN RESORT  
LAS VEGAS

3355 LAS VEGAS BOULEVARD SOUTH, LAS VEGAS, NEVADA 89109

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# Security Event Order Form

THE VENETIAN RESORT LAS VEGAS  
3355 LAS VEGAS BOULEVARD SOUTH, LAS VEGAS, NEVADA 89109  
877.226.8319 702.414.2305

Group Name: \_\_\_\_\_ Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Billing: \_\_\_\_\_  
Conference Manager: \_\_\_\_\_ Security Coordinator: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Location: \_\_\_\_\_ Service: \_\_\_\_\_ # Of Officers: \_\_\_\_\_

## FEES FOR SECURITY:

Orders must be placed at least five days prior to function and will be charged a rate of \$57.51 per hour per Security Officer.

## COMMENTS:

*The organization agrees to indemnify, defend, and hold harmless Pioneer OpCo, LLC, Expo and Convention Center, LLC, and Venetian Las Vegas Gaming, LLC, its parent, subsidiaries, affiliated companies, and their respective and future officers, directors, employees, agents, and assigns ("Resort") from and against any and all claims, damages, liability, losses, judgments, liens, costs, and expenses (including all reasonable attorney's fees) arising out of, or alleged to have arisen out of, the utilization by organization of any security officer or staff member hired by or furnished by the Resort.*

*The Customer's duty to indemnify, defend, and hold harmless, as provided above, will apply even if the loss arises out of or in connection with, or is alleged to have arisen out of or in connection with, any negligent act or omission of the Resort. Customer further agrees that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort. Customer further agrees to advise all participants that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort.*

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
VP of Security Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Security Coordinator : \_\_\_\_\_ Date: \_\_\_\_\_

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# Water-Based Hazing Form

PAGE 1

Client or Group Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Conference Manager: \_\_\_\_\_ Location: \_\_\_\_\_ Billing: \_\_\_\_\_

\$300 per hour with a four (4) hour minimum per hazing period.

Hazing is not available in Hall G or Level 1 meeting rooms.

This charge includes a dedicated Life Safety Technician to monitor and operate the detection and alarm devices associated with the hazing location.

The Life Safety Technician will monitor and operate these devices from a remote location so as not to interrupt your event.

## HAZING REQUIREMENTS & PROCEDURES:

"The Venetian Resort Las Vegas" and/or "The Venetian Expo" allows use of water-based hazers only. Oil-based hazers are not allowed at any time.

If found using oil-based hazers, hazing will be immediately shut down, all scheduled hazing charges will be applied, and you will be charged \_\_\_\_\_ Initial  
for any resulting life safety systems repairs.

"The Venetian Resort Las Vegas" and/or "The Venetian Expo" requires that a haze demonstration be scheduled at least 24 hours in advance of the first scheduled hazing event. At this time, "The Venetian Resort Las Vegas" and/or "The Venetian Expo" will verify that the equipment and haze levels meet the requirements of The Venetian Resort Las Vegas" and/or "The Venetian Expo." There will be no charge for this demonstration.

The hazing fees will be listed as Fire Watch on your account, and you will be charged for actual hazing hours. A four (4) hour minimum for each hazing period/rehearsal is required.

Any hazing request received with less than 48 hours' notice will be automatically charged an additional fee of \$150 per hour. \_\_\_\_\_ Initial

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# Water-Based Hazing Form

PAGE 2

**HAZING DEMONSTRATION – DATE/TIME/LOCATION:** \_\_\_\_\_

AT LEAST 24 HOURS IN ADVANCE OF THE FIRST SCHEDULED HAZING EVENT, NO CHARGE.

**HAZING SCHEDULE:\***

Start Date and Time: \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

End Date and Time: \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Start Date and Time: \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

End Date and Time: \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Start Date and Time: \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

End Date and Time: \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

“The Venetian Resort Las Vegas” and/or “The Venetian Expo” is not in control of hazing equipment and will not guarantee that the Fire Alarm will not activate if levels differ from test levels. If the life safety system is activated due to hazing and “The Venetian Resort Las Vegas” and/or “The Venetian Expo” incurs any financial liability due to disruption of other groups located in The Venetian Convention and Expo Center, the Client will be billed for all such charges incurred.

The Client agrees to indemnify, defend, and hold harmless, Pioneer OpCo, LLC, Expo and Convention Center, LLC, and Venetian Las Vegas Gaming, LLC, its parent, subsidiaries, affiliated companies and their respective and future offices, directors, employees, agents and assigns (“Resort”) from and against any and all claims, damages, liability, losses, judgments, liens, cost and expenses (including all reasonable attorney’s fees) arising out of, or alleged to have arisen out of, the utilization by Client of any security officer or staff member hired by or furnished by the Resort. The Client’s duty to indemnify, defend, and hold harmless, as provided above, will apply even if the loss arises out of or in connection with, or is alleged to have arisen out of or in connection with, any negligent act or omission of the Resort.

The Client further agrees that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort. The Client further agrees to advise all participants that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damage to any personal property brought onto the premises of the Resort.

\*Any extensions or changes to the above schedule must be submitted in writing to your Conference Manager.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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# Request to Distribute Samples

PAGE 1

To receive authorization for distributing food or beverages not purchased through The Venetian Convention and Expo Center (the exclusive provider of these services), please complete this form no later than 7 days prior to show opening. The selling of food/beverage products by any other entity is prohibited and must be removed from the show floor. Sponsoring organizations of expositions and trade shows and their exhibitors may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

## GENERAL INFORMATION FOR FOOD INDUSTRY SHOWS

1. Items dispensed are limited to food and beverage products that are **manufactured, processed, or distributed** by exhibiting companies. Items that are not manufactured, processed, or distributed by the company may not be provided as samples unless they are purchased through The Venetian Convention and Expo Center.
2. Food and beverage items used as traffic promoters (e.g., popcorn, coffee, bar service, ice cream) must be purchased from The Venetian Convention and Expo Center.
3. If you do **manufacture, process, or distribute** the items, they are to be a **SAMPLE SIZE** and must be dispensed/distributed in accordance with local and state health codes:
  - Non-alcoholic Beverages can be a **maximum of 2 oz.** sample size and must be served in plastic cups. No cans or bottles will be permitted.
  - Food items are limited to "bite-size," **not to exceed 1 oz.** portions.
  - Vendors must submit proof of having \$2,000,000 liability insurance and name The Venetian Resort Las Vegas and The Venetian Expo as additional insured.
  - The distribution of alcohol sampling is not allowed.
4. All alcoholic beverages must be purchased from The Venetian Convention and Expo Center and dispensed by The Venetian Convention and Expo Center bartenders (prevailing rates will apply).
5. The Venetian Convention and Expo Center will act as the coordinator for the Health Department event permit. If the sampling of food and/or beverage will occur within your booth, it must be included in the permit, and a handwashing station will be required by Southern Nevada Health District (SNHD). A first-day delivery and setup fee will be incurred, along with an additional daily fee thereafter. Please contact your Catering & Conference Manager or email [catering@venetianlasvegas.com](mailto:catering@venetianlasvegas.com) for details and to receive the Request to Distribute Samples Form.
6. Please visit [southernnevadahealthdistrict.org/permits-and-regulations/2023-food-regulations](https://southernnevadahealthdistrict.org/permits-and-regulations/2023-food-regulations) for additional information on SNHD sampling guidelines. Visit [southernnevadahealthdistrict.org/download/eh/temp-permit-checklist.pdf](https://southernnevadahealthdistrict.org/download/eh/temp-permit-checklist.pdf) to view a Temporary Food Establishment Quick Reference Checklist.
7. The Venetian Convention and Expo Center is not responsible for any Food and/or Beverage products brought in from the outside. These products must be coordinated/approved by a Catering Manager prior to show dates.
8. Vendors are responsible for booth rental fees and related services, including electrical, plumbing, drainage, and booth cleaning/trash removal. For exhibitors distributing samples, Porter Service is highly recommended; ordering this cleaning service will remove all debris and food sampling waste from your booth area. Please contact the Exhibit & Business Service Center for details.
9. If product storage, delivery, or kitchen use is needed, the following charges may be assessed. For kitchen use, completion of a release form will be required. Space is limited and available on a first-come, first-served basis and must be arranged no later than 21 days prior to show opening. Any orders received after this cutoff date will need to be approved based upon available space; additional fees may apply.
  - \$200 per day/per pallet for refrigerated, freezer, and dry storage.
  - \$50 one-time handling fee for 1-4 skids/\$250 handling fee for 5 or more skids.
  - \$50 delivery charge each time product is delivered to the exhibit booth/room.
  - \$150 per hour for shared kitchen space in The Venetian Expo (4-hour minimum). Subject to availability and management approvals.
  - Kitchen labor is available for \$46.35 per hour (4-hour minimum).
  - Additional charges will apply for equipment rental and is subject to availability.

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# Catering Guidelines

## GENERAL GUIDELINES

The Venetian Convention and Expo Center Catering Department holds the exclusive rights to all Food & Beverage services. No food or beverage, logoed bottled water, samples, etc., are allowed to be brought into The Venetian Convention and Expo Center. Any exceptions must be approved in writing, and a corkage fee will apply.

- Decreases must be received 72 hours in advance of service, and no credits will be issued on services installed as ordered but not used.
- To avoid a cancellation fee, cancellations must be received at least 21 days prior to the show opening date. Cancellations received less than 21 days, but greater than 10 business days prior to the show opening date will result in 50% of the total order being refunded. Cancellations received less than 10 business days but greater than 3 business days prior to the show opening date will result in 25% of the total order being refunded. Cancellations received 3 or fewer business days prior to the show opening date will not be refunded.
- Please review your BEO/Banquet Check prior to departing The Venetian Convention and Expo Center. For credit consideration, all service concerns must be made known during the show.
- A \$50 labor and preparation charge will be applied to orders that do not meet minimum requirements. A \$100 charge will be applied for buffets that do not meet the 25-person minimum.
- A 10% discount will be applied to food and non-alcoholic beverage items on orders that are received – with full payment – By 5:00 PM PST, at least 21 calendar days prior to the show opening date. Orders placed 20–4 calendar days prior to the show opening date will be processed at the advertised menu rate. All orders received within 72 hours of the show opening will incur a 10% price increase.
- If electricity is required for a booth, the Facility is the exclusive provider of all electrical needs. Please call 702.733.5676 for assistance.
- Exhibitor must provide table or counter space for all F&B orders. Tables are available for rent; please call 702.733.5676 or **email [catering@venetianlasvegas.com](mailto:catering@venetianlasvegas.com)** for assistance.
- Please call 702.733.5676 or email us at **[catering@venetianlasvegas.com](mailto:catering@venetianlasvegas.com)** for menus, service inquiries, and information on Attendant/Bartender fees.
- For assistance during the show, please contact the Catering Department at 702.733.5676 or 702.733.5366 or visit the Exhibit & Business Service Center.

# Animal Special Permit

\_\_\_\_\_ (Exhibitor) agrees to defend, indemnify, and hold Pioneer OpCo, LLC, Expo and Convention Center, LLC, and Venetian Las Vegas Gaming, LLC its parent, subsidiary, and affiliated companies and their respective officers, directors, employees, and agents and assigns free, clear, and harmless from any and all claims, demands, losses, liability, judgments, liens, costs, and expenses (including reasonable attorney fees) arising out of or in connection with this agreement to allow (Organization) to bring and/or display an animal on "The Venetian Resort Las Vegas" and/or "The Venetian Expo" properties. Please note Pioneer OpCo, LLC, Expo and Convention Center, LLC, and Venetian Las Vegas Gaming, LLC reserve the right to require additional coverage as it sees fit. Additional coverage needs will be dictated by the Legal and Risk Management departments of the Resort at their sole discretion.

## **WAIVER**

Pioneer OpCo, LLC, Expo and Convention Center, LLC, and Venetian Las Vegas Gaming, LLC does not assume any liability for loss of or damage to the animal(s) or any other personal property of \_\_\_\_\_ (Exhibitor) while on the property or in possession of Pioneer OpCo, LLC, Expo and Convention Center, LLC, and Venetian Las Vegas Gaming, LLC.

Pioneer OpCo, LLC, Expo and Convention Center, LLC, and Venetian Las Vegas Gaming, LLC shall not be liable for, and \_\_\_\_\_ (Exhibitor) agrees to waive any and all claims for damage, including but not limited to consequential damages to the animal(s) and any of its personal property while on the property of or in the care, custody, or control of "The Venetian Resort."

Agreed to by: Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_



# Group Business Credit Card Authorization Form

TAX I.D. 86-2889081

ATTN: ACCOUNTS RECEIVABLE

3355 LAS VEGAS BLVD. SOUTH, LAS VEGAS, NEVADA 89109

You are requesting The Venetian Resort Las Vegas and/or The Venetian Expo to charge your credit card for services required for the event or convention charges listed below. Please ensure this form is filled out completely and signed by the authorized cardholder.

## THE VENETIAN RESORT LAS VEGAS AND/OR THE VENETIAN EXPO CONTACT INFORMATION (For Internal Completion)

Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax : \_\_\_\_\_

Email: \_\_\_\_\_

Group Event ID: \_\_\_\_\_

## EVENT/CONVENTION INFORMATION

Group Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Group Contact Name: \_\_\_\_\_

Group Contact Phone: \_\_\_\_\_

Group Contact Email: \_\_\_\_\_

## CREDIT CARD INFORMATION

Amount to be charged: \$ \_\_\_\_\_

If authorizing this credit card to be used for all event or convention-related charges, please initial here: \_\_\_\_\_

## CREDIT CARD INFORMATION CONT.

I authorize any and all charges not covered by my advance deposit and, or other deposits to be charged to this credit card. The Venetian Resort Las Vegas and/or The Venetian Expo terms are 100% prepay. If the above amount is not 100% prepayment, The Venetian Resort Las Vegas and/or The Venetian Expo is authorized to charge the remaining amount. No additional signature will be required.

## CREDIT CARD NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date (Month/Year): \_\_\_\_\_

To safeguard information, our team will contact you by phone to obtain additional information needed to process your payment.

## CARDHOLDER INFORMATION AS IT APPEARS ON YOUR ACCOUNT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I authorize The Venetian Resort and/or The Venetian Expo to charge this credit card as indicated above.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To prevent unauthorized access or disclosure, we have implemented procedures to safeguard and secure the information we receive. However, we are not able to verify the security of such information during electronic transmission to us. Therefore, this form is required to be faxed to your contact listed above at The Venetian Resort Las Vegas and/or The Venetian Expo.

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# Meeting Room Key Request Form

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Group Name: \_\_\_\_\_

EBMS ID: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Catering & Conference Manager: \_\_\_\_\_

Contact Cell Number: \_\_\_\_\_

Expo Event Manager: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

To ensure your keys are ready on time, please submit this request at least (5) business days prior to the start date. Requests submitted with less notice may incur a labor fee of \$5 per key.

Ballroom Name & Number(s)	Entry Door(s) Number(s)	Start Date & Time	End Date & Time	# of Keys Requested	May VIS Team Enter?*	Onsite Requests	# of Keys Returned

***\*If no, there will still be the exception of Security & Facilities, only in the case of an emergency.***

Lost/damaged non-returned key(s) upon departure will be charged a fee of \$175 per key.

If a master key for multiple ballrooms is lost and needs to be canceled, a \$200 labor fee is applicable per meeting space floor, with a maximum fee of \$1,500. By signing this form, the client acknowledges that all key-related charges, including but not limited to potential lost/damaged/non-returned key(s), will be applied to their group's master account.

**PLEASE BE AWARE:** As spaces may have various unsecurable access points (e.g., adjoining air wall doors, etc.), items should not be left in any meeting space without contracted security.

Client Name: \_\_\_\_\_

Client Signature and Date: \_\_\_\_\_

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# Meeting Room Key Request Form

PAGE 2

I, \_\_\_\_\_, hereby acknowledge receipt of all requested keys for my program (# of keys issued: \_\_\_\_\_). As part of this acknowledgment, I fully understand all terms and conditions for my key request. All keys must be returned to a Catering & Conference Manager or a Meeting Coordinator prior to departure in order to avoid lost/damaged/non-returned key charges.

I also understand that if additional keys are requested during the program dates, this request will be accommodated, and all above policies and fees will apply.

The following individuals have authority to order keys during program dates: \_\_\_\_\_

\_\_\_\_\_

Client Signature & Date: \_\_\_\_\_

## FOR COORDINATOR INTERNAL USE ONLY:

Form Received, Date, and by Whom: \_\_\_\_\_

Master Account for Billing: \_\_\_\_\_

# Keys Made: \_\_\_\_\_

# Keys Issued: \_\_\_\_\_

Additional Keys Made: \_\_\_\_\_

# Keys Not Returned: \_\_\_\_\_

# Keys Returned: \_\_\_\_\_

Damaged/Non-returned BEO Created and Issued Date: \_\_\_\_\_

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# Carpet Over Carpet: Show Cleaning/ Security Order Form

THE VENETIAN RESORT LAS VEGAS  
3355 LAS VEGAS BOULEVARD SOUTH, LAS VEGAS, NEVADA 89109  
877.226.8319 702.414.2305

Group Name: \_\_\_\_\_ Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Billing: \_\_\_\_\_  
Conference Manager: \_\_\_\_\_ Location: \_\_\_\_\_ # of Officers: \_\_\_\_\_  
Total Sq. Ft. of Visqueen to be Placed: \_\_\_\_\_ Start Date and Time: \_\_\_\_\_ Cut/Removal Date and Time: \_\_\_\_\_

## FEES:

Orders received more than five days prior to function - \$41.30 per hour per Security Officer (four (4) hour min.) and \$0.16 per square foot for Visqueen Cut/Removal.  
Orders received less than five days prior to function - \$50 per hour per Security Officer (four (4) hour min.) and \$0.20 per square foot of Visqueen Cut/Removal.

## NONCOMPLIANCE:

The cutting and removal of Visqueen in carpeted areas may only be done by The Venetian Expo Show Cleaning & Meeting Services department. Failure to adhere to this policy will result in an automatic charge of \$1,000.

## DAMAGE:

Pre- and post-move-in inspections of carpet over carpet areas are required. If damage is identified during or after a program, a repair bill will be to the requestor.

## COMMENTS:

*The organization agrees to indemnify, defend, and hold harmless Pioneer OpCo, LLC, Expo and Convention Center, LLC, Venetian Las Vegas Gaming, LLC, its parent, subsidiaries, affiliated companies, and their respective and future officers, directors, employees, agents, and assigns ("Resort") from and against any and all claims, damages, liability, losses, judgments, liens, costs, and expenses (including all reasonable attorney's fees) arising out of, or alleged to have arisen out of, the utilization by organization of any security officer or staff member hired by or furnished by the Resort.*

*The Customer's duty to indemnify, defend, and hold harmless, as provided above, will apply even if the loss arises out of or in connection with, or is alleged to have arisen out of or in connection with, any negligent act or omission of the Resort. Customer further agrees that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort. Customer further agrees to advise all participants that the Resort is not liable for any property damage, including loss by theft or any other reason or any consequential damages arising out of property damage to any personal property brought onto the premises of the Resort.*

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Security Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Expo Event Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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# Expo Doors and Lights Scheduling Form

Group Name: \_\_\_\_\_

EBMS ID: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Catering & Conference Manager: \_\_\_\_\_

Contact Cell Number: \_\_\_\_\_

Expo Event Manager: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

*If a request is made to open a meeting room door outside of the times listed, the identified contact person will be called to confirm permission for granting access.*

Location	Day/Date	Door Open Time	Prop Open/ Stand Open/ Program*	Door Close and Lock Time	Lights On/ Off Times	Able to Enter Y/N	Comments	Contact Name	Phone Number

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* Prop Open: Door remains locked but is propped open; Stand Open: Door is unlocked but remains closed;  
Program: Door is programmed to lock and unlock at designated times.

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THE VENETIAN RESORT  
LAS VEGAS