



# **CONVENTION SERVICES DEPARTMENT**

## **Policies & General Information**

The Riviera Hotel & Casino is a union hotel. Our policies are enforced to comply with our union contracts, outside contracts and safety issues. If you would like more information about any of these policies and/or procedures, please contact the Convention Services Department. If you have questions regarding your contract with the hotel, please contact the Convention Sales Department. Thank you.

**Convention Sales**                      **702-794-9561**  
**Catering & Convention Services**   **702-794-9219**

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# RIVIERA CONVENTION FACILITIES

## Public Meeting Space Information

- 1) Public meeting space includes the Grande Ballroom, Royale Pavilion Ballroom, Capri Rooms 101-116, Skyboxes 201-212, Conference Rooms 13-17 and the Top of the Riv. The Top of the Riv is used primarily for catered events.
- 2) The hotel restaurants and showrooms may be made available for use during certain time periods, however, their use must be pre-approved. Please contact your Convention Services Manager at least two (2) months in advance to confirm availability.
- 3) Basic room setups included with room rental charges:
  - a) Theater style                      Chairs facing front of the room
  - b) Schoolroom style                8'x18" tables with chairs on one side facing the front  
4 chairs per table
  - c) Conference style                Chairs around perimeter of solid table
  - d) "U" Shape                        Tables to form three-sided table  
Chairs on outside perimeter
  - e) Hollow Square                  Tables to form four-sided square or rectangle  
Chairs on outside perimeter
  - f) Rounds                            6' diameter round tables with up to 10 chairs per table
  - g) Cocktail Rounds                Small round tables or 3' x 3' square tables  
3-4 chairs per table  
Tall cocktail tables also available (for standing receptions)
  - h) Custom                            Custom setups are available
- 4) Room setups include:
  - a) Linen tablecloths on tables
  - b) Water stations in rear of room for Theater, Rounds and Schoolroom setups
  - c) Water service on tables for Conference, "U" Shape, and Hollow Square setups
  - d) Water service on tables for Rounds and Schoolroom setups can be made available with service charge. Contact your Convention Services Manager for details.
- 5) Convention Services Equipment  
In addition to tables and chairs as listed above, we have other equipment available for room setups.
  - a) Risers - 6' x 8' risers available in 8", 16", 24" and 32" heights for head tables, staging, etc.
  - b) Stools – we have a limited number of bar stools available.
  - c) Dance Floor – in 3' x 3' sections. There is a labor charge for installing dance floors. Check with Convention Services Manager for price quote.
  - d) Flags – we have American and Nevada State flags and stands available. Contact your Convention Services Manager for availability of other states and countries.
  - e) A/V - the Riviera has a full in-house audio/visual department with equipment available to rent. Please see the Audio/Visual section for more details.

# RIVIERA CONVENTION FACILITIES

## Convention Facilities Rules & Regulations

- 1) Room Setup
  - a) Subject to the provisions of your letter of agreement, there is usually a room rental charge for public meeting space for in-house convention and one-day events. See Public Meeting Space section for room setup options. **ANY REQUESTS TO CHANGE AGREED ROOM SETUPS, WHICH ARE MADE WITHIN 48 HOURS OF EVENT, WOULD RESULT IN ADDITIONAL LABOR FEES.** Non-standard room setups may also result in additional labor fees. Check with Convention Services Manager for details.
  - b) The Skyboxes are rented with the existing furniture. In some instances, the furniture may be removed, but it must be approved through the Convention Services Department well in advance of your scheduled function.
- 2) Client's Meeting Space Requirements
  - a) In order to ensure that adequate space is available, client must provide the Convention Services Department with a tentative program at time of booking. A revised program is required six (6) months prior to the event and a final program three (3) months in advance.
  - b) Should additional space (above what was reserved per contract) be requested, it will be on a space availability basis only.
  - c) Space not confirmed on a client's program at least three (3) months in advance will be released for schedule of other functions and may not be available for client's use.
  - d) Please work with your Convention Services Manager to ensure the completion of these space requirements.
- 3) Facility walls and floors
  - a) The use of double-faced tape is not permitted.
  - b) Nothing may be attached to the walls in any area without prior approval from the Riviera Hotel. See Banners, Signs, and Easels section for more information.
- 4) Catering
  - a) It is against Hotel policy for any food and/or beverages to be brought into the hotel from an outside source.
  - b) A \$500 penalty per day will be assessed if this policy is violated.
- 5) Hotel Employee Access
  - a) It is understood that Riviera Hotel employees may require access to your exhibit and/or meeting rooms for reasons including, but not limited to, housekeeping, facilities tours, maintenance and security. Conference Planners must agree to allow entry to Riviera Hotel employees presenting suitable identification and stating a job-related need.
- 6) Local, County, State and Federal Regulations
  - a) Due to regulations imposed by the Riviera Hotel and Casino or by local, county, state or federal agencies, client must agree to abide by any additional policies regarding exhibits and/or meeting space that may be in effect at the time of your event.

# **RIVIERA CONVENTION FACILITIES**

## **Safety Issues**

- 1) Fire Exits
  - a) Fire exits, signs, and extinguishers **MUST NOT** be obstructed.
  - b) No equipment other than ashtrays and easels may be placed in any hallways.
  
- 2) Fire Department Regulations
  - a) The Riviera Hotel and Casino strictly adheres to all Fire Department regulations. Please see Fire Department Regulations section for specific information.
  
- 3) Electrical
  - a) All special electrical connections must be handled by the Riviera Hotel or Independent Electric Company and approved by the Convention Services Department.
  - b) Use of extension cords is discouraged. In the event that extension cords must be used, they must be used singly, plugged into the nearest wall outlet, and taped down to the floor. All extension cords must be heavy duty; UL approved grounding type. The size depends on the load, requirement minimum size 1413. Approved power strips are available through the Audio/Visual Department.
  
- 4) Weight Limitations
  - a) Royale Pavilion Ballroom has weight capacity of 250 pounds per square foot.
  - b) Monaco Tower freight elevators have weight capacity of 3500 pounds.
  - c) All public elevators have weight capacity of 2500 pounds.

# RIVIERA CONVENTION FACILITIES

## Banners, Signs and Easels

- 1) The Hotel will provide one (1) easel or sign per meeting room at no charge. The 24" x 18" sign will include the group name, event name, time, and room number. Space is limited, so extensive event names or multiple events in a single room will require that client provide signage.
  - a) Sign Holders are located:
    - (1) In the main Convention Center halls
    - (2) Outside each Capri meeting room
    - (3) By Monaco Elevators to service Conference Rooms and Top of the Riv
    - (4) On Monaco Floor 42 to service Conference Rooms 13-17
    - (5) Outside Top of the Riv – North, and outside Top of the Riv - South
    - (6) In Royale Lobby to service Skyboxes 201-212
    - (7) On Skybox level to service Skyboxes 201-212
  - b) Hotel may provide easels at client's request. Poster board or other material can be used with a size limitation of 3' x 4'.
- 2) Signs and easels are NOT permitted anywhere in the Casino, Hotel Lobby area or guest room hallways.
- 3) Signs and easels are permitted in the Convention Center and public areas at the discretion of the Convention Services Department.
- 4) Easels for exhibitors MUST be obtained from the exhibit General Contractor.
- 5) Due to the number of hospitality suites in use during conventions, the location of hospitality signs MUST be controlled to prevent congestion. Location and placement of these signs will be at the discretion of the Convention Services Department.
- 6) Clients may NOT tape, staple, nail, tack or otherwise affix signs and/or banners to any part of the hotel. Convention Services Manager must be notified at least two (2) weeks in advance to arrange to have signs and/or banners hung by union carpenters.
- 7) Only professional signs are permitted. No handwritten or makeshift signs may be utilized.
- 8) The Riviera will hang two (2) signs or banners for your scheduled event free of charge. If you wish to have additional signs hung by our carpenters, the cost is \$50.00 each. (Additional cost will apply on weekends, holidays and evening hours). Please contact the Convention Services Department in advance of your arrival to arrange for the hanging of your banners and signs.
- 9) The Riviera can hang banners for exhibitors. Request Exhibitor Banners / Signs Hanging Request Form from Convention Services Department for current prices and place order.
- 10) Large advertising banners and/or signs may be hung at certain points outside the hotel. See Advertising / Publicity section for more information.

# **RIVIERA CONVENTION FACILITIES**

## **Exhibit Options**

There are three options for exhibits:

- 1) **General Contractor** (also known as exhibit company or drayage company)  
For large exhibit areas (over 5000 square feet) or pipe & drape booths.
- 2) **Hotel**  
For tabletop exhibits (limit 40).
- 3) **Self-Operated**  
For tabletop exhibits, only if stated in the Sales Contract.

Please see the appropriate section of this policy booklet for details on each option.

# RIVIERA CONVENTION FACILITIES

## Exhibits Guidelines

The following regulations apply to all exhibit options:

- 1) The Riviera Hotel and Casino WILL NOT be responsible and shall be held harmless from any loss, damage, or injury that may occur to the exhibitors, exhibitors' employees or property, from any cause whatsoever prior to, during or following your actual Convention dates. The Riviera Hotel and Casino WILL NOT be responsible for any loss, damage or injury occurring to visitors attending your exhibition.
- 2) If 300 or more people are expected in exhibit area, a floorplan must be submitted to Fire Marshall for approval. See Fire Department Regulations section for details.
- 3) It is the client's responsibility that the exhibit area must be left clean. If General Contractor is not contracted for cleaning, the Riviera Hotel will assess cleaning fees. Check with your Convention Services Manager for charges.
- 4) Client is responsible for any damages to the room or hotel equipment. Hotel reserves the right to charge client for cost of repair.
- 5) Fork Lifts
  - a) Only forklifts with white non-marking tires may be utilized inside the carpeted facility.
  - b) Separate forklifts must be designated and utilized outside the facility.
  - c) Carpet or 8mm Visqueen must be laid as follows:
    - i) From dock entrances to thirty (30) feet inside the ballroom.
    - ii) Along main aisles and secondary aisles.
    - iii) Under all freight pallets.
  - d) All forklifts must come equipped with a fire extinguisher.
  - e) No gas forklifts will be operated in any convention or public areas. Only electric and propane forklifts may be used and must comply with OSHA Regulations.
- 6) Vehicles
  - a) If any vehicles will be displayed, see Fire Department Regulations/Vehicles for specific regulations.
  - b) Visqueen must be placed under all vehicles during move-in, display, and removal.
- 7) If any exhibitors plan to use staff to pass out invitations, literature, or any other items, this MUST be done in the Convention Center area and not in or around the Casino area. Client and Convention Services Manager must approve any distributions.

## **RIVIERA CONVENTION FACILITIES**

### **Exhibits - General Contractor Guidelines**

- 1) The Riviera Hotel has the exclusive rights to all package-shipping services during an event held at the Hotel, which have not previously been arranged with the General Contractor. The General Contractor may not offer any services that are in conflict with those services provided by the Riviera Hotel or Hotel Business Center.
- 2) General Contractors **MUST** have two (2) Fire Marshall approved plans delivered to the Riviera two (2) weeks prior to move-in date.
- 3) General Contractors **MUST** use the Riviera Hotel in-house electrical service (Independent Electric). If an exception is granted in advance, the General Contractor must pay 35% of gross billing and 5% of labor charges to the Riviera Hotel
- 4) General Contractors **MUST** do **ALL** cleaning of the Exhibit Hall area (including aisles and booths). Final clean up is to include vacuuming of the hall and complete elimination of all trash and debris.
- 5) General Contractors **MUST** make arrangements to have garbage receptacles brought to the Riviera to accommodate trash accumulated during the trade show. If not, the Riviera will bill the contractor \$250.00 per pick-up for the use of our drop boxes.
- 6) General Contractors **MUST** have a Convention Services Manager or Supervisor conduct a “walk through” before and after each show.
- 7) The Riviera **WILL NOT** provide hotel furnishings or equipment in exhibit area without prior negotiations with the General Contractor.
- 8) The General Contractor **WILL** be responsible for leaving the dock area and the contractor’s staging area clean upon departure from the premises.
- 9) See Convention Facilities Exhibits Guidelines for other polices that may apply.
- 10) See Fire Department Requirements for other policies that may apply to exhibits.

## **RIVIERA CONVENTION FACILITIES**

### **Exhibits – Hotel Tabletop Exhibits**

- 1) Hotel can provide up to 40 tables for tabletop exhibits. One-time charge is minimum of \$50 per table. If exhibit tables will exceed 40, outside contractor must be hired.
- 2) Each exhibit table setup includes:
  - a) 1- 8' table
  - b) 2- 90"x 90" tablecloths
  - c) 2- chairs
  - d) 1- wastebasket
- 3) Rental charge includes cleanup of exhibit hall aisles and final cleanup after exhibit teardown completed.
- 4) Electrical service can be provided to the tables @ \$25 per booth per day.
- 5) Hotel is required to do floorplan for the Fire Marshall. Client will be charged for Fire Marshall filing fees.
- 6) Client and/or exhibitors are responsible for getting materials to the hotel. There are two options:
  - a) Materials may be shipped directly to the Hotel via UPS, FedEx, or other commercial shipping services. All items will be assessed handling charges by the Hotel's Business Center (See Business Center section).
  - b) Client may bring materials in by private vehicle or rental vehicle. Union labor will then be required to unload the truck at the convention dock. Client will be charged prevailing wage.
- 7) Client must allow time for hotel to setup exhibits within their contracted time. Client cannot assume that the exhibits will be set prior to their contracted time, although if this is possible, the hotel will comply. Please confirm setup time requirements with your Convention Services Manager.
- 8) See Convention Facilities Exhibits Guidelines for other policies that may apply.
- 9) See Fire Department Requirements for other policies that may apply to exhibits.

## RIVIERA CONVENTION FACILITIES

### Exhibits – Self-Operated

- 1) Client may rent tables from outside source and have them delivered to the hotel.
  - a) Hotel union laborers must be hired to unload the tables on the Convention Dock at prevailing union rates (contact Convention Services Manager).
  - b) Client is responsible for setting up tables in exhibit hall. Arrangements can be made in advance to have assistance from Convention Porters, in which case labor charges may apply.
  - c) Hotel union laborers must be hired to load tables back onto delivery truck at prevailing union rates (contact Convention Services Manager).
- 2) Exhibitors must **hand carry** in items for display, or ship through the Business Center to themselves. See Business Center section for prices. **NO UNLOADING ON CONVENTION DOCK WILL BE PERMITTED.**
- 3) Client must provide Fire Marshall approved floorplan to the Convention Services Department at least two (2) weeks prior to show setup date.
- 4) Cleaning fee will be assessed for nightly exhibit hall cleaning and for cleaning after vacating space. Price will be determined based on size of space.
- 5) See Convention Facilities Exhibits Guidelines for other polices that may apply.
- 6) See Fire Department Requirements for other policies that may apply to exhibits.

# **FIRE DEPARTMENT REGULATIONS**

## **General**

- 1) Floorplans
  - a) For tradeshow, meetings and banquet functions for 300 persons or more, a floorplan must be submitted to the Fire Marshal for approval.
  - b) Floorplans must be done to scale showing fire exits, all equipment placed in the room (tables, chairs, risers, etc), fire extinguisher locations, expected number of people, gross square feet of space, and number of total exit feet.
  - c) Floorplans MUST be submitted for approval ten (10) business working days prior to the event. The Fire Marshal charges a \$60 fee per plan. Plans submitted later than 10 days prior will be charged \$120 fee per plan.
  - d) Floorplans can be submitted by client, general contractor on behalf of the client, or by the Hotel on behalf of the client.
  - e) Room setups must strictly adhere to specifications on approved floorplan. Unapproved revisions will not be accepted.
  - f) If client requires Hotel to provide floorplan for hotel-provided table-top exhibit area, meeting or banquet function, client must have all relevant information to Convention Services Manager four (4) weeks prior to event. The Hotel will charge \$25 per plan. Client request for more than one revision may result in additional fees.
  - g) A copy of the plans approved by the Clark County Fire Department must be posted on the premises during the event.
- 2) All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials must be flame retardant to the satisfaction of the Fire Department and State Fire Marshal. Wood, canvas, cloth, cardboard, leaves, or similar combustible materials, must be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited. An official flame-retardant certificate must accompany all materials.
- 3) Open flame devices, including wax candles, are prohibited in all assembly areas. There will be no exceptions unless special permit has been obtained from the Clark County Fire Department. Candles are not permitted.
- 4) Cooking and warming of food or beverage is prohibited unless special permit has been obtained from the Clark County Fire Department. This will only be approved if Uniform Fire Code and Clark County Health District regulations are met.

# **FIRE DEPARTMENT REGULATIONS**

## **Exhibit Space**

- 1) Aisles and exits as designated on approved plans must be kept clean, clear, and free of obstructions. Booth construction must be substantial and fixed in position in specified areas for the duration of the show.
- 2) Easels, signs, and other moveable displays must not be placed in the aisles beyond the booth area.
- 3) Literature on display must be limited to reasonable quantities. Reserve supplies must be kept in closed containers and stored in a neat and compact manner. All literature must be removed at the end of the event and cannot be left out overnight.
- 4) General Contractor must assume responsibility for daily janitorial and rubbish pickup service. Show floor must be clear of trash, empty boxes and crates. Show floor must be completely vacuumed prior to departure. General Contractor must advise all exhibitors that booths must be clear of combustible rubbish on a daily basis for the setup period and for the duration of the convention.
- 5) All documents pertaining to booth construction, materials, gasoline-powered machinery, tools, or vehicles must be provided to the Riviera Convention Services Department at least two (2) months prior to your convention setup date. Please be aware that it is the client's responsibility to provide copies of these policies to any subcontractor that the client intends to use.
- 6) Smoking is prohibited in all convention areas during move-in or move-out. The General Contractor must provide "NO SMOKING" signs that must be posted at each entrance to exhibit area. Signs must have conspicuous lettering a minimum of four (4") inches high. If smoking is permitted during the event, approved noncombustible ashtrays must be provided throughout the area and monitored regularly.
- 7) Electrical panels must have a thirty-six (36") inch clearance in front. All other electrical wiring must be of approved type and in accordance with the National Electrical Code.

# **FIRE DEPARTMENT REGULATIONS**

## **Vehicles**

- 1) Automobiles, trucks, motorcycles, motorized vehicles, and gasoline powered equipment displayed **MUST**:
  - a) Have the batteries removed or battery cables disconnected
  - b) Have the fuel tank (preferably low on fuel) sealed with tape or locked
- 2) If the battery connection is essential to the display, the Fire Marshall may make an exception with prior notification. See Special Permits section.

## **Special Permits**

- 1) Special Permits must be obtained for the following, and a copy of the permit must be sent to the Convention Services Manager two (2) weeks prior to event:
  - a) Candles and Open Flames  
For display and operation of any heater, barbecue, heat-producing device, open flame, lamps, lanterns, torches, etc.
  - b) Liquid or Gas-fueled Vehicles or Equipment
    - i) To display, compete or demonstrate liquid or gas-fueled vehicles or equipment in assembly buildings.
    - ii) Use of or storage of any flammable liquids, compressed gases or dangerous chemicals.
  - c) LP-gas Containers  
To install, store or maintain LP-gas container in excess of 125 gallon aggregate water capacity.
  - d) Pyrotechnic Special Effects Material / Pyrotechnic Display  
To manufacture, compound, store or use pyrotechnic special effects material. This shall be granted only to a Nevada State Fire Marshal licensed pyrotechnic operator.
  - e) Fireworks Display
  - f) Laser Display
  - g) Special Effects  
To conduct any special effect for filming purposes or otherwise that could have an adverse effect on persons, property or the environment.
  - h) High-piled Combustible Storage  
To use any building or portion thereof as a high-piled storage area exceeding 500 square feet.
  - i) Tent, Canopy, or Membrane Structure Event  
To conduct an event in a tent or membrane structure in excess of 200 square feet, or canopy in excess of 400 square feet. Separate events (with different setups) in the same tent will require separate permits.

## AUDIO/VISUAL EQUIPMENT OPTIONS

The Riviera Hotel & Casino is a union property. The Audio/Visual Department must abide by local IATSE Union rules and regulations (which are subject to change). Please visit the website at [www.rivierahotel.com/conventions\\_audiovisual.html](http://www.rivierahotel.com/conventions_audiovisual.html)

**There are three options for providing audio/visual equipment for your events:**

### 1) **Riviera Hotel Convention Sound & Audio/Visual Department**

- a) The Riviera Hotel & Casino has established itself as one of the finest convention and exhibit facilities in the country. From the original concept to the finale, the Riviera Hotel Staff of experienced technicians is anxious to assist you with your technical needs.
- b) The rental prices included in this booklet include power, power strips and power cords required to run the equipment rented.
- c) Hotel will provide one (1) Shure (SM58) microphone and podium per meeting room at no charge when renting all a/v equipment from the Hotel.
- d) Use of the House Sound System is also included when renting all a/v equipment from the Hotel.
- e) Riviera A/V Department can provide bids for events and exhibits at client request.

### 2) **Outside Audio/Visual Company**

If an outside a/v company is contracted all of the following will apply:

- a) Hotel will charge for all power required for running equipment.  
See A/V Rental Equipment / Misc. section for prices.
- b) Hotel will charge for microphones and podiums.  
See A/V Rental Equipment / Audio section for prices.
- c) If house sound system will be used, rental will apply.
  - i) See A/V Rental Equipment / House Sound section for prices.
  - ii) If no sound system, or outside self-contained sound system is utilized, no additional charge will apply.
- d) If outside company is non-union the hotel is required to provide union technicians. Labor will be charged to client at prevailing union scale.
- e) Local union labor is required to load and unload a/v equipment.
- f) If outside a/v company is union, the hotel is still required to provide hotel union technician(s) to handle in-house equipment (i.e.: scissor lifts, house sound, etc.).

### 1) **Client-owned Equipment**

If client wants to bring in a/v equipment that they own the following will apply:

- a) Hotel will charge for all power required to run equipment.  
See A/V Rental Equipment / Misc. section for prices.
- b) Hotel will charge for microphones and podiums.  
See A/V Rental Equipment / Audio section for prices
- c) If house sound system will be used, rental will apply.
  - i) See A/V Rental Equipment / House Sound section for prices.
  - ii) If no sound system, or outside self-contained sound system is utilized, no additional charge will apply.
- d) Local union labor is required to load and unload a/v equipment at prevailing scale.
- e) The hotel may be required to provide hotel union technician(s) to handle setup and in-house equipment (i.e.: scissor lifts, house sound, etc.) at prevailing union scale.

## **AUDIO/VISUAL DEPARTMENT**

### **Services**

#### **A/V EQUIPMENT FOR EXHIBITORS**

The Riviera Audio Visual Department offers special rates on all orders for exhibitors and will supply exhibitor order forms. Request Exhibitor Audio Visual Services Form from the Convention Services Department.

#### **CONSULTATION / PROGRAM DESIGN:**

Although the Riviera Hotel is not a production house, it does provide extensive planning services to assist your creative personnel in designing the best possible program. Whether it be specializing in equipment, props, sets or additional creative insight, the Riviera can provide the assistance necessary to make your convention a memorable and successful one.

#### **LIGHTING DESIGN:**

The Riviera Hotel specializes in unique lighting concepts, whether it be a major concert, stage productions for your meetings, mood lighting for theme parties, or lights to highlight your buffet tables and props.

#### **CONCERT QUALITY SOUND & LIGHTING:**

The Riviera's Royale Pavilion Ballroom has a permanent truss system with complete Meyers Professional Sound System and over 120 lighting fixtures with intelligent lighting. Stage-Right staging is also available for concerts or your corporate event. Contact Audio/Visual Department for availability and prices.

#### **LABOR CHARGES:**

The Riviera is a union property and local IATSE Union contracts are enforced. If a non-union outside company is contracted, or if client brings in their own equipment, the hotel is required to provide one union person for every non-union person, and charge client at prevailing union scale. See A/V Dept. / Labor section for prices.

### **Policies & Procedures**

- 1) If you request two (2) wired microphones in one room, or one wireless microphone, a sound mixer **IS REQUIRED** (see A/V Rental Equipment / Audio section for prices). If three (3) or more microphones of any kind are requested in a room, in addition to a mixer, a Union Sound Technician **IS REQUIRED**.

# AUDIO/VISUAL DEPARTMENT

## Rental Equipment

- 1) The following rental rates are on a **PER DAY CHARGE**, unless otherwise noted. Rates are subject to change without notice prior to signing of the service contract for your convention.
- 2) The following rental rates are subject to a **15% Service Charge**. There is no service charge for labor.
- 3) Additional labor charges may apply.
- 4) You must cancel any equipment or labor at least 48 hours prior to the scheduled event. If cancellation occurs within 48 hours of the scheduled service, charges may apply.
- 5) This represents only a portion of the equipment and services offered. For larger productions requiring concert quality sound and lighting systems, high-end video/graphic switching packages, or other elements that you may require, please contact the Riviera Audio/Visual Department for a bid.

## MISCELLANEOUS

Podium (Standing or Table).....	\$40.00
Rolling A/V Cart (34", 42", 54").....	\$ 10.00
Flip Chart Pad / Easel / Markers.....	\$ 25.00
Post-it Flip Chart Pad / Easel / Markers.....	\$ 35.00
White Board / Easel / Dry Erase Markers.....	\$ 30.00
Laser Pointer .....	\$ 35.00
Walkie Talkie Radio .....	\$ 25/day or \$100/week
Pager .....	\$ 10/day or \$40/week
Telephone Interface (Telos).....	\$175.00
Speaker Timer.....	\$35.00
Baby Grand Piano w/Bench.....	\$150.00
Piano Tuning.....	\$50.00
Music Stand with Light.....	\$ 15.00
Power Strips.....	\$ 10.00
Extension Cord.....	\$ 5.00
Light Fixtures – PAR 64 or LEKO.....	\$ 35.00/week
Trouperette Follow Spot (labor required).....	\$150.00
Zennon Follow Spot (labor required) .....	\$200.00
Black Velour Drape (labor required).....	\$ 10.00/foot/week
Scissor Lift (20'-25') with Operator .....	Quotes Available upon Request

## POWER

120 amp / 120 volt Service .....	\$ 25.00
3-Phase Breakout (3/20 amp feeds) .....	\$ 75.00
3-Phase 100 amp or 200 amp Hook-up.....	\$200.00
3-Phase 400 amp Hook-up.....	\$400.00

\* above prices include power cords and tape-down

# AUDIO/VISUAL DEPARTMENT

## Rental Equipment

### COMPUTERS / PRINTERS

Micron 1.5 Ghz Intel Processor w/Monitor .....	\$195/day or \$295/week
loaded with MS Office 2000	
Laptop .....	\$35/day or \$140/week
15" Micron Flat Panel BGA Computer Monitor .....	\$75.00
20" NEC Flat Panel VGA Computer Monitor .....	\$125.00
HP 960C Color Ink Jet Printer .....	\$125/day or \$165/week
HP2200 Laser Printer.....	\$125/day or \$165/week
Logitech Cordless Presenter (Bluetooth).....	\$35.00

### PROJECTORS

LCD Projector (3000 lumen) .....	\$ 500.00
VGA Switch 4x1 (multiple computers to LCD).....	\$ 50.00
VGA Distribution Amp (computer to multiple LCD's) .....	\$ 75.00
Digital Projectors (Roadie, DLP 8GV).....	Quotes Available upon Request
Overhead Projector .....	\$ 35.00
Hi-Lumen Overhead Projector.....	\$ 75.00
E-III 35mm Projector with wired remote.....	\$ 35.00
Wireless Remote for 35 mm .....	\$ 30.00
6" x 9" PC Lens.....	\$ 30.00
2" PC Lens .....	\$ 35.00
Brightlight Module.....	\$ 30.00
Audio Viewer (Caramate).....	\$ 40.00

### SCREENS

6' x 6' Tripod (Front).....	\$ 20.00
8' x 8' Tripod (Front).....	\$ 30.00
10' x 10' Cradle (Front) .....	\$ 40.00
12' x 12' Cradle (Front) .....	\$ 50.00
9' x 12' Fast Fold (Front) (labor required).....	\$ 60.00
9' x 12' Fast Fold (Rear) (labor required).....	\$ 70.00
9' x 12' Dress Kit.....	\$ 60.00
10.5' x 14' Fast Fold (Front) (labor required).....	\$ 75.00
10.5' x 14' Fast Fold (Rear) (labor required).....	\$ 85.00
10.5' x 12' Dress Kit.....	\$ 60.00
12' x 16' (Front) (labor required) .....	\$135.00
12' x 16' (Rear) (labor required) .....	\$150.00
15' x 20' (Front) (labor required) .....	\$225.00
15' x 20' (Rear) (labor required) .....	\$250.00
Additional sizes and formats available, including HD.....	Upon Request

## AUDIO/VISUAL DEPARTMENT

### Rental Equipment

#### AUDIO

Wired Microphone (hand-held or lavalier) .....	\$ 15.00
Wireless Microphone (hand-held or lavalier) (mixer required) ..	\$ 100.00
“Madonna” Wireless Headset (mixer required).....	\$115.00
4- Channel Shure Mixer (labor required).....	\$ 25.00
6- Channel Shure Mixer (labor required).....	\$ 40.00
12-Channel Yamaha Mixer (labor required).....	\$ 80.00
16-Channel Yamaha Mixer (labor required).....	\$125.00
24-Channel Yamaha Mixer (labor required).....	\$175.00
Mini Pin to XLR Male Direct Box (computer to sound board) .....	\$ 20.00
Cassette Player / Recorder (mixer required).....	\$ 40.00
CD Player (mixer required) .....	\$ 40.00
Digital Audio Tape Recorder.....	\$ 75.00
Boom Box .....	\$ 50.00
Anchor AN100 Powered Speaker .....	\$35.00
Meyers UPA-1 Powered Speaker .....	\$75.00
Myers 650 Subwoofer.....	\$25.00
Audio Systems .....	Quotes Available upon Request

#### HOUSE SOUND RENTAL – cost per room per day

Grande A, B, E or F .....	\$150.00
Grande C, D, G, or H .....	\$ 75.00
Royale 1, 2, 5, or 6.....	\$150.00
Royale 3, 4, 7, or 8.....	\$ 75.00
Capri 101 or 102 .....	\$ 75.00
Capri 103-116 .....	\$ 50.00
Skyboxes .....	\$ 50.00
Top of the Riv – North.....	\$100.00
Top of the Riv – South.....	\$100.00
Patch for audio recording.....	\$ 15.00 per room

#### EXPENDABLES

Audio Cassettes, VHS Tape, DV Cam, Beta Tape, Computer Disks, Duct Tape and Masking Tape .....	Quotes Available upon Request
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# AUDIO/VISUAL DEPARTMENT

## Rental Equipment

### VIDEO

20" Monitor/VCR Combo Unit .....	\$ 90.00
27" Monitor/VCR Combo Unit .....	\$155.00
20" Video Monitor .....	\$ 80.00
27" Video Monitor .....	\$ 90.00
42" Plasma Screen .....	\$450.00
61" Plasma Screen .....	\$1000.00
1/2" VHS VCR Player/Recorder .....	\$ 65.00
Video Distribution Amp (split signal to multiple units) .....	\$ 25.00
Beta SP Player.....	\$325.00
Beta SP Player/Recorder.....	\$425.00
VHS Camcorder with Tripod (labor may be required).....	\$150.00
Sony Broadcast Camera with CCU & Tripod.....	\$550.00
Sports lens (33:1 and larger) .....	Quotes Available upon Request
DV Camera with Tripod (labor may be required) .....	\$ 275.00
DVD Player.....	\$ 75.00
Sony DSC1024 Scan Converter.....	\$175.00
Folsom Seamless Switcher .....	Quotes Available upon Request
Camera Switching Systems.....	Quotes Available upon Request
Teleprompter.....	Quotes Available upon Request

### Labor

- 1) **There is a four (4) hour minimum for all Union Labor.**
- 2) Collective Bargaining Agreements and rates are subject to change without notice.
- 3) Union cameraman must do all taping to be used for broadcasting, advertising or resale.
- 4) Please consult with A/V Department for current charges, overtime and/or double-time rates and applicable conditions concerning union labor.

Carpenter.....	\$ 48.00 per hour
Audio Technician.....	\$ 48.00 per hour
Electrician .....	\$ 48.00 per hour
Projectionist .....	\$ 48.00 per hour
Camera Operator.....	\$ 50.00 per hour
Technical Director .....	\$ 60.00 per hour
Computer Technician.....	\$ 50.00 per hour

Please contact the Riviera Convention Sound and Audio/Visual Department for further information by calling **702-794-9420** or sending e-mail to [av@theriviera.com](mailto:av@theriviera.com).

## TELEPHONE SERVICE

- 1) Public Payphones & House Phones
  - a) In the Convention area there are public payphones and house phones located:
    - i) In the Grande Convention Foyer.
    - ii) In the hallway outside Capri 110.
    - iii) In the Royale Pavilion Lobby.
    - iv) Between Capri 113 and Capri 114 in the Royale Pavilion.
    - v) Near the Monaco Elevators on the Lobby Level.
  - b) Public payphones and house phones are also available throughout the casino area.
  
- 2) Meeting Room Service
  - a) Each Registration Desk (West Desk, East Desk, Royale Desk, Royale Auxiliary Desk) is equipped with a single house phone free of charge to client utilizing that desk. If another grade of service is required such as local calls and/or, long distance, the normal installation prices will apply.
  - b) There are no live telephone jacks in any of our public meeting rooms, however phone/modem/fax/HSIA service is available in all meeting rooms.
  - c) Please contact Convention Services Manager at least one (1) month prior to your event to order phone service.
  - d) Request Telecommunications Service Order Form from Convention Services Department for current equipment and prices, and to place order for service.
  - e) Local & 800 number calls: \$1 first 3 minutes, \$ .21 each additional 3 minutes. Operator Assisted Calls access service: \$1.25. Additional surcharges for all long distance calls.
  
- 3) Sleeping Room Service
  - a) Each sleeping room includes a phone equipped with a data line jack. This allows use of a modem or fax machine through the existing phone, when guest enables outside phone service to their room.
  - b) There are a few rooms that have the capability of having a second phone/modem/fax line installed. Check with Convention Services Manager or Director of Communications for list of applicable rooms.
  - c) Sleeping room phones include voice mail when the line is busy or goes unanswered.
  
- 4) Internet Corner
  - a) Five self-serve, pay per use, public Internet access workstations are located in the Grande Convention Foyer.
  - b) Guests pay for Internet access on a per minute basis by using either a credit card or cash.
  - c) Available 24 hours per day, 7 days per week.
  - d) Color and black & white paper printouts are available at the Business Center during regular Business Center hours (see Business Center section), for an additional fee.
  - e) Internet access also available at the Business Center (see Business Center section).

## **SECURITY**

- 1) In-house Security
  - a) The Riviera Hotel and Casino has its own in-house Security Department.
  - b) Main Security Desk is located in the Casino next to the Casino Cage.
  - c) Security is responsible for accident and incident reports, lost and found, and other security issues throughout the entire property.
  
- 2) Meeting Rooms Security
  - a) The meeting rooms cannot be totally secured.
  - b) The Riviera Hotel and Casino will not be responsible for the loss or damage to equipment or property in the meeting rooms.
  - c) The Hotel recommends that client contract with a private Security Company for protection in exhibit halls and rooms where equipment is left overnight. Check with Convention Services Manager for list of local vendors.
  - d) Registration Desks / Offices and some meeting rooms can be re-keyed for added security measure. Re-key requests should be given to the Convention Services Manager at least two (2) weeks prior to arrival. There is a \$25 charge per room for re-keying. Convention clients will receive one free re-key for their registration desk only.

## PACKAGES / FREIGHT / SHIPPING & RECEIVING

- 1) All packages sent to the hotel go through the Hotel Business Center. Please see the Business Center section of this document for further details.
- 2) All packages sent out from the hotel must go through the Hotel Business Center. Please see the Business Center section of this document for further details.
- 3) Shipments to the Riviera Hotel for a meeting room, guest room, or exhibitor **MUST** be addressed as follows:  
    Hold for (Name of guest(s) to pick-up package)  
    with (Name of Convention or Meeting)  
    **Riviera Hotel & Casino**  
    **2901 Las Vegas Blvd, South**  
    **Las Vegas, NV 89109**
- 4) Storage space is extremely limited in the convention area, however, the Riviera Hotel may be able to arrange for temporary storage. Please contact your Convention Services Representative
  - a) The Riviera will not store any items of high value, and **WILL NOT** be responsible for lost or damage of any shipment after delivery.
  - b) Storage, if available, is limited to three days prior to arrival. Anything stored in excess of three days will be subject to storage fees.
- 5) Shipping any items that require special handling (refrigeration, etc.) must be coordinated with the Convention Services Department prior to shipping. Outside of box(es) **MUST** be clearly marked “perishable”.
- 6) The hotel will not accept any C.O.D. packages.
- 7) The General Contractor must handle exhibit materials at the Convention Dock.
- 8) The Riviera Hotel reserves the right to consign any shipments received for a tradeshow to the General Contractor handling the show, and refuse delivery until General Contractor is present on the Convention Dock.
- 9) All packages shipped to the Riviera to the attention of the General Contractor will be subject to the Business Center handling prices. See Business Center section for exact pricing structure. The General Contractor will also add charges for delivering materials to the exhibitor’s booth.
- 10) Handling charges for registration materials **ONLY** for conventions will be complimentary *up to a limited amount as stated in your Sales Contract*. Boxes **MUST** be clearly marked “Registration Materials” on outside to be eligible for complimentary status. Please contact Convention Services Manager prior to arrival to confirm dates and number of boxes expected.

## **BUSINESS CENTER**

Request Business Center Price List from Convention Services Department for current services available and prices.

- 1) Located in the Grande Convention Foyer, the Hours of Operation are:
  - a) Monday – Friday      7:00 a.m. – 6:00 p.m.
  - b) Saturday-Sunday      8:00 a.m. – 5:00 p.m.
  
- 2) Fax Service
  - a) **702-794-9663**
  - b) Guest faxes should be sent from and received at the Business Center.
  
- 3) Shipping Service
  - a) Incoming packages:
    - i) Client must sign for handling charges before package can be delivered.
    - ii) Subject to handling fees.
    - iii) Bulk rates available
    - iv) Forklift delivery rate is available, for fee.
    - v) Packages held more than three (3) days will incur a per day per box storage fee.
  - b) Outgoing packages:
    - i) Federal Express, United Parcel Service, and other freight services are available.
    - ii) Subject to handling fees.
    - iii) Bulk rates available
  
- 4) Other Services Available
  - a) Photocopies
  - b) Typing Service
  - c) Internet Access
  - d) Computer printing
  - e) Notary Service
  - f) Interpreters
  
- 5) Supplies
  - a) Office Supplies
  - b) Shipping Material

## HOTEL CREDIT & CHECK CASHING

- 1) Prior to arrival, you should establish a credit account with the hotel through our Hotel Credit Department.
- 2) The Riviera Hotel & Casino accepts the following major credit cards:

American Express	Visa	MasterCard
Discover	JCB	Diners Club
- 3) Hotel policy prohibits the mailing of an individual's guestroom account for future payment.
- 4) Check cashing services are available on an individual basis at the Casino Cashier. Please note that there are specific regulations, which must be followed prior to establishing check-cashing privileges. You may contact our Hotel Credit Manger at **702-794-9554** for further information. If you have special check cashing requirements, please contact the Convention Services Department **702-794-9219**.
- 5) Check cashing services for groups are available at the Casino Cashier with prior approval. Please contact the Convention Services Department prior to arrival to make arrangements. If checks to be cashed are from a single account, a copy of a voided check is required at least thirty (30) days prior to arrival. If checks to be cashed are from multiple accounts, they will need to be guaranteed by the office holding the Direct Billing account with the Riviera Hotel.
- 6) Payment policies are as follows:
  - a) Direct Billing:

Completed Request for Direct Billing form must be received **45 days prior to arrival**. After processing and approval, an invoice will be sent after the conclusion of the event(s), due in 30 days.
  - b) Check Pre-payment:

Company or personal check must be received **30 days prior to arrival**. If less than 30 days, cashier's check or money order may be used, but must be received **10 days prior to arrival**.
  - c) Credit Card:

Credit Card Authorization form must be completed, signed, and received by hotel with a copy of the front and back of the card **30 days prior to arrival**. Credit cards may not be used as guarantee for another form of payment. Card may be charged prior to event.

## **ADVERTISING / PUBLICITY**

### **Advertising Options & Regulations**

- 1) Convention clients have several options for advertising during their event. Arrangements for the following can be made through the Convention Services Department:
  - a) Large Banners on outside of building or parking garages
    - i) Labor cost to install and dismantle banner/sign and advertising charge will apply.
    - ii) Please contact the Convention Services Department well in advance of your arrival to make arrangements and get cost estimate.
  - b) Television Broadcasting to sleeping rooms
    - i) Client must have written approval from authorized convention representative and Convention Services Manager.
    - ii) Arrangements must be made through Convention Services Manager at least four (4) weeks in advance of event.
    - iii) Client must supply two tapes for continuous broadcasting.
      - (1) Can change over to new tapes starting at 7:00 a.m.
    - iv) Videotape will be televised on Channel 14.
    - v) Cost is \$250 per day. Pre-payment is required at least thirty (30) days prior to broadcast date.

### **Pictures / Videotaping / Broadcasting**

- 1) Letters of intent must be submitted to the Advertising / Public Relations Department at least three (3) weeks prior to events including:
  - a) Filming or Videotaping
  - b) Radio Broadcast
  - c) Internet Broadcast
  - d) Photo Shoots
- 2) Union cameraman must do all taping to be used for broadcasting, advertising or resale, except for local news. If client does not have union labor, arrangements must be made through Audio/Visual Department. The client will be responsible to pay for any other union labor that the Hotel deems necessary (i.e.: electrician, security).
- 3) A million-dollar insurance certificate is required from the producer of the event.
- 4) The Riviera has a \$1,500 per day location fee. This fee may vary and is under the discretion of the Advertising / Public Relations Department.
- 5) All use of non-convention space must be coordinated with Advertising / Public Relations Department.
- 6) Photography and Videotaping in the Casino areas by individuals is strictly prohibited.

## **ADVERTISING / PUBLICITY**

### **Room Deliveries**

- 1) Hotel Bellmen will make deliveries of publications to sleeping rooms at rates of \$1.00 per item per room per day for items left outside the room and \$2.00 per item per room per day for items set inside the room.
  - a) Pre-payment is required at least thirty (30) days prior to requested date for delivery.
  - b) If more than one item per delivery is requested, additional charges may apply.
- 2) All requests for room deliveries must be submitted in writing to the Convention Services Department one (1) month prior to scheduled delivery date.
- 3) Any requests for delivery received by the Hotel must have written approval from the person in charge of the convention/event. This will protect the client from unsolicited or unwanted materials.
- 4) The Convention Services Department reserves the right for final approval of the content and type of material that is to be delivered.
- 5) Materials must be delivered to the Bell Desk the day before requested delivery.

## HOTEL FACILITIES

### Restaurants, Bars, Lounges

- 1) The Riviera Hotel has four dining facilities available:
  - a) Ristorante Italiano – fine Italian food - open for dinner Tuesdays - Saturdays
    - i) Private dining room, La Stanza Bella, seats 24
    - ii) Ristorante and La Stanza Bella can be reserved for private catering for breakfast or lunch
  - b) Kristofer's Steak House – steak and seafood – open for dinner 7 days a week  
Can be reserved for private catering for breakfast or lunch
  - c) Kady's Coffee Shop – open 7 days a week
  - d) World's Fare Buffet – open 7 days a week for breakfast, lunch and dinner
  - e) *Days and hours of operation are subject to change.*
- 2) Reservations
  - a) For reservations for groups over 8, call the Vice President of Food & Beverage office  
Monday – Friday 8:30 a.m. – 4:30 p.m. **702-794-9602.**
  - b) For reservations for smaller groups, or outside these hours, call the Box Office **702-794-9433.**
- 3) Food Court
  - a) The Food Court is located on the southwest end of the hotel, by the Sports Book.
  - b) Features individual vendors that offer a variety of fast food dining.
- 4) Bars
  - a) Kristofer's Bar  
Located adjacent to Kristofer's with an open patio by the pool
  - b) Ristorante Bar  
Located just outside the Ristorante in the casino by the Splash Showroom
  - c) Splash Bar  
Located in the casino by the Splash Showroom
  - d) Le Bistro Bar  
Located in the heart of the casino between the Box Office and Sports Book

### Showrooms

- 1) The Riviera Hotel & Casino has five showrooms:
  - a) Splash
  - b) An Evening at La Cage
  - c) Riviera Comedy Club
  - d) Crazy Girls Fantasy Revue
  - e) Le Bistro Theater
- 2) Check with Riviera Box Office for schedule and tickets **702-794-9433.**

## **HOTEL FACILITIES**

### **Parking**

- 1) Riviera Hotel & Casino offers free parking in two valet areas, two parking garages, underground parking, and outdoor parking lot.
- 2) Use of any of the public parking areas for display, vehicle storage, or advertisement must have prior approval from the Riviera Convention Services Department and Riviera Chief of Security in addition to the Clark County Division of Zoning. If any public parking areas are wanted for these activities, a written request must be sent to Convention Services Department thirty (30) days prior to installation.

### **Pool**

- 1) One large heated pool available with surrounding grass area. Guests can receive lounge chairs and towels from the pool house.
- 2) Usually open February through mid-November (subject to change).
- 3) Pool area may be available for private parties. Check with Convention Services Department for availability.

### **Tennis Courts**

- 1) Two lighted courts available.
- 2) Reservations are required **702-794-9945**.
- 3) Free of charge for registered guests, \$10 per hour for public.
- 4) Available to convention clients for tournaments – reservations required.

### **Health Club**

- 1) Hours of Operation:
  - a) Monday – Saturday 7:00 a.m. – 7:00 p.m.
  - b) Sunday 8:00 a.m. – 7:00 pm
- 2) Located on the 12<sup>th</sup> floor of the South Tower.
- 3) Gym use is \$10 per day, Gym & Spa use is \$15 per day, massages available for additional fee.

## **OTHER HOTEL SERVICES**

### **Room Service**

- 1) For functions to be hosted in a sleeping room and/or suite, contact the Room Service Manager at least 14 days in advance **702-794-9329**.
- 2) While in the hotel, all food and beverage orders for sleeping rooms and/or suites must be ordered through Room Service, **ext. 9501**.
- 3) Arrangements for food and beverage service for hospitalities or meetings in sleeping rooms may be made with the Room Service Manager in advance of your arrival. This is encouraged for large orders and/or multiple orders.
- 4) Amenities to send to a sleeping room are available through Room Service. Please call Room Service for current options and prices.
- 5) It is against hotel policy for any food and/or beverage, other than for occupant(s) personal use, to be brought into a hotel room from an outside source. A \$500.00 per day penalty fee will be assessed if this policy is violated.

### **Wheel Chair Rental**

- 1) Wheel Chairs are available to rent through the Bell Desk. Contact Bell Desk upon arrival to make arrangements.

### **Other Services Available:**

Gift Shops, Wedding Chapel & Florist (Monaco Tower), Barber Shop (Monaco Tower), Beauty Shop (Monaco Tower), Airline Reservation Desk (South Lobby), Car rental reservation desk (South Lobby), Golf course reservations (through Bell Captain), Laundry service (through Bell Captain), Safety Deposit Box (Casino Cage).

Convention Services Department can provide further details about these services.