



**HORSESHOE®**  
**LAS VEGAS**



# Outside Production Company Policies and Procedures

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



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## Audio Visual

Encore is the in-house Audio-Visual Company and preferred partner for Horseshoe/Paris



3655 Las Vegas Blvd. South  
Las Vegas, Nevada 89109  
Phone: (702) 946-4154  
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Director of Event Technologies: Christina Dominguez

## Outside Production Companies:

Encore Event Technologies manages and oversees all outside Audio Visual and Production companies providing services within Horseshoe/Paris to assure that standards are upheld and adhered to. A Technical Supervisor will be assigned to your Production Company for the duration of your show.

Horseshoe/Paris is a union facility. All Audio Visual Services must be performed by an IATSE Local 720 Union Member.

All events at Horseshoe/Paris **must be pay-rolled** through Encore Event Technologies, the exclusive payroll provider at Horseshoe/Paris.

All non IATSE technical staff must be shadowed by Union Technicians hired through Encore.

Please contact Encore a minimum of 21 days prior to your event with staff requirements, load in and load out, rehearsal schedule and billing information. Encore will have a Sales Manager work with you to coordinate your needs and prepare an estimate for your review.

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

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

Rigging point charges are \$220.50 per point for the run of the show. A point is dictated as each location a cable, strap, chain or hanger is attached to the ceiling or grid.

Encore Event Technologies would be happy to assist you with any and all equipment needs. Please coordinate with your Encore Account Executive.

All loading and unloading of A/V or Production related vehicles must be done by IATSE Local 720 Union Loaders.



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Reflected convention area ceiling plans are available, however a site visit is recommended. Please contact your Encore Sales Manager to discuss rigging requirements. Encore is the exclusive AV provider of all audio visual equipment and labor for all breakout sessions/meetings outside the group's main general session/plenary room and for all audio visual equipment and labor on any tradeshow floor.

Encore is the exclusive AV provider of audio visual equipment and labor on any tradeshow floor. All equipment may be rented with Encore including podiums, easels, screens, microphones, lighting, sound systems, projectors, drape etc. Please contact your Encore Sales Manager for current pricing.

Upon arrival in the hotel, a walk-thru must be performed and signed off on to identify any existing damage to facility. It is your responsibility to leave the hotel in the same condition it was found. Cleaning fees will apply should marks, leaks or damage be found on the walls, ceiling, carpeting or staging. The Customer and/or Production Company will be held responsible for payment of these charges. Please arrange a day and time with your Catering/Convention Services Manager for pre-event and post-event walk thru.

Only approved frequencies may be used. The use of an unapproved wireless frequency may jeopardize a hotel show or your own. Please provide Encore a list of all wireless frequencies (i.e. Wireless Microphones, 2 way radios, etc.) to be used during your event for approval.

Horseshoe/Paris has an overhead sound system in all meeting rooms. Encore Event Technologies will be happy to provide patches into this system. The sound system is not designed for live music. Please coordinate with your Encore Sales Manager.

When using pyrotechnics, fog or haze machines, your Catering/Conventions Services Manager must be notified a minimum of 30 days in advance with the schedule. Fire safety surveillance is required for all pyrotechnics and/or fog. Please refer to Engineering Price List for current Fire safety surveillance pricing, which can be found in the A-Z guide. Fog machines must be water based. No oil based fog machines allowed.

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

All Vendors must place on file a certificate of insurance showing a minimum of **\$2,000,000.00** for each convention/event. This certificate must show: **Encore Group (USA) LLC** as well as **Parball Newco d/b/a Horseshoe Las Vegas** and their subsidiaries and affiliates, and each of their officers, Directors, representatives and employees are named as additional insured under the policy. Please provide 21 days prior to your event to your Catering/Convention Services Manager.

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

Storage space for outside audio/visual companies will be the sole responsibility of the audio/visual company. Equipment may not be stored in any hallway on Horseshoe/Paris Property. Horseshoe/Paris will not take responsibility for any equipment left on premises. The Horseshoe/Paris Employee Cafeteria is not available for outside production staff members and vendors. Food and Beverage may be arranged in advance with your Catering/Convention Services Manager.



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

## Banners/Signage

All signage must be professionally printed and approved by your Catering/Convention Services Manager.

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

The hotel is not responsible for signage or promotional materials left inside or outside of meeting rooms after functions have concluded.

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

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

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

## Internet/Telecommunication

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

## Loading Docks

There are 2 loading dock areas that service our meeting space. Loading dock areas are available on a 24 hour basis.

Please provide a detailed truck manifest to your Catering/Convention Services Manager prior to your arrival. Upon arrival, you will need to check in with the Convention Set-up Manager at 702-523-1582 prior to beginning to unload/load your freight.

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

## Hotel Equipment Inventory

Rental equipment available:

Podiums \$315.00 per room/per day

## Fire Marshal Regulations

In accordance with the Clark County Fire Department Ordinance number 2289, all special events, displays, exhibits and functions with attendance greater than 300 **require** a plan review accompanied by a permit fee submitted to the Clark County Fire Prevention Bureau. It is the sole responsibility of the association/event planner/company or affiliated companies to submit these diagrams and remit payment directly to the Clark County Fire Prevention Bureau. **Approved copies** of said plans are to be forwarded to your Catering/Convention Services Manager prior to set-up of your function(s). **Horseshoe/Paris will not provide access to meeting space without CCFD approved copy of floor plan.**

Should Horseshoe/Paris Convention Services create a floor plan for your event/meeting, each floor plan submitted will be charged at minimum of \$100.00/hour plus Clark County Fire Department fees for submittal. Floor plans submitted less than 14 days out will be charged at \$150.00/hour plus Clark County Fire Department fees for submittal.

Instructions for permit application and method of payment are posted on the Clark County Fire Department web page at [https://www.clarkcountynv.gov/government/departments/building\\_\\_fire\\_prevention/citizen\\_access\\_portal.php](https://www.clarkcountynv.gov/government/departments/building__fire_prevention/citizen_access_portal.php) or at the Fire Prevention Bureau.

Clark County Fire Department  
4701 West Russell Road  
Las Vegas, NV 89118  
Phone (702) 455-7118  
Fax (702) 735-0775

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

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

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Any fire extinguishers or fire hose cabinets' located back-stage must be clear and easily accessible.

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

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

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

## **Destination Management Companies/Decor Companies**

We would happy to recommend a Destination Management Company, Décor and Entertainment. Please coordinate with your Catering/Convention Services Manager.

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

## **Security**

Horseshoe/Paris is not responsible for loss of or damage to equipment or other items left in meeting rooms. Valuables should not be left unattended.

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

Armed security is not permitted on Horseshoe/Paris property.

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

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