



An MGM Resorts Destination

POLICIES & PROCEDURES

New York-New York Convention Services Department is honored that you have chosen us to host your event. Your Convention Services Manager becomes the main contact for all details involving function arrangements, reservations and billing procedures, as well as, providing recommendations for outside services if necessary.

These Policies and Procedures are being provided to help ensure that all guests of New York-New York Las Vegas Hotel & Casino receive uniform excellence in service. Please review them carefully.

ACCESS AND RIGHT TO ENTER

Representatives of Hotel may enter upon and have access to the Function Space at any time. Additionally, officers and authorized employees of governmental agencies may enter the Function Space at reasonable times, when necessary, in the performance of their official duties.

AUDIO-VISUAL

Encore Event Technologies is our preferred audio visual provider. Encore is located on property to help service your audio visual production needs. Encore is the exclusive provider of all rigging and power equipment and services. This includes but is not limited to: labor, trussing, chain motors, cables, span sets and all other rigging related equipment. Please contact Encore Event Technologies for quotes and additional information. An outside AV/Production company may work within New York-New York Hotel & Casino as long as they follow our production guidelines and contractor vendor policies. Meeting Group is required to use Encore Event Technologies for all meetings or breakouts or utilize the Client Assurance Package that will include additional fees. A complete listing of equipment and services available from Encore Event Technologies can be found on the New York-New York Hotel & Casino website at <https://www.newyorknewyork.com/content/dam/MGM/new-york-new-york/pdf-documents/new-york-new-york-meetings-and-groups-price-sheet.pdf>.

BAGGAGE SERVICE

Guests arriving individually are greeted at the front door by a Bell person and given a claim check for their luggage. The luggage is then delivered to the guest's room.

Guests arriving in a single group or in "batch" arrivals will arrive at the New York-New York front entrance. Your Convention Services Manager can prearrange Bell staff to be available to take the luggage off the group's bus or shuttle while guests enter the hotel to register. Luggage will be delivered to the guest rooms once rooms are available. Group arrivals are subject to a mandatory baggage handling charge, currently \$8.00 per person/roundtrip, and is subject to change. This charge covers the handling of baggage both in and out of the hotel. **A minimum of 90 minutes must be allocated for delivery of Group Luggage to a guest room and 90 minutes prior retrieval of group luggage from guest room before hotel departure time.**

BILIDIRECT INVOICING SYSTEM

New York-New York Hotel & Casino has a simple online invoicing system that enables clients to receive their final invoice in an electronic format. Invoices will now be emailed within 4-6 weeks after the program departs. Once notification is received, just log on and follow the steps. An accounting representative will be there for you every step of the way.

CHECK-IN / CHECK OUT

Guest check-in time is 3:00 p.m. If rooms are requested prior to check-in time, early arrivals will be accommodated, as rooms become available.

Early departure fees will apply upon check-in if an attendee decides to check out prior to their confirmed contracted departure date. The contracted daily rate plus applicable tax for all of the days remaining on their reservation will be



An MGM Resorts Destination

charged to the attendee's individual folio.

CHECK-IN / CHECK OUT (continued)

Check-out time is 11:00 a.m. Our Bell Staff can store luggage on a complimentary basis for those guests who have checked out, but are not yet departing the hotel. For those not wanting to stop at the Front Desk on the way out, Hotel guests may utilize the express checkout feature which can be accessed via guest room television or by dropping their room keys into the express checkout key drop boxes located in the hotel elevator banks.

CHECK INSTRUCTION

Should you choose to forward deposit(s) and payment(s) via check, please send to the following address. All funds should indicate the group name and program dates.

New York-New York Hotel & Casino
3790 Las Vegas Boulevard South
Las Vegas, NV 89109
Attention: (Sales Manager Name), Hotel Sales Department

CONVENTION SERVICES

A member of the Hotel Convention Services staff will be in contact with Meeting Group following receipt of the signed agreement. This member of the Hotel Convention Services staff becomes the main contact for all details involving function arrangements, reservations and billing procedures. At the conclusion of the program, Meeting Group will be provided a statement of all charges incurred during the event. Any balance due will be charged to the credit card provided at that time. Any credits due to overpayment or disputed charges will be credited to the Meeting Group's account.

Unless already provided, Hotel requires a tentative schedule of function room requirements to the Convention Services Manager at least forty-five (45) days in advance of the meeting. Any additional requests for function rooms will be on a space available basis. A firm and detailed schedule must be furnished to the Convention Services Manager no later than fourteen (14) days before the program.

DAMAGE TO PROPERTY

Meeting Group shall be liable for any damage, normal wear and tear excluded, to the Function Space, or to any other real or personal property of Hotel, caused by the act or omission of Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, or performers. Meeting Group will not, and shall not permit others to, drive nails, tacks, hooks, screws, or other items into any part of the Function Space, Hotel equipment or property. Meeting Group shall return the Function Space to Hotel in as good of condition and repair as the same shall have been found when licensed for Meeting Group's use.

FOOD AND BEVERAGE

To insure compliance with County Board of Health food handling regulations, food will be consumed on the hotel premises at the contracted time. Ark Restaurant Corporation is the sole provider of all food and beverages served in the facilities/venue. Ark Restaurant Corporation is the only authorized party able to sell and serve liquor, beer and wine on premises. All menu pricing will be guaranteed at time of signing.

FOOD AND BEVERAGE TAX AND SERVICE CHARGE

Prices are subject to a gratuity and sales tax at the prevailing rate. Current service charge is 20% and sales tax is 8.25%. Tax exempt organizations must furnish a Certificate of Exemption valid in the State of Nevada to the Catering Sales Manager at least two weeks prior to the event.

NEW YORK NEW YORK LAS VEGAS HOTEL & CASINO

An MGM Resorts Destination

GUARANTEED NUMBER

When charges are based upon the number of guests attending an event, a guaranteed number of guests ("Guaranteed Number") must be communicated to Catering Sales in writing by 12:00 noon Pacific Standard Time no later than one (1) week prior to the event. Food and beverage will be prepared for the Guaranteed Number. The Guaranteed Number is the minimum number of guests upon which charges for the event will be based and may not be reduced. If no Guaranteed Number is received, the number of guests originally booked for will be considered the Guaranteed Number. A headcount will be performed at the event to determine the final attendance. Client will be charged based upon the Guaranteed Number or the Final Attendance number, whichever is greater.

GUEST ROOM NON-SMOKING POLICY

New York-New York's guestrooms are non-smoking. There will be a \$300 cleaning fee charged for smoking in any guestroom. Smoking is still allowed on the Casino floor and certain lounges/bars where food is not served.

GUEST ROOM RATES

A charge of \$35.00 will be added for each guest over double occupancy with a maximum of four (4) guests per room.

HOTEL SERVICES

If Meeting Group desires to utilize any Hotel services, outside of those to be provided by Hotel as expressly provided for herein, Meeting Group will compensate Hotel for such services at agreed upon amounts or actual costs based upon Hotel's prevailing rates at the time of such services. Hotel will bill Meeting Group for contracted services, and such billings shall be due and payable as pursuant to the Agreement.

LATE CHECK-OUT FEES

Late check-out options are available upon request based upon availability at the following rates for Park Avenue Deluxe and Madison room types:

12:00PM complimentary

1:00PM late check-out for an additional \$20 + 13.38% Clark County room tax

3:00PM late check-out for an additional \$35 + 13.38% Clark County room tax

6:00PM late check-out for a \$50 minimum or half of the prevailing rate + 13.38% Clark County room tax

Late check-out fees for suites will be based on availability and at half the prevailing rate for that room type on that day.

Check-outs later than 6:00PM will be charged the prevailing rate for the full night, given the availability of rooms.

LIQUOR LIABILITY

The Hotel agrees that its employees and agents shall, at all times, comply with all federal, state and local laws pertaining to the sale, service or furnishing of alcoholic beverages, including, but not limited to, the local law requirement that all employees who serve alcoholic beverages attend a comprehensive alcohol awareness training program. The Hotel represents that Nevada law provides no redress against sellers or furnishers of alcoholic beverages for resulting injuries or damages caused by the acts of intoxicated persons.

LOST OR STOLEN PROPERTY

Hotel shall not be responsible for losses by Meeting Group, its agents, directors, shareholders, employees, members, attendees, contractors, volunteers, performers or any other party due to theft, damage to, or disappearance of equipment or other personal property, it being specifically acknowledged that such equipment and property is not under the care, custody, or control of Hotel.



An MGM Resorts Destination

MGM RESORTS EVENTS

MGM Resorts Events is a division of MGM Resorts International offering decorating and entertainment services. No meeting or food and beverage event is too large or too small for creative wall treatments, florals, linens, custom designed props and signage. A fully staffed workshop provides convenient one stop shopping for all special events. For additional information, please contact MGM Resorts Events at 702-696-7000.

NEVADA CLEAN INDOOR AIR ACT / NO SMOKING LAW

The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking is not permitted in the meeting and conventions spaces. Additionally, smoking is not permitted in restaurants, lounges where food is served, hotel lobbies, elevators, guest room hallways, theaters, arenas, arcades, retail stores and other indoor public spaces. The Casino floor and certain lounges where food is not served are exempt.

PARKING FEES

At MGM Resorts, our goal is to provide convenient, safe and secure parking for all of our guests. We are investing in new parking technologies that create a better parking experience for visitors to any of our Las Vegas resorts. These investments will ensure that our facilities are bright, clean and easier to navigate than ever before. Whether you are visiting for a few hours or for a few days, parking at any of our Las Vegas resorts should be easy and convenient for all.

The parking fees at New York-New York are as follows:

SELF PARKING

- 0 to 60 minutes No Charge
- 1 to 2 hours \$9
- 2 to 4 hours \$12
- 4 to 24 hours \$15
- Over 24 hours \$15 each additional day

VALET PARKING

- 0 to 2 hours \$16
- 2 to 4 hours \$18
- 4 to 24 hours \$24
- Over 24 hours \$24 each additional day

*Prices may be higher during special events.

For further information, please click on <http://www.mgmresorts.com/parking/>.

PRINTED MATERIALS

We request that all printed materials concerning Hotel receive approval from your Convention Services or Sales contact prior to sending to your attendees.

ROOM DELIVERIES

Items can be placed inside the sleeping rooms (not outside or under the door) after a guest has checked in. Items will not be delivered prior to arrival. The Hotel will charge \$2.50 per item, per room for all deliveries, subject to change.

SAFETY

The Hotel warrants that it has hard-wired smoke detectors in each sleeping room and meeting room and an automatic sprinkler system in compliance with the Federal Hotel and Motel Fire Safety Act of 1990.



An MGM Resorts Destination

SAFE USE OF FUNCTION SPACE

Meeting Group shall, at all times, conduct its activities in a safe and careful manner, with full regard to public safety, and will observe and abide by all applicable laws (including the Americans with Disabilities Act), ordinances, rules, regulations and requests by duly authorized governmental agencies having jurisdiction, as well as those of the Board of Fire Underwriters or any similar body and Hotel.

SHIPPING AND RECEIVING

There is limited storage space available at the Hotel. Therefore, shipments to the Hotel more than three (3) days in advance of the arrival date cannot be accepted. Shipments that require special handling should be coordinated with the Convention Services Manager or the Business Services Center prior to shipping. C.O.D. shipments or shipments that require a fork lift to unload will not be accepted. All packages should be addressed as follows:

New York-New York Hotel & Casino
3790 Las Vegas Boulevard South
Las Vegas, NV 89109
Hold for: Guest Name/Confirmation Number (required)/Company Name
Arrival Date:
Box: # of #

For ease of handling, packages and boxes should not be heavier than 100 pounds. Any boxes that are heavier must receive prior approval from the Convention Services Manager. There is a handling fee for each box sent to and/or from the Hotel. The following fees are current and subject to change:

- 0 - 5 lbs. - \$6.00 each
- 6 - 15 lbs. - \$12.00 each
- 16-30 lbs. - \$17.00 each
- 31-50 lbs. - \$22.00 each
- 51-75 lbs. - \$27.00 each
- 76-99 lbs. - \$37.00 each
- 100 lbs. and over -\$.60 X Weight

PLEASE NOTE: The New York-New York Receiving Dock is open Monday through Friday from 7:00am – 3:00pm. After hours and weekend services are limited to small Business Center deliveries and/or reduced services through the Bell Desk Supervisor. In addition, deliveries outside of operating hours must be organized through Service Manager before shipment is arranged.

Boxes and/or items moved between locations are subject to \$1.50 charge per box/item. This fee is subject to change without notice. Please verify with your service manager for any applicable fees.

SIGNAGE AND DISPLAY ADVERTISING

Hotel retains exclusive rights to all display advertising within the function space and all other space on the Hotel property. Meeting Group may not advertise within the function space, nor represent to any third party that it may advertise within the function space or on Hotel property, and may not place any signage or banners in the function space or on Hotel property without prior written consent of Hotel. In the event Hotel grants its consent for Meeting Group to advertise within the function space or on Hotel property, it shall be a nonexclusive right to advertise. Any signage or banners approved by Hotel may only be hung or posted by the Hotel Property Operations department for a fee of \$50.00 per hour, minimum one (1) hour. It is the policy of Hotel that all signage approved by Hotel must be 28" high x 22" wide and 1/8" thick and must be professionally printed on both sides. No flyers, advertising materials or free samples shall be produced, placed or distributed, without the prior written approval of, and under the conditions established by Hotel. Meeting Group, its agents, contractors and employees, may not affix signage to any



An MGM Resorts Destination

wall located on the Hotel property.

SPECIAL MEALS

If those attending the Event have certain dietary restrictions or requests (i.e., lactose intolerant, vegetarian, etc.), Client's contact must notify the Catering Sales Manager prior to executing this Contract of the specific dietary restriction or request so special arrangements may be made. Catering will accommodate Client's request for special meals for an Event whenever possible.

TRADEMARK

Neither party is authorized to use any trademark, trade name, or service mark owned or registered by the other party, its parent, subsidiaries or affiliates. Neither party may, without prior written approval of the other party, copy, reproduce, distribute or use any trade name, trademark, copyrighted material, or service mark of the other party, its parent, subsidiaries, or affiliates.

WIRE TRANSFER

Please contact your New York-New York hotel contact for instructions should you choose to forward deposits and payment(s) via wire transfer.