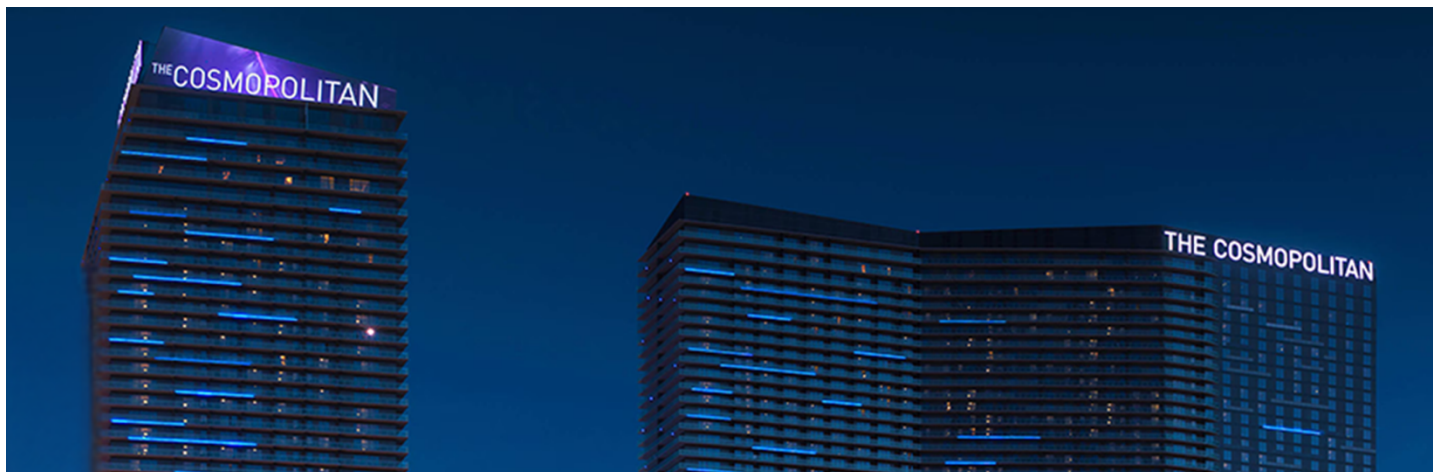




The Cosmopolitan of Las Vegas Production Guidelines



Welcome to The Cosmopolitan of Las Vegas!

Delivering an impactful event experience starts with a team that understands your goals and your venue. As the preferred on-site event technology partner at The Cosmopolitan of Las Vegas, Encore works alongside you and The Cosmopolitan of Las Vegas team members to bring your vision to life with confidence and care.

With deep knowledge of the property and a collaborative approach, we help manage every detail while identifying opportunities to enhance your event through creative, efficient solutions.

Our focus is simple — support your success with the expertise, partnership and service you can rely on. If we can assist at any stage, we welcome the opportunity to connect, and we look forward to partnering with you.

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Please take a moment to review the production guidelines on the following pages.

General Property Policies

Encore manages all production companies providing services within The Cosmopolitan. To ensure quality standards are maintained and liability needs are protected, Encore oversees all outside event technology vendors and production companies providing services at The Cosmopolitan.

Encore is The Cosmopolitan of Las Vegas's preferred event technology provider, located on-site to help service event technology and 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.

Encore is the sole event technology provider for all meeting rooms and breakouts (excluding the general session), including, but not limited to, projectors, screens, microphones, speakers, mixers, lighting and any other event technology necessary for a breakout or meeting room.

An outside event technology provider may work within the venue if production guidelines and contractor vendor policies are followed. **All production companies must provide Encore and the venue with a detailed Schedule of Events 30 days prior to the event load-in.** This document shall include:

- Accurate dates and times of the show load-in, setup, dismantle and load-out
- Rehearsal schedule
- Fire watch schedule
- Show schedule
- Electrical install and removal times
- Rigging Dates and Call times, if applicable

All orders should be finalized with the on-site Encore team no later than 14 days prior to arrival.

No equipment, cases, scissor lifts and/or personnel lifts are to remain in the "back of house" areas at any time. This includes back hallways and loading docks. Storage space for outside event technology companies will be the sole responsibility of those companies.

No smoking is permitted in the meeting space or back of house. *Smoking is only permitted outside and on the casino floor.*

All 3rd party vendors/support groups are responsible for leaving the hotel in the same condition it was found. The production company and/or group will be billed for marks, leaks, cleaning fees or damage done to the facility by The Cosmopolitan.

For security reasons, outside production companies are required to provide ID badges for all their staff members. ID badges must note legal name, group name and production company name.

Use of the hotel's employee dining room is prohibited for all outside production staff members and vendors.

Production Supervisor

An Encore Production Supervisor is required for all load-in, setup, strike and load-out for all outside vendors. This individual will serve as a liaison between the vendor and the hotel and will be responsible for communicating and expediting services, maintaining the integrity of the building, and adhering to safety codes and regulations.

Power

Encore must handle all connections to the building's power sources for events. This includes all production power for general sessions, entertainment functions, breakout meeting rooms and party and banquet functions. Groups will be responsible for all charges for connecting to and using the facility's power sources. The power service fees are a weekly charge per event. If additional power is needed for production and/or décor, the pricing listed below will apply.

Phase 1 Power	Weekly Service Charge	Phase 3 Power	Weekly Service Charge
20 AMP 208V 1 PHASE*	\$408	30 AMP 208V 3 PHASE*	\$1,011
30 AMP 208V 1 PHASE*	\$804	60 AMP 208V 3 PHASE*	\$1,380
60 AMP 208V 1 PHASE*	\$1,017	100 AMP 208V 3 PHASE*	\$1,706
100 AMP 208V 1 PHASE*	\$1,487	200 AMP 208V 3 PHASE*	\$3,120
		400 AMP 208V 3 PHASE*	\$5,091

*All Electrical service must be distributed and installed by Encore. Labor rates outlined in the labor section.

Carpet & Floor Protection

All outside vendors must arrange to have all front-of-house travel paths, storage areas, carpeted areas and backstage areas covered. Carpeted areas must have Poly-Tak or visqueen before any decorating/production equipment or freight is brought into the space. Encore can provide and install visqueen, should the outside vendor not have access to it. Hard flooring surfaces must have Ramboard laid by the Encore team. Please contact an Encore representative for a quote for labor and product costs. Any damage incurred to the property will be a cost incurred by the vendor by The Cosmopolitan.

Floor Marking Materials

Only the following materials are permitted:

- Chalk
- Double-sided tape by ECHOTape
- Masking tape
- Gaffer tape
- Non-adhesive visqueen
- Robots with pre-approved materials
- Adhesive booth number (only on aisle carpet of floor with prior approval)

Prohibited materials include:

- Paint
- Sharpies, crayons, pens
- Duct tape
- BT 105 tape, BT99 tape
- Heavy-duty polyester tape
- Red Tape (especially in “no freight aisles” or on concrete)

Protective Coverings for Carpeted Areas:

- Visqueen secured with gaffer’s tape
- Overlay of carpet
- Self-adhesive visqueen (Carpet Mask, Carpet Shield, Gymguard)
- Wood pallets must be placed on floor protection
- Pallet jacks (manual or electric) are prohibited in public areas or carpeted meeting areas.

Motorized Equipment (e.g., forklifts, scissor lifts, boom lifts, flatbed carts):

- Must use one of the protective coverings listed above
- Equipment must have white tires not driven outside or be covered with vinyl tape
- Booties may be allowed on a case-by-case basis with approval from hotel.

Rigging

Encore maintains exclusive responsibility for all rigging services, including the provision of truss and motors. All rigging-related charges are the responsibility of the Production AV Company or Meeting Group requiring these services

The rigging services form and scaled rigging plot must be submitted online for approval, 30 days prior to load-in. All drawings must be submitted through the [rigging request website](#) in a .dwg .vwx or .dxf format.

Encore rigging crews consist of three (3) team members: two (2) high riggers and one (1) ground rigger. High riggers supply and utilize their own fall-protection equipment, particularly when accessing ceiling structures.

An Encore Rigging Supervisor is required for all rigging and assembly activities. The supervisor must be present in the event space throughout the installation process and will remain on-site until all equipment has been raised to its final trim height.

Banner Hanging

All banners and signs rigged to the facility must be installed and removed by Encore. The Production or AV Company or Meeting Group is responsible for labor costs that may result. Any banners being hung in the public space can only be done with CSM approval.

Pyrotechnics - Fog Machines - Laser

The Cosmopolitan maintains a strict policy for using pyrotechnics, fog machines, and lasers within the facility. Fog machines must be water-based. No oil-based fog machines are allowed in the meeting space. In order to make proper arrangements with hotel security and the local Fire Marshal, **any use of theatrical smoke, pyrotechnics, or lasers must be addressed in your production schedule and with your Catering & Conference Services Manager and Encore more than 30 days before your event.**

Contact your group's Catering & Conference Services Manager regarding The Cosmopolitan of Las Vegas associated fees and coordination.

The hotel requires that an Encore representative be stationed in the room during rehearsals and all performances as a fire watch.

Labor

Role	Per Person Rate	Overtime Labor Rates	
Electrician	\$116/hr	Straight Time	Monday – Sunday, 6 a.m. - Midnight
Riggers	\$119/hr	Time and a Half (1.5x)	Monday – Sunday, Midnight – 6 a.m.
Production Supervisor	\$119/hr	Double Time (2x)	Holidays**, all day

Minimums

All labor calls are a 4-hour minimum. Lead and Broadcast positions are an 8-hour minimum call. Any calls lasting longer than 8 hours will be billed at time-and-a-half, and at double time after the 12th hour.

Increment of payment is 1/2 hour (30 min.) for any time worked beyond the minimum call. Minimum cancellation notice is 24 hours.

Calls can last 6 hours, as long as the employee leaves at that time. Any work beyond that, without a break, will result in a meal penalty that begins after the 5th hour of work and continues until a meal break is given.

Breaks

The crew shall be granted a paid 10-minute break for every 4 hours worked; however, the break shall be given no later than the third hour of each 4-hour period. Breaks need not be granted during a performance, presentation, or meeting.

Crew shall not be required to work more than 5 hours without being allowed a meal period of at least 1/2 hour. This time is not considered time worked and will not be charged. Meal periods shall not exceed 1 hour in duration and must be granted no sooner than 2 hours after the call begins. Meal periods may be staggered among members of the crew. Crew returning from a meal period shall be guaranteed 2 hours of work or equivalent pay.

In the event that an employee is not provided with a meal period, they shall be paid at a rate of 2x the base rate for all ensuing hours until a meal period is provided. The maximum penalty under any circumstance shall not exceed 3x the base rate.

Food provided by the Employer at the job site without providing the appropriate time off for a meal period shall be considered an appropriate meal period. The time will be billed as time worked but not result in meal penalties being charged.

Short Turnaround (Less Than 8 Hours Off)

3x base rate for any time worked within 8 hours from the time the employee was released from the job. The premium rate of pay will apply until the employee receives a rest period of 8-consecutive hours.

6th & 7th Day

All work performed by crew on their 6th consecutive day of work shall be paid for at 1.5x base rate for the first 8 hours and 2x base rate thereafter. All work performed by crew on their 7th consecutive day of work shall be paid for at 2x base rate. However, an employee shall not be replaced to avoid 6th and 7th day premium pay.

**Paid Holidays

New Year's Day, Martin Luther King Jr. Day, Easter Sunday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Christmas Day – all work performed on these days shall be paid at 2x the base rate.

Stewards

When the total number of union crew on a job reaches 20, a non-working union steward is required.

Fire Marshal

Encore is responsible for the local Fire Marshal event application services, as outlined by the Clark County Fire Department. This process includes the creation of drawings, submission of applications to CCFD and Fire Marshal inspection prior to the event. If you are handling the CCFD assembly permit for your event, your Encore Representative and Catering & Conference Services Manager must be sent plans for review prior to submission. **If an approved permit has not been received at the time of your scheduled load-in, you will not be allowed to load-in.**

CADS for all common spaces and meeting rooms can be found [here](#).

Fire Marshal Application fees via Encore

Each setup in a meeting room or common space with more than 300 attendees will require a diagram. Dates listed below are based on the first day of load-in. Fee** schedule is based on when the submission of a diagram occurs.

Square Footage	Description	Cost**
Less than 14,999 Square Feet	21 Days or more	\$555
	5-20 Days	\$800
	3-4 Days	\$1,200
	Less than 3 Days	\$1,500
15,000 – 74,999 Square Feet	21 Days or more	\$820
	5-20 Days	\$1,230
	3-4 Days	\$1,650
	Less than 3 Days	\$2,250

* If a diagram is modified post-approval, the diagram is then treated as a brand new diagram. It will be billed according to the number of days remaining until the event start date.

**Pricing is subject to change.

Wireless Frequencies

Model	Band	Channel Name	Frequency
ULXD4	G50	RF 11	476.950 MHz
ULXD4	G50	RF 12	478.475 MHz
ULXD4	G50	RF 13	478.975 MHz
ULXD4	G50	RF 14	479.675 MHz
ULXD4	G50	RF 15	480.825 MHz
ULXD4	G50	RF 30	489.650 MHz
ULXD4	G50	RF 31	491.525 MHz
ULXD4	G50	RF 32	493.075 MHz
ULXD4	G50	RF 33	493.925 MHz
ULXD4	G50	RF 34	494.625 MHz
ULXD4	G50	RF 35	495.200 MHz
ULXD4	G50	RF 36	495.575 MHz
ULXD4	G50	RF 37	496.175 MHz
ULXD4	G50	RF 38	496.525 MHz
ULXD4	G50	RF 39	497.975 MHz
ULXD4	G50	RF 40	498.950 MHz
ULXD4	G50	RF 41	500.825 MHz
ULXD4	G50	RF 42	501.925 MHz
ULXD4	G50	RF 43	503.875 MHz
ULXD4	G50	RF 44	504.500 MHz
ULXD4	G50	RF 45	505.200 MHz
ULXD4	G50	RF 46	505.600 MHz
ULXD4D	G50	RF 01	471.100 MHz
ULXD4D	G50	RF 02	471.775 MHz
ULXD4D	G50	RF 03	472.125 MHz
ULXD4D	G50	RF 04	472.525 MHz
ULXD4D	G50	RF 05	473.075 MHz
ULXD4D	G50	RF 06	473.600 MHz
ULXD4D	G50	RF 07	474.025 MHz
ULXD4D	G50	RF 08	474.650 MHz
ULXD4D	G50	RF 20	481.200 MHz
ULXD4D	G50	RF 21	475.700 MHz
ULXD4D	G50	RF 22	490.850 MHz
ULXD4D	G50	RF 23	490.100 MHz
ULXD4D	G50	RF 24	488.875 MHz
ULXD4D	G50	RF 25	502.675 MHz

Model	Band	Channel Name	Frequency
ULXD4D	G50	RF 26	492.550 MHz
ULXD4D	G50	RF 27	500.175 MHz
UR4S	H4	RF 50	536.275 MHz
UR4S	H4	RF 51	536.750 MHz
UR4S	H4	RF 52	537.575 MHz
UR4S	H4	RF 53	538.600 MHz
UR4S	H4	RF 54	540.625 MHz
UR4S	H4	RF 55	542.025 MHz
UR4S	H4	RF 56	542.875 MHz
UR4S	H4	RF 57	546.075 MHz
UR4S	H4	RF 58	553.175 MHz
UR4S	H4	RF 59	553.850 MHz
UR4S	H4	RF 60	557.250 MHz
UR4S	H4	RF 61	559.525 MHz

Frequency Coordination Parameters

Exclusions

Active TV Channels (9)

Type	Channels
Digital	7,9,11,13,16,20,22,29
Other	32

Other Exclusions

Type	Source	Frequency
Range	Scan	479.171 MHz - 479.216 MHz
Range	Scan	482.064 MHz - 483.499 MHz
Range	Scan	483.529 MHz - 488.333 MHz
Range	Scan	506.476 MHz - 512.325 MHz
Range	Scan	518.262 MHz - 524.222 MHz
Range	Scan	532.549 MHz - 532.899 MHz
Range	Scan	536.456 MHz - 536.605 MHz
Range	Scan	559.923 MHz - 566.510 MHz
Range	Scan	578.138 MHz - 584.365 MHz