



Aria | meeting planners guide



RESORT & CASINO  
LAS VEGAS

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## ADVERTISING & PROMOTIONS

Any advertising or promotion utilizing the ARIA® name or logo must have written approval from your Convention Services Manager or MGM Resorts International® Public Relations office. The officially approved colors for the ARIA logo are PMS 7463, Black and White.

## AIRPORT

See *McCarran International Airport*.

## AMENITIES

Group and VIP amenities can be arranged through your Convention Services Manager.

## AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) forbids discrimination against individuals with disabilities. In compliance with the ADA, ARIA Resort & Casino provides for reasonable accommodations to allow physically challenged individuals to participate in all ARIA Resort & Casino activities. Accessible sleeping rooms, wheelchairs and TDD kits are available. Specific ARIA Resort & Casino facility questions may be directed to your Convention Services Manager.

## ARIA EXPRESS TRAM

An automated transit system connects the ARIA Campus via The Shops at Crystals™ to both Bellagio® and Park MGM. The transit system consists of two trains with four cars each. Each car can accommodate 33 passengers for a total of 132 passengers per train. Guests can plan on an anticipated wait time of less than three minutes. MGM Resorts International is proud to offer this complimentary service for the convenience of our guests.

## ATM

ATM terminals handle most nationwide bank cards. In addition, credit card advances may be initiated here and picked up at the casino cashier with proper valid identification (i.e., passport or driver's license). ATM terminals are located throughout the resort.

## ATTRACTIONS

### **Bonnie Springs, Old Nevada**

An old Western town in Red Rock Canyon 16 miles west of Las Vegas with a motel, shops, activities and Western shootouts.

### **Ethel M Chocolate Factory**

Self-guided tours available for factory and outside botanical garden and cactus display.

### **Hoover Dam**

Thirty-four miles from Las Vegas; 726 feet high from bedrock; wonder of the modern world. Tours of inside and outside of dam available. In July 1994, the 30-millionth visitor toured the dam since it opened. Black Canyon River Raft Tours available below dam.

[usbr.gov/lc/hooverdam](http://usbr.gov/lc/hooverdam)

### **Dream Racing**

Named by TripAdvisor as "The Best Driving Experience" in Las Vegas, Dream Racing is the five-star driving experience located at Las Vegas Motor Speedway. Home to the world's largest supercar selection and exclusive Ferrari F430 and 458 GT, Lamborghini Super Trofeo and Porsche Supercup race cars, this is a once-in-a-lifetime exotic car racing experience. Whether in the driver's seat or the passenger seat, guests will feel the adrenaline rush from the race car and race track, just like a professional. Dream Racing's specialized team is capable of handling group sizes from 10-10,000, and experiences from exclusive VIP to large corporate outings, by offering a wide range of amenities and activities to fit every group's needs.

For more information, please visit their website at [dreamracing.com](http://dreamracing.com).

702.599.5194

***If you want to experience what it is like to live in the desert, visit these attractions to learn more about the local ecosystem.***

### **Death Valley**

One Hundred thirty-five miles from Las Vegas; 40 minutes by plane; lowest elevation on North American continent at 280 feet below sea level. Zabriskie Point, Twenty Mule Team Canyon and Scotty's Castle tours available.

### **Grand Canyon**

About 300 miles from Las Vegas; 1½-hour flight by plane; tours available.

### **Lake Mead National Recreation Area**

Closest point 25 miles from Las Vegas. More than 550 miles of shoreline, swimming, water skiing, camping, boating, fishing and six marinas. Tours available. [nps.gov/lake](http://nps.gov/lake)

### **Mt. Charleston**

Thirty-five miles from Las Vegas; highest elevation 11,918 feet. Winter skiing, picnicking, hiking and horseback riding. Tours available.

### **Red Rock Canyon**

Fifteen miles west of Las Vegas; 3,000-foot escarpment produced by thrust fault. Bureau of Land Management visitors center and scenic area of rock formations and desert. [redrockcanyonlv.org](http://redrockcanyonlv.org)

### **Springs Preserve**

The Springs Preserve is a 180-acre cultural institution designed to commemorate Las Vegas' dynamic history and to provide a vision for a sustainable future. The Preserve features museums, galleries, outdoor concerts and events, colorful botanical gardens and an interpretive trail system that meanders through a scenic wetland habitat.

### **Valley of Fire State Park**

About 55 miles from Las Vegas. Scenic landscapes of hidden canyons and unique rock formations, petroglyphs and remains of ancient Indian civilization; Nevada Park Service visitors center. Tours available. There is a \$10.00 entrance fee per vehicle. [parks.nv.gov/vf.htm](http://parks.nv.gov/vf.htm)

## **Nevada**

Name means "snowcapped" in Spanish. It was admitted to the Union in 1864. Its nickname is the "Battle Born State." It is the seventh-largest state in terms of square miles and ranks 38th in population. The state capital is Carson City.

### **Clark County**

Clark County was created February 5, 1908. Its name honors William A. Clark, U.S. senator from Montana who built the San Pedro, Los Angeles and Salt Lake Railroad. The county covers 7,881 square miles, which is comparable to the area of Massachusetts.

### **Las Vegas**

Name means "the meadows" in Spanish. Founded in 1905. Incorporated March 16, 1911, the city covers 133.2 square miles.

## **AUDIOVISUAL**

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 ARIA Resort & Casino as long as they follow our production guidelines and contractor vendor policies. Meeting Group is required to use Encore Event Technologies for all breakouts or utilize the Client Assurance Package that will include additional fees.

Many of our meeting rooms have built-in dropdown high-definition projectors and screens.

- » Bluethorn Meeting Rooms 1 – 7 & 9 screen size is 78" x 139", No. 8 screen size is 96" x 170"
- » Copperleaf Meeting Rooms 1 – 4 & 7 – 12 screen size is 96" x 170", Nos. 5 & 6 screen size is 65" x 116"
- » Starvine Meeting Rooms 1 – 7 & 10 – 13 screen size is 96" x 170", Nos. 8 – 9 screen size is 78" x 139"
- » Joshua Meeting Rooms 1 – 10 screen size is 138" x 78"
- » Willow Meeting Rooms 1 – 5 screen size is 104" x 59"

## **BABYSITTING/CHILDCARE SERVICES**

The Clark County Code and Clark County Childcare Regulations prohibit ARIA Resort & Casino, its convention meeting and tradeshow customers and any other groups using the ARIA Resort & Casino facilities from offering childcare services on the premises. Please understand that providing childcare services at ARIA Resort & Casino is unlawful and that management will disband any childcare activity discovered on the premises. In addition, your group will be responsible for any fines imposed on ARIA Resort & Casino as a consequence of the childcare activity.

## **BAGGAGE SERVICE**

Guests arriving in a single group or in batch arrivals will arrive via the Tour Lobby. All arrivals through the Tour Lobby are subject to a mandatory baggage handling charge—currently, \$8.00 round-trip per person and subject to change. This charge covers the handling of baggage both in and out of the Hotel.

In the event a group requires baggage delivery to an auxiliary area aside from the designated Hotel bag drop area, there will be an additional cost of \$0.50 per bag both in and out.

Guests arriving individually are greeted at the front door by a bell person and will be given a claim check for their luggage. The guests will then call from their rooms to request prompt delivery.

In order to deliver prompt service, timing for group bag pulls needs to be arranged in advance through your Convention Services Manager. All bag pulls will be conducted with bags left inside the rooms. Once on site, the Bell Captain will work closely with you to finalize room numbers, times, etc.

## **BALLOONS**

Under no circumstances may Mylar balloons be brought into the function space or onto the Hotel premises.

## **BANQUET CHAIRS**

If utilizing chair covers as an enhancement to your event, the following banquet chair dimensions may be useful: 20.25" wide (back outside leg to leg), 23.125" deep, 16.5" wide front (outside leg to leg).

## **BILLING/CREDIT**

Should the estimated charges for the program exceed \$10,000.00 and Meeting Group wishes to establish a Master Account for the purposes of billing guestrooms, tax, incidentals and/or any group functions, your Convention Services Manager will forward a Hotel credit application to be completed by Meeting Group. The credit application must be received by Hotel no later than 90 days prior to the program main arrival date. Any credit applications submitted within 90 days prior to the program main arrival date may be declined for consideration.

For your convenience, funds to be applied towards your Master Account may be wired using the account information below:

Bank of America  
300 S. Fourth Street  
Las Vegas, NV 89101  
A/C – ARIA Resort & Casino – Concentration Account  
ABA # 026009593 – SWIFT Code: BOFAUS3N  
A/C # 501008096748  
Reference: Group Name / Master Account #

Please be sure to indicate the name of your group so the funds are properly credited. You should notify your Convention Services Manager when funds are wired.

Please refer to your Convention Sales Agreement for further details on billing arrangements.

**Pay Outs**

Should you anticipate needing a cash paid-out during your stay with us, we require you to send funds in advance via a wire transfer directly to the Casino’s Main Cage using the account information below:

Bank of America  
300 S. Fourth Street  
Las Vegas, NV 89101  
A/C-ARIA Resort & Casino-Cage Depository  
ABA # 026009593 -SWIFT Code: BOFAUS3N  
A/C #501008096764  
Reference: Guest Name and Group Name

Please be sure to include the name of the group/company and the names of those persons authorized to receive the funds. Authorized persons will be required to present a valid government ID such as a driver’s license or passport. In the event of a last-minute request for cash paid out while on premises, please discuss with your Convention Services Manager. Only a limited amount of funds may be available depending upon the credit balance on the group’s account. Cash paid-out amounts in excess of \$5,000.00 **will require advance funds** to be placed on account with the Casino’s Main Cage.

**BUSINESS SERVICES CENTER**

The ARIA Business Services Center offers you the convenience to conduct business efficiently and seamlessly while relying on ARIA’s AAA Five Diamond service. Located adjacent to the Convention Center, the Business Services Center offers a peaceful ambiance meant to be your office away from the office. Upon arriving, you will see our spacious lounge area where you can relax to focus on your work or utilize our private mini-suites. We offer a multitude of services including, but not limited to: courier mail services, copying and facsimile services, supplies and rentals of communication and electronic equipment. Here at the Business Services Center, we’ve thought every detail through so you don’t have to.

Monday – Friday.....7:00 a.m. – 6:00 p.m.  
Saturday & Sunday.....8:00 a.m. – 4:00 p.m.  
Hours subject to change.  
Phone .....702.590.9750  
Fax .....702.590.7112  
Email .....bsc@aria.com

**CAR RENTAL**

Avis Rent A Car is conveniently located in the Tour Lobby of ARIA Resort & Casino.  
Open daily 7:30 a.m. – 5:00 p.m.  
702.590.9560

**CASH PAID-OUTS**

See *Billing/Credit*.

## **CASINO**

The casino floor covers 150,000 square feet, which includes approximately 145 table games and 1,950 slot machines. The casino is located on the lobby level, therefore allowing convention guests access to the convention area from their guestrooms without having to go through the casino.

## **CATERING**

Guaranteed number of attendees for all functions must be received by the Catering Office three business days prior to the function and four business days prior for functions on Sundays and holidays. Meeting Group will be charged the guaranteed number of attendees or the number of people actually in attendance, whichever is greater. ARIA will set an overage up to 3% above your guaranteed number of attendees, not to exceed 50 people.

Catered food & beverage prices are subject to a 19% gratuity, which is nontaxable and a 4% service charge, which is taxable at the prevailing sales tax rate, currently 8.25%. Tax-exempt organizations must furnish a Certificate of Exemption to the Catering Office at least two weeks prior to the event.

ARIA is the sole provider of all food served in the convention area. No food will be permitted to be brought into the convention area by guests or any of the Meeting Group's attendees.

In compliance with Nevada Liquor Laws, ARIA is the only authorized licensee authorized to sell and serve liquor, beer and wine in the banquet facilities.

Please refer to the Catering Sales Policies and Procedures document for further details regarding your catering events.

## **CHECK CASHING**

Check cashing for all Hotel guests is handled via Certegy at our casino cage. To obtain a check-cashing limit, Hotel guests must provide a blank personal check and a valid ID in person to the cashier. If approved by Certegy, the limit can range from \$50.00 to \$20,000.00. The guest then has the option of having ARIA process his/her physical check or having an eCheck cashed against the checking account he/she has on file.

A company check made payable to ARIA Resort & Casino must have bank and Hotel approval prior to arrival. A check of \$10,000.00 or more will only be cashed with a corporate tax identification number. Cashier's checks are accepted only with prior approval.

ARIA will not accept the following:

- » Two-party checks
- » Checks drawn on foreign banks
- » Stale-dated or post-dated checks
- » Temporary or starter checks

## **CHECK-IN/CHECKOUT TIMES**

Check-in time is 3 p.m. and checkout is 11 a.m. If rooms are requested prior to 3 p.m. at the time of check-in, they will be accommodated based on availability at no additional charge. Any guest wishing to guarantee early check-in will have the option to pay an early check-in fee at the time of booking based on availability. Departure dates will be confirmed upon check-in. Guests have the option to change their departure date at this time. Should a guest depart before their scheduled and confirmed departure date, room/tax for those additional nights will be charged. Luggage can be stored on a complimentary basis for guests who have checked out but are not yet departing the hotel.

## **CHECK-IN OPTIONS**

For your convenience, ARIA offers Mobile Check-In 24 hours prior to your arrival

- » Visit [aria.com/checkin](http://aria.com/checkin) for details
- » You may also access mobile check-in via the MGM Resorts mobile app

## **CHECKOUT OPTIONS**

For your convenience, ARIA offers multiple efficient Express Checkout options:

- » Check out via the tablet in your room. This can be found under Guest Services.
- » Check out via your mobile device by visiting [Aria.com/Checkout](http://Aria.com/Checkout).

All the above methods will result in a room folio being sent to your attention by email.

## CONCIERGE

The Concierge Desk is conveniently located adjacent to the Front Desk in the Main Lobby. The extremely knowledgeable concierge team is available to assist your guests with individual dining reservations, show tickets, transportation needs and just about anything else your guests may require. Open daily 7:00 a.m. – 9:00 p.m.

## CONVENTION CONCIERGE

Professionally trained Convention Concierges are available to assist you at the resort with your event. Our Convention Concierges are located on the floors in the convention area ready to assist with last-minute changes and any other service that will ensure the overall success of your program.

## CONVENTION SPACE

The 500,000-square-foot convention facility, consisting of seven ballrooms and 51 meeting rooms is accessible from your guestroom via the 2nd Level Promenade bordering the pool. Natural light illuminates all levels of the space. The West Convention Center includes a dramatic glass curtain wall that spans the entire north façade with approximately 57,352 square feet. The East Space offers indoor/outdoor meeting rooms and open-air spaces.

As a quick reference, general locations of meeting rooms in the convention center are indicated below.

### West Convention Center

- » First Level—Bristlecone & Pinyon Ballrooms, Bluethorn Meeting Rooms
- » Second Level—Copperleaf Meeting Rooms
- » Third Level—Ironwood & Juniper Ballrooms, Starvine Meeting Rooms, Cottonwood & Senna Boardrooms

### East Convention Center

- » Plaza Level—Orovada Ballroom
- » First Level—Joshua Meeting Rooms, Joshua Terrace, Willow Meeting Rooms, Willow Lounge
- » Second Level—Mariposa Ballroom, Cypress Executive Lounge
- » Third Level—Primrose Ballroom, South Primrose Veranda, East Primrose Veranda

## DESTINATION MANAGEMENT COMPANIES (DMC)

### ACCESS Destination Services

Patty Gannon | Director of Business Development  
p 702.489.4477 | f 702.749.7914 | m 702.469.5179  
1050 E. Flamingo Road, Suite W-253, Las Vegas, NV 89119  
patty.gannon@accessdmc.com

Many other licensed DMCs are available locally, and you are encouraged to select the company that you feel suits your needs best.

## DINING

A truly great city offers places for people to indulge in the extraordinary, and the expansive selection of culinary options at ARIA is no exception. Whether its contemporary American, Thai, Spanish, Japanese, Italian or bistro cuisine, you will soon regard food with a newfound appreciation at any one of ARIA's many restaurants.

### ARIA Café

ARIA Café pushes flavor to the forefront with a full menu of classic American favorites that will satisfy any craving, day or night. Located on the Casino Level, next to Lift Bar. Serving breakfast, lunch and dinner.

### ARIA Patisserie

At ARIA Patisserie, everything you crave is handcrafted daily with the freshest seasonal ingredients. Rise and shine with delectable pastries and perfectly brewed draft coffee. Enjoy wholesome sandwiches, salads and freshly squeezed juices. And sweeten any mood with an exquisite chocolate or gelato selection.

### BARDOT Brasserie

BARDOT Brasserie is James Beard Award-winning Chef Michael Mina's homage to the café culture of Paris. With its classic French cuisine, this unique culinary experience features authentic brasserie fare for lunch, dinner and weekend brunch. Located on the 2nd Level Promenade. Reservations suggested.



### **Blossom**

Enjoy classic Chinese cuisine in a lush environment that makes you feel as if you've entered into an enchanting Chinese garden. Located on the Casino Level, near Baccarat. Serving dinner. Reservations suggested.

### **Burger Lounge**

Discover a whole new approach to the classic American burger. Burger Lounge utilizes only ingredients produced in a sustainable environment and features a health-conscious menu from their grass-fed beef to vegetarian dishes. It's all the taste of a classic burger joint, with none of the guilt. Located on the ARIA Casino Level next to the Poker Room.

### **CATCH**

The go-to dining destination for celebrities from Hollywood to New York City, will officially make its mark on the Las Vegas Strip as ARIA Resort & Casino debuts CATCH Las Vegas in Fall 2018.

### **Carbone**

Inspired by classic Italian-American flavors, Carbone is the perfect mix of New York attitude and Las Vegas style. The result is a unique experience, featuring top-of-the-line ingredients, theatrical tableside preparations—and tons of memorable surprises. Enjoy peerless service and authentic cuisine in a truly timeless setting. Serving dinner. Reservations suggested.

### **Five50 Pizza Bar**

What do you get when a James Beard Award-winning chef puts his spin on classic East Coast-style pizza? Five50 Pizza Bar, ARIA's exclusive joint venture with chef and restaurateur Shawn McClain. Combining the soul of the world's most iconic pizzerias with the dynamic of the greatest bar scenes, this come-as-you-are hot spot features signature pizza, a bold selection of craft beer and an inventive lineup of shared plates, small bites, handmade pastas and decadent desserts. Located on the Casino Level, next to the Race & Sports Book. Serving lunch and dinner.

### **Herringbone**

This social dining concept features a lounge-like setting indoors and dining al fresco. Diners can enjoy California-inspired coastal cuisine and the sounds of a nightly DJ in this dynamic setting. Located on the ARIA 2nd Level Promenade. Serving brunch, lunch and dinner. Reservations suggested.

### **Javier's**

Making its Las Vegas debut here at ARIA, Javier's is one of Southern California's hottest destinations for exquisite authentic Mexican cuisine. The menu, inspired by cuisine from different regions of Mexico, features grilled seafood, steak, chicken and a selection of vegetarian dishes presented beautifully. Tequila aficionados will be impressed by the selection of premium tequila while the full bar features Javier's famous handshaken, made-to-order margaritas. Located on the Casino Level. Serving lunch and dinner. Reservations suggested.

### **Julian Serrano™**

Chef Julian Serrano introduces guests to small plates of his native Spanish fare in an environment that rivals the energy of the innovative cuisine served. Located on the Casino Level, adjacent to the Main Lobby. Serving lunch and dinner.

### **Lemongrass**

Serving a modern interpretation of Thai cuisine, Lemongrass offers a wide variety of authentic dishes filled with flavor. The satay bar offers charcoal-grilled beef, poultry, pork and seafood skewers served with a variety of sauces and seasonings. Located on the Casino Level, near Baccarat. Serving lunch and dinner.

### **Sage**

Sage dresses up the freshest seasonal ingredients and transforms them into exceptional dishes. Let James Beard Award-winning Chef Shawn McClain's tempting culinary creations take your taste buds on an adventure of their own. Located on the Casino Level, adjacent to the Main Lobby. Serving dinner. Reservations suggested.

### **Starbucks®**

Enjoy your favorite specialty brewed coffee and espresso drinks in one of the most luxurious Starbucks in the world. Located on the 2nd Level Promenade. Serving breakfast, lunch and dinner.

## **The Buffet**

The Buffet offers market fresh produce, gourmet recipes and a warm atmosphere. Choose from an always-changing selection of fresh seafood at the Fish Market or enjoy delicious naan baked right before your eyes in an authentic tandoor oven. Those looking for the sweeter side of The Buffet may feast their eyes upon attractive world-class desserts including individual candies, pastries and cakes or indulge with the bottomless premium beer, wine and sangria option. Serving breakfast, lunch and dinner. Located on the 2nd Level Promenade, overlooking the pool.

## **DRIVING DIRECTIONS TO LAS VEGAS**

From Los Angeles–Follow I-15 North for approximately 222 miles; approximate driving time is four hours.

From Phoenix–Follow US 93 North for approximately 107 miles to I-40 West. Follow I-40 West for about 22 miles to US 93 North. Follow US 93 North for about 104 miles. Continue on US 95 North and take the I-15 South exit. Approximate driving time is six hours.

From Salt Lake City–Follow I-15 South for approximately 418 miles; approximate driving time is six hours.

## **ELEVATORS**

To expedite your guests to their rooms, the main elevator bank consists of 25 elevators that will whisk your attendees to their designated floors. For those guests staying in the Sky Suites, there are 11 exclusive elevators for their convenience.

## **EXHIBITS**

ARIA is pleased to offer ARIA Exhibitor Services, your one-stop shop for all your ancillary exhibition needs. Exhibitors can conveniently order electrical services, plumbing, audiovisual, Internet and many other services from just one location at [ariaexhibitorservices.com](http://ariaexhibitorservices.com).

ARIA has exclusive providers for the following exhibitor services: Audiovisual, Truss and Rigging, Staging and Lighting, Electrical, Plumbing, Telecommunications, Broadband Internet Connections, Showroom and Booth Cleaning, Computer Rentals and Security. Any damages caused by Meeting Group, Meeting Group's exhibitor and/or exposition company will be the responsibility of the Meeting Group.

A facility supervisor will be assigned to monitor the actual move in and move out of its facility. The facility supervisor will monitor such areas as the loading dock, service corridors and the actual function space for the event. The cost to Meeting Group is \$85.00 per hour, 6:00 a.m. – Midnight, and \$127.50 per hour, Midnight – 6:00 a.m., within a 24-hour period.

Meeting Group agrees to provide Hotel with a copy of its contract with all exhibitors. Meeting Group further agrees to include a provision which provides that its exhibitors agree to the terms and conditions contained in the Exhibitor Policies and Procedures.

Meeting Planner should refer to Convention Services Policies and Procedures document for specific guidelines regarding Exhibits and Tradeshows. Please contact your Convention Services Manager if you need a copy of these Policies and Procedures.

Freeman is the preferred Official Services Contractor for exhibits and other decorator services at ARIA. Freeman's knowledge of ARIA and ARIA Campus allows its team to partner with you and ARIA to help create a truly unique tradeshow experience. For more information, please visit [freemanco.com](http://freemanco.com) or call 702.263.1404.

## **FIRE MARSHAL REGULATIONS**

The Clark County Fire Department requires floor plans to be submitted for approval for any work to be handled by an exhibit, production or decorating company. In addition, detailed floor plans must be submitted by the Hotel to the Fire Marshal for any functions with 300 or more people. Floor plans must be submitted to the Fire Marshal at least 30 days in advance, so it is essential that the Hotel receives all setup and audiovisual requirements a minimum of 45 days in advance. The Clark County Fire Department charges a fee for each floor plan, and those fees will be billed to the group's Master Account. Any floor plan requiring expedited approval will be charged an additional fee by the Clark County Fire Department, and those fees will be billed to the group's Master Account.

Clark County Ordinance No. 2289, Title 13, Chapter 13.04 of the Clark County Fire Department requires that a floor plan be submitted for approval by the Fire Marshal for every function of 300 or more people or exhibits with 50 or more attendees.

Production and decorating companies must send a copy of the Fire Marshal-approved floor plans to your Convention Services Manager PRIOR to actual move in. Setup will be delayed if those plans have not been received by your Convention Services Manager.

The following details must be included on all diagrams submitted for Fire Marshal approval:

- » Drawn to scale
- » Dimensions and square footage of the entire function room/area
- » Maximum occupant load permitted
- » Expected occupancy for function
- » Table and chair seating locations
- » Width of aisles
- » Location and width of all fire exits
- » Location of all fire extinguishers and fire hose cabinets (one fire extinguisher per every 6,000 square feet and travel distance not to exceed 75 feet)
- » Name of contact person and phone number
- » Function room name
- » Function name
- » Name and address of Hotel
- » Type of event
- » Grandstands, bleachers, riser seats, etc. must be approved by the Clark County Building Department
- » Perimeter draping

## **FITNESS CENTER**

See *Spa, Salon & Fitness Center*.

## **FLORAL**

We are happy to provide our guests with a full range of floral services. We have specialized designers staffed to service large convention centerpieces, ballroom bouquets, exotic floral arrangements and European designs. See your Convention Services Manager for details.

## **FOOD & BEVERAGE**

To ensure compliance with the County Board of Health's food-handling regulations, all food must be consumed on Hotel premises at the contracted time, except for to-go meals arranged in advance. Hotel is the sole provider of all food served in the Convention Area. No food will be permitted to be brought into the Convention Area by a guest or any of the customer's guests or attendees.

In compliance with Nevada Liquor Laws, Hotel is the only authorized licensee able to sell and serve liquor, beer and wine in the banquet facilities. Hotel reserves the right to refuse service to any person who visibly appears to be intoxicated. No one under 21 years of age will be served alcoholic beverages.

## **FOREIGN CURRENCY EXCHANGE**

Guests wishing to exchange foreign currencies may do so at the Casino's Main Cage on the Casino Level.

## **FRONT DESK**

The Front Desk registration area is located in the Main Lobby on the Casino Level. There are as many as 21 registration stations available. Upon check-in, all guests will be required to present a valid credit card along with a proper government-issued photo ID such as a current driver's license or passport.

## **GIFT CARDS**

ARIA Gift Cards may be used at any shopping, dining or entertainment outlet throughout the ARIA Campus and any MGM Resorts International Destination. For a complete listing of participating locations, please visit [mgmresortsgiftcard.com/giftcards/faq.aspx](http://mgmresortsgiftcard.com/giftcards/faq.aspx). Gift cards may be purchased at the Business Services Center during business hours or over the counter at Elements gift shop 24 hours a day, and are available in any denomination from \$50.00 to \$2,500.00.

## **GOLF**

### **Shadow Creek**

Perhaps you've never heard tales of this legendary place, sculpted from the Nevada desert by renowned architect Tom Fazio. May we assure you, descriptions, however grand, do not begin to do this masterpiece justice. Shadow Creek must be played. Shadow Creek must be experienced. Only then can true lovers of the game begin to appreciate its breathtaking beauty. Your entry to Shadow Creek begins when you register as a guest at one of the MGM Resorts International Destinations—the finest resorts Las Vegas has to offer. A private limousine will transport you to and from your appointment and, upon arrival, your personal caddie will greet and guide you through a golfing experience you will never forget. Tee times may be reserved 60 days in advance, and a room confirmation number will be required at the time of booking. Tee times may be reserved through the Shadow Creek Reservation office at 702.791.7161. A maximum of 16 players, four foursomes, may be booked as a group. Green fees are \$500.00 per person with club and shoe rentals complimentary. Please note that Shadow Creek does not have ladies tees. If you have but one round left in your bag, make it happen here. Shadow Creek may be the most spectacular golf course this side of heaven. For more information, visit [shadowcreek.com](http://shadowcreek.com).

## **GREEN ROOMS**

Green Rooms are conveniently located behind each of the five permanent stages in Bristlecone, Pinyon, Ironwood, Orovada and Mariposa Ballrooms. The Green Rooms range in size from 330 to 442 square feet. Each Green Room consists of a dressing area and two baths with shower.

## **GUARANTEES**

See *Catering*.

## **GUESTROOMS & SUITES**

From the moment hotel guests arrive at ARIA, their stay is intricately choreographed to meet their personal preferences. Smart solutions throughout the guestroom also enhance the experience. It all starts with the RFID room key ensuring they will never need to return to the Front Desk due to demagnetization. As guests approach their room or suite, our room system recognizes if this is their first time in the room and “greet” them as they enter. Light fills the room, the curtains automatically part to showcase the spectacular city or mountain views and light music plays as they enter.

Once settled in their room, guests can use the 11-inch bedside tablet to truly customize their space. “Scenes” are available to automatically set a mood, or they can control a dimmer for each and every light to make the room just right. Then, guests can lay back and order in-room dining from the same touchscreen, or simply browse restaurant menus and other property amenities at their leisure. When it’s time to sleep, guests can simply hit the “Goodnight” button—either on the wall next to the bed or within the tablet—and automatically shut the curtains, turn out the lights and turn off the TV.

When guests wake up in the morning via the programmable alarm clock—which opens the curtains, adjusts the room temperature, turns on the TV to their favorite channel and adjusts the lighting—they will be just a few taps away from their conference schedule if they are staying for a convention, or a spa treatment request if they are visiting for pleasure. Property-wide high-speed Wi-Fi allows for industry-leading connectivity in each room, at the pool and everywhere in between.

### **Deluxe Rooms**

The rooms at ARIA have quickly become the new standard in Las Vegas hotel luxury. Our Deluxe Room averages 520 square feet with custom furnishings, unparalleled amenities and our exclusive Control4 One-Touch integrated technology that allows you to easily customize room features based on your personal preferences. While many of the other hotels in Las Vegas offer standard design and amenities, every room in ARIA includes the finest attention to detail, from the triple-sheeted 300-thread-count sheets to the one-touch “Goodnight” button. Each room will be everything you are looking for in a Las Vegas hotel, and drastically more than you ever thought possible, which is why we received both the AAA Five Diamond and Forbes Travel Guide Four-Star Awards. Integrated music controls means the night never has to end, and our custom beds by Sealy® will make you want to snooze through your morning plans. When you enter our Deluxe Room, you’ll only have one thought: This is what all hotels in Las Vegas should be.

#### Room Types

- » Deluxe King – 520 sq. ft.
- » Deluxe Queen – 520 sq. ft.

### **Resort Club Lounge**

Enjoy all of the unparalleled amenities of our Deluxe Rooms, along with access to ARIA’s Resort Club Lounge—a new luxury experience that combines intimacy with elegance. The naturally lit and open lounge atmosphere will provide privacy and access to dedicated Concierge services, comfortable furnishings, HDTV lounge and more. Food and beverage presentations will be available daily including breakfast, espresso coffee, light afternoon snacks, evening hors d’oeuvres and desserts.

#### Room Types

- » Resort Club King – 520 sq. ft.
- » Resort Club Queen – 520 sq. ft.

### **Tower Suites**

Tower Suites offers special access throughout the property including concierge pre-arrival contact, curbside meet-and-greet upon arrival and access to the secluded Tower Suites Lounge Check-In with complimentary light snacks and beverages. Once you’re checked in, enjoy over-the-top indulgence with suites up to 2,000 square feet. In suite amenities consist of an open-air whirlpool tub, custom-made Sealy® bed with triple-sheeted, 300-thread-count bedding and breathtaking corner views. Then sit back and enjoy the most advanced in-room technology, like one-touch everything via revolutionary in-room tablets, from lighting and curtain controls, to ordering breakfast in bed, booking a spa treatment or ending the day with the tap of a “goodnight” button.

#### Suite Types

- » Studio Panoramic Suite – 840 sq. ft.
- » Corner Suite – 920 sq. ft.
- » Tower Suite – 1,000 sq. ft.
- » Center Suite – 1,075 sq. ft.
- » Executive Hospitality Suite – 2,000 sq. ft.

## **Sky Suites**

Forbes Travel Guide Five-Star and AAA Five Diamond rated Sky Suites is a hotel-within-a-hotel retreat unlike anything you've ever experienced. Each stay begins with a complimentary luxury ride from the airport directly to a private porte-cochère, where you will be welcomed personally by one of Sky Suites' representatives. Breeze through a private check in and gain access to Sky Suite's private lounge and elevator. Once you arrive to your custom-furnished suite you will find yourself in the midst of sheer luxury, including one or two bedrooms, separate living area, powder and master bedrooms, a serene spa-like bathroom, a stunning views and unsurpassed amenities like access to the exclusive Sky Pool.

### Suite Types

- » One Bedroom ARIA Suite – 1,050 sq. ft.
- » One Bedroom ARIA Suite with Queen Beds – 1,050 sq. ft.
- » One Bedroom Penthouse – 1,465 sq. ft.
- » Two Bedroom ARIA Suite – 1,630 sq. ft.
- » Two Bedroom Penthouse – 2,060 sq. ft.

## **IN-HOUSE TELEVISION CHANNELS**

ARIA has several in-house channels available for companies/show management to use for promoting your event. The copy should be in DVD format and must be approved in advance by your Convention Services Manager. ARIA reserves the right to refuse any material it deems as inappropriate. There is a one-time setup charge of \$500.00 per channel for up to five days.

## **INSURANCE**

MGM Resorts International Destinations require Certificates of Insurance with the following coverage: employer's liability insurance with limits of at least \$1 million (\$1,000,000.00) per accident covering all the Meeting Group's personnel performing work at Hotel property in connection with the Sales Agreement; commercial general liability insurance with contractual indemnity coverage and combined single limits in the minimum amount of \$3 million (\$3,000,000.00) per occurrence for personal injury and property damage; and commercial automobile liability insurance with coverage for owned, nonowned, rented and borrowed automobiles with a combined single limit of not less than \$1 million (\$1,000,000.00). The insurance provided by Meeting Group shall name Hotel, its parent company, subsidiaries and affiliates as additional insureds; shall be issued by a company with a current A.M. Best Company rating of at least A/VII and may be obtained through one or a combination of insurance policies.

No later than 14 days prior to Meeting Group's arrival, Meeting Group shall deliver to its Convention Services Manager such Certificates of Insurance.

Meeting Planner should refer to Meeting Group's Convention Sales Agreement for further information.

## **INTERNET CONNECTIVITY**

At the heart of all Convention technology needs is the Internet access provided to the ballrooms and meeting rooms. The Internet pipes are serviced by redundant high-speed connections ranging in bandwidth from 150 MB to 300 MB per second. These connections are made via redundant fiber links directly to the carrier from two different facilities. The Internet data will then traverse a fully redundant and routed gigabit backbone network to each of the Convention sites. The final connection to the customer can be made either via fiber or Category 6 cabling on the show floor at speeds of 10 MB, 100 MB or 1,000 MB. In order to provide a higher level of convenience to the customer, wireless connectivity is available within all meeting and pre-function areas. Guests who wish to utilize our Business Services Center will also be able to take advantage of the same high-speed Internet access being provided throughout the Convention Center.

High-speed wireless Internet is included with the daily resort fee and can be accessed throughout the entire ARIA Campus.

## **LABOR**

ARIA is pleased to have as business partners a very knowledgeable and talented pool of skilled personnel in various trades. As our business partners, this pool of personnel is available to assist you to ensure a very successful event. Please contact your Convention Services Manager for details regarding labor for hire.

## **LAS VEGAS CONVENTION CENTER (LVCC)**

The Las Vegas Convention Center is one of the most modern and functional facilities in the world—a 3.2 million-square-foot facility located within a short distance of more than 100,000 guestrooms. Operated by the Las Vegas Convention and Visitors Authority (LVCVA), the center is well-known among industry professionals for its versatility. In addition to more than 2 million square feet of exhibit space, 144 meeting rooms (more than 241,000 square feet) handle seating capacities ranging from 20 to 2,500. A grand lobby and registration area (more than 225,000 square feet) efficiently link existing exhibit halls with new exhibit and meeting rooms and allow simultaneous setup, breakdown and exhibiting of multiple events. The Convention Center is located at 3150 Paradise Road, Las Vegas, NV 89109. Visit the website by following the links at [lvcca.com](http://lvcca.com).

## **LAS VEGAS CONVENTION AND VISITORS AUTHORITY (LVCVA)**

The Las Vegas Convention and Visitors Authority is the official destination marketing organization of Las Vegas and operates the Las Vegas Convention Center and Cashman Center. The LVCVA brings visitors to Las Vegas and Clark County by promoting tourism, conventions, meetings and special events.

The Las Vegas Convention and Visitors Authority is pleased to offer supplemental registration assistance provided by skilled, uniformed professionals including Supervisors, Interpreters, Office Personnel, Computer Typists, Bonded Cashiers and Clerical. Requests for personnel should be made in writing a minimum of 30 to 45 days in advance of the service date to help ensure adequate staffing will be available. Last-minute requests will be accepted on a case-by-case basis pending staff availability. Requests can be faxed, emailed or mailed to the Registration Office. Please note that a minimum of one Supervisor is required for every convention. When assigning personnel for a convention, it is LVCVA registration policy to schedule the same person in one position for the duration of the show when possible. For more information, visit their website at [lvcca.com](http://lvcca.com).

## **LAUNDRY SERVICE**

Please contact the Bell Desk to have your laundry picked up. Same-day service is available. Please refer to the in-room information card for details.

## **LOGO (ARIA)**

See *Advertising & Promotions*.

## **LOUNGES**

### **ALIBI Ultra Lounge**

ALIBI Ultra Lounge offers unlimited libations and may inspire endless excuses. Enjoy ALIBI's array of uniquely crafted cocktails in a highly stylized atmosphere. Located on the Casino Level, across from the Cashier.

Open daily, 12:00 p.m. – 5:00 a.m.

### **Baccarat Lounge**

The Baccarat Lounge offers an upscale ambiance filled with class and beauty. Located on the Casino Level, adjacent to Blossom and Baccarat. Open 24 hours.

### **Lift Bar**

Enjoy masterfully crafted cocktails and live entertainment in a welcoming and refined atmosphere. Lift Bar is a great meeting and viewing point. Located near the guest elevators and ARIA Patisserie. Open 24 hours.

### **LIQUID Pool Lounge**

This outdoor refuge is an adults-only pool playground offering the ultimate daytime indulgences under the Las Vegas sun. Open seasonally.

### **Lobby Bar**

Starting the night out at this open and airy lounge is always a good idea. Conveniently located in the Main Lobby, it's the ideal place to meet up with friends and enjoy a signature cocktail from our Champagne and classic martini bar.

Located on the Casino Level. Open until 2:00 a.m.

### **Pool Bar**

Everything from tropical-themed libations to your favorite poolside classics are available at the Pool Bar. Open seasonally.

### **Sports Bar**

Caught between the action of the Sports Book and Poker Room, this bar creates an energetic atmosphere of cocktails, conversation and of course, sports. Virtually any game is within view, and with its approachable décor, you always have a comfortable front row seat you will be reluctant to leave. Open 24 hours.



## MCCARRAN INTERNATIONAL AIRPORT

McCarran is owned by Clark County, Nevada, and operated under the policy direction of the Board of County Commissioners, the authority of the County Manager and the management of the Director and Deputy Director of Aviation. The airport is located about two miles from ARIA.

General Info .....	702.261.5211
Lost & Found.....	702.261.5134
Paging.....	702.261.5211
Flight Info .....	702.261.4636
Parking Info.....	702.261.5121

### Airlines Serving McCarran International Airport

#### **Aeromexico**

aeromexico.com  
800.AEROMEX

#### **Air Canada**

aircanada.ca  
888.247.2262

#### **Alaska Airlines**

alaskaair.com  
800.426.0333

#### **Allegiant Air**

allegiantair.com  
702.505.8888

#### **American Airlines**

aa.com  
800.433.7300

#### **British Airways**

britishairways.com  
800.247.9297

#### **Condor**

condor.com  
866.960.7915

#### **Delta**

delta.com  
800.221.1212

#### **Frontier**

flyfrontier.com  
800.432.1359

#### **Hawaiian Airlines**

hawaiianair.com  
800.367.5320

#### **JetBlue Airways**

jetblue.com  
800.JET.BLUE

#### **Korean Air**

koreanair.com  
800.438.5000

#### **OAI**

omniairintl.com  
877.718.8901

#### **Southwest**

southwest.com  
800.I.FLY.SWA

#### **Spirit**

spiritair.com  
800.772.7117

#### **Sun Country**

suncountry.com  
866.FLY.N.SUN

#### **Sunwing**

flsunwing.com  
877.877.1755

#### **Thomas Cook**

thomascook.com

#### **United**

united.com  
800.UNITED1

#### **US Airways**

usairways.com  
800.428.4322

#### **Virgin America**

virginamerica.com  
877.359.8474

#### **Virgin Atlantic**

virgin-atlantic.com  
800.862.8621

#### **WestJet**

westjet.com  
888.WESTJET

#### **XL Airways France**

xlairways.com  
877.496.9889

## Ground Transportation

Taxicabs are available in Terminal 1 on the east side of Baggage Claim outside exit doors 1 – 4, and in Terminal 3 outside Level Zero. Please note, some taxicabs do not accept credit cards.

Uber and Rideshare pick up is available in Terminal 1 on level 2M of the parking garage and in Terminal 3 on the Valet level of the parking garage.

A variety of shuttle and limousine services are available in Terminal 1 on the west side of Baggage Claim outside exit doors 7 – 13 and in Terminal 3 outside Level Zero. Please note that there are both group shuttle and for-hire stretch limousine services. All shuttle companies operate seven days a week.

### AWG Ambassador



Walk-up Limousine: \$100.00 and up  
Walk-up Sedan: \$55.00 and up  
Hours of Operation: 7:00 a.m. – Midnight  
702.740.3461  
awgambassador.com

### Bell Trans

Walk-up Limousine: \$55.00/hour and up  
(round-trip required)  
Walk-up Sedan: Starting at \$45.00/hour  
Hours of Operation: 24 hours  
800.274.7433  
bell-trans.com

### Executive Las Vegas

Strip Hotels: \$28.00 round-trip  
Downtown Hotels: \$38.00 round-trip  
Walk-up Limousine: \$126.00 and up  
Walk-up Sedan: \$106.00 and up  
Hours of Operation: 6:00 A.M. – Last flight down  
702.646.4661  
executivelasvegas.com

### Presidential Limousine

Walk-up Service: \$48.00/hour and up  
Sedan: \$45.00/hour and up  
Escalade: \$90.00/hour and up  
Hours of Operation: 24 hours  
702.438.5466  
presidentiallimolv.com

### Showtime

Strip Hotels: \$7.50 round-trip  
Downtown Hotels: \$9.50 round-trip  
Hours of Operation: 24 hours  
702.895.9976  
showtimetourslv.com

## MEAL COUPONS

Groups of 50 people or less may purchase meal coupons for Breakfast, Lunch, Brunch and Dinner at The Buffet. Contact your Convention Services Manager for meal coupon prices.

Breakfast Buffet (Monday – Friday) .....	7:00 a.m. – 11:00 a.m.
Lunch Buffet (Monday – Friday) .....	11:00 a.m. – 3:30 p.m.
Dinner Buffet (Monday – Thursday) .....	3:30 p.m. – 10:00 p.m.
Gourmet Dinner Buffet (Friday – Sunday) .....	3:30 p.m. – 10:00 p.m.
Weekend Brunch Buffet (Saturday & Sunday) .....	7:00 a.m. – 3:30 p.m.

## MEETING PLANNERS TIMELINE

### Six Months Out

- » Create checklist for all meeting segments
- » Order and confirm delivery date of materials/giveaways
- » Select photographer, entertainment and security vendor
- » Arrange for on-site office and communications needs
- » Begin processing registration forms
- » Determine participants: facilitators, dignitaries, etc.
- » Solicit sponsors and confirm in writing
- » Book your headliner entertainment
- » Develop meeting requirements and times for meal functions, receptions, special activities, exhibits and tours
- » Mail next promotion piece to prospective attendees

### Four Months Out

- » Issue new media release
- » Refine program and agenda
- » Select photographer, entertainment and security vendors
- » Determine material shipping arrangements
- » Order and confirm delivery date of giveaways
- » Assign speaker locations/times
- » Confirm audiovisual requirements
- » Plan meeting sessions that include topics and rooms
- » Determine transportation needs of participants
- » Determine meal selection and pricing
- » Finalize the specific meeting rooms and layouts required
- » Have all decisions finalized in contractual form

### Ninety Days Prior to Arrival

- » Preliminary program due with setups and times
- » Review floral, décor and entertainment needs
- » Discuss menu selections with Catering Manager
- » Review preliminary room block, including staff, VIPs and current pickup
- » Credit application due for direct billing
- » Provide tentative load-in and load-out schedule for exhibits and productions, if applicable
- » Submit appropriate deposit, if applicable
- » Confirm show tickets including date(s), time(s) and quantities

### Sixty Days Prior to Arrival

- » Review preliminary room block, including staff, VIPs and current pickup
- » Submit appropriate deposit, if applicable
- » Submit updated exhibitor list, if applicable
- » Update Food and Beverage requirements with Catering Manager
- » Submit private security needs, if applicable
- » Adjust show tickets count
- » Submit floor plans for Fire Marshal approval
- » Submit lists of outside vendors and areas of responsibilities

### **Forty-Five Days Prior to Arrival**

- » Review preliminary room block, including staff, VIPs and current pickup
- » Production schedule due
- » Final program due, including billing, authorized signers, VIPs, etc.
- » Schedule date and time for precon
- » Final event specifications due
  - » Start and end time of each event, including coffee breaks
  - » Guaranteed numbers for each event
  - » “Post as” name for each event (for digital reader boards)
  - » Setup details for each event, including seating, staging, audiovisual, etc.
  - » Final menu selections
- » Submit transportation schedule, including shuttles, motor coaches and arrival and departure manifests

### **30 Days Prior to Arrival**

- » Cutoff date for room block
- » Submit final rooming list, highlighting changes
- » Flight information for any limo transfers
- » Amenity requests due
- » Final deposits/full prepayment due
- » Certificate of Insurance due
- » Create tent cards that have daily agendas on the back
- » Create name badges
- » Create meeting handouts in hard copy and electronic
- » Send attendees information about the meeting, participation requirements and facilities
- » Mail final registration information, travel plans and updated agendas
- » Cutoff date for guaranteed numbers for special activities such as golf outings or family tours
- » Organize registration materials

### **Two Weeks Out**

- » Review, approve and sign Group Résumé, Meeting and Banquet Event Orders
- » Submit estimated amount of freight to be delivered with carrier name and date of delivery
- » Provide copies of approved Clark County Fire Department floor plans to your Convention Services Manager (CSM)
- » Review Hotel rooming list for accuracy

### **One Week to One Day**

- » Ship materials to Hotel (keep tracking numbers in case they are needed on site)
- » Hold a preconvention meeting: Review last-minute changes to conference résumé, including guarantees, and remind facility staff of importance of meeting
- » Meet with Hotel accounting department to confirm procedures for daily review of charges to master account
- » Food and Beverage guarantees due 72 hours prior to each event
- » Review rooming list with front desk and confirm all preregistered attendees and procedure for check in; inspect rooms assigned to VIPs and to attendees requiring rooms meeting ADA standards

### **Post Meeting**

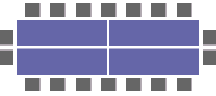
- » Review master account charges
- » Conduct postcon with Convention Services Manager to review overall program
- » Ensure all materials are properly packaged for shipping

## MEETING PLANNING TOOLS

For your convenience, below is a description of some of the more commonly utilized meeting room setups.

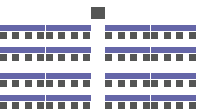
### Conference

Sometimes referred to as a boardroom-style setup, participants are seated on all four sides of a table. For smaller groups (16 people or fewer), a single conference table is typically used. For larger groups, several 6' x 30" or 8' x 30" tables are often combined to create a solid rectangular table. The conference-style setup is often used for board meetings, committee meetings and other smaller functions at which interaction between participants is expected. This design also can be used for high-level food and beverage functions with a small number of guests. Conference-style seating requires about 30 square feet per person.



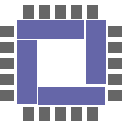
### Schoolroom

Sometimes referred to as a classroom-style setup, long 18"-wide tables are positioned in front of rows of chairs facing the speaker. The tables usually abut one another, although tables that extend beyond the stage ideally should be angled toward the speaker in order to provide better viewing. Schoolroom-style is the best setup for situations in which the presenter is expected to do most of the talking and/or delegates must take notes, refer to material in binders or work on computer equipment. It's also the most comfortable design for very long sessions. Schoolroom seating requires about 21 square feet per person for up to 300 people and 17 square feet per person for more than 300 people.



### Hollow Square

30"-wide rectangular tables are arranged in a square or other multisided design in which the center of the design is empty. Larger committee or board meetings of 17 to 30 people, at which interaction among attendees is important, can benefit from the hollow rectangle design. (Note: Avoid long, straight sections of tables over 12 feet long. Octagons and hexagons work well to improve sight lines among participants). Hollow square-style seating requires about 30 square feet per person.



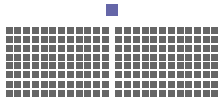
### U-shape

Rectangular tables are positioned to form a "U." Seating is usually on the outside of the U, but it's possible to seat delegates on both inside legs of the U. The U-shape setup is often used for board of directors meetings, committee meetings and breakout sessions involving audiovisual presentations because all attendees can see the AV when the screen is placed at the open end of the U. U-shape-style seating requires about 35 square feet per person.



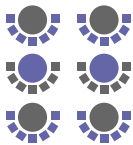
## Theater

Sometimes referred to as audience-style, chairs are lined up in rows facing the speaker. The rows can be straight, semicircular or herringbone (angled toward the front of the room). If space isn't an issue, it's best to offset each row so that delegates are not sitting directly behind one another. When attendees take on the characteristics of an audience (i.e., listening to a speaker or watching a slide presentation), theater-style is the most efficient setup. This design is also used to maximize the seating capacity of meeting rooms or allow the audience to be as close to the speaker as possible. It is not recommended for taking notes, referring to material in binders or any event at which food and beverage is served. Theater seating requires about 9.5 square feet per person.



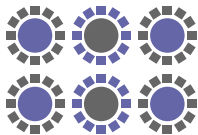
## Crescent Round

Attendees are seated at round tables—usually 60", 66" or 72" in diameter. The two or three chairs in which delegates would have their backs to the speaker are removed, thus forming a "crescent" of seating facing the speaker. This design works well when you need to use a room for meals and for an educational session that immediately follows. It's also appropriate for general sessions where attendees break into small discussion groups in the same room.



## Banquet

Guests are seated at round tables—usually 60", 66" or 72" in diameter. Banquet-style is the setup of choice for most meal functions. In addition, it's appropriate for small committee meetings and small breakout or study groups involving group interaction and/or note-taking.



## Additional Function Space Considerations

Receptions	Approximately 9 to 10 square feet per person for standard bars with light hors d'oeuvres.
Stage Height	To determine the recommended height of the stage, take the length of the room and divide by 50. For example, if the length of the room is 125 feet, the stage height should be at least 30" high ( $125' / 50 = 2.5'$ or 30").
60" Rounds	Approximately 13.5 square feet per person with eight people per table. To figure out the maximum number of round tables per row, divide the length or width of the room by 10 feet. Note that any required aisles then need to be taken into account.
66" Rounds	Approximately 13.5 square feet per person with nine people per table. To figure out the maximum number of round tables per row, divide the length or width of the room by 10.5 feet. Note that any required aisles then need to be taken into account.
72" Rounds	Approximately 13.5 square feet per person with 10 people per table. To figure out the maximum number of round tables per row, divide the length or width of the room by 11 feet. Note that any required aisles then need to be taken into account.
Dance Floor Size	Number of people x 2.5 square feet per person assuming about $\frac{1}{3}$ of the group is dancing at any one time. (Example: 600 dinner attendees; $600 \times \frac{1}{3} = 200$ ; $200 \times 2.5$ square feet = 500-square-foot dance floor).

### Basic Screen Size Recommendations

Up to 25 people	60" x 60" screen
25 – 50 people	70" x 70" screen
50 – 100 people	84" x 84" screen
100 – 150 people	96" x 96" screen
150 – 200 people	7.5' x 10' screen
200 – 300 people	9' x 12' screen
300 – 500 people	10.5' x 14' screen
500 – 750 people	12' x 16' screen
750 – 1,500 people	15' x 20' screen

As audience size increases, additional screens will be required; the bottom of the screen should be at least 4' above the floor. The first row of seats should be no closer than twice the height of the screen. The last row should be no further than eight times the height of the screen.

### Break Services

<i>Break Service</i>	<i>Morning Break</i>	<i>Afternoon Break</i>
Regular Coffee	Attendance x 60%	Attendance x 35%
Decaf Coffee	Attendance x 25%	Attendance x 20%
Tea	Attendance x 10%	Attendance x 10%
Soft Drinks	Attendance x 25%	Attendance x 70%

### Number of Break Stations

<i>Length of Break</i>	<i>No. of Stations</i>
15 minutes	100 per station
20 minutes	130 per station
30 minutes	200 per station

## MGM RESORTS EVENTS

ARIA Resort & Casino proudly recommends MGM Resorts Event Productions for all of your event production, entertainment and décor needs. A full-service event production company, MREP enjoys global recognition for excellence in custom décor, floral design, entertainment, audiovisual and graphics. Meeting professionals are invited to visit their 100,000+ sq. ft. showcase facility, featuring an inspiring atmosphere for their talented staff to create successful and memorable events, on time and in budget.

Whether planning an informal gathering or an opulent celebration, MREP offers unrivaled resources and state-of-the-art equipment to execute an experience crafted to meet the client's objectives. The team has full knowledge of the ARIA Resort & Casino space and can provide clients and planners with the confidence that their events will be extraordinary.

To view a sample of their international award-winning event concepts, visit [mgmresortsevents.com](http://mgmresortsevents.com). For additional information, please contact MGM Resorts Event Productions at 702.692.4900.

## MONTHLY TEMPERATURES & PRECIPITATION

Month	Max. Temperature	Min. Temperature	Avg. Temperature	Avg. Precipitation
January	57° F 14° C	34° F 01° C	45° F 08° C	0.48 in.
February	63° F 17° C	39° F 04° C	51° F 11° C	0.47 in.
March	69° F 20° C	44° F 07° C	56° F 13° C	0.42 in.
April	78° F 25° C	51° F 10° C	64° F 18° C	0.21 in.
May	88° F 31° C	60° F 16° C	74° F 23° C	0.28 in.
June	100° F 38° C	69° F 21° C	85° F 29° C	0.12 in.
July	106° F 41° C	76° F 25° C	91° F 26° C	0.35 in.
August	103° F 40° C	74° F 23° C	89° F 32° C	0.49 in.
September	95° F 35° C	66° F 19° C	81° F 27° C	0.28 in.
October	82° F 28° C	54° F 12° C	68° F 20° C	0.21 in.
November	67° F 20° C	43° F 06° C	55° F 13° C	0.43 in.
December	58° F 14° C	34° F 01° C	46° F 08° C	0.38 in.

Note: Temperatures rounded to nearest degree. Source: lvol.com..

## NEWSPAPERS

Access to over 2,000 electronic newspapers via the in-room tablet.

## NOTARY PUBLIC

A Notary Public is available at the Concierge Desk in the Main Lobby and at the Business Services Center.

## OUTSIDE CONTRACTORS

Please be aware that it is the Meeting Planner's responsibility to convey all policies and procedures of ARIA Resort & Casino to any outside contractors Meeting Planner hires to ensure they are in compliance. Outside contractors are required to provide proof of insurance as outlined in your Convention Sales Agreement. This includes, but is not limited to, the following type of service providers:

- » Audiovisual
- » General Decorators/Exhibit Companies
- » Production Companies
- » Pyrotechnic Providers
- » Props and Other Entertainment Service Providers

## PARKING

For detailed information about parking at ARIA and any MGM Resorts International destination, please visit [Aria.com/parking](http://Aria.com/parking).

## PHOTOGRAPHY

ARIA is proud to have Cashman Photo Enterprises as the on-site photographer available to accommodate any request you may have. For further information, contact Chris Andrade, Marketing Manager, at 702.365.6660 or email [chris.andrade@cashmanphoto.com](mailto:chris.andrade@cashmanphoto.com).



## **PUBLIC ART DISPLAY**

Throughout the ARIA campus, visitors will enjoy access to an extensive multimillion dollar public Fine Art Collection encompassing a multitude of styles and media—ranging from sculptures and paintings to large-scale installations—engaging visitors on both a visual and intellectual level. The ARIA Fine Art Collection is designed to be a benchmark for enlightened corporate involvement with the arts on a global level and is one of the world's largest and most ambitious corporate art programs.

## **REGISTRATION DESKS**

The convention area has nine permanent registration desks located throughout the facility. The desks vary in size, and eight have a private office/storage room conveniently located adjacent to the desk. Each desk is pre-wired for Internet connectivity and telecommunications. Wireless Internet connectivity is also available. Computer rentals are available and should be arranged in advance with your Convention Services Manager.

## **RESTAURANT RESERVATIONS**

Individual restaurant reservations are strongly encouraged for the specialty restaurants and can be made up to 60 days in advance by calling 877.693.7223. Please be advised that seating for groups is limited to specific restaurants, dates and times and preset menus may be required. Arrangements should be made through your Convention Services Manager.

## **RETAIL**

### **ARIA Men's**

ARIA Men's offers an assortment of casual, contemporary and designer sportswear for men. The store also features fashion accessories, swimwear (seasonal), jewelry and sports watches, shoes, travel products and personal care items. Located on the Casino Level.

### **Elements**

Elements offers an assortment of ARIA logo apparel for men and women, affordable fashion jewelry and accessories along with sundries, snacks, beverages, spirits and beauty and personal care products. Take a piece of ARIA home with you by purchasing in-room products here. Located on the Casino Level.

### **Pool Store**

Located on ARIA's beautiful pool deck, the Pool Store offers sun care products, accessories, beverages, sundries, reading materials and logo souvenirs. Open seasonally.

### **Radiance**

Luxury watches and artistic fine jewelry are delivered in a spectacularly designed environment. Radiance presents hard-to-find collectibles, brilliant treasures and unique timepieces with a focus on modern aesthetics. Located on the Casino Level.

### **Sundries Express**

Offering a wide selection of snacks, beverages, wine, spirits, tobacco products, sundries, newspapers, magazines and more. Located on the 2nd Level Promenade.

### **Terrene**

For women, Terrene offers an assortment of sportswear with a focus on casual, contemporary and advanced designer collections highlighting the newest introductions in fashion. Terrene also offers accessories, shoes, swimwear (seasonal), fashion jewelry and cosmetics. Located on the 2nd Level Promenade.

## **ROOM DELIVERIES**

Room deliveries are handled by the Bell Desk and need to be arranged in advance. All deliveries are placed inside the room with the exception of newspapers. Name specific room deliveries will be charged \$4.00 for the first item and \$2.00 for each additional item. Generic group room deliveries will be charged \$3.00 for the first item and \$2.00 for each additional item.

The Hotel Front Services Department will be happy to arrange for guestroom deliveries daily, between the hours of 10:00 a.m. and 9:00 p.m. Items will be placed inside the room after the guest has checked in.

The Hotel Front Services Department can also deliver newspapers and periodicals to guestrooms. These will be hung on the doorknob outside of the room in plastic Hotel newspaper sleeves. The delivery charge for newspapers is \$3.00 per room plus \$0.50 per poly bag.

Items may not be left outside on the floor or slipped under the door of the guestrooms.

If the Do Not Disturb light is turned on we will not be able to deliver items to a room.

## **ROOM RESERVATIONS**

Reservations may be guaranteed to the Master Account, to individual credit cards or by sending in a deposit equivalent to one night's room and tax charges. All individual room reservations must be guaranteed at the time of booking in order to be confirmed. A one-night room deposit will be charged for rooms guaranteed to a credit card.

Your contract will indicate the cutoff date on which all room reservations are due. Room blocks will be released on the cutoff date. Your contract will also indicate any attrition charges that may be incurred should you not fulfill your contracted room block.

Rooming lists must be computer generated in a spreadsheet format with a minimum size 12 font and in alphabetical order. The following information is required on all rooming lists:

- » First and last name of guest in room
- » First and last name of any share-with guests in room
- » Arrival and departure dates
- » Address including street, city, state and zip code
- » Type of accommodation requested (king bed, double beds, suite, smoking, ADA compliant, etc.)
- » Billing instructions
- » Credit card type and number along with expiration date (if not guaranteed to the Master Account)

## **SAFETY & SECURITY**

Our goal is to provide you and your group with the premier conference experience and assist you in maximizing your experience. The following guidelines are provided to help assure the safety of your group while at ARIA.

Fire prevention is one of our primary safety concerns. ARIA's convention area is equipped with a state-of-the-art fire prevention and sprinkler system with 24-hour monitor control by ARIA personnel. In the event of a fire, call 77911 on a house phone to report the incident. In order for the system to be fully effective, it is most important that there is no interference with sprinkler heads, fire extinguishers, fire hoses and fire exit doors. It is also important to assure that you never block designated emergency exits and pathways with displays, stanchions, freight or other materials. Your Convention Services Manager must approve all displays and decorations. Mylar balloons are not allowed. All display decorations must be treated with fire retardant. Do not bring any fuels or flammable materials into the Conference Center without clearance from your Convention Services Manager.

Emergency evacuation notice will be given by a whistle alarm and a flashing strobe light. Listen for voice instructions over the public address system. Remain in your meeting area, and evacuate if instructed to do so. Do not take escalators or elevators in an emergency evacuation. Use only the emergency stair exits. ARIA Security will arrive on the scene to direct and assist. Follow all directions issued by an ARIA Security officer.

## **SMOKING**

ARIA Resort & Casino hotel rooms are smoke-free. A \$500 cleaning fee will be applied to smoking in Deluxe rooms and a \$1000 cleaning fee will be applied to Tower Suites and Sky Suites rooms. Smoking is permitted throughout the Casino Floor, stand-alone bars and other designated areas.

### **Chemicals**

Chemicals may be brought into ARIA Conference Center only when clearance is given by your Convention Services Manager. You will need to have Material Safety Data Sheets (MSDS) available on-site for any approved chemicals that you are bringing in to the Conference Center.

Emergency medical attention may be summoned by contacting ARIA Security at extension 77911 on a house phone. Be prepared to give your location in the ARIA Conference Center, your name and the nature of the emergency. ARIA Security has EMS responders.

### **Security**

ARIA Security officers are available to assist groups with private security needs. A minimum of two weeks' notice of your security requirements is required to ensure proper scheduling of personnel.

Please note that ARIA is the sole provider of security for meetings and events and does not permit the use of outside security companies.

For the safety of all guests, any vendor, client and/or guests requiring back-of-house access are required to sign in and obtain a security badge prior to being permitted in back-of-house areas.

## **SERVICE CHARGE**

See *Catering*.

## **SHIPPING & RECEIVING**

Shipments coming to the Business Services Center can be shipped fourteen (14) days prior to your program and should be shipped to the following address:

ARIA Resort & Casino

3730 Las Vegas Boulevard South

Las Vegas, NV 89158

Att: Name of Hotel guest (recipient of package) and arrival date

Name of Meeting Group

Package handling fees may be charged to your Master Account. You are encouraged to note all tracking numbers in case they are needed on site.

The following shipments will not be received by the Hotel's receiving department:

- » Collect shipments.
- » Shipments consigned to an exhibitor in a tradeshow booth. ARIA has the right to consign any shipments received for a tradeshow to the decorator handling said show. Show management will advise its exhibitors that additional handling charges may be incurred.

## SHOWROOMS (MGM RESORTS INTERNATIONAL)

Below is a description of shows available at MGM Resorts International Destinations in Las Vegas. Group blocks can be reserved through your Convention Services Manager.

### “O”™ by *Cirque du Soleil*

“O” by *Cirque du Soleil* weaves an aquatic tapestry of artistry, surrealism and theatrical romance in the timeless production. The international cast of world-class acrobats, synchronized swimmers, divers and characters perform in, on and above water to create a breathtaking experience in a magnificent theatre reminiscent of an European opera house. Written and directed by Franco Dragone, “O” uses 1.5 million gallons of water as its stage.

Location.....	Bellagio®
Times.....	7:30 p.m. & 10:00 p.m.
Dark.....	Monday & Tuesday
Ticket Prices.....	\$155.00, \$130.00, \$109.00, 98.50 (Prices do not include taxes)
Attire.....	Casual
Minimum Age.....	Five years old

### *The Beatles*™ LOVE™ by *Cirque du Soleil*

LOVE brings the magic of *Cirque du Soleil* together with the spirit and passion of The Beatles to create an intimate and powerful entertainment experience.

With LOVE, *Cirque du Soleil* celebrates the musical legacy of The Beatles through their timeless, original recordings. Drawn from the poetry of the lyrics, the show explores the content of the songs as interpreted by innovative performances from a cast of 60 international artists. A youthful, raw energy is channeled through aerial performance, extreme sports and urban freestyle dance.

Location.....	The Mirage®
Times.....	7:00 p.m. & 9:30 p.m.
Dark.....	Tuesday & Wednesday
Ticket Prices.....	\$180.00, \$155.00, \$130.00, \$104.00, \$98.50, \$79.00 (Prices do not include taxes)
Attire.....	Casual
Minimum Age.....	Five years old

### KÀ™ by *Cirque du Soleil*

KÀ by *Cirque du Soleil* is an unprecedented theatrical event. A masterpiece in storytelling, KÀ uses acrobatic performances, the thrills and action of martial arts techniques from all over the world, plus innovations in puppetry and multimedia to tell the epic tale of twins on a perilous journey to fulfill their shared destiny.

Along the way, the twins confront characters and events representing the opposing forces of good and evil. Before their world comes under attack and collapses around them, the twins receive a magical talisman for protection. As the plot unfolds, danger lies in wait for them at every turn.

KÀ by *Cirque du Soleil* brings the visual language of cinema to a dazzling live event that is more about storytelling than any previous *Cirque du Soleil* production.

Location.....	MGM Grand®
Times.....	7:00 p.m. & 9:30 p.m.
Dark.....	Sunday & Monday
Ticket Prices.....	\$150.00, \$130.00, \$120.00, \$99.00, \$89.00, \$69.00 (Prices do not include taxes)
Attire.....	Casual
Minimum Age.....	Five years old

### **Zumanity™, The Sensual Side of Cirque du Soleil™**

It's Vegas—be a little provocative. *Zumanity, The Sensual Side of Cirque du Soleil* is a seductive twist on reality, making the provocative playful and the forbidden electrifying! Leave all inhibitions at the door and let loose as this adult-themed production takes you on a sexy thrill ride full of sensational acrobatics and naughty fun. Part burlesque and part cabaret, *Zumanity* is one, full night you'll never forget! Now, that's a Las Vegas show!

Location..... New York-New York®  
Times..... 7:30 p.m. & 10:00 p.m.  
Dark..... Wednesday & Thursday  
Ticket Prices..... \$129.00, \$99.00, \$79.00, \$69.00 (Prices do not include taxes)  
Attire..... Casual  
Minimum Age..... 18 years old

### **Michael Jackson ONE™ by Cirque du Soleil**

*Michael Jackson ONE* is a state-of-the-art visual and audio experience creating a theatrical evocation of Jackson's creative genius. Guided and inspired by his music, four misfits set out on a transformative adventure. By journey's end, they personify Jackson's agility, courage, playfulness and love.

Location..... Mandalay Bay®  
Times..... 7:00 p.m. & 10:00 p.m.  
Dark..... Thursday & Friday  
Ticket Prices..... \$198.00, \$170.00, \$160.00, \$145.00, \$135.00, \$125.00, \$110.00, \$100.00,  
\$85.00, \$75.00, plus limited Gold Circle Seating.  
(Prices do not include LET, tax or fees.)  
Attire..... Casual  
Minimum Age..... Five years old; Guests under the age of 18 must be accompanied by an adult.

### **Terry Fator: Ventriloquism in Concert**

Celebrity impressionist, singer, comedian and ventriloquist Terry Fator captured the imagination of America with his incredibly unusual talents. By winning NBC's *America's Got Talent* competition, he exploded onto the entertainment scene. By combining accomplished singing, spot-on impressions and masterful ventriloquism, Factor's show is as unique as it is fun. You simply have to see it to believe it.

Location..... The Mirage  
Times..... 7:30 p.m.  
Dark..... Saturday & Sunday  
Ticket Prices..... \$149.99, \$129.99, \$99.99, \$79.99, \$59.99  
(Prices do not include taxes or fees)  
Attire..... Casual  
Minimum Age..... Five years old

### **CRISS ANGEL MINDFREAK® Live!**

Based on Angel's breakout hit TV show, MINDFREAK, which smashed records and counted an audience of more than 100 million viewers in each of its six seasons on A&E, MINDFREAK® LIVE! will showcase 90-minutes of the most spectacular, original and revolutionary illusions ever performed on stage. With a cast that includes some of the world's most talented specialty artists, Angel will bring his vision to life with a blend of heart-stopping original illusions, state-of-the-art animated LED lighting and RGB laser explosions, LED virtual worlds, 3-D immersive effects, pyrotechnic landscapes, live musicians/DJ and much more.

Location..... Luxor  
Times..... 7:00 p.m. & 9:30 p.m.  
Dark..... Monday & Tuesday  
Ticket Prices..... Starting at \$65.00  
Attire..... Casual  
Minimum Age..... Five years old; anyone under the age of 16 must be accompanied by an adult. This show has mature language and may not be suitable for children under the age of 12. Parental guidance is recommended.

### **Carrot Top**

The award-winning comedy of Scott “Carrot Top” Thompson, also titled “Entertainer of the Year!” and “Comedian of the Year,” keeps his audience in stitches as he unpacks trunk loads of crazy props and wacky inventions.

Carrot Top describes himself as a culmination of George Carlin (“observational humor”), Steven Wright (“dark, sick humor”) and Gallagher (“the props”). Whatever his style, Carrot Top—with his trademark mop of red hair—is rocking Luxor Las Vegas right now! Don’t miss the best comedic entertainment in Las Vegas!

Location..... Luxor®  
Times..... 8:00 p.m.  
Dark..... Tuesday  
Ticket Prices..... Starting at \$49.95 (Prices do not include taxes)  
Attire..... Casual  
Minimum Age..... 18 years old; anyone under the age of 16 must be accompanied by an adult.

### **FANTASY**

Celebrating its 15th successful year on The Strip, FANTASY has shaped itself into one of Las Vegas’ leading topless shows. Dynamic lead singer Jamie Lynch adds an exciting and unforgettable element with her amazing powerhouse vocals as she takes center stage alongside a talented cast of beautiful dancers. Great for singles and couples alike, the sexy production showcases 15 high-energy numbers set to a variety of today’s top music genres. While the gorgeous dancers lure guests into their wildest fantasies, comic relief Sean E. Cooper keeps audiences on their toes with his spot-on impressions of some of pop culture’s most recognizable personalities.

Location..... Luxor  
Times..... 10:30 p.m.  
Ticket Prices..... Starting at \$39.00 (Prices do not include taxes)  
Attire..... Casual  
Minimum Age..... 18 years old

### **JABBAWOCKEEZ**

World-famous Jabbawockeez continue to make their mark on the Las Vegas Strip with their show PRiSM. Voted “Best Family Show” by IN VEGAS Magazine, PRiSM celebrates imagination and takes you on a journey of dance, music and inspiration. The show is a dynamic mix of jaw-dropping, in-your-face choreography, lasers, heavy-hitting music and stunning special effects, forming a production that challenges audiences to embrace the unexpected. Wearing their iconic white masks and combining their unrivaled dance style using intricate, synchronized dance routines, the Jabbawockeez provoke audiences to see music, hear color and feel alive!

Location..... MGM Grand  
Times..... 7:00 p.m. Sunday – Monday, 9:30 p.m. Thursday & Saturday, & 9:30 p.m. Friday.  
Dark..... Tuesday & Wednesday  
Ticket Prices..... Starting at \$50.00 (Prices do not include taxes)  
Attire..... Casual  
Minimum Age..... 14 years old

### **Tournament of Kings**

Don’t miss the most popular Las Vegas dinner show, Tournament of Kings. Invading armies! Dancing maidens! Jousting! Fireworks! And eating with your fingers!

Location..... Excalibur®  
Times..... 6:00 p.m. & 8:30 p.m.  
Dark..... Tuesday  
Ticket Prices..... \$59.00 (Prices do not include taxes)  
Attire..... Casual  
Minimum Age..... 14 years old

### **Thunder from Down Under**

It’s a Las Vegas bachelorette party every night! Direct from Australia, it’s Thunder from Down Under! You’ll laugh! You’ll stare! You may even faint! These guys will give you something to write home about!

Location..... Excalibur  
 Times..... Monday – Wednesday, 9:00 p.m.; Thursday, Saturday & Sunday,  
 9:00 p.m. & 11:00 p.m.; Friday, 7:00 p.m., 9:00 p.m. & 11:00 p.m.  
 Ticket Prices..... \$50.95, \$60.95 (Prices include tax & service fee)  
 Attire..... Casual  
 Minimum Age..... 18 years old; guests under 21 years old must be accompanied by an adult.

**The Australian Bee Gees Show: A Tribute to the Bee Gees**

The Australian Bee Gees Show: A Tribute to the Bee Gees has become the world’s leading Bee Gees show. The group’s unbelievable resemblance and sound of the legendary Bee Gees has garnered international kudos from media and showgoers alike. The 75-minute multimedia concert event is presented from a contemporary perspective, featuring state-of-the-art sound, superb lighting and giant screens featuring video clips, live camera images and stunning graphics.

Location..... Excalibur  
 Times..... 7:00 p.m.  
 Dark..... Friday  
 Ticket Prices..... \$44.95, \$54.95, \$59.95 (Prices do not include tax and service fee)  
 Attire..... Casual  
 Minimum Age..... All ages

**SIGNAGE**

Each meeting room has a 17” LCD. Additional signage is permitted with the approval of your Convention Services Manager. Approved signs must be 28” high x 22” wide, professionally printed and flame retardant. ARIA Resort & Casino has a limited number of easels available that can be arranged by your Convention Services Manager. At no time can signage block any portion of any emergency exit or interfere with necessary egress. Signs are restricted to the Convention Center and are not permitted in the Main Lobby or on the Casino Floor.

**SPA, SALON & FITNESS CENTER**

The 81,500-square-foot Spa & Salon at ARIA includes 62 treatment rooms, meditation and relaxation rooms, eucalyptus steam rooms and redwood saunas, a deluxe fitness room, two group exercise studios and 55 salon service stations, plus massage therapy and skincare treatments from around the world, hydrotherapy and tanning rooms, a co-ed balcony with an outdoor pool, and a living room lounge area.

- » The Spa Hours of Operation: 5:30 a.m. – 8:00 p.m. Daily (Fitness Center and Spa Facility)
- » The Salon Hours of Operation: 9:00 a.m. – 7:00 p.m. Daily
- » Men’s and Women’s locker space
- » Reservations accepted three months in advance.
- » A daily facilities fee of \$50.00 includes use of sauna, steam room, Ganbanyoku heated stone beds, Shio salt room, outdoor balcony pool and all amenities.

**SPEAKER BUREAUS (LAS VEGAS)**

Las Vegas Convention Speakers Bureau  
 lvcsb.com

Las Vegas International Speakers Bureau  
 lvisb.com

Las Vegas Executive Speakers Bureau  
 lvspeakers.com

## STAGING

Permanent stages are located in the Bristlecone, Pinyon, Ironwood, Orovada and Mariposa Ballrooms. Bristlecone, Pinyon and Ironwood stages are approximately 36' deep x 68' wide or 2,448 square feet. The proscenium openings are approximately 20.5' high x 47.5' wide. Orovada stage is approximately 38' deep x 28' wide or 1,161 square feet. Mariposa stage is approximately 43' deep x 27' wide or 1,064 square feet. The proscenium openings are approximately 15'6" high x 28' wide. Each stage has the following power available: 400 amp three phase, 200 amp three phase and 100 amp three phase. All electrical requirements are handled by ARIA personnel.

Green Rooms are conveniently located behind each stage. They range in size from 330 to 442 square feet. Each Green Room consists of a dressing area and two baths with a shower in each.

Portable staging, aka risers, is available when needed; however, it is important to note that this staging is shared by all in-house groups. If your portable staging requirements exceed the inventory ARIA has available to you, rental of additional staging will be your responsibility. Risers are available in 6' x 8' sections with adjustable heights of 18", 24" and 30".

## SUITES

See *Guestrooms & Suites*.

## SUSTAINABILITY

The ARIA Campus reflects an optimistic vision of the future, a vision that combines a healthy quality of life with a global commitment to sustainable design. Eight award-winning architects have engineered a city within a city, where residents and visitors can live, work and play. This vibrant community will transform your expectations, providing a remarkable demonstration that a community can be both beautiful and sustainable.

The ARIA Campus Commitment to Sustainability includes:

### Conserving Water

The Aria Campus is located in a beautiful desert valley. Our architects and planners have integrated water conservation measures throughout the community. From beautiful, specially designed low-flow bathroom fixtures to a highly efficient irrigation system, the ARIA Campus design conserves water, a precious resource.

### Preserving Indoor Environmental Quality

Bold new construction strategies will ensure that the air you breathe at the ARIA Campus is clean and fresh. Construction crews implemented innovative new techniques to minimize pollutants in the air-conditioning system. Materials utilized during facility construction were chosen to minimize emissions of volatile organic compounds (VOCs). These strategies ensure the health and comfort of our guests and visitors.

### Conserving Energy

The ARIA Campus dramatic design and exciting amenities utilize natural light and innovative strategies to conserve power, and much of the power used by the ARIA Campus is generated on site. The ARIA Campus cogeneration solution utilizes the excess heat generated by the on-site power plant to heat water for use by guests. This reduces demand on the power grid and benefits the entire community.

## TABLE/LINEN INVENTORY

ARIA maintains a wide assortment of table sizes to meet your various needs. Standard inventory is as follows:

- » 18" x 96" x 30" tables—Typically used for schoolroom-style meeting setups with three to four people per table.
- » 30" x 96" x 30" tables—Typically used for U-shape and hollow square-style meetings and table-top displays.  
Can also seat three to four people.
- » 30" x 48" x 30" tables—Typically used for handout materials and small water stations and can seat up to two people.
- » 60", 66" and 72" rounds—Typically used for banquets and Crescent Round-style meeting setups.

Recommended seating for full round setups are as follows:

- » 60" rounds can seat eight people comfortably with a nine-person maximum.
- » 66" rounds can seat nine people comfortably with a 10-person maximum.
- » 72" rounds can seat 10 people comfortably with an 11-person maximum.

Specialty order tables and linens will be the responsibility of Meeting Group.



## TAXES

Room rates are subject to a Clark County room tax, which is currently 12%. Catered food & beverage prices are subject to a 19% gratuity, which is nontaxable and a 4% service charge, which is taxable at the prevailing sales tax rate, currently 8.25%.

## TELECOMMUNICATIONS

Multiline phones, conference phones and high-speed Internet access lines are available through our ARIA Production Services Department. Please contact your Convention Services Manager for pricing.

## TRANSPORTATION

Taxis are readily available at both the main and north entrances. Motor coaches will arrive at the Tour Lobby, accessed from Frank Sinatra Drive.

### UBER

ARIA and Uber have teamed up to help you get the most out of your stay here in Las Vegas. ARIA now has a designated pick up and drop off location to make your time here hassle free. Simply open the app, request and meet your driver.

ARIA's Rideshare locations:

- » Drop-off is located at the Main Entrance and the North Entrance
- » Pick-up is located at the lower level of the North Valet Lobby, adjacent to JEWEL Nightclub

Please refer to the *Destination Management Companies (DMC)*.

### Environmentally Conscious Transportation Options

The ARIA Campus is a sustainable urban community, which includes hotels, residences, restaurants, stores and entertainment venues all within a walkable distance.

### ARIA Express Tram

The ARIA Campus is connected to Bellagio and Park MGM via a tram and provides easy access to public transportation.

### The Las Vegas Monorail

The Las Vegas Monorail is a seven-stop elevated train system that travels along a 3.9-mile route and connects major Hotels and attractions along the world-famous Las Vegas Strip. It enables passengers to travel the length of the resort corridor in 15 minutes or less in a safe, clean, comfortable and climate-controlled environment. The monorail is completely electric and produces zero emissions. With trains arriving every few minutes, passengers are quickly connected to world-class resorts, hotels and casinos, shops, restaurants, entertainment venues and the Las Vegas Convention Center.

Hours of Operation	Monday . . . . . 7:00 a.m. – Midnight
	Tuesday – Thursday . . . . . 7:00 a.m. – 2:00 a.m.
	Friday – Sunday . . . . . 7:00 a.m. – 3:00 a.m.
Ticket Prices	Single Ride . . . . . \$5.00
	One-Day Pass . . . . . \$12.00
	Three-Day Pass . . . . . \$28.00

### Public Buses

The DEUCE on The Strip is a 24-hour bus service operated by the Regional Transportation Commission of Southern Nevada. The DEUCE stops at virtually every hotel and casino along the Las Vegas Strip approximately every 12 to 15 minutes. Stops, which are located approximately every quarter mile in each direction, are marked with signs or by bus shelters.

Hours of Operation	24 hours a day
Ticket Prices	Two-Hour All-Access Pass . . . . . \$6.00
	24-Hour All-Access Pass . . . . . \$8.00
	Three-Day All-Access Pass . . . . . \$20.00
	30-Day All-Access Pass . . . . . \$65.00

## WEBSITES OF INTEREST

aria.com	ARIA Resort & Casino
awaxgrp.com	Alan Waxler Group
cirquedusoleil.com	<i>Cirque du Soleil</i>
cligroups.com	CLI Groups, Inc.
dbdvegas.com	Destinations by Design
fire.co.clark.nv.us	Clark County Fire Department
freemanco.com	Freeman Decorating
flightstats.com	Track real-time flight information
lvchamber.com	Las Vegas Chamber of Commerce
lvcva.com	Las Vegas Convention and Visitors Authority
lvvj.com	Las Vegas Review-Journal
mccarran.com	McCarran International Airport
mgmresorts.com	MGM Resorts International
mgmresortsevents.com	MGM Resorts Events
nps.gov/lake	Lake Mead National Recreation Area
parks.nv.gov/vf.htm	Valley of Fire State Park
primmvalleygolf.com	Primm Valley Golf Course
redrockcanyonlv.org	Red Rock Canyon National Conservation Area
shadowcreek.com	Shadow Creek Golf Course
nv.gov	Official State of Nevada website
www.usbr.gov/lc/hoverdam	U.S. Bureau of Reclamation — Hoover Dam
usgbc.org	U.S. Green Building Council
unlv.edu	University of Nevada, Las Vegas
visitlasvegas.com	Official Las Vegas tourism website

## WIRE TRANSFERS

See *Billing/Credit*.

## ARIA RESORT & CASINO FAST FACTS

### Mailing Address

3730 Las Vegas Boulevard South  
Las Vegas, NV 89158

### Location

On the Las Vegas Strip between Bellagio and Park MGM

### ARIA Definition

A solo vocal piece with instrumental accompaniment, as in an opera; an air; a melody.

### Guestrooms

61 stories

4,004 guestrooms total with 3,419 rooms and 585 suites

Suite types:

- » 219 Corner Suites
- » 153 ARIA Suites
- » 88 One-bedroom Penthouse Suites
- » 66 Two-bedroom Penthouse Suites
- » 21 Executive Hospitality Suites
- » 16 Sky Villa Suites
- » 5 Entourage Rooms (Sky Villa Suite connectors)

### Casino

150,000 square feet with approximately 145 table games and 1,970 slot machines

**Convention Area**

500,000 square feet of meeting space and pre-function areas

Seven ballrooms ranging in size from 17,542 – 51,561 square feet

51 meeting rooms ranging in size from 338 – 2,734 square feet

Two boardrooms at approximately 1,500 square feet

Cypress Executive Lounge, offering a study, boardroom, pantry and three private office suites

Two open-air verandas ranging in size from 2,650 – 6,551 square feet

**Dining**

16 restaurants including contemporary American, Spanish, Thai, Japanese, Italian and bistro cuisine

**Spa, Salon and Fitness Center**

80,000 square feet

114 Treatment Rooms (62 Spa Treatment Rooms, 52 Salon Services Stations)

Massage/Facials/Body Treatments

In-Room Services available

**ARIA Campus**

67 acres located in the heart of The Strip

Housed on 1,200 feet of Las Vegas strip frontage

- » ARIA Resort & Casino
- » Vdara Hotel & Spa
- » Veer Towers – Residential Condos
- » The Shops at Crystals

**CityCenter Architects of Record**

Executive Architect: Gensler

Helmut Jahn, Chicago

RV Architecture, New York/London

Foster + Partners, London

Kohn Pedersen Fox Associates, New York/London

Studio Daniel Libeskind, Germany

Rockwell Group, New York

Pelli Clarke Pelli Architects, New Haven