

Meeting Room Confirmation

Your request for meeting/event space during The PPAI Expo® 2024 has been approved. By copy of this letter, I am notifying The PPAI Expo® show vendors listed below that you have been approved for the space outlined on the attachment and may proceed in the planning of your event.

To assist you in planning your meeting, please contact the following vendors:

- **MBCC:** Room set-up, food & beverage, phone, and internet service for your meeting room. Please contact Diana Recinos, Catering Manager at drecinos@mandalaybay.com or 702-632-7474.
- **Decorating & Signage*:** For furniture needs or decorating needs other than tables, chairs, or signage*, contact Freeman at 702-579-1700.
- **Audio Visual:** To order your audio-visual needs, please contact Alena Onuska-Rowley with Eventlink at alena@eventlinkav.com or 770-907-0101.
- **Floral:** To order any floral needs, please contact National Plant & Floral at 702-956-8011
- **Security:** Should you need to hire security, please contact DTA Security Services, LLC at 702-650-2298. PPAI will not be responsible for items left in your reserved meeting space.
- **Shipping:** Please arrange to ship any items needed for your meeting to yourself, either at your hotel or the business center of Mandalay Bay. Do not ship packages to Diana's attention or to PPAI ShowManagement– all such shipments will be refused and returned to sender.

By completing, submitting, and signing the request form, you have agreed to the following:

- Only PPAI member companies registered as show attendees or exhibitors may apply to hold meetings in conjunction with The PPAI Expo®.
- Entertainment, meetings, or similar activities are not permitted in hotel rooms or other private or public facilities during hours that conflict with PPAI sponsored events. Contracted properties in Las Vegas will not reserve meeting rooms/function space for anyone during the meeting dates without prior PPAI approval.
- Suppliers cannot invite distributors to meetings during show hours, as outlined in the Dates & Times to Avoid.
- PPAI does not allow any companies or organizations to schedule education symposia.
- Sub-leasing of space is not allowed without advance written approval from PPAI.

Logistics

- The company contracted for the rented meeting room is responsible for all logistics and costs associated with the ancillary meeting; including, but not limited to food & beverage, audio visual equipment, décor, decorations, music license fees, labor costs, signage, security, etc.
- Changes in attendance estimates that fit within the assigned space may be accepted by the hotel, but any changes in location, date and/or time must first be authorized by PPAI.
- Mandalay Bay Convention Center is an exclusive facility in terms of food and beverage. All food and beverage items must be purchased through the facility. Under no circumstances are suppliers or distributors permitted to perform the actual service of alcoholic beverages in the facility. Only Mandalay Bay bartenders hired by the supplier or distributor are permitted to serve alcoholic beverages. Sale of alcoholic beverages by exhibitor is expressly prohibited.

Insurance

The Supplier or Distributor, at its own expense, must secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below: A) Workers' Compensation and Employer's Liability insurance complying with all federal laws and laws of the state in which the Event is being held; B) Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); C) Automobile Liability

insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading, and unloading operators. **D) Host Liquor Liability with limits not less than \$1,000,000 each occurrence for suppliers or distributors serving alcohol.** Comprehensive General Liability, Automobile Liability and Host Liquor Liability insurance policies shall name as additional insured's PPAI, its directors, officers, employees and agents, and Mandalay Bay Corp., Mandalay Bay Resort Group and its subsidiaries and affiliates and their officers, employees and agents. **Copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to PPAI, shall be furnished to PPAI thirty (30) days before the first day of the Event. Certified copies of the Certificate of Insurance or policies shall provide that they may not be canceled without 30 days advance written notice to PPAI.**

Indemnification:

Supplier or Distributor shall indemnify, defend (with legal counsel satisfactory to PPAI), and hold harmless PPAI, its directors, officers, employees, agents and members and the Mandalay Bay Corp., Mandalay Resort Group and its subsidiaries and affiliates and their officers, employees and agents from any claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys' fees and expenses which result from or arise out of or in connection with (a) Supplier or Distributor's participation or presence at the Event, (b) a breach by Supplier or Distributor of any agreements, covenants, promises or other obligations under this contract (c) any matter for which Supplier or Distributor is otherwise responsible under the terms of this contract; (d) any violation or infringement (or claim of violation or infringement) of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret or other proprietary right; (e) any libel, slander, defamation or similar claims resulting from the actions of Supplier or Distributor; (f) harm or injury (including death) to Supplier or Distributor; and (g) loss of or damage to property or the business or profits of Supplier or Distributor, whether caused by negligence, intentional act, accident, act of God, theft, mysterious disappearance or otherwise.

Commitment To Health and Safety:

All individuals participating in your meeting(s) are responsible for health and safety practices to protect themselves and others around them. All individuals agree to comply with all lawful instructions, directives and guidelines of PPAI Show Management, Mandalay Bay, Clark County and State of Nevada while on the premises and while participating in any PPAI Expo activity, including guidelines related to hand sanitation, social distancing, and use of face coverings (if necessary, at the time of event). PPAI is monitoring the CDC and local guidelines closely and will adjust accordingly to ensure a safe event for all participants.

Cancellation of Space

- Cancellation of space by Distributors must be received in writing no later than December 8, 2023.
- PPAI reserves the right to cancel this contract/meeting in its entirety for any reason.

Directional signs in the common areas and hallways are NOT permitted.

Should you have any questions, please feel free to contact me.

Thank you for your participation in PPAI Expo and best wishes for a successful event.

Vicki Sypien
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