



## **Convention Audio Visual Department Facility Handbook & Guidelines**

Welcome to The Mirage Meeting and Convention Center. As you begin planning for your event, allow the Mirage Convention Audio Visual Services Department to assist you with all of your technical needs. This guide is designed to answer most questions concerning our services. Included are Policies and Procedures, Convention Meeting Room Fact Sheets along with technical drawings in CAD and PDF formats.

The Mirage Audio Visual Department is a full service, in-house, audio visual production group who purpose is to assist you with all of your convention or meeting technical service needs. To receive complete in-depth information concerning our meeting support capabilities (lighting, audio and video systems) please contact one of the associates below.

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# Mirage Convention Audio Visual Services

## Overview

- Meeting Support Systems
  - Full compliment of audio Visual equipment on site
  - Video/ Graphic projection systems built into most meeting room
  - High Speed Internet throughout the facility
  - Digital AMX Lighting/ Sound controls in all meeting spaces
  - BSS Soundweb - Sound processing and matrix controls
  - Quality Overhead Speakers Systems in all meeting spaces
  - State of the art Nassau Boardroom – with A/V systems, video and teleconferencing
  
- Lighting Systems
  - Built in lighting and dimming systems in all meeting spaces
  - Full compliment of ETC theatrical lighting fixtures
  - High End Studio Beams and Cyberlight Turbo automated fixtures
  - Whole hog and ETC lighting consoles
  - Short and Long throw follow spots
  - Grand Ballroom Stage equipped with full theatrical lighting and dimming system
  
- Audio Systems
  - Concert quality EAW speakers systems
  - Yamaha Digital Consoles with state of the art outboard equipment
  - Crown amplification with IQ control
  - Smaller EAW And Mackie Speaker Systems
  - Built in quality overhead sound systems in all meeting spaces
  - Fiber Optic Systems available in all areas
  
- Video Systems
  - Folsom and Panasonic Video Switching Systems
  - Sony broadcast quality cameras
  - Fiber Optic, CAT5, SDI signal transport solutions

- Event Production
  - Proscenium Stage in Grand Ballroom with full lighting and rigging capabilities
  - Highly qualified in house technical staff
  - Technical drawings in AutoCAD and PDF Formats
  - Truss and Motor control systems
  - Portable production Smart Staging available
  - Rigging Points throughout Grand Ballroom and Mirage Events Center
  - Uni – Strut systems throughout all meeting spaces

# Policies and Procedures

**“The Mirage Audio Visual Department is the exclusive provided of AV equipment and labor. Meeting Group is encouraged to utilize the services of producers, directors, designers, and show staff of its choice for General Sessions. Any equipment or labor Meeting Group proposes to utilize for the program at The Mirage must be approved in advance by The Mirage Audio Visual Department. At a minimum The Mirage will provide all rigging, including truss and motors, power distribution and at least one technician at all times. No equipment or labor may be provided by an outside company for breakout sessions.”**

1. Mirage AV must provide a Production Supervisor during load-in and load-out of major events and as needed during the program. This person will be responsible for overseeing power distribution, rigging, stage operation and all house supplied labor.
2. Mirage AV must supply a Master Electrician during load-in and load-out of all major events. This person is responsible for power hook up. Additionally a Master electrician is required if any Pyrotechnical, haze or smoke effects are being used. This person will act as the Fire Watch.
3. Mirage Audio Visual has the exclusive rights to provide all audio visual equipment associated with meetings, breakouts and exhibits. The only exception is a client may bring in there own LCD projector if owned by them. Mirage Audio Visual will charge the client a \$150 Clients Projector & Screen Service Package. This includes a Drop Screen, Tripod Screen or Cradle Screen up to 12 x12 and power for the client’s projector.
4. A 4 hour minimum will be charged for all operator labor cancelled within 24 hours of a meeting
5. **Pyrotechnics/Theatrical Smoke/Haze/ Fog/ Open Flame:** Mirage AV must have 7 day notification prior to use of theatrical smoke, haze fog or pyrotechnics. This is necessary to make arrangements to disable our Fire Alert/Life Safety System. Clark County Fire Marshall requires that a *Statewide Automatic Fire Electronics Inc.* representative be on site at all times when the system be disabled to accommodate for theatrical smoke or special effects. Associated Cost for this process is listed on the Mirage Audio Visual Price List

It is mandatory that a fire watch be present in the affected areas. MDG Hazer’s are available through the Mirage Audio Visual. MDG Hazer’s do not require the use of *SAFE* to monitor but do require the Fire Watch. The Director of Technical Services, Convention Audio Visual Manger or Production Supervisor must approve all pyrotechnics used in the Convention Area before making arrangements with the Clark County Fire Marshall. They reserve the right to refuse the use of pyrotechnics in order to protect the hotel and its guest. All pyrotechnics must be preformed before a local fire Marshall for inspection in order to obtain a permit. **No open flame**, candles,

torches, etc., shall be permitted without approval of Mirage Audio Visual Management and CCFD. This includes Fire-eaters/jugglers or any such entertainment. Copies of any and all pertinent permits must be submitted to Mirage Audio Visual prior to the event.

6. Magicians who perform using flammable substances are to licensed, insured and have a permit from the local Fire Marshall before any performance. A copy of the permit and insurance must be furnished to Mirage Audio Visual prior to the performance.
7. All scenic and/or production companies must provide copies of flame certificates for all scenic elements and drapery to be installed. Flammable materials will not be permitted.
8. All installed exit signs, fire hose or extinguisher cabinets may not be covered or blocked. Temporary battery powered or self-illuminated exit signs may be installed where permanent ones are blocked by draperies.
9. Production companies must submit copies of all floor plans for Clark County Fire Department approval no later than 21 days in advance of the event. Copies should be sent directly to Convention Services, Audio Visual, Catering and Banquet Set up Manger.
10. **Use of Lasers:** Production companies must supply Mirage Audio Visual and the Clark County Fire department copies of a valid CDRH variance, insurance bond for two million dollars listing The Mirage Casino Hotel as additional insured, and Laser Operators License. Laser vendor must notify CCFD regarding laser usage times and dates.
11. **Aerialist/Flying Acts:** Mirage Audio Visual must approve the use of aerialist and or flying acts. Mirage will provide a Production Supervisor and at least one Rigger to assure safe installation. Upon installation Mirage Audio Visual reserves the right to inspect the installation and refuse the act to perform in order to protect the hotel and its guest.
12. **Vehicles:** Diesel powered vehicles will set off the Life Safety Systems inside the building. Therefore Mirage Audio Visual must have 7 days notice regarding the use of diesel in order to make arrangements to disable the Fire Alert System. The appropriate charges for *Statewide Automatic Fire Electronics Inc.* will apply. Gasoline vehicles must have gas levels of under 1/8 of a tank. Fuel caps taped over and batteries disconnected. All vehicles must have show plastic or other coverings installed under the vehicles once in place.  
A Clark County Fire Department permit must be obtained and furnished to Mirage Audio Visual.
13. Mirage Audio Visual does not permit the use of portable light trees in the audience area due to safety concerns.

14. Decorators, Party and Event Companies need to contact Mirage Audio Visual should they need to hang any items from the ceiling. Mirage Audio Visual may allow the company to hang such items themselves if they weigh under 50lbs. The Mirage may however inspect all items and in accordance with safe rigging practices ask that the item either be changed or removed in order to protect the hotel and its guest.
15. The Mirage does permit the use of confetti and helium filled balloons. Client is required to pay an hourly fee for any associated clean up.
16. Due to lack of space, no cases or equipment may be stored in any back of house hallways or loading dock areas.
17. No vehicle parking is permitted in the convention area lots without approval for the Director of Security. All other vehicles must be parked in the oversized parking lot on Dean Martin Dr., or the guest parking decks.
18. **Lifts:** All scissor/boom lifts and forklifts that are to be used inside **must** be equipped with no-mar tires and powered by either batteries or propane. Only certified operators may operate the equipment and the operators must be able to produce a copy of their license on request. Lifts can not be stored in the back of house hallways. Propane operated equipment may not be stored inside the hotel overnight. Extra propane tanks must be stored outside the building and secured properly in accordance with OSHA guidelines. Due to insurance regulations The Mirage may not supply any lifts and or ladders. Please refer to our Vendor Section for a list of recommended suppliers.
19. No signage, banners or materials are to be taped, staples or pinned to any wall.
20. The Mirage Convention Area in accordance with Nevada state law is a non-smoking facility. Smoking is strictly prohibited.
21. Use of the Mirage Employee Cafeteria is prohibited.
22. Production is required to provide identification badges for all technical personnel that will need back of house access.
23. Mirage Audio Visual does not handle freight. The Mirage Business Services Center can handle your packages or an exhibit company for exhibits.
24. All wireless RF systems to be used will require prior authorization to avoid frequency interruptions with Mirage operations. Please contact Mirage Audio Visual before the show for a full list of frequencies in use. We will help you co-ordinate the frequencies available.

25. All tents, canopies, temporary membrane structures grandstands and bleachers must comply with Clark County Fire and Building Department regulations. Proper permits for these items must be supplied to the Mirage before installation can begin.
26. All OSHA regulations, policies and safety procedures must be adhered to while working in The Mirage Casino Hotel convention Area.

# Mirage Meeting and Convention Facility Facts

## **Grand Ballroom**

### **Dimensions**

Room Size	200' x 200'
Ceiling Height	23'9"
Height to bottom of Chandelier	20'
Proscenium	59'8" W x 16'3" H
Stage height from ground	42"
Stage Depth	33'1"
Stage Depth to Rear Curtain	29'
Stage depth in front of Main Curtain	5'
Stage Depth to Proscenium Wall	3'
Stage Width	77'8"
Steel Grid height from Stage	24'2"
Offstage wing space – Stage Left	12'11"
Offstage wing space – Stage right	19'5"
Upstage Left Load I Door (stage height)	7'10" W x 9'11" H
Load in Doors –	
Roll up Door #1 – Grand B Floor Level	9'10" W x 12'10" H
Roll up Door #2 – Grand D Floor Level	9'11" W x 13'2" H

### **Electrical**

Sound Power – Stage Left	400 amp 208v three phase – cam
Lighting Power – Stage right	400 amp 208v three phase – cam

### **Grand Ballroom Meeting Rooms**

- AMX full logic AV/Lighting Control
- 3 way JBL overhead speaker System
- 4 microphone inputs per OP Panel
- 4 channel ClearCom System
- Broadband connections throughout
- Full 1.5 inch id. Uni-strut throughout
- Halo Power Track throughout
- Roll Down 15' x 20' FP Projection Screen – Grand Ballroom A Stage
- MATV connections in each room

## **Montego Ballroom**

### **Dimensions**

Room Size	109' x 97'
Ceiling height	20'
Height to bottom of Chandelier	16'11"
Load in Doors –	
Inside Door to Room	11'10 W x 14'11" H
Roll up Door #3 – Montego F	12' W x 15' H

### **Electrical**

60 amp 208v three phase Hubble connections in wall panels and floor pockets  
Socopex and patchable DMX connection in ceiling coves

### **Montego Ballroom Meeting Rooms**

- AMX Full Logic AV/Lighting Control Panels w/ Client Page Set up
- Passive full range Tannoy overhead speaker system
- At least 4 microphone inputs per OP Panel
- Motorized screens 10.5' x 14' in Montego E & F
- Drop Down Sanyo XP57 LCD projectors in Montego E & F
- RGBHV & Video Inputs to projector
- Broadband connections throughout
- Multi-mode fiber optics in each OP Panel
- Triax Connections in OP Panels and Floor Pockets
- Full 1.5 inch id. Uni-strut throughout
- Halo Power Tack throughout
- 2 channel ClearCom System
- MATV connections in each room

## **Calypso Court & Bermuda Meeting Rooms**

### **St Croix A&B, Barbados A&B, Martinique A&B, St Kitts, Bermuda A&B**

- AMX Full Logic AV/Lighting Control Panels w/ Client Page Set up
- Passive full range Tannoy overhead speaker system
- At least 4 microphone inputs per OP Panel
- Motorized screens in each room except Bermuda A & B – screen size varies from 6'x8' to 9'x12' depending on room size
- Drop Down Sanyo XP57 LCD projectors in St Croix A & B
- RGBHV & Video Inputs to projector
- Broadband connections throughout
- Full 1.5 inch id. Uni-strut throughout
- Halo Power Tack throughout
- 2 channel ClearCom System
- MATV connections in each room

# **Caribbean Court & Cayman Court Meeting Rooms**

**Trinidad A&B, Jamaica A&B, Antigua A&B, Andros A&B, St Thomas A&B, Key Largo**

- AMX Full Logic AV/Lighting Control Panels w/ Client Page Set up
- Passive full range Tannoy overhead speaker system
- At least 4 microphone inputs per OP Panel
- Motorized screens in each room – size varies from 6’ x 8’ to 9’ x12’ depending on room size
- Drop Down Sanyo XP57 LCD projectors in all meeting rooms
- RGBHV & Video Inputs to projector
- Broadband connections throughout
- Multi-mode fiber optics in each OP Panel
- Full 1.5 inch id. Uni-strut throughout
- Halo Power Tack throughout
- 2 channel ClearCom System
- MATV connections in each room

## **Mirage Events Center**

### **Dimensions**

Room Size	447’ x 200’
Ceiling Height	29’9”
Perimeter Ceiling Height	26’6”
Height to bottom of Chandeliers	27’10”
Load in doors –	
Southwest MEC A – Ground level	13’1” W x 15’11” H
Southeast MECA – Ground Level	26’4” W x 16’1” H
North MEC C – Ground Level	11’11” W x 16’1” H
Northwest MEC C – Ground Level	11’11” W x 15’4” H
MEC C3 Service Hall Interior Door	13’3” W x 16’1” H
MEC B Service Hall Interior Door	9’10” W x 9’10” H
Freight Elevator to Mezz and Attic Levels	8’ W x 10 H x 13’6’ D

### **Dock Info**

Southwest Dock	3 Exterior Truck Bays
North Dock	2 Interior Truck Bays
North Dock Doors	(2) 8’ W x 9’11” H

### **Electrical**

1200 amp 208v 3 phase Lighting Bus Bar (400 amp switches) 1 each – east and west side	
800 amp 208v 3 phase Audio Bus Bar (200 amp switches) 1 each – east and west side	
60 amp 208 v 3 phase Hubbell in all floor pockets and every other wall column	
Southwest Dock Disconnects	400 & 200 amp 208v 3 phase cam
North Door Disconnect	400 amp 208v 3 phase cam

### **Audio/Video/Lighting**

AMX Full Logic AV/Lighting Control Panels w/ Client Page Set up

Passive full range Tannoy overhead speaker system

At least 4 microphone inputs per OP Panel

RGBHV & Video Patching for Distribution throughout

Broadband connections throughout

Multi-mode & single mode fiber optics in each OP Panel

Full 1.5 inch id. Uni-strut throughout

Halo Power Tack throughout

2 channel ClearCom System

MATV connections in each room

Triax Connections in alternating OP Panels and Alternating Floor Pockets North to South  
in the center of the room.

Broadcast Panel – on Southwest Dock – includes 8 Triax lines, 16 audio tie lines

Spot Light Booth – in MEC A & B on Mezz Level

DMX Patch Bay – 140 DMX Patch Points with (7) 1x6 Opto Splitters

### **Rigging**

152 – 2 Ton Rig Points on 30' Centers – accessible through the Events Center Attic

# **High Speed Internet Information & Disclaimer**

## **High Speed Internet Access Technical Information**

- 3-45Mb/s bandwidth on a fractional OC-3 Internet connection
- Multiple connections to the Internet
- 7200 series Cisco routers with 3Com and Extreme Network switches
- Meeting rooms and The Mirage Events Center are connected via 100Mb/s switch ports
- CAT5 or fiber Ethernet connectivity to client computers fed through fiber backbone to all meeting rooms and The Mirage Events Center.
- Switched Ethernet segment with request for comments (RFC) 1918 compatible IP addressing (172.20) can support thousands of IP addresses.
- Cisco PIX firewall provides network address translation (NAT) to the Internet.
- Dynamic host configuration protocol (DHCP) and domain systems (DNS) provide automatic configuration of IP addressing and name resolution
- VPN client IP addresses available – *early reservation required*
- VPN gateway segment/ IL addresses available – *gateway device not supplied, early reservation required*
- Wireless Access Points are available
- This system is completely separate and independent of the system available in the hotel tower.

## **Internet Disclaimer**

BY USE OF THESE INTERNET SERVICES YOU EXPRESSLY AGREE THAT USE OF THE SERVICES IS AT YOUR SOLE RISK. THE SITES, THE SERVICES AND ANY CONTENT CONTAINED THEREIN OR DOWNLOADABLE THEREFROM ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. MGM MIRAGE EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, QUIET ENJOYMENT, AND FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU FROM MGM MIRAGE OR THROUGH THE SITES OR THE SERVICES SHALL CREATE ANY WARRANTY NOT EXPRESSLY MADE HEREIN.

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# **Recommended Local Vendor List**

## **Scenery, Set Design Specialty Staging**

A&D Scenery	702-362-9404
MGM Mirage Events	702-792-7798

## **Drapery Companies**

A&D Scenery	702-362-9404
ASI Productions	702-227-3722

## **Exhibit Companies**

GES Exposition	702-263-1500
Freeman Companies	702-263-1404
Champion Exposition	702-270-7953

## **Forklifts, Scissor/Boom Lifts**

Ahern Equipment Rental	702-631-0950
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