



## **Rio All-Suite Hotel & Casino Outside Production Company, Facility Services & Rio Showroom Policies**

Encore Productions manages and oversees all Audio Visual vendors and Production companies providing services within the Rio All-Suite Hotel & Casino. In an effort to ensure that our liability needs are protected and that quality standards are maintained, Encore Productions oversees the proper operation and care of our facility and equipment by local and national vendors. We have established the following as conditions that must be substantiated and received prior to your event at the Rio All-Suite Hotel & Casino.

- All Production companies must provide to Encore Productions a detailed Schedule of Events, 30 days prior to the load-in of the event. This document shall include accurate dates and times of the show load in and load out, rehearsal schedule, fire watch schedule, show schedule, and electrical install and removal times. Any Production company using theatrical smoke, pyrotechnics or lasers, must notify the group's Convention Services Manager, 30 days in advance in order to make proper arrangements with Hotel Security and the local Fire Marshall. Contact you group's Convention Services Manager for details.  
**Encore Production's contract(s) must be signed and returned to Encore Productions 30 days prior to show load-in. Contracts signed and returned less than 30 days will be revised with late electrical pricing and double-time labor rates.**

For events that require rigging services a request must be submitted with a scaled rigging plot 30 days prior to load-in.

A charge of \$250 per event will be assessed for a comprehensive safety review by our Rigging Supervisor. This review will verify point load calculations, staffing needs, equipment needs, and support to provide feedback on the initial rigging plot. Events scheduled with less than 30 days notice will incur additional charges that include rigging labor billed at double-time labor rates and the Rigging Plot review charge being billed at \$350 per event. Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang points. All drawings must be received via email in a .pdf format.

- A Technical Supervisor will be assigned to your Production Company during the load in, set-up, teardown and load out of your show. The base rate is \$93.00/hr. 4-hour min. and overtime (\$139.50) billed after 8 hours with double-time (\$186.00) billed after the 12<sup>th</sup> hour. The following rates are based on the load-in/load-out occurring between the hours of 7am-4:59pm Monday-Friday. Overtime rates will apply between the hours of 5pm-11:59pm Monday-Friday and 7am-5pm on Saturday and Sundays. Double-time rates will apply between the hours of 12:00am-7:00am and after 5:00pm-7:00am on Saturdays and Sundays, including all holidays. This position's main responsibility is strictly as an observer to maintain hotel standards in addition to providing you with quick access for your last minute production needs. The TS will also do a walk-thru of the facility along with a Production Company's representative and note any damage that is in the room prior to the Production Company loading in. At the conclusion of the load out the TS will do a follow-up walk-thru and note any additional damage (if any) to the facility. The Production Company will be billed for all damages to the facility. ***Encore Productions will bill all actual hours worked past the 4-hour minimum.***



- **All events at RIO must be pay rolled through Encore Productions, the exclusive pay roller for Rio All-Suite Hotel & Casino.**
- Electrical Services is an Exclusive Service of the Rio. All Electrical service must be distributed and installed by Encore Productions. The base rate for an electrician is \$93.00/hr. 4-hour min. and overtime (\$139.50) billed after 8 hours with double-time (\$186.00) billed after the 12<sup>th</sup> hour. Regular Time rates are based on the load-in/load-out occurring between the hours of 7am-4:59pm Monday-Friday. Overtime rates will apply between the hours of 5pm-11:59pm Monday-Friday and 7am-5pm on Saturday and Sundays. Double-time rates will apply between the hours of 12:00am-7:00am and after 5:00pm-7:00am on Saturdays and Sundays, including all holidays. **Encore Productions will bill all actual hours worked past the 4-hour minimum.**
- Rigging is an Exclusive Service of the Rio. Three riggers, two high and one ground, are required for both load in and load out of all equipment that is to be hung in or attached to the ceiling. The base rate is \$93.00/hr. 4-hour min. and overtime (\$139.50) billed after 8 hours with double-time (\$186.00) billed after the 12<sup>th</sup> hour. The following rates are based on the load-in/load-out occurring between the hours of 7am-5pm Monday-Friday. Overtime rates will apply between the hours of 5pm-11:59pm Monday-Friday and 7am-4:59pm on Saturday and Sundays. Double-time rates will apply between the hours of 12:00am-7:00am and after 5:00pm-7:00am on Saturdays and Sundays, including all holidays. **Encore Productions will bill all actual hours worked past the 4-hour minimum.**
- Scissor Lift rentals are an Exclusive Service of the Rio. All scissor lifts need to be ordered through Encore Productions and operated by trained individuals. Rental rates for a 19' or 26' scissor lift are available on request. Current labor rates will apply for each operator provided by Encore Productions.
- The Hotel maintains a strict policy for using pyrotechnics or fog machines within the convention area. Fog machines must be water based. No oil based fog machines are allowed in the Pavilion Convention Center. The hotel requires that a Encore Productions representative be stationed in the room during rehearsals and all performances. During the use of said fog machines the base rate is \$93.00/hr. 4-hour min. and overtime (\$139.50) billed after 8 hours with double-time (\$186.00) billed after the 12<sup>th</sup> hour. The following rates are based on the event occurring between the hours of 7am-5pm Monday-Friday. Overtime rates will apply between the hours of 5pm-11:59pm Monday-Friday and 7am-5pm on Saturday and Sundays. Double-time rates will apply between the hours of 12:00am-7:00am and after 5:00pm-7:00am on Saturdays and Sundays, including all holidays. The Hotel Convention Services Manager must to be notified a minimum of 72 hours in advance of the first rehearsal. **Encore Productions will bill all actual hours worked past the 4-hour minimum.**
- All rigging equipment (i.e. truss, chain motors, span sets, shackles, steel, deck chain etc.) is to be supplied by Encore Productions. The rental rate for a ½ ton chain motor is \$350.00 per unit/ for a 7 day period. One ton units are also available at the rate of \$400.00 per unit/ for a 7 day period. The rental rate includes motor control, electrical power for motors, motor cabling and all necessary rigging equipment.
- Rigging point charges are \$125.00 per point/ for a 7 day period. A point is dictated as each location a chain or hanger is attached to the ceiling or grid. Rigging point charges do not apply to points where chain motors are attached. Cable pick point charges are \$50.00 per point/ for a 7 day period. Cable pick points are dictated as each location a cable is attached to the ceiling or grid. A maximum of 8' between each pick point with a cable bundle no larger than 4 socapex cables is permitted.



- Flyrails on Pavilion stage are available for rental at a rate of \$250.00 per flyrail/ per day. Two Encore Productions riggers are required each time weight is added or removed from the flyrail. If you wish to fly a rail in or out during a show Encore Productions must supply the flyrail operator(s).
- Socapex tie-ins are available for rental at a rate of \$150.00 per tie-in/per day. A rigger is required to do the install and disconnect from the ceiling. Tie-ins are only available in the Pavilion, Brasilia and Amazon Ballrooms. Tie-in's do not include socapex fan-in's/fan-out's. Stage-pin hot patches are available for rental at a rate of \$50.00 per tie-in/per day.
- Cables are only permitted to be dropped from the Pavilion catwalks into the following rooms/areas: Pavilion Stage, Pavilion 9, Pavilion 6 and Pavilion 2. All cables run in the catwalks must be run in an orderly fashion. The Pavilion catwalk is not an exclusive space. Cable ramps are required for all cables crossing catwalk walkways, back hall walkways & outdoor areas. Camlok cabling is available to rental. Please contact your Encore Productions Sales Manager for details and pricing.
- Pavilion Stage and Brasilia Stage both offer concert quality sound systems. Rates are \$1,075.00 per day and include 8-EAW KF-850 speakers and QSC amplifiers. Subwoofers are available for rental. Please contact your Encore Productions Sales Manager for details and pricing.
- House sound system rental rates are based on the square footage of your meeting room. Under 5,000 sq. ft. the charge is \$250.00 per room/per day. Over 5,000 sq. ft. and under 10,000 sq. ft. the charge is \$500.00 per room/per day. Over 10,000 sq. ft. and under 15,000 sq. ft. the charge is \$1,000.00 per room/per day. For rooms over 15,000 sq. ft the charge is \$2,000.00 per room/per day.
- A selection of House music is available through the over head P.A. systems. Rates are \$85/day per room.
- House light remotes are available for rental in the Pavilion, Amazon & Brasilia ballrooms at a rate of \$200.00 per unit/ per day.
- Hotel risers are available for rental at a rate of \$175.00 per 6'x 8' riser/per room/per day. Hotel podiums are also available for rental at a rate of \$75.00 per room/per day.
- Stage Lifts in Pavilion 6 and on the permanent stage in Pavilion 9 can be used for product launches or reveals. The rental rate for each stage lift is \$2,500.00 with mandatory "spotters" and "operators" in addition, required due to safety reasons. Rental rates apply for multiple use days; labor will be billed on actual usage. **Encore Productions will bill all actual hours worked past the 8-hour minimum.**
- Load-In and Load-Out will be done at Expo Dock 1, Expo Dock 2 or Pavilion Dock, depending on which Pavilion or Brasilia rooms are being used. Pavilion Dock is not to be used without prior written consent of the Rio All-Suite Hotel & Casino.
- All equipment intended for use on the permanent stages is to be loaded through the upstage door or the freight elevator (Pavilion). Under no circumstances is equipment to be loaded from the front of the stages.
- Your Production Company will be provided with a list of wireless frequencies that must be avoided at all times. Various entertainment departments within the hotel use these wireless



frequencies. Using a listed wireless frequency could possibly jeopardize a show within the hotel or even your own! **Please review the attached frequency list.**

- No equipment, cases, scissor lifts and/or personnel lifts are to remain in the “back of the house” areas at anytime. This includes the back hallways, loading docks and Pavilion catwalks. Storage space for outside audiovisual companies will be the sole responsibility of the audiovisual company. Rio All-Suite Hotel & Casino will make every effort to secure space once notification is given, but is under no obligation to provide such space. If space is available, the audiovisual vendor will be charged rack rate for such space.
- There is **no smoking** permitted inside the Pavilion Convention Center, or its back hallways. *Smoking is only permitted outside the Pavilion Convention Center.*
- **All vendors/groups are responsible to leave the hotel in the same condition it was found.** All non-display vehicles inside the Pavilion Convention Center for use on Exhibits and Trade Shows must have white tires and free from leaks. All lifts will be physically checked before they are permitted to come inside the Pavilion Convention Center. **Cleaning fees will apply should marks, leaks or damage be found on the carpeting or stages. The Production Company will be billed for all damages to the facility.**
- For security reasons it is required that outside Production Companies provide ID badges for all their staff members. ID badges must notate staff member’s name, group’s name and Production Companies name. If you are unable to provide them, you may purchase ID badges from Rio Business Services at 702-777-2476.
- Use of the Rio’s employee cafeteria is prohibited for all outside production staff members and vendors.
- Outside Vendors must place on file with the hotel a certificate of insurance showing a minimum of **\$2,000,000.00** for each occurrence. This certificate must show the following: **Rio All-Suite Hotel & Casino, Harrah’s Resorts & Casinos** and their subsidiaries and affiliates, and each of their officers, Directors, representative and employees are named as additional insured under above policies.
- All Audio Visual, Booth Lighting, Electrical, Banner/Sign Hanging & Plumbing Services are exclusive tradeshow services of Encore Productions. Outside Production Companies and/or Audio Visual Service Providers are not permitted to provide any of the above listed services on the Tradeshow floor.



## Facility Services

- The Video wall in the Rotunda has the ability to show a company's graphic (logo) or MPEG and run video clips. Rates vary from \$750.00-\$1,750.00 per day depending on the number of graphics or MPEG's played. **Graphics** should be 640 pixels by 480 pixels. Graphics should be provided in one of the following formats: JPEG (\*.jpg), Windows bitmap (\*.bmp), Windows metafile (\*.wmf), LEAD (\*.cmp), Adobe PhotoShop (\*.psd), CompuServe PNG (\*.png), or TIFF (.tiff) but not tifs that use proprietary compression formats. **Video Clips** are able to be in any dimension and needs to be a MPEG-1 codec file (\*.mpg) or DivX 4.12 and lower codec file (\*.avi (compressed)). Meeting room monitors may display logos as well. Rates for the meeting room monitors are \$50.00 per room per day. The file requirements are Windows bitmap (\*.bmp) and the dimensions are variable but must be less than 900K in size. **Audio for the videowall may only be used when a group is considered an ALL SPACE GROUP.**
- The Guestroom in-room TV channel may also be utilized to show a company's DVD/Graphic on all the guestroom televisions in the hotel. Rates are \$1,500.00 per DVD/Graphic per day. For an additional \$5.00 per guestroom you can have this TV channel "on" when your attendees walk into their guestrooms and for an additional \$10.00 per guestroom you can have a custom tent card placed in your attendee's guestrooms. The same graphic standards are required as stated above.

**21% Service Charge will apply to all Encore Productions/Rio Services included within this document, including but not limited to Equipment, Labor & Consumables**



## Rio Showrooms

**Penn & Teller Theater** offers a built in Sound System and Lighting System. Rates are as follows:

Audio Equipment-\$1,175.00 per day

Lighting Equipment-\$1,175.00 per day

Penn & Teller Theater also requires mandatory personnel to operate this equipment.

Audio Technician--\$100.00 per hour straight time, \$150.00 per hour overtime,  
\$200.00 per hour double time.

Lighting Technician--\$100.00 per hour straight time, \$150.00 per hour overtime,  
\$200.00 per hour double time.

Stage Manager--\$100.00 per hour straight time, \$150.00 per hour overtime,  
\$200.00 per hour double time.

The Penn & Teller Stage is also required to be covered with Marley for the protection of the stage surface. The charges for this are as follows:

Two Technicians--\$100.00 per hour per person straight time, \$150.00 per hour  
per person overtime, \$200.00 per hour per person double time for Set-up and  
Takedown.

Marley supply charge at the rate of \$600.00.

Each of these positions will be billed at a 4 hour minimum with actual hours worked billed at the conclusion of the event.

**The Club Rio Showroom** offers a built in Sound System, Lighting System and Video System. Rates are as follows:

Audio Equipment-\$1,175.00 per day

Lighting Equipment-\$1,175.00 per day

Video Equipment-\$1,175.00 per day

The Showroom also requires mandatory personnel to operate this equipment.

Audio Technician--\$100.00 per hour straight time, \$150.00 per hour overtime,  
\$200.00 per hour double time.

Lighting Technician--\$100.00 per hour straight time, \$150.00 per hour overtime,  
\$200.00 per hour double time.

Video/Stage Manager--\$100.00 per hour straight time, \$150.00 per hour  
overtime, \$200.00 per hour double time.

Each of these positions will be billed at a 4 hour minimum with actual hours worked billed at the conclusion of the event.

Please contact your Encore Productions Sales Manager for complete labor policies and practices.

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<b>RIO HOTEL FREQUENCY LIST 11/01/2010</b>		
174.075	492.800	741.675
174.725	492.875	742.125
174.950	493.175	743.575
175.525	518.150	744.550
176.925	524.550	745.875
177.275	527.400	776.150
178.000	528.750	783.375
178.500	577.175	783.750
180.150	581.200	785.875
180.425	581.725	786.375
182.000	583.000	786.625
182.950	591.650	787.000
185.125	592.850	788.250
191.300	594.050	788.250
204.025	594.950	789.875
204.375	601.350	790.000
205.200	602.550	790.750
205.200	629.500	792.250
206.775	635.000	793.250
207.250	639.000	793.375
207.775	643.200	794.000
211.925	648.450	794.875
216.500	660.000	795.125
216.600	662.250	795.375
216.775	664.900	795.625
217.400	685.200	796.125
218.325	690.050	796.500
219.125	694.500	797.000
425.000	710.400	797.875
451.825	715.500	800.250
464.500	722.000	803.250
464.550	722.400	803.375
469.500	722.700	804.500
469.550	723.600	804.875
470.050	724.200	896.163
470.100	725.200	896.713
491.800	726.400	897.450
491.850	727.100	898.700
491.950	727.500	899.500
492.400	740.125	900.238
492.525	741.000	900.735