



VITICUSGROUP™ **EDUCATION CENTERS**

Rules & Regulations **A Guide for Meeting Planners**

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AUDIO VISUAL

Audio-Visual Services:

Audio-visual (AV) support is available on-site for all education sessions and events. Please review the following policies and procedures regarding AV services:

- **AV Equipment & Support**

While basic AV equipment is included in the rental, we offer a wide range of audio-visual equipment and technical support at an additional fee. Services include, but are not limited to, extra screens, confidence monitors, boom cameras, microphones, speakers, and a dedicated labor/technician for your event.

- **AV Technicians**

Dedicated AV technicians are available upon request, for a fee, to assist with setup, operation, and troubleshooting during your event.

- **Advance Notice Required**

All AV needs—including equipment, technician requests, and any special instructions—must be submitted at least 14 days before the event. This ensures proper scheduling, inventory availability, and service coordination.

- **Onsite Requests**

While we will do our best to accommodate last-minute requests, please note that availability cannot be guaranteed for AV needs submitted after the 14-day deadline, and this may result in additional fees.

Please contact your event coordinator to begin planning your AV needs.

CATERING

Catering Guidelines:

To maintain compliance with health and safety standards for both human and animal health areas, please review and adhere to the following catering policies:

- **No Outside Food or Beverage**

Outside food and beverages are not permitted under any circumstances due to health department regulations and must be ordered through our designated catering services.

- **Décor**

Plans for outside vendor arrangements, such as balloons, flowers, or other decorations, must be submitted at least 30 days before your event.

- **Alcohol Service**

Alcohol may not be served to or consumed by anyone under the age of 21. Valid identification may be required.

- **Restricted Areas**

- No food or open beverage containers are allowed in lab areas, near animals, animal-related areas, or tissue samples at any time.
- Consumption of food and beverages in nonpermitted areas may result in additional cleaning fees.

- **Menu Selection & Guarantees**

- A food and beverage menu and estimated attendance guarantee, including dietary restrictions, must be submitted to our team no later than 14 days before your event.
- If not received by the 14-day deadline, we will select appropriate menus on your behalf based on event type and attendance.
- Per Section 4 in the Service Agreement, "Client must inform Viticus Group in writing, no later than seven (7) business days prior to each Event, of the final guaranteed number of attendees for such Event ("Guaranteed Attendance"). Should the number of actual attendees at such Event exceed the Guaranteed Attendance, Viticus Group, as it determines appropriate at its discretion, will undertake reasonable efforts to accommodate some or all additional attendees, provided the additional attendance does not exceed the Facilities' capacity limits or cause a shortage of equipment or supplies. Client will be charged on a per person basis for each additional attendee, as well as any other costs reasonably incurred by Viticus Group to accommodate the increased Event attendance. No reduction in the Event Prices quoted will be made if the actual Event attendance is less than the Guaranteed Attendance."
- Guarantee counts received after this required timeframe will result in higher fees and/or non-availability of services.

Please contact your event coordinator to begin planning your F&B needs.

EMERGENCY/SECURITY

Emergency & Security Procedures:

To ensure the safety of all attendees, staff, and animals, please review the following emergency and safety protocols:

- **Emergency Equipment**

The facility is equipped with fire alarms, sprinkler systems, fire extinguishers, and other emergency equipment located throughout the building.

- All fire extinguishers, cabinets, and strobes must remain clear and accessible at all times.
- Blocking or tampering with emergency equipment or exits is strictly prohibited.

- **Emergency Procedures**

In the event of an emergency requiring evacuation, the building alarm will sound.

- Remain calm and proceed immediately to the nearest exit.
- Do not use elevators.
- Do not stop to retrieve personal belongings.
- Cadavers and live animals are to remain inside; do not attempt to move, recover, or secure them during an evacuation.
- Once the nature of the alarm has been assessed, additional instructions will be provided.
- If the alarm is determined to pose no danger, an "all clear" will be announced, and normal operations may resume.

Your personal safety is our priority. Please leave all materials, specimens, and animals behind and focus on safely exiting the facility. Be sure to familiarize yourself with emergency exit routes and report any safety concerns to facility staff immediately.

Lost Property:

If an item is lost during your event, please take the following steps:

- Visit the front desk and speak with one of our Customer Service Ambassadors (CSAs) to inquire about lost property.
- You may also call our toll-free number, 866-800-7326, or email support@viticusgroup.org to check if your item has been turned in.

All found items will be kept at the front desk for a limited time. Unclaimed property will be handled in accordance with our facility's lost and found policy.

Security:

Event security is a critical component of ensuring the safety of all attendees, staff, and property. Please carefully review the following security policies:

- **Security Services**

- Manned security personnel are not included with standard facility use. If clients require security during their event, arrangements must be made exclusively through our approved security vendors. Clients cannot hold Viticus Group liable for any actions, errors, or omissions of the contracted security service.
- Cameras are strategically placed inside and outside the facilities.

- After regular operating hours, all buildings are secured with alarm systems, and a roving security service patrols the exterior grounds.

- **Client Responsibility**

- All items and property brought into the facility are the sole responsibility of the client. This includes, but is not limited to, materials, displays, equipment, merchandise, and personal belongings.
- Clients are fully responsible for all costs associated with required security coverage throughout the entire duration of their event.

- **Coordination & Staffing**

Clients must coordinate with our team to determine the appropriate number of security personnel needed to maintain order and protect all persons and property during the event. Final approval of staffing levels is subject to venue discretion.

For a list of approved security vendors or to begin the planning process, please contact your event coordinator.

FACILITY INFORMATION

Business Hours & After-Hours Access:

The facilities operate under the following standard business hours:

- Monday through Sunday
6:00 a.m. – 6:00 p.m.

Access to the facility outside of these hours is subject to availability and may incur after-hours access fees. However:

- If your contract includes specific access times outside normal business hours, such as early entry (e.g., 5:00 a.m.) or extended use (e.g., until 8:00 p.m.), those hours and associated fees will be honored accordingly.

Please contact your event coordinator for special access needs or changes to contracted times at least seven (7) days prior to your event start date.

Facility Rules/Policies:

- All vendors and participants must respect common areas – noise volume, shared space, logo placement, clean up after themselves, etc.
- Placement of equipment, tables, tents, and live music must be preapproved by your Viticus Group event contact at least 30 days prior to the start of the event.
- Any displays or events that create excessive trash (glitter, confetti, etc.) must be pre-approved by your Viticus Group event contact.

- No fighting, horseplay, or anything that carries the likeness thereof will be tolerated.

Elevators:

- Las Vegas

Location: Oquendo Center	Location: Eastern Center Small Elevator	Location: Eastern Center Freight Elevator
Size: 6 feet x 5 feet	Size: 6 feet x 5 feet	Size: 8 feet x 5 feet
Capacity: 3,500lbs	Capacity: 2,500lbs	Capacity: 5,000lbs
Available: To all levels (2)	Available: To all levels (3)	Available: To all levels (3)

- Nashville
 - No elevators – both buildings are single-story.

Labs:

Children:

To maintain safety and compliance within lab spaces:

- No children under the age of 18 are allowed in laboratory areas at any time.
- Unattended children are not permitted in any area of the facility.
- Viticus Group does not provide childcare services.

All attendees are responsible for arranging appropriate supervision and care outside the event environment.

Protective Gear & PPE (Personal Protective Equipment):

To maintain safety and cleanliness in all lab and surgical environments, the following guidelines apply:

- All gowns, gloves, and other soiled PPE must be removed prior to exiting any laboratory or surgical space—this includes breaks to restrooms or common areas.
 - Once exposed to outside environments, contaminated clothing must be replaced.
- Appropriate footwear is required at all times in lab spaces during active events and setup:
 - No open-toed shoes or high heels permitted in any laboratory area.
- PPE Available On-Site (Additional Fees Apply)
 - Surgical gowns
 - Surgical caps and masks
 - Shoe coverings
 - Scrubs
 - Gloves

Clients may also choose to provide their own PPE, provided it meets safety requirements.

Human Health Specimen Handling & Tissue Use:

For education and research involving human tissue, please adhere to the following policies:

- Our facility provides on-site tissue via an approved tissue provider.
- Clients may bring in their own human tissue, subject to prior approval.
 - **Source:** Specify the name(s) and credentials of third-party organizations from which the specimens were sourced.
 - **Serologies;** Before the cadaveric specimens are shipped to Viticus Group facility, it is crucial to send all documentation to facility to ensure that they have been tested for HIV, Hepatitis B, Hepatitis C, MERSA, CJD (Creutzfeldt–Jakob Disease), and other bloodborne pathogens. This is essential to ensure the health and safety of all individuals handling the specimens on-site.
 - **Viticus Group reserves the right to reject any donor** that does not meet the above criteria or poses a safety or compliance risk.
 - **Shipping Responsibility:** The client is fully responsible for the coordination and delivery of all donor specimens to the Viticus Group facility. If a specimen shipment is returned due to improper packaging (e.g., leaking boxes or non-compliance with transport regulations), the client will be liable for any additional fees incurred, including repackaging and reshipment costs.
- Required Documentation (due a minimum of 2 days before donor arrival):
 - Serologies
 - Lab results
 - Medical history
 - Chain of Custody Documentation
- Non-confirmatory testing is strictly prohibited.
- Tissue not being used for future labs must be stored in a temperature-controlled environment and disposed of according to compliance standards.

Equipment & Storage:

Clients are welcome to bring in personal or third-party equipment under the following conditions:

- Advanced notice and approval are required for any outside equipment.
- Clients are responsible for:
 - Unpacking, setting up, and repacking of their equipment.
 - Providing complete shipping information.

- Storage space is extremely limited. All equipment must be stored in accordance with venue policies.
- Check with your event coordinator in advance to confirm available storage and any related fees or restrictions.
- Respect all areas marked with tape that indicate restricted zones, such as egress paths or storage spaces.
- Health Labs Equipment - An inventory of available lab equipment on the property can be provided by your event coordinator upon request.

Photography/Social Media:

Photography within laboratory spaces is strictly controlled to maintain respect and compliance:

- All photography must be approved in advance by your event coordinator or facility leadership.
- Photos involving tissue or lab activity must be taken respectfully and discreetly.
- Photos may only be used for internal educational purposes within the client's company.
- Tagging/identifying Viticus Group or its facilities in any social media posts must be preapproved by Viticus Group's Marketing department.
- Photos/videos are never allowed to be taken in any restrooms or locker rooms.
- An official Photography Approval Form must be completed and submitted prior to your event.

Need assistance? We can recommend qualified photographers familiar with our facility and lab protocols.

Loading Docks & Freight Access:

To support equipment and material deliveries, please review our freight and loading dock specifications:

- Las Vegas
 - Oquendo Center
 - Freight door dimensions: 8 feet tall x 8 feet wide.
 - One forklift is available on-site and may be used as needed.
 - Eastern Center
 - Bay door dimensions: 13.5 feet tall x 12 feet wide.
 - The Oquendo Center forklift can be relocated to the Eastern Center with advance notice.

- Nashville
 - Building 1
 - Freight door dimensions: *information coming soon.*
 - Lift gate is required.
 - Building 2
 - Freight door dimensions: *information coming soon.*
 - Lift gate is required.

All deliveries and equipment drop-offs must be scheduled with the event coordinator. Use of loading docks is subject to availability and operational hours, 7am-4pm.

Insurance:

To ensure compliance and protection for all parties involved, all clients hosting events at the facility must secure and maintain the following insurance coverage:

- **Commercial General Liability Insurance**
 - Must include: products liability and completed operations coverage
 - Coverage must be written on an occurrence form basis.
 - Minimum coverage limits:
 - \$1,000,000 per occurrence
 - \$2,000,000 general aggregate
 - \$1,000,000 products/completed operations aggregate
- **Auto Liability Insurance**
 - Minimum coverage:
 - \$1,000,000 combined single limit per occurrence for bodily injury and property damage
- **Workers' Compensation Insurance**
 - Statutory workers' compensation coverage as required by law
 - Employers' liability insurance with minimum limits of:
 - \$500,000 per accident
 - \$500,000 policy limit for disease
 - \$500,000 per employee for disease
- **Additional Insured Requirements**
 - All required policies must name the facility and the company, its members, officers, directors, employees, agents, and representatives as additional insured by endorsement.
 - This applies to any liability incurred in connection with the client's activities, products, services, or presence at the facility.

Proof of insurance and all required endorsements must be submitted prior to your event. Please consult with our risk management or event services team for questions or a sample certificate.

Parking:

- **Overnight Parking**

- Overnight parking requires prior approval from your event coordinator to ensure all parties, including the roving security patrol, are informed.
- Vehicles left overnight may not be parked in dock lanes.
- Viticus Group assumes no liability for vehicles parked in our lots.

- **Parking Capacity**

- Las Vegas
 - Oquendo Center: 101 parking spaces.
 - Eastern Center: 324 parking spaces.
- Nashville
 - Building 1: 338 parking spaces.
 - Building 2: 137 parking spaces.

Parking is available in designated areas, on a first-come, first-served basis unless otherwise arranged.

HOTEL ACCOMMODATIONS

We are pleased to offer discounted rates for event participants at the following partner hotels conveniently located near our facilities:

- Las Vegas
 - Home2 Suites by Hilton Las Vegas Strip
 - Hampton Inn Las Vegas Strip South
- Nashville
 - Element by Westin

Please contact your event coordinator for hotel booking links, rate details, and instructions on how to access these discounts.

TRANSPORTATION ACCOMMODATIONS

Transportation services are available to support group movement to and from hotels, our facilities, and other locations.

- Booking Transportation Requests & Guarantee Counts
 - A Transportation Request and estimated attendance guarantee must be submitted to Viticus Group no later than 14 days before your event.
 - When known major events within the city are expected to affect transportation availability, Viticus Group will make every effort to advise clients. During these occurrences, transportation requests must be submitted at least 30 days before your event.
 - Per Section 4 in the Service Agreement, "Client must inform Viticus Group in writing, no later than seven (7) business days prior to each Event, of the final guaranteed number of attendees for such Event ("Guaranteed Attendance"). Should the number of actual attendees at such Event exceed the Guaranteed Attendance, Viticus Group, as it determines appropriate at its discretion, will undertake reasonable efforts to accommodate some or all additional attendees, provided the additional attendance does not exceed the Facilities' capacity limits or cause a shortage of equipment or supplies. Client will be charged on a per person basis for each additional attendee, as well as any other costs reasonably incurred by Viticus Group to accommodate the increased Event attendance. No reduction in the Event Prices quoted will be made if the actual Event attendance is less than the Guaranteed Attendance."
 - Guarantee counts received after this required timeframe will result in higher fees and/or non-availability of services.
- Las Vegas
 - On-site Vehicles

We offer a range of transportation options:

 - Large Coach: 38 passengers
 - Small Coach: 28 passengers
 - Mercedes Sprinter Van: 11 passengers
 - Chevy Suburban: 6 passengers
 - Outsourced Transportation

If in-house vehicles are unavailable or additional capacity is required, we may arrange outsourced transportation services. We reserve the right to outsource transportation as needed.

 - Buses will stage 15 minutes before the scheduled departure time.

- Rates & Coverage
 - Per-trip pricing options are available.
 - All listed rates are based on a 10-mile radius.
- Nashville
 - Viticus Group can provide transportation coordination through preferred vendors upon request.

Please contact your event coordinator to begin planning your transportation needs.

MEETING SPACE

Electrical:

Our facilities are equipped to support a variety of electrical needs across both locations. Please review the available power specifications by location:

- Oquendo Center:
 - Barn: 208-volt outlet
 - Multi-Purpose Room B: 220-volt outlet
- Eastern Center:
 - Front Desk Area: 208-volt outlet
 - Lobby: 208-volt outlet
 - Paradise Meeting Room: Three (3) 208-volt outlet
- All Other Meeting Spaces:
 - Standard 110/120-volt outlets are available throughout the remainder of both locations.
- Nashville Building 1: *information coming soon.*
- Nashville Building 2: *information coming soon.*

If your event requires high-voltage power access, please notify your event coordinator in advance to ensure that appropriate setup and safety planning are in place.

Equipment Inventory:

We provide a variety of meeting room equipment at no additional cost to support your event:

- Standard meeting room equipment (tables and chairs) is included at no charge.
- If your needs exceed the current in-house inventory, additional fees may apply.

- We are proud to be ADA and OSHA compliant and will make reasonable accommodations to support accessibility and safety.
 - Please inform your event coordinator of any specific needs in advance.

Internet:

Wi-Fi is provided free of charge, thanks to the generous support of our sponsor. Connection details are posted throughout the facility or through your event coordinator.

Foyer:

- The foyer is considered a public/common area, but it can be reserved for event use.
 - Options include tabletop exhibits, highboys, or branded experiences.
 - All use of the foyer space must be contracted in advance.
 - Furniture movement within the foyer may incur additional fees and is subject to facility approval.

Please work with your event coordinator to obtain approval, establish setup guidelines, and plan the layout.

Garden Plaza/ Rooftop (Eastern Center Only):

Outdoor spaces such as the Garden Plaza and Rooftop, located at the Eastern Center, offer a unique setting for events but require weather-related considerations:

- A weather call must be made 6 hours before the event.
- Weather considerations may include:
 - Rain
 - Wind
 - Extreme heat

Should weather conditions pose safety or comfort risks, your event will be moved to an alternate indoor space if available.

Please consult your event coordinator to plan backup options and review space availability.

SIGNAGE

All signage must be reviewed and approved prior to installation:

- A signage plan and all materials must be submitted for approval to ensure content is appropriate and aligns with facility standards.

- Outside vendors may install clings or signage on walls, windows, or other surfaces only with prior approval. All materials must be installed in a manner that prevents damage to facility property. The client is responsible for the safe and complete removal of such items and will be held liable for any damage resulting from signage, displays, or improper installation. Repair costs and associated charges will be billed accordingly.

SMOKING

To protect the health and safety of all guests:

- Smoking and vaping are strictly prohibited inside all buildings and indoor areas.
- Designated smoking areas are provided outside, at least 30 feet from the building entrances.
- Please ensure all attendees are aware of and comply with this policy.