

MANDALAY BAY CONVENTION & EVENTS CENTER  
SECURITY MANAGER/COORDINATOR'S OFFICE  
3950 LAS VEGAS BLVD. SOUTH  
LAS VEGAS, NV 89119

**POLICIES AND REQUIREMENTS FOR  
PRIVATE SECURITY COMPANIES**

1. Private security companies must notify a manager from the Mandalay Bay Conventions Security team when they first arrive on property. Additionally, provide the security plan for said convention they are contracted for, including post locations and supervisor contact information. Failure to comply with the following requirements, will result in the discontinuation of your future services at the Mandalay Bay Convention Center.
2. Must be licensed by the State of Nevada Private Investigators Board to conduct business as a private patrolman per Chapter 248 of the Nevada Revised Statutes. A copy of the license must be on file with the Mandalay Bay Security Manager's office.
3. Copy of current city/county business license on file with the Mandalay Bay Security Manager's office.
4. Copy of current Certificate of Insurance from Nevada State Industrial Insurance System on file with the Mandalay Bay Security Manager's office.
5. Private security companies will keep Mandalay Bay Security informed of any action taken against any person(s) or of any property seized, recovered or found. Mandalay Bay Security is the sole authority for trespassing individuals from property.
6. All security guards must be in a distinctive, professional type uniform approved by the State of Nevada Private Investigator's Licensing Board and the Metropolitan Police Department.
7. Weapons of any type (guns, knives, nightsticks, mace, pepper spray, stun guns etc.) are strictly prohibited on Mandalay Bay property. Federal, State and local law enforcement agencies may carry weapons on Mandalay Bay property in the performance of their official duties. These agencies must contact Mandalay Bay Security Management prior to arriving on property.
8. All lost and found items are to be turned into the Mandalay Bay Lost & Found office immediately upon discovery.
9. During a show (to include move-in/out) private security companies will provide a copy of all reports to show management and Mandalay Bay Security. Reports are to

be delivered to Mandalay Bay Security during the shift in which the incident occurred or as soon as possible thereafter.

10. Mandalay Bay Security dispatchers must be notified immediately if any incident requires emergency vehicle response such as police, fire or medical. (House phone 77911 or 702-632-7911).
11. Private security must notify Mandalay Bay Security immediately of any major offense or unusual activity which may require reporting, assistance or follow-up investigation. (House phone 77911 or 702-632-7911).
12. Mandalay Bay freight door and/or room names will be used for requests of assistance or for opening or closing areas (as requested by show management). All doors are identified with number and letter above the door, or a name next to the door.
13. Private security companies will ensure that their security personnel adhere to the same standards as Mandalay Bay Security Officers.
  - a. Guard uniforms must be clean, pressed and in good condition, free of excessive wear.
  - b. Security caps, if worn, will be worn with the bill of the cap facing forward.
  - c. Shoes or boots must be shined and free of dirt and/or mud.
  - d. Hair must be neat, natural style and male security personnel must wear hair collar length or shorter. Beards are not permitted. Ponytails are not permitted. Mustaches cannot extend past the corner of the mouth and must be neatly trimmed. Sideburns must be neatly trimmed and not extend beyond the bottom of the ear lobe.
  - e. Males must keep fingernails clean and well-manicured. Females must keep fingernails to a reasonable length (approx.  $\frac{3}{4}$ " from the cuticle to the end of the nail). If nail polish is used, the color must be conservative.
  - f. Visible tattoos and body piercing are unacceptable at Mandalay Bay. Visible tattoos must be covered. Female security personnel may wear a maximum of one earring per ear and no larger than a quarter.
  - g. Guards are not permitted to use tobacco products while on duty. The use of tobacco products is permitted in designated areas only.
  - h. The consumption of food while on duty is prohibited.
  - i. Sleeping on duty is prohibited and will not be tolerated.
  - j. Reading materials, workbooks, crossword puzzles, DVD players, music players, electronic games, etc. are not permitted on assigned posts.
  - k. Private security guards will not take breaks in areas used by the general public.
  - l. There are no sit-down positions in the foyers, outside of meeting rooms or exhibit halls. Show management may only approve sit-down positions inside a meeting rooms or exhibit halls.
  - m. Private security guards are expected to be diligent in their duties, not wavering from responsibility to the client and courteous to all.
  - n. Security guards are not permitted to leave their assigned post unless relieved by another guard or authorized by the immediate supervisor.
  - o. Private security guards are not permitted in Mandalay Bay's Employee Dining Room (EDR).

- p. Should an individual not adhere to these standards and requirements, he/she will be removed from post. Mandalay Bay Security will contact the individual's supervisor to have that person replaced.
- 14. Mandalay Bay Security Management and Security Officers have overriding authority on all security matters and have unrestricted access to all areas. Mandalay Bay Security Officers may enter meeting rooms for safety reasons such as responding to fire, smoke or water flow detection.

## **Acknowledgment Form**

Contractor/Vendor Name: \_\_\_\_\_

Contractor/Vendor Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Event Name: \_\_\_\_\_

By signing below, I acknowledge that I have read and understand the Mandalay Bay Contractor/Vendor Working Policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Questions concerning these standards and requirements should be directed to:

Elissa Aguirre, Mandalay Bay Conventions Security  
Manager/Coordinator at 702-372-0826 (cell) or 702-322-5338 (office).  
Email Address, eaguirre@mandalaybay.com