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**PALACE
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STATION**

Meetings and Events

Health & Safety Plan

STATE MANDATES

As of July 29, 2021, the State of Nevada, in line with CDC guidance requires all individuals to wear face coverings or masks in all indoor public spaces.

Station Casinos Meetings & Events -Guidelines

Meetings and Events are a cornerstone of our business at Station Casinos and we are committed to their success. We value each and every meeting, wedding, bar mitzvah and celebration which we are honored to host and create memorable experience's. We have formed this supplemental Meetings and Events Safety Plan which complements our existing protocols. As a Company, we are committed to the health and well-being of our team members, guests and the entire Las Vegas community and at Station Casinos that remains our number one priority.

As we welcome back meetings and events, the following guidelines contain material that pertains to operating Meetings and Events within our properties. These revised and modified policies and procedures incorporate our best practices as well as adhere to County and State baseline guidance for gatherings. While we understand that the landscape has changed greatly, we firmly believe in being transparent about what you can expect during your planning process and event execution all the while delivering on our guest service standards.



We are excited to partner and guide you through the changes and more importantly welcome you back to Station Casinos.

STATE MANDATES

As of July 29, 2021, the State of Nevada, in line with CDC guidance requires all individuals to wear face coverings or masks in all indoor public spaces.

For purposes of consistency and implementing all recommendations across the company, the following guidelines will be implemented for all Meeting and Events at our properties:

1. Guidelines for Meeting & Events

- **Capacity.** Gatherings limitations are not in place at this time, our team will work closely with all Group organizers to ensure a safe and effective set up based upon the Event needs.
- **Face Coverings.** Team Members are required to wear approved PPE at all times. At this time, per the Governor of the State of Nevada all guests are required to wear face coverings indoor, regardless of Vaccination status.

- Live Entertainers, Dancers and other performers are not required to wear Face coverings at this time.
- We recommend Speaker remain twelve (12) feet from first row if unmasked, masked speakers can maintain six (6) feet.
- Weddings Bridal Party must remain masked
- **Public spaces**
 - Convention Registration areas are available and will remain compliant with current mask guidelines. We strongly encourage all events register attendees/guests prior to arrival. **Mobile or print at home credentials are encouraged and preferred to ensure that congestion among attendees is avoided.**
 - In order to mitigate congestion of attendees in public areas, Station Casinos recommends opening meeting / event doors fifteen (15) minutes prior to event start time.
 - If a queue is required, it must be communicated during the planning process to the property in order to allow for stanchions and/or floor markers to be setup in advance. In addition, it is required that the Group staff appropriately to ensure compliance with physical distancing.
- **Cleaning and Sanitation**
 - Hand sanitizers are placed throughout the meeting space, in addition, there will be frequent cleaning and sanitizing of public areas with attention paid to high-touch points.
- **Health Screenings**
 - We encourage Health screenings be performed for every individual, employee or performer prior to admittance to the event.
 - We encourage, but is not mandatory, all events have a designated a medical professional on-site or on call (EMT, nurse, physician).
 - Nevada COVID Trace APP. The State of Nevada recommends all Group Attendees install COVID Trace on their smartphone. This free, easy-to-use mobile phone app provide simple COVID 19 contact tracing, without compromising user privacy. It is available in the Apply App Store or on Google Play. More details:
<https://nvhealthresponse.nv.gov/covidtrace/>
- **Meeting Rooms and Event Venues**
 - We do recommend events should designate entrance and exit to prevent congestion among attendees.
 - Meeting rooms sets can return to full capacity however our staff will accommodate any specific event needs as they are requested.
 - Event Organizers are permitted to provide attendees with Handouts / giveaways but it is recommended this practice is avoided.

2. Guidelines for Catered Food & Beverage

This section will guide you through the meal planning process and what to expect during your scheduled meeting or event. The below are subject to change as recommendations or mandates of the Governor of the State of Nevada may require.

- **Cleaning and Sanitation.** All Team Members will wear masks and sanitize hands through food service
- **Water Station.** We will be utilizing water stations and Hand Sanitizer is available
- **Break times and meal periods.**
 - All attendees are required to wear their masks while they approach any Food / Beverage setup
 - Buffets are permitted to operate and food may be presented in traditional buffet style
- Any Preset Items are allowed

3. Guidelines for Vendors

As we create exceptional events, this doesn't happen alone, in this section we will address our requirements for all vendors. The below are subject to change as recommendations or mandates of the Governor of the State of Nevada may require.

- All Vendors will be required to comply with Station Casinos health and safety protocols and applicable operating guidelines
- Vendors' staff must sanitize hands and wear face coverings
- All Vendors must use designated entrances and exits only and will undergo health screening

Additional Questions

Our team is here to assist. If you have any additional questions about an upcoming program, please reach out to your assigned Catering and Conference Manager.