

# TRADITIONAL HOSPITALITY SUITE CATERING & ROOM SET-UP FORM

WSWA 75<sup>TH</sup> ANNUAL  
CONVENTION & EXPOSITION

April 30 - May 3, 2018  
Caesars Palace Las Vegas



This form is **interactive**, you can type your information directly onto this form, re-name, save and email to [apetrucci@caesars.com](mailto:apetrucci@caesars.com)

Use this form to order, food, mixers, garnishes, glassware, ice and audio visual equipment as well as indicate bed removal. The options provided below are not comprehensive, and are the items most frequently requested. Please contact Amanda Petrucci (contact information below) with questions or to inquire about additional items.

**RESPONSE DEADLINE DATE: MONDAY, APRIL 9, 2018**

**Please direct all questions and return completed forms to:**

**Amanda Petrucci**, Catering and Convention Services Manager, Caesars Palace Las Vegas  
702-967-4243 phone | [apetrucci@caesars.com](mailto:apetrucci@caesars.com)

## 1. SUITE CONTACT INFORMATION

COMPANY NAME

PLANNING CONTACT NAME

MAILING ADDRESS

CITY / STATE / ZIP / COUNTRY

PLANNING CONTACT PHONE NUMBER

PLANNING CONTACT EMAIL

ON-SITE CONTACT

ON-SITE CONTACT PHONE NUMBER

PLEASE INDICATE WHO WILL OBTAIN THE KEYS TO THE SUITE UPON ARRIVAL IN LAS VEGAS.

## 2. BILLING INFORMATION & PROCEDURES

Please indicate billing method. Deposit Required.

PREPAYMENT       DIRECT BILL       ROOM CHARGE *(Must have credit card guarantee)*

### PREPAYMENT:

- Invoice can be issued with estimated charges.
- Payment may be either company check or certified check.
- Payment must be received 10 days prior to first event.

### DIRECT BILL *(Application enclosed)*

- Minimum requirement for establishing direct billing is \$10K.
- Direct Bill Application must be submitted no less than 45 days prior to arrival.
- A minimum 10% deposit of estimated charges is required.

### ROOM CHARGE *(Form enclosed)*

- 90% of estimated charges are applied prior to arrival *(as a guarantee)*.
- Remaining balance is applied to credit card upon departure.
- Owed credit will be applied upon departure.

### 3. FURNITURE REMOVAL RATES

Furniture cannot be removed from any of the suites. Bedding can only be removed from certain suites and connecting rooms. Please contact Amanda Petrucci for further details.

**BED REMOVAL RATES:** \$250 per bed if requested by April 1, 2018  
 \$500 per bed if requested after April 1, 2018

**YES**, I require bed removal.

**NO**, I do not require bed removal.

### 4. AUDIO VISUAL EQUIPMENT RENTAL

**AUDIO VISUAL EQUIPMENT PROVIDED BY ENCORE PRODUCTIONS.**

**ENCORE PRODUCTIONS:**

Becky Unger - Account Executive  
 702-866-1079  
 rebecca.unger@encore-us.com

*\*Please note that Encore Productions is the exclusive trade show provider for Caesars Palace Las Vegas.*

*\*All Basic Equipment Orders are subject to a 24% service fee install/set up/pick up.*

**YES**, I have AV equipment needs.

*(A representative from Encore Productions will contact you regarding your AV needs.)*

Please specify equipment needs below:

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**NO**, I will not have AV equipment needs.

### 5. GLASSWARE & EQUIPMENT RENTAL (Please indicate below)

*Please note a minimum of 12 glasses must be rented.*

QTY	GLASSWARE (each/per day)	PRICE
_____	White Wine Glasses	\$2.25
_____	Champagne Flutes	\$2.25
_____	Highball/Rocks Glasses	\$2.25
_____	Martini Glasses	\$2.25
_____	Snifters	\$2.25

**GLASSWARE PACKAGE DEALS**      **PRICE**  
(each/per day)

- (24) Wine Glasses      \$50
- (24) Champagne Flutes      \$50
- (24) Highball/Rocks Glasses      \$50
- (24) Martini Glasses      \$50
- (24) Snifters      \$50

(package/per day)

- 10 lbs. Ice, 100 Glasses of your choice, and 3 Wine Buckets      \$280

*Please indicate your choice of glasses:*

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QTY	EQUIPMENT	PRICE (each/per day)
_____	Wine Buckets	\$10
_____	Bus Trays	\$10
_____	Bus Tubs	\$10
_____	Plastic Pitchers	\$7
_____	Tongs/Spoons	\$7
_____	Punch Bowls	\$30
_____	Trash Cans (33 gallons)	\$15
_____	Wine Openers	\$10

QTY	ITEMS FOR PURCHASE	PRICE (per sleeve/box)
_____	(200) Beverage Napkins	\$25
_____	(25) 12oz. Beverage Cups	\$7
_____	(20) 16oz. Beverage Cups	\$7
_____	(25) 9oz. Sample Cups	\$7
_____	(50) 4oz. Sample Cups	\$10
_____	(600) Stir Sticks	\$50
_____	(500) Straws	\$55

**I DO NOT** require any equipment rental for my Traditional Hospitality Suite.

## 6. FOOD & BEVERAGE ORDER *(Please indicate below)*

QUANTITY	ICE & BEVERAGES	PRICE
_____	Ice (10lb. Minimum-Served in Bus Tubs)	\$50 per 10lbs.
_____	Lemons, Limes, Olives, Pearl Onions	\$18 per dozen, of each
_____	Freshly Brewed Coffee, Decaf, Hot Water	\$100 per gallon
_____	Assorted Soft Drinks	\$5.75 each
_____	Assorted Bottled Juices	\$7.25 each
_____	Bottled Water	\$5.75 each
_____	Perrier	\$6.75 each

Please list garnishes below (specify brands as necessary):

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QUANTITY	SAMPLE MENU OPTIONS	PRICE
_____	Mixed Nuts	\$79 per lb
_____	Pretzels	\$66 per bowl
_____	Potato Chips & Dip (2lbs/1dip)	\$65 per bowl (serves 25)
_____	Deluxe Finger Sandwiches	\$125 per bowl (serves 25)
_____	Fresh Vegetable Crudite & Dip (Serves 40)	\$475 each

**HOTEL FOOD & BEVERAGE POLICY:** No outside food may be brought into the hotel facility. A 8.25% sales tax will be included on food, beverage & labor. 24% gratuity will be included on all Food & Beverage. There will be a minimum \$25 delivery fee, based on order.

- Please have a catering representative contact me for menu options.
- I DO NOT** require any catering items for my Traditional Hospitality Suite.

## 7. EVENT REFRESH TIMES

For the hotel to better service your Traditional Hospitality Suite, please list your refresh times and event date/time *(if applicable)*.

TRADITIONAL HOSPITALITY SUITE LOCATION

INITIAL ORDER DATE/TIME:

DATE

TIME

REFRESH ORDER DATE/TIME:

DATE

TIME

REFRESH ORDER DATE/TIME:

DATE

TIME