

EXHIBITOR CATERING REQUEST FORM

WSWA 77TH ANNUAL
CONVENTION & EXPOSITION

April 20-23, 2020
Caesars Palace Las Vegas



This form is **interactive**, you can type your information directly onto this form, re-name, save and email to llehart@caesars.com.

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

RESPONSE DEADLINE DATE: SUNDAY, MARCH 29, 2020

Please direct all questions and return completed forms to:
Laurie Lenhart, Catering and Convention Services Manager, Caesars Palace Las Vegas
702-568-3941 phone | llehart@caesars.com

1. EXHIBITOR 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

EXHIBIT BOOTH NUMBER

2. BILLING INFORMATION & PROCEDURES

Please indicate billing method. Deposit Required.

PREPAYMENT DIRECT BILL

PREPAYMENT:

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

DIRECT BILL *(Credit Card Authorized Form enclosed)*

- May be established with a credit card on file.
- Authorization Form must be submitted no less than 45 days prior to arrival.
- A minimum 10% deposit of estimated charges is required.

3. 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:

NO, I will not have AV equipment needs.

4. GLASSWARE & EQUIPMENT RENTAL *(Please indicate below)*

Please note a minimum of 12 glasses must be rented.

QUANTITY	GLASSWARE	PRICE (each/per day)	QUANTITY	EQUIPMENT	PRICE (each/per day)
_____	Wine Glasses	\$2.25	_____	Wine Buckets	\$10
_____	Champagne Flutes	\$2.25	_____	Bus Trays	\$10
_____	Highball/Rocks Glasses	\$2.25	_____	Bus Tubs	\$10
_____	Martini Glasses	\$2.25	_____	Plastic Pitchers	\$7
_____	Snifters	\$2.25	_____	Tongs/Spoons	\$7
_____			_____	Punch Bowls	\$30
_____			_____	Trash Cans (33 gallons)	\$15
_____			_____	Wine Openers	\$10

QUANTITY	GLASSWARE PACKAGE DEALS	PRICE (package/per day)	QUANTITY	ITEMS FOR PURCHASE	PRICE (per sleeve/box)
<input type="checkbox"/>	(24) Wine Glasses	\$50	_____	(200) Beverage Napkins	\$25
<input type="checkbox"/>	(24) Champagne Flutes	\$50	_____	(25) 12oz. Beverage Cups	\$7
<input type="checkbox"/>	(24) Highball/Rocks Glasses	\$50	_____	(20) 16oz. Beverage Cups	\$7
<input type="checkbox"/>	(24) Martini Glasses	\$50	_____	(25) 9oz. Sample Cups	\$7
<input type="checkbox"/>	(24) Snifters	\$50	_____	(50) 4oz. Sample Cups	\$10
<input type="checkbox"/>	10 lbs. Ice, 100 Glasses of your choice, and 3 Wine Buckets	\$280	_____	(600) Stir Sticks	\$50
	<i>Please indicate your choice of glasses:</i>		_____	(500) Straws	\$100

I DO NOT require any equipment rental for my Exhibit Booth.

5. 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	\$103 per gallon
_____	Assorted Soft Drinks	\$6.25 each
_____	Assorted Bottled Juices	\$7.75 each
_____	Bottled Water	\$6.25 each
_____	Perrier	\$7.25 each

Please list garnishes below
(specify brands as necessary):

HOTEL FOOD & BEVERAGE POLICY: No outside food may be brought into the hotel facility. A 8.375% 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 Food & Beverage items for my Exhibit Booth.

6. EVENT REFRESH TIMES

For the hotel to better service your Exhibit Booth, please list refresh times and refresh date *(if applicable)*.

EXHIBIT BOOTH NUMBER _____

INITIAL ORDER DATE/TIME:

DATE _____

TIME _____

REFRESH ORDER DATE/TIME:

DATE _____

TIME _____

REFRESH ORDER DATE/TIME:

DATE _____

TIME _____