

# LOWER LEVEL SUITE CATERING & ROOM SET-UP FORM

WSWA 77<sup>TH</sup> 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](mailto:llehart@caesars.com).

Use this form to order, food, mixers, garnishes, glassware, ice, audio visual equipment, and basic chairs and tables. 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](mailto:llehart@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

LOWER LEVEL SUITE NAME

## 2. BILLING INFORMATION & PROCEDURES

Please indicate billing method.

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

### 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

### 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. 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.

### 4. LOWER LEVEL SUITE SET-UP

**LOWER LEVEL SET-UP:**

**YES**, I require hotel setup for my lower level suite.  
*(hotel set-up: basic table, chairs etc.)*

**PLEASE NOTE:** Caesars Palace Las Vegas will provide basic banquet tables and chairs at no additional cost with a daily minimum food and beverage order of \$250.

Please specify below:

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**SHEPARD EXPOSITION SERVICES:**

**YES**, I have contacted and am working with Shepard Exposition Services.

Please specify what Shepard will be providing:

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**SPECIALTY DECOR:**

**YES**, I have contacted and am working with a preferred vendor below:

**DESTINATIONS BY DESIGN**

901 Grier Dr,  
 Las Vegas, NV 89119

Felecia Mosqueda  
 fmosqueda@dbdvegas.com  
 702-798-9555 x 129

**OTHER VENDOR:**

I will be working with a vendor other than the preferred show vendors. I understand additional drayage fees will apply.

Please specify vendor name(s) and contact information:

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

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

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

QTY	GLASSWARE PACKAGE DEALS	PRICE (package/per day)
<input type="checkbox"/>	(24) Wine Glasses	\$50
<input type="checkbox"/>	(24) Champagne Flutes	\$50
<input type="checkbox"/>	(24) Highball/Rocks Glasses	\$50
<input type="checkbox"/>	(24) Martini Glasses	\$50
<input type="checkbox"/>	(24) Snifters	\$50

10 lbs. Ice, 100 Glasses of your choice, and 3 Wine Buckets

*Please indicate your choice of glasses:*

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**5. GLASSWARE & EQUIPMENT RENTAL CONTINUED** *(Please indicate below)*

QUANTITY	EQUIPMENT	PRICE (each/per day)	QUANTITY	ITEMS FOR PURCHASE	PRICE (per sleeve/box)
_____	Wine Buckets	\$10	_____	(200) Beverage Napkins	\$25
_____	Bus Trays	\$10	_____	(25) 12oz. Beverage Cups	\$7
_____	Bus Tubs	\$10	_____	(20) 16oz. Beverage Cups	\$7
_____	Plastic Pitchers	\$7	_____	(25) 9oz. Sample Cups	\$7
_____	Tongs/Spoons	\$7	_____	(50) 4oz. Sample Cups	\$10
_____	Punch Bowls	\$30	_____	(600) Stir Sticks	\$50
_____	Trash Cans (33 gallons)	\$15	_____	(500) Straws	\$100
_____	Wine Openers	\$10			

**I DO NOT** require any equipment rental for my Lower Level 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	\$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 Lower Level Suite.

**7. EVENT REFRESH TIMES**

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

\_\_\_\_\_  
LOWER LEVEL SUITE LOCATION

**INITIAL ORDER DATE/TIME:**

**REFRESH ORDER DATE/TIME:**

**REFRESH ORDER DATE/TIME:**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

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TIME

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TIME

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TIME