

# TRADITIONAL HOSPITALITY 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 [dacevedo@caesars.com](mailto:dacevedo@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 Dominique Acevedo (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:**

**Dominique Acevedo**, Catering and Convention Services Manager, Caesars Palace Las Vegas  
702-249-3986 phone | [dacevedo@caesars.com](mailto:dacevedo@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     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. 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 Dominique Acevedo for further details.

**BED REMOVAL RATES:** \$250 per bed if requested by March 29, 2020  
 \$500 per bed if requested after March 29, 2020

**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	\$100

**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	\$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):

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QUANTITY	SAMPLE MENU OPTIONS	PRICE
_____	Mixed Nuts	\$82 per lb
_____	Pretzels	\$72 per bowl
_____	Potato Chips & Dip (2lbs/1dip)	\$72 per bowl (serves 25)
_____	Deluxe Finger Sandwiches	\$405 per bowl (serves 25)
_____	Fresh Vegetable Crudite & Dip	\$540 each (serves 40)

**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 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