

# Exhibit Booth & HQ Suite Catering Request Form

Access LIVE | January 29 – February 1, 2024 | Caesars Forum

This form is INTERACTIVE. You can type directly onto this form, RENAME IT, save it and email it as an attachment to the appropriate contact listed below.

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 Dina Higa (contact information below) with questions or to inquire about additional items.

**RESPONSE DEADLINE DATE: Monday, January 15, 2024**

Please direct all questions and return completed forms to:

**Dina Higa**

Senior Catering and Convention Services Manager,  
Caesars FORUM  
725-233-9166 | dhiga@caesars.com

## 1. Exhibitor Contact Information

Company Name

Mailing Address

Planning Contact Phone Number

On-Site Contact

Exhibit Booth or HQ Suite Number

Planning Contact Name

City, State, Zip Code, Country

Planning Contact Email

On-Site Contact Phone Number

## 2. Billing Information & Procedures

Please indicate billing method. Deposit Required.

PREPAYMENT

**Prepayment:**

- Invoice can be issued with estimated charges.
- Payment must be received 10 days prior to first event.

Payment must be made my credit card 100% of estimated charges are applied prior to arrival (as a guarantee). Any remaining balance will be applied to credit card on file.

## 3. Audio Visual Equipment Rental

AUDIO VISUAL EQUIPMENT PROVIDED BY ENCORE PRODUCTIONS.

**Encore Productions:**  
**Anthony Celario** - Account Executive  
**702-907-8802**  
**anthony.celario@encoreglobal.com**

*\* Please note that Encore Productions is the exclusive trade show provider for Caesars Forum 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	\$3.25		Wine Buckets	\$15
	Champagne Flutes	\$3.25		Bus Trays	\$15
	Highball/Rocks Glasses	\$3.25		Bus Tubs	\$15
	Martini Glasses	\$3.25		Water Pitchers	\$10
	Snifters	\$3.25		Tongs/Spoons	\$7
				Trash Cans (33 gallons)	\$30
				Wine Openers	\$10

  

Quantity	Glassware Package Deals	Price (each/per day)	Quantity	Items For Purchase	Price (each/per day)
	(24) Wine Glasses	\$75		(200) Beverage Napkins	\$25
	(24) Champagne Flutes	\$75		(50) 10oz. Beverage Cups	\$15
	(24) Highball/Rocks Glasses	\$75		(50) 4oz. Sample Cups	\$15
	(24) Martini Glasses	\$75		(600) Stir Sticks	\$55
	(24) Snifters	\$75		(500) Straws	\$60
	10 lbs. Ice, 100 Glasses of your choice, and 3 Wine Buckets	\$400		(100) Bamboo picks for garnish	\$15

Please indicate your choice of glasses:

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

## 5. Food & Beverage Order (Please Indicate Below)

Quantity	Ice & Beverages	Price	Please list garnishes below (specify brands as necessary):
	Ice (10lb. Minimum-Served in Bus Tubs)	\$60 per 10lbs.	
	Lemons, Limes, Olives, Pearl Onions	\$20 per dozen, of each	
	Freshly Brewed Coffee, Decaf, Hot Water	\$112 per gallon	
	Assorted Soft Drinks	\$6.75 each	
	Assorted Bottled Juices	\$8.50 each	
	Bottled Water	\$6.75 each	
	Perrier	\$7.50 each	
	Infused Waters Cucumber-mint or Strawberry-basil	\$100 per gallon	
	Assorted Bubly Sparkling Water	\$6.75 each	
	Red Bull regular or sugar free	\$10 each	
	Assorted Bottled Teas	\$8.50 each	
	Fresh Sliced Fruit	\$14.00 per person	
	Artisan Cheese Display (serves 40)	\$680	
	Mixed Nuts	\$90 per lb	
	Pretzels per bowl (serves 25)	\$84	
	Potato Chips per bowl (serves 25)	\$84	
	Potato Chips & Dip (serves 25)	\$150 per	
	Deluxe Finger Sandwiches	\$144 per dozen	
	Fresh Vegetable Crudite & Dip (serves 40)	\$600 each	

## 5. Food & Beverage Order *CONTINUED* (Please Indicate Below)

### 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. 25% 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 or HQ Suite.

## 6. Event Refresh Times

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

**Exhibit Booth or HQ Suite Number**

**Initial Order Date/Time:**

**Date**

**Time**

**Refresh Order Date/Time:**

**Date**

**Time**

**Refresh Order Date/Time:**

**Date**

**Time**

