

Exhibit Booth Catering & Equipment Order Form

Access LIVE | February 2 – 5, 2026 | 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 Stephanie Duvall with questions or to inquire about additional items.

RESPONSE DEADLINE DATE:
Monday, January 15, 2026

Any new orders received after this date will incur a 15% surcharge.

Please direct all questions and return completed forms to:

Stephanie Duvall

Senior Catering and Convention Services
Manager, Caesars FORUM

702-306-1364 | sduvall@caesars.com

1. Exhibitor Contact Information

Company Name

Mailing Address

Booth Number/Location

City, State, Zip Code, Country

Planning Contact Name

On-Site Contact Name

Planning Contact Email

On-Site Contact Phone Number

Planning Contact Phone Number

2. Billing Information & Procedures

All orders require pre-payment.

Prepayment:

- Invoice will be issued with estimated charges.
- 100% Payment must be received prior to first event.
- Payment can be made by credit card or ACH. Please note a 3% fee will be added to all credit card transactions.
- Any remaining balance will be invoiced 30 days post event.

3. Equipment Order (Please Indicate Below)

Quantity	Glassware	Price (each/per day)
	White Wine Glasses (<i>minimum of 20</i>)	\$3.50
	Red Wine Glasses (<i>minimum of 20</i>)	\$3.50
	Champagne Flutes (<i>minimum of 36</i>)	\$3.50
	Highball Glasses (<i>minimum of 36</i>)	\$3.50
	Rocks Glasses (<i>minimum of 30</i>)	\$3.50
	Martini Glasses (<i>minimum of 16</i>)	\$3.50
	Coupe Glasses (<i>minimum of 16</i>)	\$3.50

Quantity	Glassware Package Deals	Price (each/per day)
	(40) White Wine Glasses	\$52
	(40) Red Wine Glasses	\$52
	(72) Champagne Flutes	\$94
	(72) Highball Glasses	\$94
	(60) Rocks Glasses	\$75
	(32) Martini Glasses	\$42
	(32) Coupe Glasses	\$42

Quantity	Equipment	Price (each/per day)
	Paper Wine Buckets	\$8
	Bus Trays	\$15
	Bus Tubs	\$15
	Water Pitchers	\$10
	Tongs/Spoons	\$8
	Trash Cans (33 Gallons)	\$30
	Wine Openers	\$12

Quantity	Items For Purchase	Price (each/per day)
	(200) Beverage Napkins	\$25
	(50) 10 oz. Beverage Cups	\$15
	(50) 4 oz. Sample Cups	\$15
	(600) Stir Sticks	\$55
	(500) Straws	\$60
	(100) Bamboo picks for garnish	\$15

☐

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



4. Food & Beverage Order (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.



Quantity Monday, Feb 2 (Set-Up)	Quantity Tuesday, Feb 3 (Exhibits Open)	Quantity Wednesday, Feb 4 (Exhibits Open)	Ice & Beverages	Price
			Ice (10 lb. minimum, served in bus tubs)	\$65 per 10 lbs.
			Lemons: Please select: Wedges ☐ Quarters ☐	\$25 per dozen, of each
			Limes: Please select: Wedges ☐ Quarters ☐	\$25 per dozen, of each
			Freshly Brewed Coffee, Decaf, Hot Water	\$120 per gallon
			Assorted Pepsi Soft Drinks	\$7.25 each
			Assorted Bottled Juices	\$9 each
			Bottled Water 12 oz.	\$7.25 each
			Perrier	\$8 each
			Infused Waters: Please select: Cucumber-Mint ☐ Strawberry-Basil ☐	\$108 per gallon
			Assorted Bubly Sparkling Water	\$7.25 each
			Red Bull: Please select: Regular ☐ Sugar-Free ☐	\$10.75 each
			Assorted Bottled Teas	\$9 each
			Fresh Sliced Fruit	\$14.50 per person
			Artisan Cheese Display (serves 40)	\$740 per display
			Mixed Nuts (serves 25)	\$96 per lb.
			Pretzel Bowl (serves 25)	\$90 per bowl
			Potato Chip Bowl (serves 25)	\$90 per bowl
			Potato Chips & Dip (serves 25)	\$160 per bowl
			Deluxe Finger Sandwiches	\$152 per dozen
			Fresh Vegetable Crudite & Dip (serves 40)	\$700 per display

Please list any additional notes here:

☐ Please have a catering representative contact me for additional menu options.

☐ I DO NOT require any food & beverage items for my exhibit booth.