

# Main Street Suite Catering & Room Set-Up 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 Stayzia Garness with questions or to inquire about additional items.

**RESPONSE DEADLINE DATE: Monday, January 15, 2026**

Please direct all questions and return completed forms to:

**Stayzia Garness**

Senior Catering and Convention Services  
Manager, Caesars Forum

725-233-8484 | [sgarness@caesars.com](mailto:sgarness@caesars.com)

## 1. Exhibitor Contact Information

Company Name

Main Street Suite Name

Planning Contact Name

Planning Contact Email

Planning Contact Phone Number

Mailing Address

City, State, Zip Code, Country

On-Site Contact Name

On-Site 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. Audio Visual Equipment Rental

AUDIO VISUAL EQUIPMENT PROVIDED BY ENCORE PRODUCTIONS.

### Encore Productions:

**Amalia Pereyra**, Account Executive  
(702) 349-2351  
[amalia.pereyra@encore-us.com](mailto:amalia.pereyra@encore-us.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. Main Street Suite Set-Up

- ☐ **YES**, I require hotel setup for my Main Street Suite.  
(hotel set-up: basic table, chairs etc.)

**PLEASE NOTE:** Caesars Forum Las Vegas will provide basic banquet tables and chairs at no additional cost with a daily minimum food and beverage order of \$500.

Please specify below:

### FREEMAN EXPOSITION SERVICES:

- ☐ **YES**, I have contacted and am working with Freeman Exposition Services.

Please specify what Freeman will be providing:

### Specialty Decor:

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

#### BLUEPRINT STUDIOS

Dana Costantino, *Sales Account Manager*  
dana@blueprintstudios.com

#### HELLO LAS VEGAS

Laurel O'Neil, *Senior Account Executive*  
loneil@hello-dmc.com

#### THÉSTUDIO (FORMERLY DESTINATIONS BY DESIGN)

Andy McVay, *Business Development Director*  
amcvay@thestudioua.com

### 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:

## 5. 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 (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
	(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 Main Street Suite.



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.

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

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.
			<b>Lemons:</b> Please select: Wedges <input type="checkbox"/> Quarters <input type="checkbox"/>	\$25 per dozen, of each
			<b>Limes:</b> Please select: Wedges <input type="checkbox"/> Quarters <input type="checkbox"/>	\$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
			<b>Infused Waters:</b> Please select: Cucumber-Mint <input type="checkbox"/> Strawberry-Basil <input type="checkbox"/>	\$108 per gallon
			Assorted Bubly Sparkling Water	\$7.25 each
			<b>Red Bull:</b> Please select: Regular <input type="checkbox"/> Sugar-Free <input type="checkbox"/>	\$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 Main Street Suite.