



Caesars Palace  
Las Vegas, NV  
April 26th - 27th, 2024

Dear Exhibitor:

Premier Exhibit & Event Services is pleased to present this exhibitor kit for the upcoming Performance Foodservice Roll Off. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this exhibitor service kit are the forms for ordering various services and equipment. The Premier Exhibit & Event Services forms are to be returned to our office. For Electrical, Internet, and Food Prep please order through the hotel website. Please analyze and submit your order forms by **April 5<sup>th</sup>**.

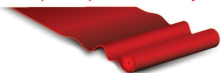
**ALL VENDORS SERVING SAMPLE FOOD PRODUCTS MUST COMPLETE & RETURN A FOOD AND BEVERAGE DISTRIBUTION REQUEST FORM AND CERTIFICATE OF INSURANCE BY APRIL 5TH. IF THIS IS NOT COMPLETED & RETURNED TO CAESARS HOTEL YOU WILL NOT BE ALLOWED TO SERVE YOUR PRODUCT AT THE SHOW.**

**NO COOKING OR OPEN FLAMES ARE ALLOWED IN ANY BOOTH SPACE. WARMING OF PRODUCT IN THE BOOTH IS ALLOWED (IE. CROCK POT / AIR FRYER). COOKING MUST BE DONE BY THE HOTEL. COOKING MEANS ANYTHING THAT IS TO BE FRIED OR ANYTHING HEATED TO OVER 350 DEGREES. ANYTHING THAT PRODUCES A GREASE LADEN VAPOR IS NOT PERMITTED.**

Please refer to the enclosed "GENERAL INFORMATION" sheet for vital facts and information about this event. If you have any additional questions about Premier Exhibit & Event Services, please do not hesitate to email [rich@premiereeservices.com](mailto:rich@premiereeservices.com) or fax (804) 237-0458. We look forward to working with you and your company towards a successful show.

Thank You.

**Premier Exhibit  
& Event Services**  
*A Red Carpet Experience Every Time*



## SHOW SCHEDULE

|                               |   |
|-------------------------------|---|
| <b>EXHIBITOR<br/>MOVE-IN</b>  | <b>Friday April 26<sup>th</sup><br/>12:00pm – 6:00pm</b>  |
|                               | <b>Saturday April 27<sup>th</sup><br/>7:30am – 9:00am</b> |
| <b>EXHIBIT<br/>HOURS</b>      | <b>Saturday April 27<sup>th</sup><br/>9:00am – 1:00pm</b> |
| <b>EXHIBITOR<br/>MOVE-OUT</b> | <b>Saturday April 27<sup>th</sup><br/>1:00pm – 2:30pm</b> |

# GENERAL INFORMATION

## CUSTOMER SERVICE

- Richard Cunningham Email: [rich@premiereeservices.com](mailto:rich@premiereeservices.com)
- Lisa Straffon Email: [Lisa.Straffon@pfgc.com](mailto:Lisa.Straffon@pfgc.com)  
Fax: (804) 237-0458
- Questions regarding rental items & material handling.
- Please fax your order and credit card information to the above fax number or use our website
- <https://premierEEservices.boomerecommerce.com>

## EACH BOOTH INCLUDES

- 1– 6' x 2' skirted table
- 1 - 8' x 2' skirted table
- 1 – wastebasket
- 1 – 12" x 18" booth sign
- Note the Show floor is fully carpeted

## SHIPPING

- **DRY, REFRIGERATED, AND FROZEN FREIGHT IS BEING CONSOLIDATED IN LAS VEGAS. THE HOTEL DOES NOT HAVE STORAGE FOR VENDOR PACKAGES. WE STRONGLY SUGGEST SHIPPING EARLY TO THE ADVANCE WAREHOUSE.**

## Material Handling

- A credit card is required for Material Handling Services. Please complete the “Recap of Services” form.
- Please refer to the enclosed “Shipping Instructions, Material Handling, and Shipment Advisement” forms for important information. **Please use the appropriate color coded labels for proper receipt and containment of goods. This is VERY important in the sorting process, and making sure each box is appropriately placed.**

|  |  |  |
|--|--|--|
| <b>DRY GOODS<br/>(Green)</b>   | <b>ADVANCE SHIPMENTS TO<br/>ARRIVE AT THE<br/>WAREHOUSE</b><br><br>Wednesday, April 17 <sup>th</sup><br>through<br>Wednesday, April 24 <sup>th</sup> | <b>DIRECT SHIPMENTS TO<br/>ARRIVE AT THE<br/>HOTEL</b><br><br>NOT ACCEPTED<br><br>CAESARS PALACE HOTEL DOES<br>NOT HAVE STORAGE<br>SPACE FOR VENDOR PACKAGES |
| <b>REFRIGERATED<br/>(Yellow)<br/>&amp;<br/>FROZEN FOODS<br/>(Blue)</b> | Wednesday, April 17 <sup>th</sup><br>through<br>Wednesday, April 24 <sup>th</sup>  | NOT ACCEPTED<br><br>CAESARS PALACE HOTEL DOES<br>NOT HAVE STORAGE<br>SPACE FOR VENDOR PACKAGES   |
| <b>ADDRESS<br/>LABEL</b>   | Please attach enclosed labels<br>LV Expo/Premier Performance<br>6225 Annie Oakley Drive<br>Las Vegas, NV 89120                                       |  |

## **BOOTH FURNISHINGS ORDER FORM**

| Quantity |  | <b>Early<br/>Discount<br/>Price</b> | <b>Show<br/>Standard<br/>Price</b> |
|----------|--|-------------------------------------|------------------------------------|
|          | <b><u>ADDITIONAL TABLES – DRAPED</u></b> |                                     |                                    |
| _____    | 4' x 2' Draped Table w/ Skirt            | 192.00                              | 249.60 _____                       |
| _____    | 6' x 2' Draped Table w/ Skirt            | 210.00                              | 273.00 _____                       |
| _____    | 8' x 2' Draped Table w/ Skirt            | 260.00                              | 338.00 _____                       |
|          | <b><u>RAISED TABLES – DRAPED</u></b>     |                                     |                                    |
| _____    | 6' x 2' Draped Table w/ Skirt            | 270.00                              | 351.00 _____                       |
| _____    | 8' x 2' Draped Table w/ Skirt            | 320.00                              | 416.00 _____                       |
|          | <b><u>TABLE RISERS - DRAPED</u></b>      |                                     |                                    |
| _____    | 4' x 12" Draped Riser                    | 130.00                              | 168.00 _____                       |
| _____    | 6' x 12" Draped Riser                    | 170.00                              | 218.00 _____                       |
|          | <b><u>BOOTH FURNISHINGS</u></b>          |                                     |                                    |
| _____    | Chairs                                   | 95.00                               | 123.50 _____                       |
| _____    | Cocktail Height Pedestal Table 30" Round | 290.00                              | 378.00 _____                       |
| _____    | Highboy Height Pedestal Table 30" Round  | 330.00                              | 429.00 _____                       |
| _____    | Floor Easel                              | 80.00                               | 104.00 _____                       |
| _____    | Bag Rack                                 | 156.00                              | 202.80 _____                       |
| _____    | Literature Rack Floor Model (6 Places)   | 260.00                              | 338.00 _____                       |

**TOTAL** \_\_\_\_\_

PLEASE FILL OUT THE INFORMATION BELOW

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

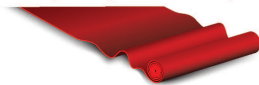
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

MAIL OR FAX TO: Premier Exhibit & Event Services P.O. Box 9986, Henrico, VA 23228

FAX: (804) 237-0458 EMAIL: [rich@premierEEservices.com](mailto:rich@premierEEservices.com) or [Lisa.Straffon@pfgc.com](mailto:Lisa.Straffon@pfgc.com)



## **Recap of Services Ordered / Billing Authorization**

MATERIAL HANDLING FEE (\$195/100 lbs – 200 lbs MIN - \$390).....\$ \_\_\_\_\_  
BOOTH FURNISHINGS ORDER.....\$ \_\_\_\_\_  
AUDIO VISUAL ORDER.....\$ \_\_\_\_\_  
BOOTH CLEANING FORM .....\$ \_\_\_\_\_

**Credit Card Charge will be listed on  
your statement as: Premier Exhibit**

**TOTAL ESTIMATED CHARGES \$** \_\_\_\_\_

### **PAYMENT METHOD**

A CREDIT CARD IS REQUIRED FOR SERVICES RENDERED

I authorize Premier Exhibit & Event Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges for any goods received. If credit card is declined or a check is returned for insufficient funds, then Standard – Floor pricing prevails and a \$35.00 service charge will be added. VISA - Mastercard – American Express

**PRINT** Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_ Phone \_\_\_\_\_

Cardholder's Address \_\_\_\_\_

Cardholder's City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

CVV # \_\_\_\_\_ Visa/MC Last 3 digits on back of card on signature strip Amex 4 digits printed on front  
of card above account number

BOOTH # \_\_\_\_\_

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

MAIL OR FAX TO: Premier Exhibit & Event Services P.O. Box 9986, Henrico, VA 23228

FAX: (804) 237-0458 EMAIL: [rich@premierEEservices.com](mailto:rich@premierEEservices.com) or [Lisa.Straffon@pfgc.com](mailto:Lisa.Straffon@pfgc.com)

## **Material Handling Rate Schedule**

- A credit card is required for Material Handling Services.
- See General Information – Material Handling for dates of dry, refrigerated and frozen goods.
- Uncrated van line, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Shipments must be sent prepaid. Collect shipments will be refused.

### **ADVANCE SHIPMENTS TO WAREHOUSE**

195.00 per Hundred lbs  
Min. 200 lbs (\$390.00)

**Refrigerated & Frozen Shipments  
Will incur a 25% surcharge in  
addition to the above & below rates.**

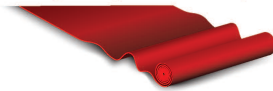
### **Small Package Rate** (All Boxes must be less than 30lbs.)

Each Box \$80.00

Receive shipments at warehouse, store shipment prior to show, deliver to meeting room, remove and store crates labeled EMPTY, return crates to meeting room at the close of the show, remove freight from meeting room, load on outbound carrier from the loading dock.

- Separate shipments received will not be combined. **200 lbs Minimum charge applies to each shipment received.** Example 1: You shipped two boxes together from one origin via UPS weighing 75 lbs each. The package arrives as one shipment, this entire shipment will result in the minimum 200 lb. charge. Example 2: You shipped the same two boxes via UPS weighing 75 lbs each. The packages arrive separately, at two separate times, this will result in TWO 200 lb. Minimum charges. Shipments delivered at the same time from different locations are considered separate shipments.
- Billed weight is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the INBOUND BILL OF LADING and/or Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Premier Exhibit & Event Services. This weight will prevail.
- Inbound Bill of Lading: All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's meeting room without guarantee of piece count or condition. No liability will be assumed by Premier Exhibit & Event Services for such shipments (i.e. FedEx, UPS, etc.)
- Empty Container Labels: Empty labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Premier Exhibit & Event Services assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers with empty labels. Once in storage, if the exhibitor needs to retrieve them again, appropriate labor charges will be incurred.
- Please refer to the enclosed "Shipment Advisement" forms for important Information.
- All outbound shipments must be pre-arranged with your carrier or Premier Exhibit & Event Services.

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**Estimated Material Handling Order Form**  
**INBOUND SHIPPING INFORMATION**

**ADVANCE SHIPMENTS:**

(Please use provided freight labels)

**Las Vegas Expo**  
**6225 Annie Oakley Drive**  
**Las Vegas, NV 89120**

**DIRECT SHIPMENTS:**

**NO DIRECT SHIPMENTS TO THE HOTEL**

**CAESARS PALACE HOTEL DOES NOT HAVE  
STORAGE SPACE FOR VENDOR PACKAGES**

**COMPLETE AND RETURN TO PREMIER EXHIBIT & EVENT SERVICES**

|   | Number<br>of pieces | Est.<br>Weight | Carrier(s) | Tracking #<br>(Please provide number) | Estimated Cost*<br>(of Material Handling)<br>(200 lbs min per shipment) |
|---|---------------------|----------------|------------|---------------------------------------|---|
| <b>ADVANCE<br/>SHIPMENTS</b><br>(warehouse) |                     |                |            |                                       |   |
| <b>ADVANCE<br/>SHIPMENTS</b><br>(warehouse) |                     |                |            |                                       |   |

SHIPPED FROM CITY \_\_\_\_\_ STATE \_\_\_\_\_

DATE SHIPPED \_\_\_\_\_ ESTIMATED DATE OF ARRIVAL \_\_\_\_\_

**PLEASE FILL OUT THE INFO BELOW ON EACH ORDER SHEET**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

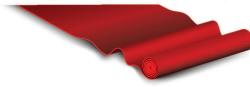
Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

MAIL OR FAX TO: Premier Exhibit & Event Services P.O. Box 9986, Henrico, VA 23228

FAX: (804) 237-0458 EMAIL: [rich@premierEEServices.com](mailto:rich@premierEEServices.com) or [Lisa.Straffon@pfgc.com](mailto:Lisa.Straffon@pfgc.com)

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**ADVANCE SHIPPING ADVISEMENT**

\_\_\_\_\_ Exhibitor Name  
\_\_\_\_\_ Meeting Room  
\_\_\_\_\_ Emergency Exhibit Contact Name  
\_\_\_\_\_ Emergency Telephone Number

On \_\_\_\_\_ (date), Our Company Shipped:

to \_\_\_\_\_ Warehouse \_\_\_\_\_ Show Site  
\_\_\_\_\_ Number or Parcels  
\_\_\_\_\_ # Weight  
\_\_\_\_\_ Mode of Transportation  
\_\_\_\_\_ DRY \_\_\_\_\_ REFRIGERATED \_\_\_\_\_ FROZEN

On \_\_\_\_\_ (date), Our Company Shipped:

to \_\_\_\_\_ Warehouse \_\_\_\_\_ Show Site  
\_\_\_\_\_ Number or Parcels  
\_\_\_\_\_ # Weight  
\_\_\_\_\_ Mode of Transportation  
\_\_\_\_\_ DRY \_\_\_\_\_ REFRIGERATED \_\_\_\_\_ FROZEN

**NOTE: Please use the correct color coded labels for each of our shipments for appropriate containment:**

**Green – Dry Goods**  
**Yellow - Refrigerated Foods**  
**Blue – Frozen Foods**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

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**ADVANCE DRY**

**GREEN**

**SHIP TO: LV Expo/Premier Performance**

**6225 Annie Oakley Drive  
Las Vegas, NV 89120**

**MUST BE RECEIVED BETWEEN 4/17 - 4/24**

**EXHIBITOR NAME: \_\_\_\_\_**

**ADVANCE DRY**

**GREEN**

**SHIP TO: LV Expo/Premier Performance**

**6225 Annie Oakley Drive  
Las Vegas, NV 89120**

**MUST BE RECEIVED BETWEEN 4/17 - 4/24**

**EXHIBITOR NAME: \_\_\_\_\_**

The above labels are provided for your convenience.  
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.  
PLEASE USE APPROPRIATE COLORS FOR ALL LABELS!

**ATTENTION! HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.**

**ADVANCE REFRIGERATED**

**YELLOW**

**SHIP TO: LV Expo/Premier Performance  
6225 Annie Oakley Drive  
Las Vegas, NV 89120**

**MUST BE RECEIVED BETWEEN 4/17 - 4/24**

**EXHIBITOR NAME: \_\_\_\_\_**

**ADVANCE REFRIGERATED**

**YELLOW**

**SHIP TO: LV Expo/Premier Performance  
6225 Annie Oakley Drive  
Las Vegas, NV 89120**

**MUST BE RECEIVED BETWEEN 4/17 - 4/24**

**EXHIBITOR NAME: \_\_\_\_\_**

The above labels are provided for your convenience.  
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.  
PLEASE USE APPROPRIATE COLORS FOR ALL LABELS!

HAZARDOUS MATERIALS **WILL NOT** BE ACCEPTED AT WAREHOUSE.

**ADVANCE FROZEN**

**BLUE**

**SHIP TO: LV Expo/Premier Performance  
6225 Annie Oakley Drive  
Las Vegas, NV 89120**

**MUST BE RECEIVED BETWEEN 4/17 - 4/24**

**EXHIBITOR NAME: \_\_\_\_\_**

**ADVANCE FROZEN**

**BLUE**

**SHIP TO: LV Expo/Premier Performance  
6225 Annie Oakley Drive  
Las Vegas, NV 89120**

**MUST BE RECEIVED BETWEEN 4/17 - 4/24**

**EXHIBITOR NAME: \_\_\_\_\_**

The above labels are provided for your convenience.  
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.  
PLEASE USE APPROPRIATE COLORS FOR ALL LABELS!

**ATTENTION! HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.**

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**CLEANING ORDER FORM**

| Quantity                 |   | Early<br>Discount<br>Price | Show<br>Standard<br>Price |
|--------------------------|---|----------------------------|---------------------------|
| Blocks of<br>100 sq. ft. | <b><u>BOOTH VACUUMING (per 100 sq ft)</u></b> |                            |                           |
| _____                    | Booth Vacuuming                               | 89.00                      | 110.00 _____              |
|                          | <b><u>PORTER SERVICE</u></b> (During Show)    | Price                      | Price                     |
| _____                    | Empty Trash every hour                        | 310.00                     | 400.00 _____              |
|                          |   |                            | TOTAL _____               |

PLEASE FILL OUT THE INFORMATION BELOW

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

MAIL OR FAX TO: Premier Exhibit & Event Services P.O. Box 9986, Henrico, VA 23228  
FAX: (804) 237-0458 EMAIL: [rich@premierEEServices.com](mailto:rich@premierEEServices.com) or [Lisa.Straffon@pfgc.com](mailto:Lisa.Straffon@pfgc.com)

## Easy Ordering

As the exclusive Technology Provider of Caesars Palace, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

### Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

### Step 2

Browse our technology catalog

### Step 3

Select from a list of available products/product packages and service packages, then check out.\*

- EventNow is only available more than two days prior to event load in. If ordering within two days, contact your onsite team

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.



### offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of Caesars Palace, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Station
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

## NEED RIGGING

If so, please fill out rigging request, <https://www.encore-global.com/rigging-request/>

Encore representative will be in touch with you.

## We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment.



After the show, Encore picks up your rental equipment.



**Need assistance or products solutions not offered in EventNow?**

**Call your on-site contact directly:**

Jennifer H. 702-664-9787

Rayna C. 702-491-2249

[caesarspalaceexpo@encoreglobal.com](mailto:caesarspalaceexpo@encoreglobal.com)

# Special Notes

- Caesars Palace, Las Vegas is a union facility. Encore is the exclusive service provider and payroller.
- Encore Exclusives Include: Expo AV Gear, Internet, Electrical, Rigging, and Labor.
- Bringing in rented equipment from outside vendors is not allowed.
- If you have additional AV, monitor hang(s) or general AV set/strike labor, special electrical, or custom audio-visual needs please contact Encore directly as these orders can't be placed on EventNow.
- If you plan on bringing in any client-owned LED Video Walls please notify us if you need labor support. We will also need to log your LED Video wall as "owner/operator". Rented LED Walls must go through Encore. Please contact us.
- Please submit your booth location(s) floor plan with power drop measurements and location. Be sure to include your booth orientation in relationship to other booths and isles.



## FOOD AND BEVERAGE DISTRIBUTION REQUEST FORM

Caesars Palace is the exclusive food and beverage provider of the facility and maintains all licenses and permits in accordance with local and state health codes. Accommodations may be made for companies dispensing sample products they manufacture, process or distribute. Items that are not manufactured, processed or distributed by the exhibiting company may not be provided as samples unless they are purchased through Caesars Palace

### **General Policies:**

A food and beverage sample size is defined as a portion of 1 oz or less, measured by weight or volume. Spirits do not fall under this policy and must be provided and served by Caesars Palace. Should samples exceed more than 1oz, additional fees to include corkage will apply.

- All outside vendors must place on file with the facility, a certificate of insurance showing a minimum of \$2,000,000.00 for each occurrence.

This certificate must show the following: Caesars Palace, Caesars Entertainment and their subsidiaries and affiliates, are named as additional insured under above policies.

- All equipment and service-related items are the sole responsibility of the exhibitor.
- Any exhibitor or vendor providing alcoholic samples (limited to 2 oz) is required to hold a valid Southern Nevada Health and TAM card. If you do not possess the required cards you must hire a Caesars Palace bartender.
- All alcoholic products must be provided and delivered by a licensed wholesaler in the state of Nevada and received at the Caesars Palace loading dock.
- Exhibitors are responsible for any trash removal and booth cleaning related to sample distribution.
- Caesars Palace does not have on-site storage for food and beverage items brought in from the outside.
- Request to distribute sample food and beverage items must be received 14 days in advance for approval.
- Cooking inside the meeting space is prohibited. For any requests that require cooking, please coordinate with your Catering manager for arrangements for cooking by our chefs in our kitchen. Fees may apply.



## FOOD AND BEVERAGE DISTRIBUTION REQUEST FORM

Event Name: \_\_\_\_\_ Sampling Dates: \_\_\_\_\_ Booth #: \_\_\_\_\_

Ballroom Name: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Onsite Contact#: \_\_\_\_\_ Onsite Cell Phone #: \_\_\_\_\_

Item(s) Description (quantity, portion size, method of and reason for dispensing):

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### NOTES:

Delivery/Gratuity Fee \$50 minimum per event. If a Server and or/Bartender is requested a \$350.00 Labor Fee will be charged based on a four hour minimum. Each additional hour is \$150.00 per hour

8.375% sales tax will be included on all items. 25% service charge will be assessed on all food/beverage

Orders placed less than 72 hours in advance including on-site orders, will be charged a late fee of \$75.00 per event





## 2024 Kick Off Roll Off *Exhibitor Order Form*

*\*All orders MUST be submitted by Friday, April 5, 2024*

|                              |   |                                |
|------------------------------|---|--------------------------------|
| <b>Contact Name:</b>         |   |                                |
| <b>Company:</b>              |   |                                |
| <b>On-site Phone:</b>        |   |                                |
| <b>Booth/Suite:</b>          |   |                                |
| <b>Delivery Dates/Times:</b> | 1.<br>2.<br>3.<br>4.<br>5.              |                                |
| <b>QUANTITY:</b>             | <b>LABOR:</b>                           | <b>PRICE:</b>                  |
|                              | Designated Servers/Runners/Bartenders   | \$350 per 3-hour minimum       |
|                              |   | \$75 for each additional hour  |
| <b>QUANTITY:</b>             | <b>RENTAL EQUIPMENT:</b>                | <b>PRICE:</b>                  |
|                              | Wine Buckets                            | \$10.00 each / per day         |
|                              | Bus Tubs                                | \$10.00 each / per day         |
|                              | Plastic Pitchers                        | \$10.00 each / per day         |
|                              | Wine Glasses                            | \$25.00 per dozen / per day    |
|                              | Champagne Flutes                        | \$25.00 per dozen / per day    |
|                              | Highball/Rock Glasses                   | \$25.00 per dozen / per day    |
|                              | Martini Glasses                         | \$25.00 per dozen / per day    |
|                              | Snifters                                | \$25.00 per dozen / per day    |
|                              | Tongs/Spoons                            | \$10.00 each / per day         |
|                              | Punch Bowls                             | \$30.00 each / per day         |
|                              | Trash Cans - 33 Gallons                 | \$20.00 each / per day         |
|                              | Wine Openers                            | \$10.00 each / per day         |
|                              |   |                                |
| <b>QUANTITY:</b>             | <b>ITEMS FOR PURCHASE:</b>              | <b>PRICE:</b>                  |
|                              | Beverage Napkins                        | \$25.00 per sleeve (200 count) |
|                              | Beverage Cups - 12 oz.                  | \$10.00 per sleeve (25 count)  |
|                              | Beverage Cups - 16 oz.                  | \$10.00 per sleeve (20 count)  |
|                              | 4 oz. Sample Cups                       | \$10.00 per sleeve (50 count)  |
|                              | Stir Sticks                             | \$50.00 (600/per box)          |
|                              | Straws                                  | \$100.00 (500/per box)         |
| <b>QUANTITY:</b>             | <b>FOOD ITEMS FOR PURCHASE:</b>         | <b>PRICE:</b>                  |
|                              | Freshly Brewed Coffee, Decaf, Hot Water | \$116.00 per gallon*           |
|                              | Assorted Soft Drinks (Pepsi Products)   | \$7.00 each*                   |
|                              | Assorted Bottled Juices (Ocean Spray)   | \$8.50 each*                   |
|                              | Bottled Water / Perrier                 | \$7.00 each* & \$8.50 each*    |

|   |  |                      |
|---|--|----------------------|
|   | Cheese Board w/ Sliced French Breads (Serves 75) | \$1,225.00 each*     |
|   | Cheese Board w/ Sliced French Breads (Serves 40) | \$720.00 each*       |
|   | Charcuterie Display (n) (serves 75)              | \$1650.00 each*      |
|   | Charcuterie Display (n) (serves 40)              | \$960.00 each*       |
|   | Fresh Vegetable Crudite with Dip (Serves 75)     | \$1,050.00 each*     |
|   | Fresh Vegetable Crudite with Dip (Serves 40)     | \$640.00 each*       |
|   | Deluxe Petite Sandwiches (2 dz. minimum)         | \$175.00 per dozen*  |
|   | Caesars Dry Snack Blend                          | \$96.00 per pound*   |
|   | Soft Pretzels w/ Deli Mustard (4 dz. minimum)    | \$108.00 per dozen*  |
|   | Ice (10 lb. Minimum-Served in Bus Tubs)          | \$75.00 per 10 lbs.* |
|   | Lemons, Limes, Oranges                           | \$20.00 per dozen*   |
| <b>FOR ADDITIONAL ITEMS/PRICING CONTACT:</b>  |  |                      |
| Kara DiPietro - Catering/Conference Manager<br><a href="mailto:kdipietro@casesars.com">kdipietro@casesars.com</a> |  | Phone: 702-407-6278  |

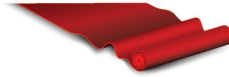
### **\*\*NOTES\*\***

\*8.375% sales tax will be included on all items. 25% service charge will be assessed on all food/beverage.

**Orders placed less than 72 hours in advanced, including on-site orders, will be charged a late fee of \$75.00 per event**

Delivery/Gratuity fee \$50 minimum per event

**Food & Beverage Policy: No outside food may be brought into the hotel facility.**



## **LIMITS OF LIABILITY**

1. Premier Exhibit & Event Services shall not be responsible for damage to uncrated materials, improperly packed, or concealed damage.
2. Premier will not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's space.
3. Premier shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's space for re-loading after the show.
4. Premier will be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's material which make it impossible to exhibit same.
5. The consignment of delivery of a shipment to Premier by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in this bulletin.
6. Premier shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. Premier Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Premier Services' liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of Premier Services is limited to \$ .30 per pound per article, with a maximum of \$50.00 per item, and maximum of \$1000.00 per shipment. This applies while these goods are in Premier's custodial care.
7. Claims for loss or damage which are not submitted to Premier within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Premier or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu.ft., etc), such as UPS or van lines will be delivered to the exhibitor's space without guarantee of piece count or condition. No liability will be assumed by Premier Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Premier Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Premier Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Premier Services will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
12. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose space shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Premier for Drayage or any other services provided by Premier as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Premier at the close of the show for all such charges, and they further agree that any claim they may have against Premier shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. A Service Charge of 1 ½% per month on any unpaid balance will be made starting 30 days after the date of the invoice.
14. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pickup within the time limited for the removal of exhibitor's materials at the Hotel, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
15. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
16. **Exhibitors are urged to carry ALL-RISK INSURANCE** to protect against damage, loss, and all other hazards, from the time materials leave the place of origin until they are returned after the show. This can usually be done by riders to existing policies.