
CAESARS
PALACE
LAS VEGAS


CAESARS PALACE
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GUIDE TO CONVENTION, MEETING & SPECIAL EVENT PLANNING

Thank you for selecting Caesars Palace Las Vegas to host your event.

The Catering/Convention Services team welcomes you and we look forward to assisting you with coordinating all the important details that are necessary in making your convention, meeting or special event memorable and successful.

We are pleased to provide you with the information contained in this comprehensive guide to planning meetings and events. Please note that occasionally, pricing and associated policies may be revised and are subject to change; we kindly request that you reconfirm with your Catering/Convention Services Manager for the most updated information.

Once again, we are delighted that you have selected Caesars Palace. Thank you for your patronage.

CAESARS PALACE
LAS VEGAS

3570 Las Vegas Blvd. South
Las Vegas, Nevada 89109

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AUGUSTUS TOWER

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ACCOUNTING & BILLING

The billing method must be established 90 days prior to your group arrival. Our Direct Bill qualification process is established 45 days prior to your group arrival and is based on the timely receipt of all contracted deposits. International groups, social groups and those who have not made their contract deposits will be required to pre-pay 100%of the estimated charges.

Final invoices are generally sent out 30 Business days after the group's departure. This allows for our accounting team to conduct a full audit on all billing to ensure accuracy.

For deposits and final invoice payments, the following payment methods are accepted:

Online Secure Credit Card Link

- Processing Fee of 3% will apply to all credit card transactions

ACH/Wire Transfer

- Please contact lvrfcreditapp@caesars.com to initiate wire/ACH payment
- If Wire/ACH is International, please add $30.00 to the total amount to cover any fees your bank will remove from the wire total.

Check (arrival date cannot be within 30 days)

- Please make check payable to Caesars Entertainment and include a copy of your deposit invoice. Payment can be mailed to one of the following addresses:

For Fedex/UPS:
Celeste Barbato/Accounts Receivable
C/O Caesars Palace
1 Caesars Palace Drive
Las Vegas, NV 89109

For Regular USPS Postal Mail:
Celeste Barbato/Accounts Receivable
P.O. Box 96118
Las Vegas, NV 89193

AIRPORT

Harry Reid International Airport is located 3 miles southeast of our location. For information regarding airlines, please refer to their website.

AIRPORT TRANSPORTATION

There are various options for transportation to and from Harry Reid International Airport including taxis, limos, rideshare and shuttle services. Additional information can be found here.

Please see your Catering/Convention Services Manager for any large group transportation needs.

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ALTERNATE VENUE POLICY

Caesars Entertainment is pleased to provide convention groups with flexibility and variety when it comes to meeting contracted food and beverage minimums through the CET Alternate Venue program. The CET Alternate Venue program allows our customers to use a percentage of their spending at a venue outside of our banquet rooms toward their contracted food and beverage minimum. A 25 person and $3,500.00 (before tax and gratuity) minimum spend is required to qualify. Event must be paid for by an authorized signer to the group's master account. Please contact the Caesars Entertainment Hospitality Sales team to book your reservation at (702) 731-7778.

Participation and percentage of spend varies by outlet. Please see your Catering/ Convention Services Manager for additional information.

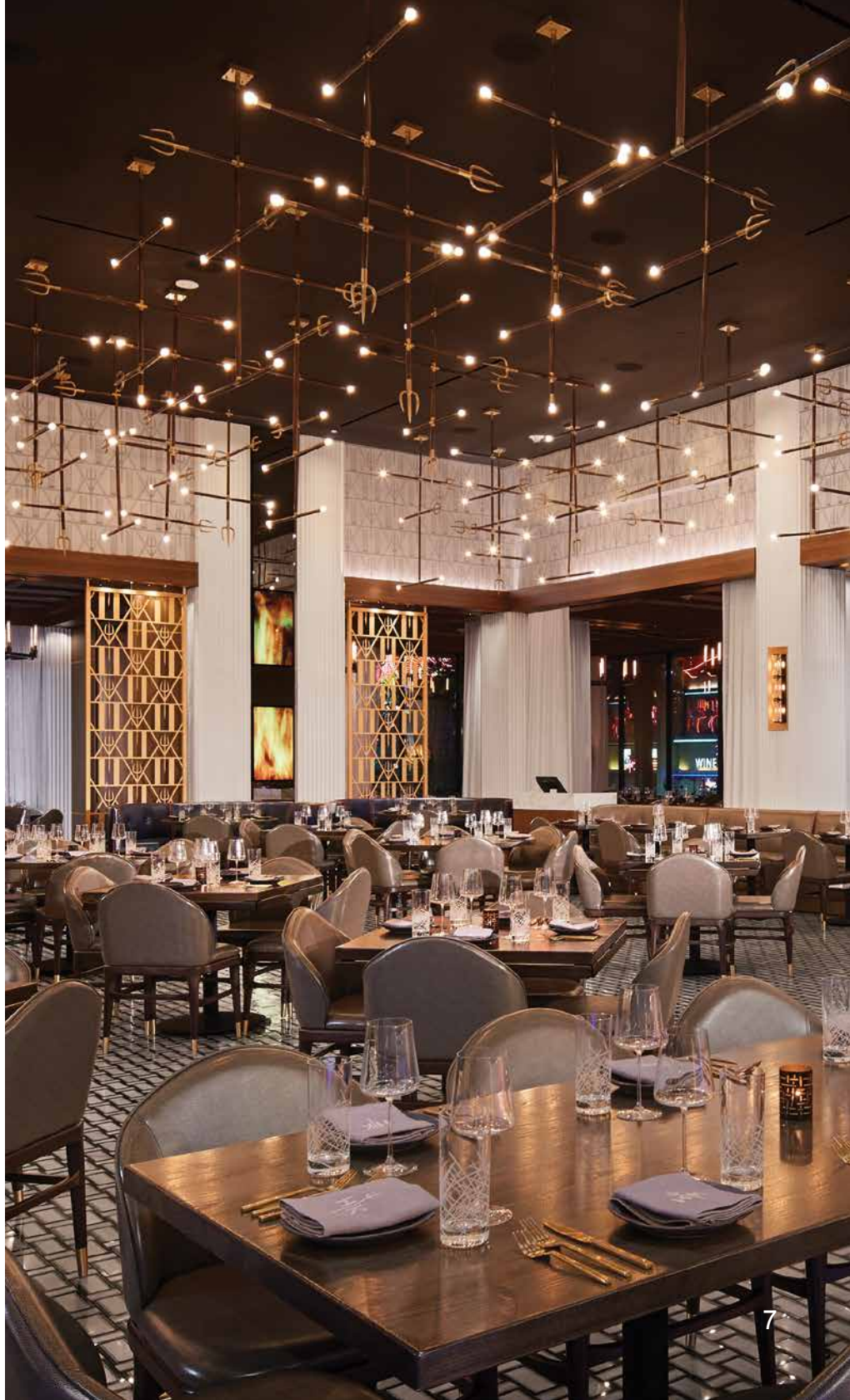
AMENITIES

All food and beverage amenities may be arranged through your Catering/Convention Services Manager, including customized amenities.

AMERICAN DISABILITY ACT

Caesars Palace Las Vegas is in full compliance with the Americans with Disabilities Act required under Title III. Wheelchair ramps and lifts, auxiliary aids and services within the convention area may be arranged through your Catering/Convention Services Manager.

Caesars Palace offers handicapped rooms that are wheelchair accessible. These include roll-in showers or tub transfers. In addition, hearing impaired equipment, known as TDD telephones, are available upon request. Should any of your attendees require auxiliary aids and services for your guestrooms, please communicate your requirements directly with your Group Reservations Coordinator in advance.



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AUDIO/VISUAL

Encore is the preferred Audio Visual vendor for Caesars Entertainment. Encore has exclusivity for breakouts, payroll, power, Internet and rigging operations, as well as all IATSE labor requirements. This exclusivity also applies to all audio-visual equipment, Internet services and labor on any trade show (expo) floor. Encore offers a wide variety of services including production, equipment, labor and total program coordination.

Should you prefer to bring in an outside Audio/Visual vendor for your general session, please note that Caesars Palace is a union facility and honors all union contracts. For additional information, please refer to our Expo and Outside Production Guidelines "Policies and Procedures".

Please note that when comparing Audio/Visual services bids, should you select to use a third party and not our in-house preferred provider, there are additional fees. Bids received from Encore for equipment include the facility's cost for power. Please note the connection for power must be performed by an Encore Technician. Please contact your Encore Sales Manager for pricing.

For additional information, please contact the Encore Sales Manager at (702) 866-1133.

AUTOMOBILE DISPLAYS

Automobiles and powered vehicles may be brought into certain areas of the convention facilities. Approval must be obtained through your Catering/Convention Services Manager at least 45 days in advance. The Group is required to provide an approved permit from the Clark County Fire Department (CCFD) which must be presented to the facility. In addition to the CCFD permit, the Group must also provide a Certificate of Insurance.

Please see your Catering/Convention Services Manager for further details. Load-in and load-out of vehicles is handled by our hotel engineering team, and must be coordinated 14 days in advance with your Catering/ Convention Services Manager. Additional fees will apply. Cars or other fuel-powered vehicles of any nature must meet the following guidelines:

- Gasoline tanks at 1/8th full
- Batteries disconnected
- Fuel filler caps locked or taped
- Locking gas caps
- Non-flammable drop cloth placed under the entire vehicle
- Vehicle tires must have protection underneath at final display location
- Ignition keys removed and must be stored in the Banquet Office for duration of display
- Propane tanks to be removed
- Each vehicle must be equipped with its own fire extinguisher
- Wrapped tires for load-in and load-out
- Distribution plates must be placed under vehicles over 7,500 lbs

B

BANNERS & SIGNS

All hanging and dismantling of banners and signs, not to include rigging, must be handled by the Caesars Palace Engineering department. Please refer to the Engineering Price Sheet for these charges.

Please coordinate the installation and tear down of banners with your Catering/ Convention Services Manager. If a banner or sign is part of a draped stage set, it must be hung by Encore Productions.

Please note that only professionally made poster signs are to be placed on the Convention floor. All signs must be approved by your Catering/Convention Services Manager and no signs may be taped or pinned to convention doors or walls. Signs are not permitted on the Casino level. All requests to place signage in common areas must be confirmed in advance with your Catering/Convention Services Manager.

Easels are available for rent through the hotel at $40.00 per easel, per day. Please note Hotel does not have an inventory of lollipop signs.

In-House sign printing is available at the "FEDEX Business Center". Please contact them directly to place your order.

BELL DESK

The Bell Desk provides a variety of services, such as inbound and outbound luggage assistance as well as room deliveries.

The Bell Desk may be reached at:
(702) 731-7260 or extension 7260 (within the hotel).

Room Deliveries

Convention groups may request a room delivery to attendees during program dates. Your Catering/Convention Services Manager will need to coordinate any arrangements. A minimum of 14 days is required to confirm the availability of delivery. Any requests made within 14 days cannot be guaranteed without Hotel confirmation and additional fees will apply. See your Catering/Convention Services Manager for more information.

Baggage Handling

Round-trip porterage is required for all group arrivals of 15 or more. Your Catering/ Convention Services Manager can assist with coordinating and confirming rates. Group arrivals may not take place at the front of the hotel and must be coordinated in advance with your Catering/Convention Services Manager at the hotel's tour & travel lobby.

Groups requiring baggage handling services in conjunction with a group arrival and departure will be charged $11.00 per person. The service must be selected for the entire group and cannot be individualized. All luggage pieces must be identified by tags with group name and guest name. Pricing is subject to change. Please confirm current pricing with your Catering/Convention Services Manager.

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BIOHAZARD PROTECTIONS & WASTE HANDLING

Please refer to the Bio-hazard protections document.

BUSINESS CENTER

The FedEx Business Center at **Caesars Palace** is located on Appian Way in the resort.

Hours of Operation
Monday – Friday from 7AM to 6PM
Saturday & Sunday from 8AM to 5PM
24-Hour Self-Service Internet Access, Copying, Printing and Faxing
Business Center – (702) 650-0462 or from a House Phone – (702) 866-1100
Email: usa5748@fedex.com

Business Center charges may be paid by cash, credit card, guestroom charge, or charged to a master account (with authorized signer approval).

BUSINESS TAX / LICENSE

In the event products are being sold to consumers, Nevada law requires that the facility pay an additional business tax on behalf of all trade shows and conventions conducted by persons or entities not having a Nevada business license. Caesars Palace currently has an Exhibition Facilities Fee Return on file which covers exhibitors not holding a Nevada Business License.

In some instances, special permitting and/or licensing through Clark County may be required for your event. This determination is ultimately determined by Clark County. Therefore, the Group is responsible for ensuring that all facets of its event are compliant with all local and federal requirements, it is imperative that this information be reviewed during the event planning process to confirm compliance and avoid potential penalties. Group is liable for any oversight. Events that commonly require special permitting include, but are not limited to: filming, concerts, auctions, events charging admission to the public, multiple vendor sales, tournaments, circus/traveling shows and outdoor festivals.

Should your event involve third-party promotion, a valid Promoter License issued by Clark County Business Licensing must be submitted to your Catering/ Convention Services Manager. Depending on the other activities the third-party promoter will engage connected to the event, additional County licenses and permits may also be required. Please review Clark County's Clark County Temporary Events to confirm your event's required licensing and/or permitting requirements

C

CAESARS REWARDS® MEETING DIAMOND CARD

As a Meeting Diamond, you and any additional VIPs and staff you designate will be entitled to benefits reserved for our most valued customers, including:

- VIP check-in and guaranteed priority services
- Complimentary Self Park and Valet Parking
- Discounts at participating retail outlets

This program is seamlessly integrated with Caesars Rewards. Meeting Diamonds will become active Caesars Rewards members with Diamond status and can take advantage of the program and benefits, which include the ability to earn Reward Credits® for eligible meetings spend which then can be used for future meetings or individual rewards. For additional information, visit the program website.

CANNABIS

Use or Possession of Cannabis Products

The possession or use of any controlled substance including Cannabis Products anywhere on property is prohibited by federal law and Caesars Entertainment Company policy. Group acknowledges and understands that the Facility and Hotel do not allow anyone to possess or consume Cannabis Products in any Caesars Entertainment facilities. Group acknowledges that it shall be responsible for preventing such activity at its function or by persons attending the function. Group further acknowledges that failure to do so shall be grounds for immediate termination of the function.

CASH PAYOUTS

Groups requesting a cash payout during their convention are required to send the hotel a company or cashier's check that must arrive at least 14 days prior to requiring the cash. This is to be arranged with your Catering/Convention Services Manager. Before the funds may be released by the Casino Cage, the following pieces of information are required:

- Company EIN number
- Government ID
- Social Security Number of person picking up funds
- Cage Paid Out Request Form

Cash payouts may be allowed to be charged against a Group's Master Account pending approval. Minimum 72-hour notice is required.

CATERING MENUS & POLICIES

Our culinary team of professionals are dedicated to providing you with the finest cuisine using the freshest ingredients available. Our "Caesars Palace Wellness Catering Menu" is designed to accommodate all banquet meal functions, from simple coffee breaks to the most extravagant receptions and dinners.

Prices herein are firm for 90 days only; beyond that time, prices are subject to reconfirmation. All prices are quoted exclusive of 8.375% state sales tax and 25% service charge.

Outside Food & Beverage

Outside food or beverage may not be brought into any facility without expressed written permission. Should the hotel grant permission, corkage fees will apply.

Menu Selection

Client must provide hotel with detailed food and beverage menu choices, or a request for proposal with budget per event, no later than 30 days prior to first function or a 10% price increase will be assessed on all menus. Banquet event orders must be signed and returned to facility 14 days prior to first function.

Guarantees

Client must provide hotel with detailed food and beverage menu choices, or a request of proposal with budget per event, no later than 30 days prior to the first function or a 10% price increase will be assessed on all menus. Banquet Event Orders [BEOs] must be signed and returned to hotel fourteen [14] business days prior to the first function. The expected number of guests for each scheduled event must be provided. This expected number of guests cannot be reduced by more than ten percent [10%] at the time the final guarantee is given to the hotel.

- Guaranteed attendance for all functions must be received by the catering office by 11AM three business days [72 hours] prior to the scheduled function for up to 2,499 guests
- Guarantees for events held on a Sunday, Monday and Tuesday must be received by 5PM on the preceding Thursday
- Guarantees for functions of 2,500 up to 3,999 guests shall be due no later than 11AM, five business days prior to the scheduled function
- Guarantees for functions of more than 4,000 guests shall be due no later than 11AM, seven business days prior to the scheduled function

This guaranteed attendance, or the number of guests actually served, whichever is greater, will be the amount for which you are charged. If no guarantee is received, the number of guests indicated on the banquet event order will be the guaranteed attendance. The final guaranteed numbers provided are not subject to reduction, and charges will be applied accordingly.
In some instances, more advance notice may be required due to menu complexity, holidays, delivery or other constraints.



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Last Minute Requests
Any food and beverage ordered within three business days (72 hours) prior to the event will be considered a last-minute request, subject to availability and a 15% price increase will be charged. All food and beverage items for catered events added within a seventy-two (72) hour period may be subject to special menu selections. Guarantee increases received within 72 business hours prior to the event that exceed the 3% overset shall incur a 15% price increase. This excludes coffee, decaffeinated coffee, tea, soft drinks and mineral waters ordered on a consumption basis.

Example: 72-hour GTD is given for 500 guests for a lunch menu priced at $50.00++.
The overset provided by the hotel for this GTD is 515.

72 hours prior to the event: a request for an increase to 550 is received
515 lunches (original GTD plus 3%) will be priced at $50.00++ per person
35 lunches will be priced at $55.00++ (the original price plus 10%) per person

Overset and Set Maximums
In order to better service your event, the facility is prepared to service groups that exceed their guarantee as follows:

- Groups of 99 guests or less – the guarantee will equal the set
- Groups of 100 – 750 guests – 5% overset of guarantee | 3% in food
- Groups of 750 or more – maximum of 50 guest overset of guarantee | 3% in food

Menu Minimums
Food functions [full breakfast, lunch or dinner] of 25 guests or less will be assessed a $50.00 service charge, plus applicable taxes. In most instances, buffet menus indicating minimums of 25, 50 or 100 guests may be tailored to accommodate smaller groups with a minimal surcharge per guest. Please consult your catering contact for price quotes.

Dietary Needs
Vegetarian and special dietary needs must be received at a minimum of 5 business days prior to any event. Additional charges may apply for special requests.

Key codes for menus:
gf*=gluten-free* ***vg****=vegan* ***v****=vegetarian* ***df****=dairy-free* ***n****=contains nuts Kosher and Halal*

Kosher and Halal meals available upon request and require a minimum of 5-day notice. Please arrange with your Catering/Convention Services Manager for pricing and availability. Organic food and wines are available. Please consult your Catering/Convention Services Manager for pricing and availability.

Alcoholic Beverages and Services
The legal age for the sale and consumption of alcoholic beverages is 21.
Proof of age is required as necessary. In compliance with Nevada Liquor Laws, Caesars Palace is the only authorized licensee able to sell and serve liquor, beer and wine on premises.

Bartenders are required whenever alcoholic beverages are served in the function space for 50 guests or more or when hard liquor is served.

In the event you wish to order special alcoholic beverages that are not in the facilities inventory, these items must be ordered by the case. Please be aware that these items may not be returned and must be paid for in their entirety. Unused cases may not be sent to guestrooms or leave the properties premises.

Labor Fees
Facility reserves the right to apply meeting room rental and room set up labor charges. A service charge of $500.00 may be assessed for receptions in which the food revenue does not exceed $1,500.00 exclusive of state sales tax and service charge.

Applicable Labor Fees
A $350.00 labor fee will apply for the following positions for the first 4 hours of service. Additional fees apply for extended service.

- Bartender for cash or hosted bar service
- Server for tray passed food and beverage functions
- Chef Attendant for action stations
- Cashier/Attendant for food and beverage concession sales

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CHECK CASHING

Groups requesting an approved company or organizational check to be cashed at the hotel cage for their attendees during their convention are required to send a voided check to the hotel. No personal checks will be accepted, and a voided check must arrive at least 14 days prior to the transaction for verification. Depending on the number of checks to be cashed, there may be labor charges. This is to be arranged with your Catering/Convention Services Manager. Please note: before the funds may be released by the Casino Cage the following pieces of information are required:

- Company EIN number
- A copy of a voided check
- Bank Verification - 7 business days prior to start of convention
- Convention Check Verification Form

CHECK-IN & CHECK-OUT

Check-In Procedures

Hotel check-in time begins at 4PM. Check-in before 4PM is subject to an early check-in fee. Guests must be a minimum of 21 years of age to check-in.
Guests are charged for all nights' room, tax and resort fees at the time of check-in.

Additionally, a $100.00 per night hold will be applied to the guest's credit card to cover any incidental charges that may be incurred. Incidental charges exceeding the $100.00 hold will be charged accordingly. Any amount not utilized will be released at the time of departure. If guests prefer to not utilize their credit card, a $200.00 refundable cash deposit will be required at the time of check-in (subject to change per hotel policy).

Express check-in is available to guests who provide an email at booking. Eligible guests will be emailed the morning of their arrival inviting them to check-in on line. On the date of departure, guests with emails are invited to check-out online and will receive a receipt via email.

Check-Out Procedures

Hotel check-out time is 11AM. If you require a late checkout, please contact the Front Desk and/or your Catering/Convention Services Manager for availability and rates on the day of departure. Late check-out past 4PM requires that an additional night be booked on the current reservation. For your convenience, check-out is available via:

- Hotel Front Desk
- Self-Serve Kiosks located at the Front Desk
- In-room video check-out
- Express check-out cards given to guests on arrival
- Express check-out boxes located in elevator, foyer or Hotel Lobby
- Contacting the Front Desk via Telephone

On the date of departure, guests with email addresses noted on their reservations are invited to check-out online and will receive a receipt via email or the website.

Diamond Registration

Caesars Entertainment Meeting Diamond members have exclusive access to the Hotel's VIP registration (excluding The Cromwell) where guests can enjoy expedited check-in and check-out. Hours of operations currently are from 8AM to 11PM, Meeting Diamond Card holders will have early check-in fees waived, based upon hotel availability.

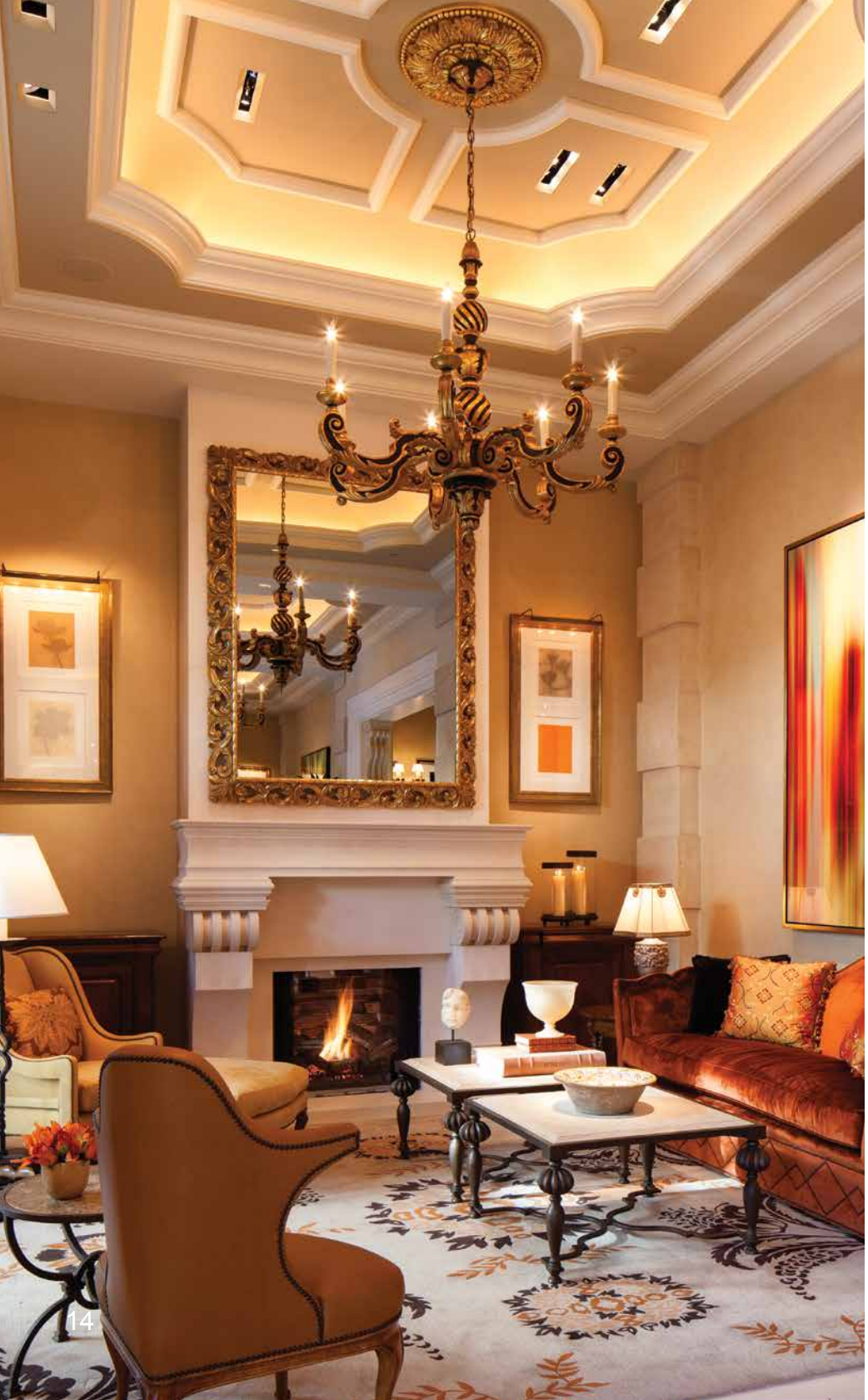
Meeting Diamond guests arriving outside of the hours of operation may still take advantage of expedited service at a dedicated VIP window at the Front Desk.

Individual Pre-Payment

Please note when forwarding checks for advanced pre-payment of individual guest rooms, the check must be received by the Hotel no later than 30 days prior to the guest's arrival.

If a guest would like to pre-pay for a guest room other than their own, a signed credit card authorization form must be received by the Hotel no later than 10 days prior to the guest's arrival.

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CHURCHES

There are many religious organizations represented in the Las Vegas area. Please view a list of nearby Places of Worship for additional information.

CONCESSION FOOD AND BEVERAGE SALES

Caesars Palace can provide limited food and beverage items for purchase within the convention space. Host property has final approval over menu selection, pricing and hours of operation. Please see your Catering/Convention Services Manager for associated labor charges and revenue minimums.

CORPORATE RESPONSIBILITY

Driven by our award-winning Corporate Social Responsibility initiative, more than 200 of our world-class meetings and events planners have earned our Responsible Meetings and Events professional certification. We have many innovative programs that allow our guests to help reduce impacts by simply doing business with us.

This team of experts can help guests plan a more sustainable meeting addressing areas of food and beverage, transportation, lodging and event management.

As part of Caesars Entertainment's commitment to sustainability and community impact, we're proud to offer our Meetings & Conventions clients the opportunity to participate in a groundbreaking initiative: The Food Rescue Alliance, powered by The Just One Project.

Every year, thousands of pounds of fully prepared, high-quality food from conventions and expos go to waste. Through this partnership, surplus food from your event can be safely rescued, repackaged into family-sized meals and redistributed to food-insecure families across Southern Nevada.

By opting into a chosen donation to The Just One Project, your event becomes part of a movement to reduce food waste and nourish our community. Please see your Catering/Convention Services Manager for additional information and to confirm coordination of your organization's future food donation.

Clean the World Public Education Foundation Rebuilding Together

FOOD RESCUE

Just One Project Three Square

CONVENTION FACILITIES

Caesars Palace

Featuring an elegant classical Roman design, our state-of-the-art meeting facilities comprise of 300,000 square feet of flexible meeting space.

View our Caesars Palace Convention Capacity Charts and Virtual Tour

CONVENTION PACKAGE CENTER

All incoming packages and freight must be delivered directly to Caesars Palace. All materials shipped to Caesars Palace must have the following information on the shipping label:

CAESARS PALACE
Recipient Name (GUEST)
Name of Event/Convention
Guest Arrival Date

c/o Caesars Palace Hotel
3570 Las Vegas Blvd. South
Las Vegas, Nevada 89109
____of____(ex. 1 of 10)

Please **do not** send parcel items to your Catering/Convention Services Manager.

Boxes are to be delivered to the Property no more than seven days in advance of your function. All packages received for the group (individual attendees/vendors) will be subject to the current shipping/handling charges. Please view Package Center Handling Information for additional information.

Shipments made to the facility by a shipping company or arriving on pallets that will require the use of a forklift operator must be scheduled in advance. Please notify your Catering/Convention Services Manager for scheduling purposes. Additional charges will apply for forklift use.

See “Shipping” for outbound procedures.
See “Business Center” for all other host properties.

CREDIT CARDS

Caesars Palace Las Vegas accepts all major credit cards. Caesars Palace does not accept cash. See “Accounting And Billing”.

CROSS-PROPERTY ADVANTAGE

Caesars Entertainment is pleased be the first in Las Vegas to offer our innovative “Cross-Property Advantage” program. When you book a convention or catered event at Caesars Palace Las Vegas, you also have access to additional properties to host your “off-site” events: Caesars Palace, Horseshoe, Paris, Flamingo Las Vegas, Harrah’s Las Vegas, The LINQ Hotel + Experience and Planet Hollywood. A portion of your spend at participating cross-property venues may count toward your contracted food and beverage minimum. Please contact your Catering/Convention Services Manager for additional details and availability.

CURRENCY EXCHANGE

The Casino Cages can assist guests with currency exchange transactions. Foreign currency may be exchanged up to $1,000.00 USD.

For more information regarding currency exchange rates, please contact the Casino Cage at (702) 731-7433.

D

DANCE FLOOR

Caesars Palace Las Vegas has portable parquet dance floors which are assembled with 4'x4' squares. A charge of $50.00 per 4'x4' square includes the dance floor rental, installation and removal. Please see your Catering/Convention Services Manager for availability.

DECOR

There are several high quality and trusted decor companies that we have partnered with as our preferred partners. Please see your Catering/Convention Services Manager for referrals.

Your Catering/Convention Services Manager must approve all decorations or displays that are brought into the facility. The facility will not permit the affixing of anything to the walls, floors, or ceilings of rooms with nails, staples, tape, etc. For use of confetti cannons, balloon decor, streamers, etc. the client is responsible for cleaning of these items. For confetti shot from a confetti cannon as a special effect, a one-time cleaning fee will be added. Should room not be returned in its original state, cleaning fees will be assessed. Charges will apply for any balloons left behind or any balloons that become untethered and must be recovered.

DRONES/UNMANNED AERIAL VEHICLES (UAVs)

There are very limited scenarios where drones/UAVs will be allowed on property. This policy may be considered–however, prior review and approval (in writing) must be obtained from Caesars Entertainment Risk Management and the Convention Senior Leadership team. Any such requests must be made at least 60 days prior to any event to allow for enough review time. If approval is granted, the following guidelines must be strictly adhered to:

- Must have approval 60 days prior to event
- Must provide UAV manufacturer's guidelines for the specific aircraft to the Las Vegas Convention Center Fire Prevention Office
- Must adhere to all Federal Aviation Administration (FAA) and Department of Homeland Security guidelines
- UAVs carrying weapons are prohibited
- May not be flown in lobbies or other common areas
- Must weigh less than 55 pounds

Indoors

- UAVs are only allowed to fly in defined exhibit booth space or meeting rooms
- Public must be protected from UAVs with the use of netting, plastic or another approved safety feature
- UAVs are prohibited from flying over populated areas
- UAVs are prohibited from flying within 18" of any building structure including sprinklers
- In the meeting rooms, drones are not allowed to fly over people, and the UAV must be tethered by an approved safety device

Outdoors

- UAVs are prohibited from flying outside on the campus of Caesars Palace due to the proximity of active airports
- The Current FAA regulations require UAVs to be flown at least 5 miles from any active airport–Caesars Palace is less than five miles from Harry Reid International Airport

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EMERGENCY PROCEDURES

In the event of an emergency, the hotel or facility alarms, both visual and audible, will sound. An announcement will follow stating that the alarm you are hearing is being investigated and to remain where you are and to stay calm until further notice.

This same announcement will repeat as the alarm is being investigated.

If the alarm is resolved or false, the announcement will state that the alarm has been “investigated and resolved” and to return to your normal operations.

In the event that there is credibility to the alarm, the announcement will state that the hotel or facility is being evacuated and to proceed to the nearest emergency exit detailed in our Emergency Evacuation Plan.

Caesars Palace Emergency Information

If you have a personal emergency during your stay or need to report an emergency, please dial “0” for the operator and ask for Emergency Security Assistance or call the following number from any personal phone: **(702) 731-7909.**

ENGINEERING SERVICES

Caesars Palace Engineering Department provides a variety of on site staff to support your event. Caesars Palace is a Union Facility and has exclusivity on all electrical services, dance floor & stage installation, banner hanging, rigging, furniture removal and all general labor.

Requests for labor should be included with your general event specifications so that your Catering/Convention Services Manager can assist with coordination of the appropriate departments to support your requests. Please refer to Engineering Price Sheet for additional information.

Electrical Services for Trade Shows and Production are handled exclusively by Encore Productions. Their team can be reached at (702) 866-1133.



E

ENTERTAINMENT

Las Vegas is the premier destination for concerts, shows and events, along with the biggest names in entertainment.

Caesars Entertainment offers various entertainment including production shows, comedy acts, tribute concerts and special events. For a current schedule of entertainment, please visit our website.

Caesars Palace is home to The Colosseum®. Based upon show schedules, The Colosseum at Caesars Palace is available to rent. Additional rental and labor fees will apply. See your Catering/Convention Services Manager for availability and details.

EQUIPMENT RENTAL & COSTS

Caesars Palace Las Vegas provides standard equipment for events including tables, chairs, small paper pads, pens and linens. All of our equipment can be provided complimentary with the exception of the display/vendor tables, facility risers and dance floors, which can be rented with the fees below.

Any requests for equipment which exceeds the facility's inventory must be rented at the Group's expense.

Dimensions of standard in-house equipment:

ITEM	
Chairs	15.5"w x 17"d
Classroom Tables	6' x 18"
Display Tables*	6' x 30"
Cocktail Rounds	36"
Cocktail Squares	30" x 30"
Tall Boys	36"
Rounds	66"
	72"
Risers	6' x 8' sections 18" 24" 30" heights

Display/Vendor Tables

Caesars Palace Las Vegas can provide up to (20) display or vendor tables requested for Expositions Events and will incur a rental charge of $150.00 per table, per day. This fee includes a 6x30 Table, (2) Chairs, Linen, and Small Trash Can. Any event that requires over the twenty (20) display or vendor tables will need to go through an exhibitor services company. Our preferred Expo Company is Freeman Expositions. Caesars Palace is a union facility. All Exposition Services must be installed and dismantled by an appropriate union trade member.

Risers/Stage

Risers can be rented at $200.00 per 6'x8' riser, per room, per event.

Dance Floors

Dance floors can be rented at $50.00 per 4'x4' square.

EXPOSITION SERVICES

You may use a union exposition company of your choosing. We highly recommend our preferred partner, Freeman Exposition Services.

Caesars Palace Las Vegas is a union facility and honors all union contracts. Please refer to our Expo and Outside Production Polices Procedures.

F

FIRE CODES & REGULATIONS

Fire Marshal approved diagrams are required for all events in excess of 300 guests. Please advise your Catering/Convention Services Manager of all intended uses of the meeting space.

Your plans should be submitted to Clark County Fire Department a minimum of 30 days in advance for approval. You must present a copy of your approved plans to your Catering/Convention Services Manager prior to occupancy of meeting space.

Clark County Fire Prevention Bureau
Instructions for permit: application can be found on the Clark County Nevada Government Page: Clark County, Nevada - Citizen Access.

Caesars Palace Las Vegas Services
Should you and/or Production Company wish for Encore to submit your plans on your behalf, please view Encore's Fire Marshal Fee Schedule.

FITNESS CENTER See Spa

FLAGS

Based on availability, Caesars Palace Las Vegas can provide you with a United States, Canadian, or Nevada State flag for your use.

FOOD SHOW

Please see "Health Department"

FREIGHT ELEVATORS

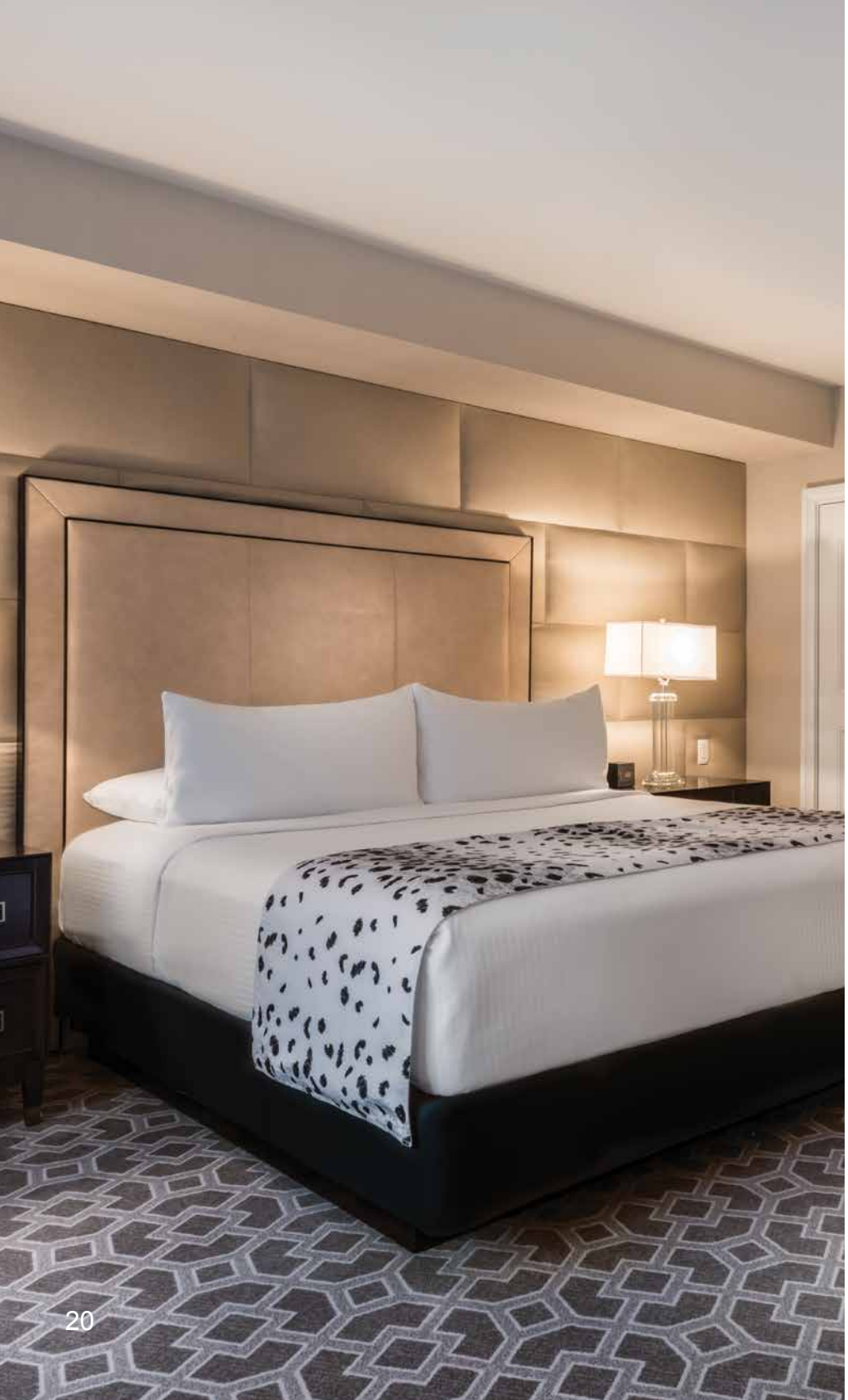
Listed are the specifications of the freight elevators and loading docks for Caesars Palace. Please coordinate with your Catering/Convention Services Manager to ensure availability. Caesars Palace has two freight access elevators located at the Convention dock for groups utilizing the Octavius and Julius Ballrooms. Both freight elevators are 27' Long, 10' High and can accommodate 15,000 pounds distributed (load and operator). CF1 is 11'9" Wide and CF2 is 9'9" Wide. For all other ballrooms, please utilize the two freight elevators located at the main hotel loading dock. Measurements for the main dock freight elevators are 9'6" High, 9' Wide and 22' Long. Weight load is 20,000 pounds distributed (load and operator).

For all load-ins and load-outs utilizing the convention or hotel dock, it is required to have contracted CAESARS PALACE SECURITY present for the full duration of their load-in and load-out. The security officers will oversee the dock and elevator safety procedures for all dock activity related to the load-in and load-out of a convention, meeting and/or special event. Please view our full requirements here:
Caesars Palace Loading Dock Security.

The hiring of an operator does not gain exclusivity of the elevator(s).

FRONT DESK

Caesars Palace Front Desk is in the Main Hotel Lobby. Front Desk agents and managers are available 24 hours a day and may be reached direct at (702) 731-7110 or extension 7242 from within the hotel.



G

GUESTROOMS

Caesars Palace consists of approximately 3,954 total guestrooms including suites. It consists of six towers. To view images of guestrooms, please view the hotel's website.

H

HEALTH DEPARTMENT

Clark County requires that all food service-related employees possess a valid Food Handler Safety Training Card. Additionally, all beverage service-related employees must possess a valid Alcohol Awareness Training Certification (also referred to as TAM or AES). For additional information, please visit the Southern Nevada Health District website.

Trade Shows

Outside food or beverage may not be brought into the Caesars Palace convention facilities without expressed written permission. Food and beverage must be purchased through the Caesars Palace Catering Department.

Special accommodations may be made for companies dispensing sample products they manufacture, process or distribute. Any vendor serving food and/or beverage must obtain a Southern Nevada Health District food service permit. This may be done on a show or individual basis. Further information may be found here. A hand washing station is also required under most circumstances. Hotel has limited quantity and these may be rented at a cost of $350.00 each per day plus state sales tax.

Please note that all sample sizes are limited to one (1) ounce or less, measured by weight or volume for food and non-alcoholic beverage items. If larger than (1) ounce servings are required or if an item is less than one (1) ounce but can be considered a full-size item, corkage will apply. Spirits do not fall under this policy and must be provided and served by Caesars Palace. Our full policies regarding outside food and beverage can be found here. Please contact your Catering/Convention Services Manager for corkage pricing.

HIGH ROLLER

Shining bright on The Las Vegas Strip, the 550-foot-tall High Roller is a true standout at The LINQ Promenade, an outdoor shopping, dining and entertainment district. Please visit the High Roller website for pricing and additional information.

For special group pricing, please contact your Catering/Convention Services Manager.

HOUSEKEEPING

Guestroom amenities include safes, ironing boards, irons and hair dryers. Refrigerators and coffee makers are limited and in designated rooms as well as designated suites.

Refrigerators, cribs and rollaway beds are available for rent, based upon hotel availability.

If you have any questions or requests for any of these items, please contact the Housekeeping Department directly by pressing the Housekeeping button on your in-room phone.

INSURANCE

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, named as additional insured under above policies.

The Group agrees to carry public liability, all risk and insurance covering Caesars Palace and naming Caesars Entertainment, Inc., as additional insured with terms and companies satisfactory to CAESARS PALACE Las Vegas for limits of not less than $2,000,000.00 for bodily injury, including death, and personal injury for any one (1) occurrence, $2,000,000.00 property damage insurance or a combined single limit of $4,000,000.00. The additional insured certificate, which shall include a warranty that the insurance will not be diminished or terminated without providing CAESARS PALACE Las Vegas with thirty (30) days prior written notice, will be provided to CAESARS PALACE Las Vegas no less than ten (10) days prior to the commencement of services.

The Group's audio visual, production and/or decorating company shall also provide Caesars Palace with evidence that it has current and valid workmen's compensation insurance pursuant to Nevada law, with limits no less than $200,000.00 within ten (10) days of the commencement of services.

Commercial Automobile Liability Insurance

Liability limits: $1,000,000.00 combined single limit $1,000,000.00 uninsured and under-insured motorist covers owned, hired and non-owned Vehicles.

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Media/Photographer Errors & Omissions Insurance
Limits: $1,000,000.00 each claim $1,000,000.00 annual aggregate

Coverage for damages and claims expense arising from the Acts, Errors or Omissions of the Insured, and the Insured's employees or independent contractors related to all products and services of the Insured Coverage for Intellectual Property Infringement including, but not limited to, claims arising out of the actual or alleged infringement of copyright, trademark, trade name, trade dress, service mark or service name includes Personal Injury coverage for injury other than bodily injury, including, but not limited to, mental or emotional distress or humiliation, invasion of privacy, misappropriation of name/likeness, false light and public disclosure of private facts. Coverage must be kept in force for at least two (2) years after termination of this agreement or an extended reporting period option of at least two (2) years must be purchased.

Additional Insureds
Insurance required to be maintained by The Group pursuant to this Section (excluding workers compensation) shall name The Caesars Palace Hotel and Caesars Enterprise Services, LLC., including their parents, affiliates and subsidiaries and their respective agents, officers, members, directors, employees, successors and assigns, as additional insureds. The coverage for an Additional Insured shall apply on a primary basis and shall be to the full limits of liability purchased by the Group, even if those limits are in excess of those required by this Agreement.

Failure to Maintain Insurance
Failure to maintain the insurance required in this section will constitute a material breach and may result in termination of this Agreement at CES' option.

Representation of Insurance
By requiring the insurance as set out in this section, CES does not represent that coverage and limits will necessarily be adequate to protect the Group, and such coverage and limits shall not be deemed as a limitation on the Group's liability under the indemnities provided to CES in this Agreement, or any other provision of the Agreement.

INTERNET-CONVENTION

Caesars Entertainment is pleased to have a preferred vendor relationship with Encore as our exclusive custom Internet service provider for dedicated needs in the convention space. Encore can provide options for customized configurations, high bandwidth demands, and/or mission critical networks to support each event per their unique needs.

A complimentary open Wi-Fi network is available to convention center guests for checking email and general needs. Guests may access the system by joining the Caesars Resorts network and entering their email address. For streaming, video conferencing, or other critical applications, we recommend coordinating with your Encore Sales Manager for a dedicated and secure network.

Please contact your Encore Sales Manager or email our general inbox for the Network Services team at Caesars@encoreglobal.com.

INTERNET-HOTEL

The hotel offers high speed wireless Internet. The hotel's resort fee will include wireless in-room Internet access for two devices in the guestroom, per 24-hour period.

If a guest would like to add additional wireless devices or expand their coverage the prices are as follows:

Premium (20 mbps)
$14.99 per device for Guests not paying the Resort Fee
$14.99 for Each Additional Device with Resort Fee

INTERPRETATION / TRANSLATION

Should your convention require audio, video or personal interpretation services for international attendees please contact American Language at 1-800-951-5020 or visit their website.



K

KEYS

Guestroom Keys

For guestrooms, keycards are issued at the Front Desk upon check-in. All keys expire at 11AM on the original date of checkout. If the checkout date is changed after check in, new keys will need to be obtained from the Front Desk.

Specialty keycards with your company logo can be purchased from our exclusive provider and distributed to all hotel guests. Please do not order keycards on your own. Our preferred partner is exclusive and all artwork must be approved by hotel. A minimum of twelve (12) weeks lead time is required as well as a minimum order. For more information and pricing, please contact your Catering/Convention Services Manager.

Convention Space Keys

Lockable meeting rooms may be rekeyed for your convenience at an additional charge of $150.00 which includes 2 keys; additional keys are $50.00 each.

Please return keys at the conclusion of the event to the Conference Service Manager. Un-returned keys are subject to a $500.00 fee. Please note that these rooms are not considered secure at any time. No valuables should be left behind. Facility is not responsible or liable for any items left unattended anywhere within the conference space. For additional information regarding lockable rooms, please contact your Catering/Convention Services Manager.

L

LAUNDRY SERVICES

Caesars Palace offers a full-service laundry to all guests. A laundry bag and price list of all services offered can be found in every guestroom closet.

LIMOUSINE SERVICES

Limousine services to and from the airport and throughout the city are available. To arrange limo service, please contact your Catering/Convention Services Manager. The current rates start at $115.36 per hour for airport transfers and $93.73 for point to point transfers.

If you will be requiring group transportation, please see “Preferred Partner List.”

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LINEN

Caesars Palace Las Vegas has an assortment of house linen for your events, including Black, White and Ivory.

Specialty linens may be coordinated through your Catering/Convention Services Manager at an additional cost.

LIQUOR LAWS

No one under the age of 21 can be sold, served or otherwise obtain an alcoholic beverage in the state of Nevada. It is unlawful for any person under 21 years of age to show or present false or fraudulent written identification or use identification other than his or her own to order, purchase, attempt to purchase, receive or serve alcoholic beverages.

Any employee or agent has the right to refuse to sell or serve alcoholic beverages to anyone already intoxicated or who may be under the influence of another substance.

Caesars Palace Las Vegas does not allow any person or group to bring in liquor for consumption in banquet rooms, guestrooms or hospitality suites.

LIVE ENTERTAINMENT TAX

If you are providing live entertainment which requires an admission charge for entrance, a tax of 9% will be collected per NRS 368A. Further information may be found here.

All tickets sales for live entertainment performances must be sold through the Caesars Entertainment Box Office. For more information regarding the Live Entertainment tax, please inquire with your Catering/Convention Services Manager.

LOADING DOCK

For all load-ins and load-outs utilizing the convention or hotel dock, it is required to have contracted CAESARS PALACE SECURITY present for the full duration of their load-in and load-out. The security officers will oversee the dock and elevator safety procedures for all dock activity related to the load-in and load-out of a convention, meeting and/or special event. Please view our full requirements here: Caesars Palace Loading Dock Security.

Caesars Palace has two loading docks that service the meeting space; The Convention Loading Dock and the Main Hotel Loading Dock. Please coordinate your load-in and load-out times with your Catering/Convention Services Manager. The Main Hotel loading dock is available on a first-come, first-served basis, with priority given to hotel deliveries. Trucks are to be manned at all times. No overnight or oversize parking at either docks or anywhere on property. Any vehicles left unattended may be towed at your expense. Clients are responsible for the removal of any debris associated with the load-in and load-out process.

Further information can be found in our Expo and Outside Production Policies and Procedures.

LOGO

Neither the Group nor Caesars Palace Las Vegas or any Caesars Entertainment property will use the name, trademark, logo or other proprietary designation for the other party in any advertising or promotional materials without prior written approval. The Group's requests for any Caesars Entertainment advertising materials should be directed to your Catering/Convention Services Manager.

For images and logos, please visit property images link.

LOST & FOUND

When an item is found in a guestroom or elsewhere in the hotel or property, it is turned in to the Security Department and held for 30 days. Guests are responsible for all shipping charges associated with the return of a found item. In the event that an item is lost at Caesars Palace, please contact Hotel Security at (702) 731-7262 or extension 7262 within the hotel.

L

LUGGAGE STORAGE

Luggage storage is available for registered hotel guests. Guests may drop off luggage with a Bellman at the Bell Desk outside in the Porte-Cochère.

If you prefer, the Bell Desk can pick up your luggage from your guestroom and store it for you by calling extension 7260 (within the hotel).

M

MAPS

Please see the links below for our current property maps:

CAESARS PALACE

Property Map

MARKETING OPPORTUNITIES

Caesars Palace offers various On Property Marketing Opportunities. All On Property Marketing Opportunities must be approved in advance. Please arrange and confirm availability with your Catering/Convention Services Manager.

MARQUEES

Reach Conference Attendees at the Heart of The Las Vegas Strip. Through a special partnership with Branded Cities, brands can now secure exclusive access to the Horseshoe marquee during conferences and conventions held at Caesars properties throughout Las Vegas.

Additional locations are also available. Please contact your Catering/Convention Services Manager for additional details, locations and availability

MEDIA POLICIES

A media escort is required for all media outlets and press who have been invited to attend conferences, meetings or events at Caesars Entertainment properties. This includes the following media representatives:

- Journalists
- Videographers from a media outlet
- Photographers from a media outlet
- Web Editors & Producers from a media outlet

All media alerts, news releases, invitations or communication inviting press must be reviewed and approved by Caesars Entertainment's Meetings and Events Marketing Public Relations.

The following should be provided to your Catering/Convention Services Manager to review and process for approval at least twenty-one [21] days prior to a conference start date:

Subject: Media Escorting Alert

Client's Name:
Client's Title:
Name of Organization:
Client's Mobile Phone Number:
Client's Email:
Date of Event:
Time of the Event/4-Hour Window:
Las Vegas Property:
Meeting Room Name:
Public Relations Contact with Group (if available):

TV crews must be escorted and are subject to availability. Increased charges may apply if the request is less than 21 days out–and if less than 7 days out, TV crews will not be permitted to be on property. Escorted TV crews may not film outside the conference space. Once approved, escorted TV crews may film only in the conference space. TV crews are only allowed to be on property within an approved window of time.

This window of time may not exceed four hours on any day during the event.

- One press escort can accompany up to three TV crews at one time, as long as the crews are going to one location. If they are not, each crew will be assigned their own press escort and will be billed accordingly.
- There is a charge of $200.00 for up to four hours of staffing for TV crew escorts per escort. The 4-hour window is specified to accommodate media-worthy events, such as news conferences, keynote addresses, red carpet photo opportunities, etc.
- Exceptionally, subject to availability, if more than four hours is needed, there is an additional charge of $350.00 per hour per escort.
- The media escort will only be responsible for escorting TV Crews. The escort will not be responsible for setting up interviews, gathering information from the client for mainstream press or any other press needs. All mainstream press needs should be handled by the client contact or the public relations contact affiliated with the group.
- Signage is required when a media outlet is filming for more than four hours. "Filming in Progress" signage must be provided.

Common mainstream press outlets in Las Vegas include, but are not limited to:

- KTNV-TV/13 Action News/Channel 13
- KSNV-TV/My News 3/Channel 3
- KVVU-TV/FOX 5/Channel 5
- KLAS-TV/8 News Now/Channel 8
- Telemundo
- Univision
- Las Vegas Review-Journal
- Associated Press
- Las Vegas Sun

MEDICAL EMERGENCIES

If you have a personal emergency during your stay or need to report an emergency, please dial “0” for the operator and ask for Emergency Security Assistance or call the following number from any personal phone: (702) 731-7266.

The following is a list of nearby medical facilities within a 5-mile radius:

University Medical Center
1800 W. Charleston Blvd
(702) 383-2000

Sunrise Hospital
3186 S. Maryland Parkway
(702) 961-5000

Desert Springs Hospital
2075 East Flamingo Road
(702) 733-8800

Elite Medical Center
150 East Harmon Avenue
(702) 546-0911

MEETING PLANNER PIN RECOGNITION

Meeting planners and their designated staff will be asked to wear a lapel pin during their events to identify them as decision-makers. Wearing this pin also ensures that wearers receive top customer service in all outlets of host properties.

For more information regarding this program, please inquire with your Catering/ Convention Services Manager.

MENUS

Our Catering Menus can be found here, Catering Menus.
For additional information, please see “Catering Menus & Policies.”

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N

NEWSPAPER PUBLICATIONS

The New York Times, Wall Street Journal, USA Today, L.A. Times, and Las Vegas Review Journal may be purchased in our gift shops, located on the lobby level of the Hotel.

P

PARKING

For parking information and pricing, please visit our website CET Parking. Please communicate with your Catering/Convention Services Manager if arrangements are needed.

PHISHING

Please be aware that bad actors can impersonate Hotel employees. Group should never rely solely on contact information sent in an email or respond directly to any email requesting a bank account information change. If Group receives a request from Hotel regarding bank account information, Group should contact the Hotel via verified phone number or in person to confirm the request prior to providing such information.

PHOTOGRAPHY

Please review our preferred partner list for recommended photography and videography services.

PODIUMS

Podiums are available to rent through the hotel. Please be advised that tape, Velcro™ or other adhesive products may not be applied on podiums. If you would like to print customized Podium signs, please make arrangements with our business center.

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POOL

Pool hours are 9AM – 7PM (hours subject to change) seven days a week during season. After 7PM, hours are subject to change. All pools are open during the Spring and Summer season. Please be advised that Venus Pool is for guests 21 years of age and older. Guests wishing to enter the Venus Pool must have proper ID while using the facility. A cover charge may be applicable to enter the Venus Pool in peak season.

Garden of Gods Pool Map

For Catering/Convention events at the Garden of the Gods Pool, please contact your Catering/Convention Services Manager for availability and applicable ancillary fees. In order to protect our hotel guests from unwanted outside disturbances at any of these events, all music and entertainment must end at 10PM. All guests must have departed from the event by 11PM. Any exception to this parameter must have written approval from the Executive Director of Catering, Conventions and Events.

PRE & POST CONVENTION MEETINGS

If you would like to arrange a Pre-Convention Meeting, please advise your Catering/ Convention Services Manager. Pre-Convention Meetings are normally 24 - 48 hours prior to the arrival of the main convention group and time ranges are approximately 30 minutes to 1 hour. The purpose of this meeting is to introduce our meeting and convention clients to key contacts within the Hotel and review final arrangements.

If you would like to arrange a Post-Convention Meeting, please advise your Catering/ Convention Services Manager. This is a means to gain feedback to better serve our clientele and to receive comments directly from your organization's key contacts.

PREFERRED PARTNER LIST

To assist with your planning needs, we have assembled a list of local preferred vendors which we have partnered with. They each have worked on the property for many years, provide a high level of service to our customers and have proven themselves to be a great resource.
Please see our full list of Preferred Partners.

PROPERTY IMAGES

Please see link below for our online image gallery to assist with your convention marketing and promotion of Caesars Palace. For additional needs, please contact your Convention Services Manager.

Property Images

R

RENTAL CARS

Enterprise Car Rental is a Caesars Entertainment Partner. For more information, please visit the Enterprise website or call 1-725-240-9203.

RESERVATIONS

Your Group Reservations Specialist will manage your room reservations and will be reaching out to you to confirm your room block, reservation methods, VIPs etc. The Group Reservations office may be reached by phone at (702) 667-1667. Reservation changes after cutoff; any changes to existing reservations made after the cutoff date will be charged a $15 change fee. This fee will be charged to the Master Account when applicable, or to the individual when paying on their own.

RESPONSIBLE MEETINGS

Caesars Entertainment has done the work to assure that clients hold outstanding meetings and events while also contributing to the economic, social and environmental quality of life wherever we operate. To accomplish this for the more than 15,700 meetings, gatherings, conventions and private events we organize each year, our corporate citizenship efforts are embedded in our meeting offerings, allowing our more than 2 million meeting guests to simply meet responsibly. Our meeting clients don't choose responsible meetings; responsibility is integrated into every Caesars meeting and touches on a range of coordinated citizenship efforts:

- Sustainable Practices
- Efficient Facilities
- Community Partnerships & Engagement Opportunities
- Environmentally Preferred Choices
- Efficient Transportation Options
- Certifications & Reporting
- Responsible Gaming & Business Practices

Click here for more information

RESORT FEES

Resort fees include access for two each day to the Fitness Center at the property, in-room daily Internet access for two devices and all local phone calls.

RESTAURANTS

For a complete guide to Caesars Entertainment restaurants, please see our Citywide Restaurant Guide.

For groups of 14 or more, please contact our Group Restaurant Reservations team at (702) 731-7778.

RETAIL SHOPPING

At Caesars Palace, you will find more than 120 shops in two elegant settings. The Forum Shops and Appian Way house the world's best designers of men's and women's fashion, accessories, furnishing, dining and so much more.

With over 100 stores, restaurants and attractions the Forum Shops at Caesars Palace provides you with bountiful selections to spark the entire family's interests.

Hours of Operations:
Sunday – Thursday from 10AM – 8PM
Friday – Saturday from 10AM – 10PM

S

SECURITY

The Security Department patrols the Casino, Hotel, Convention Space, Garages and perimeter of the Hotel, 24 hours a day, 7 days a week. The Security Department is tasked to handle emergencies, lost and found, and is the first in line arranging for quick response of any outside emergency services if need arises. There is a Security Booth located next to Cigar Bar, near Nobu Hotel.

If you need access after-hours, Hotel Security can be reached 24 hours a day, 7 days a week by dialing **(702) 731-7877** or **extension 7877** (within the hotel).

For dedicated security services needed for your event, please see our list of Preferred Partners.

Room Checks

For safety and security, hotel Team Members will periodically enter guest rooms that have not been serviced or accessed by a Team Member for over 24 hours. This includes rooms occupied by guests who have opted out of housekeeping services and/or displayed a “room occupied” sign on their door.

Room Check Policy FAQs/Information

Medical Emergencies

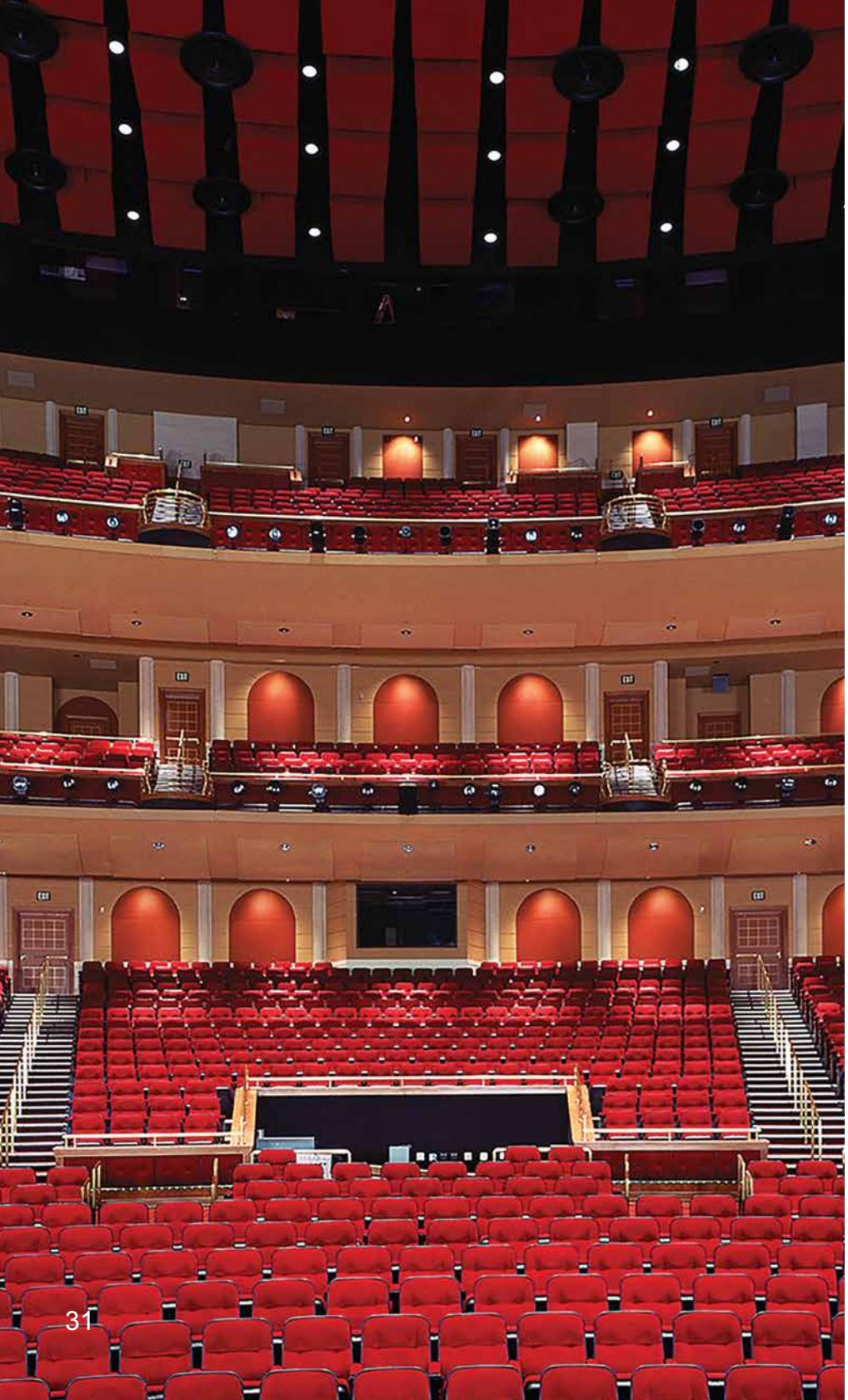
Our Security Officers are CPR, Defibrillator and First Aid Certified. The security dispatch room has a direct line with the Police and Fire Department, as well as Medical Emergency Services.

Armed Security

Armed security is not permitted within the hotel and/or the casino floor under any circumstances. Within the convention facilities at Caesars Palace, all requests for armed security must be reviewed and approved in writing by the Hotel’s Security Department at least 30 days in advance. In addition to the approval, proof of insurance, naming the property, Caesars Entertainment and their subsidiaries and affiliates, and each of their officers, directors, representative and employees are named as additional insured. Proof of insurance must be provided by both the convention organizers as well as the third party security service provider. Your Catering/Convention Services Manager will provide the terms and limits of the required insurance policy. The hotel reserves the right to deny any and all requests.

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SHIPPING

For inbound shipping information, see “Convention Package Center Information”
For outbound shipping information, see “Business Center”

SMOKING

Smoking is strictly prohibited in the Caesars Palace Convention Facilities and is in compliance with the Nevada “No Smoking” Laws and The Nevada Clean Indoor Air Act. This includes traditional cigarettes, cigars, vapors, e-cigarettes and the use of cannabis.

Use or Possession of Cannabis Products

The possession or use of any controlled substance including Cannabis Products anywhere on property is prohibited by federal law and Caesars Entertainment Company policy. Group acknowledges and understands that Hotel does not allow anyone to possess or consume Cannabis Products in any Caesars Entertainment facility. Group acknowledges that it shall be responsible for preventing such activity at its function or by persons attending the function. Group further acknowledges that failure to do so shall be grounds for immediate termination of the function.

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SOUND RESTRICTIONS

Caesars Palace has a Good Neighbor Policy in regards to the convention meeting space and the Garden of the Gods. All audio and video should be appropriate for a general audience and at a maximum noise level of 65 dB.

TABLE 30.68-1 Noise - Maximum Permitted Sound Levels (Decibels)				
OCTAVE BAND CENTER FREQUENCY HERTZ	Within Residental Districts		Within Business and Industrial Districts	
	Daytime	Nighttime	Daytime	Nighttime
31.5	72	65	76	65
63	65	58	69	62
125	58	50	62	54
250	53	44	58	49
500	50	40	55	45
1000	47	37	52	42
2000	43	33	49	38
4000	40	30	46	35
8000	37	27	43	32

TABLE 30.68-1 Impulse Noise - Maximum Permitted Sound Levels (Decibels)			
Within Residental Districts		Within Business and Industrial Districts	
Daytime	Nighttime	Daytime	Nighttime
36	46	65	61
Source: American National Standards Institute, Inc.			

SPA

Caesars Palace features a full-service spa and fitness facility offering a variety of services and relaxation options.

Qua Baths & Spa

SUITE POLICIES/PROCEDURES

We respectfully ask that you acknowledge and adhere to the following Suite Policies and Procedures:

- All Food and Beverage requirements must be arranged through Hospitality Sales
- We will not dismantle any furniture in the suites
- The Hotel reserves the right to change suite locations
- Functions may be held in the suites from 8AM to Midnight
- Functions must be contained within the suite and not in foyer areas
- A guest list and a schedule of activities needs to be provided to your Catering/Convention Services Manager 7 days prior to arrival
- For your safety, electrical usage over and above the standard outlets is not allowed
- Freight, boxes or crates of equipment are prohibited—suites are not to be used to exhibit machinery or products
- Due to local fire codes and hotel policy, easels/signs are not permitted in the casino, hotel lobby or sleeping room hallways; any easels or signage in these restricted areas will be removed immediately by Hotel staff

Failure to comply with any or all of the policies detailed above will result in immediate termination of the suite function. Any damages are subject to additional charges, based on hotel cost assessment. If you have any additional questions or concerns on the information listed above, please contact your Catering/Convention Services Manager.

Villa Allocations: Villa assignments are confirmed with the Hotel retaining the right to reassign accommodations at its sole discretion.

SURVEY

Providing great customer service experience is extremely important to us. To assist with continually improving our service levels, we enlisted the services of Medallia, Inc. to send post conference surveys to our clientele. A brief survey is sent out at the end of your conference covering all major aspects of your experience. Once received, the results are shared internally to improve service, recognize individual performance and to implement best practices throughout the hotel. Your participation in the survey is greatly appreciated.

T

TAXES

Clark County Room Tax is currently 13.35%; State Sales Tax is 8.375% and Service Charge for Banquets at Caesars Palace Las Vegas is 25%. Taxes and Service Charges are subject to change without notice.

Live Entertainment Tax

If you are providing live entertainment which requires an admissions charge for entrance, a tax of 9% will be collected per NRS 368A. Further information may be found here.

All tickets sales for live entertainment performances must be sold through the Caesars Entertainment Box Office. For more information regarding the Live Entertainment tax, please inquire with your Catering/Convention Services Manager.

You may email any specific questions to the Caesars Entertainment Accounting Team at LVRFTax@Caesars.com.

Tax Exempt Status

In order for an organization to be considered tax exempt, you must provide your Catering/Convention Services Manager a certificate of exemption from the State of Nevada or a Federal Tax Exempt Certificate at least 30 days prior to your event.

Individual federal government employees must follow current tax exempt laws and provide appropriate and current documentation at time of check-in. Lodging purchases made with the following federal government credit cards are exempt: Visa and MasterCard that contain an account number that begins with 4486, 4716, 5568, and the sixth digit from the left is 0,6,7,8 or 9. Transient lodging charges billed directly and paid directly as “centrally billed” by the federal government are exempt. Those charged and billed directly to federal employees as “individually billed” are NOT exempt regardless of whether the employee is subsequently reimbursed by the Federal Government. It is not necessary that an exemption certificate be issued in conjunction with the above referenced credit cards.

TELEPHONE INFORMATION

If you have telephone installation requirements such as analog phone lines for use with telephones, fax machines and data ports, please contact Encore at (702) 866-1133. Please also reference the Telephone Pricing Sheet.

TRANSPORTATION

All large group and rideshare arrivals and departures must pick-up and depart from the Colosseum Tour Bus Entrance.

W

WATER STATIONS

Caesars Palace can provide water stations equipped with a self-serve 5-gallon water bottle in any meeting room. The Hotel does not allow water stations to be placed in convention foyers or any public areas. Water stations are available for rent at the rate of $250.00 per station, per day, and an additional $75.00 per refill. Pads and pens can be provided complimentary in an amenity box in any meeting room. If required to be setup at each seat, please contact your Catering/Convention Services Manager for pricing.

WEDDING CHAPELS

Caesars Palace offers five unrivaled locations for couples to begin their journey into wedded bliss. There are two outdoor chapels: Venus and Juno Gardens which are located in the Garden of the Gods Pool Oasis amidst our lush greenery. There are three indoor chapels: Classico, Tuscana and Romano. Depending on the selected chapel, ceremonies can seat up to 200 guests. The Wedding Chapel Sales Office hours of operations are from 9AM to 5PM. Appointments are encouraged.

Additional services and upgrades such as floral design, limousines, videography, guestrooms and suites, reception planning, gown and tuxedo referrals, spa packages, Champagne brunch, vow renewal and union or commitment ceremonies are also available.

The expert wedding staff at Caesars Palace is dedicated to making each ceremony uniquely personal. Please feel free to contact the Wedding Chapel at (702) 731-7422, or toll free at (877) 279-3334, extension 7766 (within the hotel), or via fax at (702) 731-7496 for information on pricing and reservations.

In addition, there is a “Wedding Information Hotline” available to advise wedding locations, directions, times, etc. Please direct any questions to extension 1195 (within the hotel) or (702) 866-1195. For more information, please visit
Caesars Palace Weddings

WELCOME LETTERS

Welcome letters can be distributed to guests through our Bell Staff. Please contact your Catering/Convention Services Manager for pricing.

WHEELCHAIRS

Standard wheelchairs, motorized wheelchairs and motorized scooters are available through the Bell Desk. Please contact the Bell Desk for pricing at
(702) 731-7260 or extension 7260 (within the hotel).

If you anticipate a high demand, contact your Catering/Convention Services Manager.

WIRE TRANSFERS

Please see Wire Transfer Instructions.





CAESARS

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