



CAESARS FORUM EXHIBITOR FACT SHEET

Labor Needs:

If you are an exhibitor and need assistance servicing the booth (serving, bussing, running food) we offer the following options:

- Server Attendant @ \$350 + for a minimum of (4) hours at a time.
- Stewarding Attendant @ \$350 + for a minimum of (4) hours at a time
- Bartender @ \$350 + for a minimum of (4) hours at a time

Handwashing Sinks:

All booths that are sampling food items and/or beverage items are required to have a handwashing sink. Each handwashing station is \$400 + for the duration of the show.

Cooking and Prep Services:

If you are an exhibitor and are in need of cooking services, prepping services or use of our facility to cook and prepare food, please reach out to Christina Olivas @ Colivas@caesars.com and Stayzia Garness @ SGarness@caesars.com directly for pricing and planning purposes.

Sampling and Food and Beverage Requirements

To help prepare for your booth set up, I have attached the Catering Exhibit Booth Request Form. Use this form to order any catering as well as sampling service items such as mixers, garnishes, glassware, and ice.

PLEASE NOTE:

A WINE beverage sample size is defined as a 2oz pour or less; a SPIRIT sample size is defined as ¼ oz pour or less.

CAESARS FORUM is the exclusive food and beverage provider of the facility; therefore, no outside food will be permitted on the show floor or in Main Street Suites.

Exhibitor catering orders and sampling services items need to be confirmed no later than **January 31st, 2025**. You may either email your completed form or schedule a phone appointment so that we may work together to execute your vision.

On behalf of the entire team at Caesars FORUM, we are very excited to welcome you to our facility and we are here to be of assistance as you prepare for NGA 2025.



CAESARS FORUM

FOOD AND BEVERAGE DISTRIBUTION REQUEST FORM

CAESARS FORUM 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 FORUM.

General Policies:

A food and beverage sample size is defined as a portion of 2oz or less, measured by weight or volume. Spirits do not fall under this policy and must be provided and served by CAESARS FORUM. Should samples exceed more than 2oz, additional fees to include corkage will apply.

PLEASE NOTE:

A WINE beverage sample size is defined as a **2oz pour** or less; a SPIRIT sample size is defined as **¼ oz pour** or less.

- 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: Eastside Convention Center, LLC. dba as Caesars Forum on behalf of "CAESARS FORUM" are named as additional insured under above policies.

- A hand washing station is also required under most circumstances. Facility has a limited quantity, and these may be rented at a cost of \$400 each plus state sales tax for the extent of the show.
- All equipment and service-related items are the sole responsibility of the exhibitor.
- Any vendor serving food and/or beverage must obtain a Southern Nevada Health District food service permit. If show organizer has not obtained a blanket permit for sample distribution, individual exhibitors must pull their own permit. Applications may be submitted by the exhibitor or the show organizer. Further information may be found on the Southern Nevada Health District website: <https://www.southernnevadahealthdistrict.org/permits-and-regulations/food-establishment-regulations/chapter-15-special-events-and-temporary-food-establishments/>

Application for Tasting Events, Conventions and Trade Shows Temporary Permit:
<http://www.southernnevadahealthdistrict.org/download/temp-permits/EC-App-for-Tasting-Events-Fillable-04.09.18-Three.pdf>

Temporary Food Establishment Quick Reference Checklist: <http://www.southernnevadahealthdistrict.org/download/eh/temp-permit-checklist.pdf>

- Any exhibitor or vendor providing alcoholic samples 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 FORUM bartender.
- All alcoholic products must be provided and delivered by a licensed wholesaler in the state of Nevada and received at the CAESARS FORUM loading dock.
- Exhibitors are responsible for any trash removal and booth cleaning related to sample distribution.
- CAESARS FORUM does not have onsite 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.



CAESARS FORUM

SAMPLE DISTRIBUTION APPROVAL FORM

Sample Distribution Approval 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): _____

Handwashing Station:

() \$400.00 Electric handwashing sink. Includes water disposal/replenish, sanitizer bucket or wipes and 20 amp circuit.

*Handwashing sink inventory is limited. Availability is based on a first come first serve basis.

Please note approval must also be obtained from the show organizer to distribute food and beverage samples in addition to obtaining the facility's approval.

The company requesting sampling approval acknowledges it has sole responsibility for the use, servicing or other disposition of such items (including alcoholic beverages) in compliance with all state, federal and local laws. All alcoholic products must be provided and delivered by a licensed wholesaler in the state of Nevada and received at the CAESARS FORUM loading dock. Accordingly, the company agrees to indemnify and forever hold harmless CAESARS FORUM from liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (including alcoholic beverages).

Please submit form to Christina Olivas @ Colivas@caesars.com and Stayzia Garness @ SGarness@caesars.com.

Signature/Requested by: _____ Date: _____

Printed Name/Approved By: _____ Date: _____

Completed forms may be returned to your Catering Convention Services Manager.