

**Caesar's Reservation Procedure for
AEA Utility Management Conference
March 22-23, 2022**

RESERVATION CUT OFF:

Friday, Feb. 4, 2022

CALL-INS:

Room Reservations - 888-516-2215 (8am-2am EST, 7 days a week)

Group name: AEA Utility Management 2022

Group code: SC03AE2

All callers will be asked for this code but can also book by saying *AEA Utility Management****

ON-LINE BOOKINGS:

Copy link into your browser for on-line reservations.

<https://book.passkey.com/go/sc03ae2>

Check in date:	Tuesday, March 22, 2022	(after 4:00 pm)
Check out date:	Wednesday, March 23, 2022	(11:00 am)
Accommodations:	1 room	
Nightly room rate:	\$69.00 plus 13.625% tax	
Nightly Resort fee:	\$24.00 plus 13.625% tax	
Add'l costs:	\$2.27 per night, per room, NJ State tourism fee \$3.00 per night, per room, Room assessment fee Room rate, Resort fee and Tourism fee are tax exempt only if they are prepaid by a government agency, at least 15 days prior to check in.	
Total cost per night:	\$98.00	
Payment due date:	Your payment must be received at least 15 days prior to arrival.	
Confirmation number:	Emailed at time of booking.	
Cancel policy:	48 hour advance notice is required to cancel without a penalty.	
Resort fee:	This fee includes unlimited local phone calls, a \$5.00 voucher towards self-parking in the garage and complimentary access to the fitness center and complimentary in-room internet access limited to 2 devices per room, per night.	

If you require additional information, please call me at 609-441-5736 (Monday-Friday 9am-4pm).

Cordially,

CAESARS ATLANTIC CITY

Flo Jones

Flo Jones
c/o Caesars Front Desk
2100 Pacific Avenue
Atlantic City, NJ 08401
Fax: 609-441-5202



Purchase Orders for Pre-Payment

To: AEA Utility Management Conference Attendee

Please be advised that Caesars Atlantic City Hotel –Casino **does not** accept Purchase Orders on a “Direct Bill” basis.

All Purchase Orders will be accepted on a “Pre-paid” basis only.

Please make all purchase orders and checks payable to **Caesars Atlantic City** and mail them to the address below **ATTN: Flo Jones/Front Desk**.

Once your purchase order is received and the amount due is verified, it will be signed and returned to you for payment in advance. Payment must be received at least 15 days prior to your expected arrival date. If you can accept a signature via email, please email your purchase order to jonesflo@caesars.com

PLEASE NOTE: Payments that are received that are less than 15 days prior to the arrival date will be returned to the sender and your guests will be asked for payment at check-in time. Payments made using a personal credit card **will not** be tax exempt.

The hotel **WILL NOT** accept a check or Purchase Order upon arrival.

If you have any questions, please feel free to contact me at 609-441-5736 Monday-Friday 9:00am-5:00pm eastern standard time.

Cordially,

Flo Jones

Flo Jones

Convention Coordinator for Caesars Atlantic City

c/o Caesars Front Desk

2100 Pacific Avenue

Atlantic City, NJ 08401