

**2025 AEA Utility Management Conference**  
**Caesars Hotel Procedures**  
**March 11 & 12**  
**Cut-off: February 23, 2025**

**CALL-INS:**

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

Group name: AEA Utility Management

Group code: SCAEA5

\*\*\*All callers will be asked for this code but can also say \*\*\***AEA Utility Management**\*\*\*

**ON LINE:**

The link below is for booking online:

<https://book.passkey.com/go/scaea5>

**Check in date:** Tuesday, March 11, 2025 (after 4:00 pm)  
**Check out date:** Wednesday, March 12, 2025 (11:00 am)  
**Accommodations:** 1 room  
**Nightly room rate:** \$79.00 per night, per room  
**Nightly Resort fee:** \$27.99 per night, per room  
**Add'l costs:** \$2.00 per night, per room, NJ State tourism fee  
\$2.00 per night, per room, Occupancy surcharge  
\$3.00 per night, per room, Room assessment fee  
Room rate, Resort fee, Tourism fee and Occupancy 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:** \$113.99.  
**Confirmation #:** Supplied at time of booking  
**Payment due date:** Your payment must be received at least 15 days prior to arrival.  
**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



# N. J. Purchase Orders for Pre-Payment

## AEA Conference Attendees

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](mailto: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