

**Caesar's Reservation Procedure for
AEA Utility Management Conference
March 12-13, 2019**

RESERVATION CUT OFF:

Friday, Feb. 22, 2019

CALL-INS:

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

Group name: AEA Utility Management

Group code: **SC03AE9** (All callers will be asked for this code, but can also book by saying "AEA")

ON-LINE BOOKINGS:

Copy link into your browser for on-line reservations.

<https://book.passkey.com/go/sc03ae9>

Check in date:	Tuesday, March 12, 2019	(after 4:00 pm)
Check out date:	Wednesday, March 13, 2019	(12:00 noon)
Accommodations:	1 room	
Nightly room rate:	\$69.00 per room, plus 14% tax	
Nightly Resort fee:	\$23.00 per room, plus 14% tax	
Add'l costs:	\$2.00 per night, plus 14% tax, NJ state tourism fee \$3.00 per night, per room, Room assessment fee (Room rate, Resort fee and NJ Tourism fee are tax exempt only if they are prepaid by your Municipality)	
Total cost per night:	\$97.00 per room (room cost & fees only)	
Total amount due:	\$97.00 (If mailing a PO or check, send to Flo Jones at address below in bold print)	
Payment due date:	Your payment must be received 10 days prior to your arrival date. Caesars will not accept a check at check-in time.	
Cancellation Policy:	48 hour advance notice is required in order to cancel without a penalty.	
Resort Fee:	This fee includes unlimited local phone calls, a \$5.00 voucher towards self-parking in the garage, complimentary access to the fitness center and complimentary in-room internet access limited to 2 devices per room, per night.	

Flo Jones, Convention Coordinator for Caesars Atlantic City
**c/o Caesars Front Desk
2100 Pacific Avenue
Atlantic City, NJ 08401
Phone: 609-441-5736
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 10 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 10 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