



Association of Environmental Authorities
Annual Meeting - November 14-15

2017 Caesars Reservation Procedures

Distribute to staff making hotel reservations and submitting payment

Reservations	888-516-2215 (8am-2am EST seven days a week)
Group name	AEA
Group code	SC11EA7
On-line reservation	Visit: HTTPS://AWS.PASSKEY.COM/GO/SC11EA7
Cut-off date	Friday, October 27, 2017
Room rate - \$119 per night + 14% tax Nightly resort fee - \$23.00 + 14% tax NJ state tourism fee - \$2.00 per night + 14% tax Room assessment fee - \$3.00 per night (Room rate, Resort fee and NJ Tourism fee are tax exempt only if prepaid by your authority or municipality.) Cost per night - \$147.00 (room cost & fees only)	Unlimited local phone calls (no long distance or international calls) \$5 voucher toward self-parking Basic WIFI to include two (2) devices per room per day
Confirmation	You must supply a valid email address in order to receive a confirmation.

If Submitting Purchase Orders

Note: It is in the reservation representative's script to ask everyone for a credit card to guarantee the room. This is waived for anyone that says they are paying by purchase order.

After reserving the rooms fax or email a copy of your PO with the guest(s) name, arrival and departure date to: Flo Jones at 609 441 5202 or jonesflo@caesars.com. Ms. Jones will verify you have the correct total. Once verified mail completed form to: Flo Jones/Caesars Front Desk, 2100 Pacific Avenue; Atlantic City, NJ 08401 (p) 609-441-5736 / (f) 609-441-5202

Once your purchase order is received, it will be signed and returned to you for payment in advance.

Important! Do not send any POs before verifying you have the correct total.

If payment due on the signed PO is not received by the hotel prior to your guests' arrival, your guests will be asked for payment at check in time. The hotel **will not** accept a check or PO upon arrival.

Credit Cards

Contact reservations and identify yourself as part of AEA to receive the special Group rate. You will be asked for a credit card to guarantee your room. Your card **will not** be charged. If your company is paying via purchase order, a credit card will not be required to book your room.

Direct Bill

Be advised that Caesars **does not** accept Purchase Orders on a "Direct Bill" basis. All Purchase Orders will be accepted on a "Pre-paid" basis only. Purchase orders and checks should be made payable to Caesars. Give yourself ample time to process the PO for payment and send it to Caesars.

Cancellation

Caesars allows individual cancellations without penalty up to seventy-two (72) hours prior to the attendees' scheduled arrival date.