

# Floral Order Form 2024



WYNN LAS VEGAS

ENCORE LAS VEGAS

**ORDERING:** To order items for your booth or meeting room, please fill out this form and email a copy to [catering@wynnlasvegas.com](mailto:catering@wynnlasvegas.com) at least two (2) weeks prior to the event date.

**CONFIRMATION:** Your Catering Manager will confirm order details on a Catering Event Order which will be forwarded via email. Your on-site contact must be present to sign for receipt of your order and any additions.

**DELIVERY:** Your onsite contact must be present to sign for receipt of your order and any additions.

Company Name:			Booth # or Room:		
Address:			On site Contact:		
City:	State:	Zip:	Cell Number:		
Ordered By:	Phone:		Delivery Date:	Time:	
Email:	Fax:		Show Date(s):	Time(s):	

Phalaenopsis Orchid Plant Requests	Qty	Rate
Single Bloom White Orchid		\$125.00
Double Bloom White Orchid		\$150.00

Fresh Cut Floral Requests	Qty	Rate
Small (= 7" for cocktail table)		\$130.00
Medium (= 18" for countertop or bar)		\$250.00
Large (= 32" for booth or buffet)		\$600.00
X-Large (=48" for focal point or statement)		\$850.00

**Flowers will stay fresh for one day and then require a refresh.**

Custom Floral Request	Qty	Rate
Description:		

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Description:		

**State budget above or Catering Manager will contact you with pricing confirmation of your request(s).**

Refresh Request	Qty	Rate
Small (= 7" for cocktail table) Refresh		\$65.00
Medium (= 18" for countertop or bar) Refresh		\$125.00
Large (= 32" for booth or buffet) Refresh		\$300.00

Refresh Request	Qty	Rate
X-Large (=48" for focal point or statement) Refresh		\$425.00
Other Refresh"		\$

**To keep arrangements in pristine condition every day, the flowers will require a refresh and replacement of all expired blooms. Refresh fees are starting rates.**

**PAYMENT INFORMATION**

**By check:** Made payable to Wynn Las Vegas and mailed to the address above, attention Catering Manager's name.

**By credit card:** After processing you will receive an email which contains a web-link to enter your credit card information on a secure site.

<b>TOTAL:</b>	
<b>8.375% Tax</b>	
<b>(Excluding refresh fees)</b>	
<b>TOTAL AMOUNT DUE:</b>	

**Authorized Signature:** \_\_\_\_\_



**PLANT RENTAL FORM**

Name of Event or Conference:  
 Delivery Date:  
 Pick Up Date:  
 Delivery Time:  
 Pick Up Time:  
 Location:  
 Booth Number:

**CUSTOMER INFORMATION**

NAME \_\_\_\_\_  
 COMPANY \_\_\_\_\_  
 PHONE NO \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 BILLING ADDRESS \_\_\_\_\_

**ORDER DETAILS**

PLANT OPTION	COST	QTY.	TOTAL
Tabletop Plant	\$37.50		
3' Tropical Plant	\$62.50		
4' Tropical Plant	\$75.00		
5' Tropical Plant	\$87.50		
6' Tropical Plant	\$100.00		

**WHITE or BLACK** planters  
 (Please Circle)

Taxable Subtotal	
Tax (8.375 %)	
Delivery/Pickup	
Total	

Please send completed form to: [catering@wynnlasvegas.com](mailto:catering@wynnlasvegas.com) or via fax at (702) 770-1550  
 If you do not receive a confirmation within 7 days of sending the fax, please call 702-770-7900

**\*ALL ORDERS MUST BE PLACED TWO (2) WEEKS PRIOR TO EVENT DATE\***

\* Any Orders after this date will be subject to a 25% surcharge and based on availability

\*Delivery/Pick-up fee is \$150 per order

\*Delivery/Pick-up fee for orders received less than 7 days prior to event date, delivery/pick up fee is \$200 per order

\*Delivery/Pick-up before 8am or after 8pm is an additional \$75.00 per occurrence

\*Cancellations received less than 48 hours of delivery time, will be charged full rental price