



## LVCC EXHIBITORS

Welcome to CES® 2023! This welcome letter contains contact information for on-site assistance, key show rules and regulations and other important details about exhibiting at the show.

### ACCESS TO YOUR EXHIBIT SPACE FOR YOUR CLIENTS

Please remember: any clients whom you invite to visit your exhibit must have a CES badge. This includes any meetings scheduled before, during or after show hours. Our security guards will not allow access to CES exhibit areas to individuals who do not have a CES badge. Please make sure you convey this information to your clients or customers.

### BAG SEARCH/SECURITY SCREENING

Exhibitor personnel attending CES will be subject to the same security and safety restrictions and procedures as general attendees with some allowances. Additional details can be found at [CES.tech/security](https://ces.tech/security).

Starting on Tuesday, Jan. 4, Exhibitors will be subject to metal detection upon entry and may only bring two personal bags, each smaller than 12"x17"x6", onto official show premises. Rolling bags and luggage are not permitted and bags will be searched. Beyond this personal bag restriction, exhibitor personnel will be permitted to bring product and display materials, hand-carried or on wheels, onto CES show premises through designated entrances. This equipment will be subject to search and then tagged as approved for entry.

### BOOTH DONATION PROGRAM

Freeman is once again partnering with Opportunity Village and Goodwill Industries to turn exhibitor materials into much-needed donations that support these valuable charities. If you anticipate having materials such as electronics, furniture or booth materials in good condition, please fill out this [form](#). More information on how to reduce your footprint can be found in the [exhibitor manual](#).

For more information or questions, contact Brenan Dwyer [bdwyer@hcsustainability.com](mailto:bdwyer@hcsustainability.com) and Daniel Foster [dfoster@hcsustainability.com](mailto:dfoster@hcsustainability.com) or visit a Freeman Service Desk.

### BOOTH INSTALLATION AND UNIONS

Exhibitors are permitted to set up their own displays, provided full-time, permanent company employees are used. At the request of union officials, CES Operations may request proof of a booth worker's company affiliation. Note: union jurisdictions prohibit exhibitors from using material handling equipment, such as flatbed carts or dollies/hand-trucks, though hand-carrying materials is permitted. Contact CES Operations or Freeman with questions or concerns.

### CES MOBILE APP

The CES 2023 Mobile App is the best way for attendees to make the most out of their CES experience, whether you are in Las Vegas or attending digitally. The app allows attendees to build their daily schedule, connect with



exhibitors and attendees, schedule meetings, view livestream and video on demand keynotes and sessions and navigate the show.

Download the CES Mobile App by searching “CES 2023” in your app store or [CES.tech/CESApp](https://CES.tech/CESApp).

### **CLEAN FLOOR POLICY**

The following Clean Floor Policy will be strictly enforced:

#### **Tuesday, Jan. 3**

**ASAP** Crates should be unpacked and labeled "empty" for removal from the floor as soon as possible.

**6 PM** All crates must be empty and labeled for removal.

**10 PM** All crates will be removed from the building regardless of status.

**10 PM** Visqueen must be removed, rolled and placed in the aisle for removal.

#### **Wednesday, Jan. 4**

**1 PM** Cartons, fiber cases and packing material must be empty and labeled.

**1 PM** Accessible storage items must have a work order submitted for pickup and be labeled for removal.

**3 PM** All booths must be completely set.

**3 PM** Booth space not occupied by 3 PM will revert to CES.

**7 PM** All aisles must be 100% clear of product or any other items that may impede setting down aisle carpet. This includes exhibitor products, contractor equipment such as saws, ladders, storage boxes or any other items that may impede Freeman’s ability to lay aisle carpet.

Wednesday, Jan. 4 is scheduled as a product testing, booth touch-up and rehearsal day.

These procedures are intended to facilitate the convenience of arrival and set-up for the exhibitor and to ensure that CES opens on schedule. In order to facilitate the efficient delivery of your freight, please contain your crates to your room or booth.

### **EXHIBIT DATES/HOURS**

Thursday, Jan. 5      10 AM–6 PM

Friday, Jan. 6        9 AM–6 PM

Saturday, Jan. 7     9 AM–6 PM

Sunday, Jan. 8        9 AM-4 PM

### **EXHIBITOR APPOINTED CONTRACTORS (EACs)**

EAC workers and supervisors must display an official EAC wristband in order to access the show floor. There is a different color wristband required each day. Wristbands may be picked up from the EAC desk outside of Central Hall (Grand Lobby) and West Hall (outside W2 entrance) from December 26-January 11. Only EAC supervisors who were listed as primary contacts during EAC registration are permitted to pick up and sign for all wristbands.



Note: At the LVCC, all EAC workers and supervisors must also have a Worker Identification System (WIS) photo ID badge.

**EXHIBITOR HOTLINE**

The Exhibitor Hotline is available if you need a quick answer or are looking for someone to help. Call us at 702-943-4074 during show hours on show days and 7 AM to 7 PM during move-in or move-out.

**FLOOR MANAGERS**

CES has floor managers on-site to provide assistance and act as your primary liaison with all official show contractors. Look for the Floor Manager desk closest to you.

<b>Exhibit Hall</b>	<b>CES Floor Manager</b>	<b>Desk Location</b>	<b>Freeman Concierge</b>
LVCC, West/North Hall Facility Manager	Barbara Powell	Back of West Hall 1 702-943-4074	
LVCC, West Hall Booth #s 3000-4599	Chuck Bierley	Front of 4000 aisle 702-943-3598	Fefe Tsige 682-305-9668
Booth #s 4600-6299	Tom Mulrenan	Front of 5000 aisle 702-943-3700	Calisse Lutcher 702-721-6662
Booth #s 6300-7599	Luann Alesio	Front of 6600 aisle 702-943-3570	
West Meeting Rooms	Luann Alesio	Across from W321 702-943-3592	Calisse Lutcher 702-721-6662
LVCC, North Hall Booth #s 8000-8999	Patty Reilly	Front of 8500 aisle 702-943-3528	Julie Kimball 469-418-2756
Booth #s 9000-10199	Maryann Schwann	Front of 9600 aisle 702-943-3571	Alyssa Vasquez 469-953-4907
Booth #s 10200-11199	Annie Der	Front of 10700 aisle 702-943-3527	
LVCC, Central Hall Facility Manager	Phil Spitale	Central Hall Room C106 702-943-3523	
LVCC, Central Hall Booth #s 15000-16199	Louie Cacchioli (C1-2)	Next to booth #15957 702-943-3533	Chelsea Fellmer 469-418-8419
Booth #s 16400-18199	John Zinn (C3)	Next to booth #17289 702-943-3534	Jayton Brophy 469-953-4026
Booth #s 18300-19299	Pam Stubbs (C4-5)	Across from booth #18315 702-943-3536	



North Meeting Rooms & Grand Concourse	Kim Lacassagne	Across from N230 702-943-3741	Alyssa Vasquez 469-953-4907
LVCC, Central Plaza	Leslee Fletcher	Call or text, 702-204-7294	Jayton Brophy 469-953-4026

**FREEMAN CONCIERGE ELITE**

Freeman also provides additional exhibitor support with their Freeman Concierge program. Download the free Freeman Concierge Elite mobile app to receive alerts and assistance from Freeman via your mobile device and avoid lines at the Exhibitor Service Center.

**INTELLECTUAL PROPERTY REMINDER**

- CTA takes any accusations of intellectual property infringement very seriously.
- Generally, infringement occurs when there is copying or using any intellectual property (patent, copyright, trademark, etc.) of someone else without previous written permission.
- While at CES all exhibitors have agreed to:
  - Only promote products where they own the legal intellectual property rights or products where they have written authorization from the legal owner.
  - Only exhibit products where they own the legal intellectual property rights or products where they have written authorization from the legal owner.
  - Never display, promote or exhibit products that infringe on someone else’s intellectual property rights.
- Please be aware that while exhibiting at CES events, people are investigating and distributing notifications of possible infringement claims.
- Please see Section 34 of your signed Exhibit Space Contract for complete information.

**KEY LOCATIONS**

Business Centers                      LVCC, FedEx Office, Grand Lobby  
     LVCC, FedEx Office, West Hall Lobby

Exhibitor Service Centers            Back of LVCC, West Hall 1  
     Front of LVCC, North Hall 4  
     LVCC, Central Hall Tunnel below Central Hall 3 Concourse

Show Office                              LVCC, North Level 2, N254; 702-943-3543

Security Office                            LVCC, North Level 2, N252; 702-943-3532

**LABOR AT SHOW BREAK**

As an additional safety and security measure, no workers will be permitted on the show floor until 5 PM, one hour after the show closes on Sunday. This includes all I&D labor, electricians, stagehands, cleaners, vendors



and all EAC workers. The only exception you will see is teamster labor to roll the aisle carpet one half hour after the show break.

### **MOVE-OUT INFORMATION**

All exhibitors must keep their display open and staffed during the entire show through show break at 4 PM Sunday, Jan. 8. Failure to abide by this rule may result in loss of priority points.

The move-out process is a targeted system which provides a date and time when your freight must be cleared from the exhibit hall. Please refer to the Target Freight Move-Out information in the freight section of the Exhibitor Manual at [CES.tech/manual](http://CES.tech/manual) to determine your target move-out deadline. If you have questions, contact your Freeman Concierge or your CES floor manager.

A move-out bulletin will be distributed on Sunday, Jan. 8 that will include information on dismantling, empty return and return shipping. If you have questions, contact your Freeman Concierge or visit a Freeman service desk.

### **NO SELLING POLICY**

CES policy strictly prohibits over-the-counter sales (i.e.: cash, check, or credit card). Only bona fide business orders for future billing, payment and delivery are permitted. **CES reserves the right to close down booths in violation of this regulation.**

CES show management and representatives from the Clark County Business License office will be walking the show floors on show days looking for exhibitors violating this policy. Should any exhibitors be found in violation of this policy, CES Operations will take the proper steps to shut down the exhibitor's booth immediately. This action will be strictly enforced. Be sure to share this information with those staffing your booth on-site.

### **PERSONAL MOBILITY DEVICES**

Personal mobility devices (with or without motors) are not permitted at any CES venue. This includes hoverboards, skateboards, uniwheels and all similar products. Segways are permitted at the LVCC and Sands/Venetian for ADA use only. They are not permitted at any other show venue for any purpose.

### **PRODUCT DEMONSTRATIONS AND SOUND RESTRICTIONS**

A maximum noise level of 85 dB will be maintained in all exhibits and meeting rooms. Please be aware that you may have neighboring exhibitors on either side of your exhibit. We ask that you are considerate of this and understand that there may be some noise transfer if several demonstrations are going on at once.

### **RESERVE YOUR SPACE FOR CES 2024**

You should have received a packet of information from the CES Sales Team, indicating your CES 2024 exhibit space selection time. Space selection will take place during your scheduled time at the Exhibit Space Selection Office LVCC, South Hall, Room S219. If you did not receive your packet or have questions about the selection process, please call the LVCC Exhibit Space Selection office at 702-943-3574 beginning Jan. 4.



## **SECURITY**

We encourage all exhibitors to hire security for their booths and meeting rooms and remember to secure valuables, specifically during move-in and move-out and overnight hours when exhibit staff are not present.

## **SECURITY APP**

See something, say something. [Download the Titan HST security app](#) to report tips, call venue security, receive CES security broadcast updates. [Use this link and sign up with site code "CES."](#)

## **SHUTTLE SERVICE**

A full schedule of our complimentary shuttle service can be found at [CES.tech/shuttle](https://CES.tech/shuttle) and includes details on hotel shuttles, the Tech Express, the C Space Shuttle and outbound airport shuttle service.

## **WORK HOURS/LATE WORK PASSES**

Work hours are 7 AM-7 PM each day. You may obtain late work passes from your floor manager or CES Show Office by 2:30 PM the day the late work is to occur. You will be asked to provide the booth number, approximate number of workers and the name of the supervisor. When working after hours, you and your team must remain in your booth at all times. Security will patrol the exhibit halls and check that people have passes and are working in the proper booth. Anyone in violation will be escorted out of the exhibit hall for the remainder of the evening.

After 7 PM, anyone leaving the exhibit hall will not be able to re-enter until the next day. A runner can leave the building to get dinner or supplies via a 24-hour access door. Anyone who must enter the building after hours will be asked to sign in and out, state their business and show identification and their work ID. 24-hour doors will be maintained at the following locations:

North & Central Halls Grand Lobby, Main Entrance  
West Hall Main Lobby, East Side