



## VENETIAN EXPO 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 are found at [CES.tech/security](https://ces.tech/security).

Starting on Wednesday, 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, 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](#).

### 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-carry materials are 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 other exhibitors and attendees, schedule meetings, view livestream and video on demand keynotes and session and navigate the show.

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



## **ELECTRICAL BLUE BOXES**

SES is the exclusive provider of electrical for your exhibit. SES installs a blue box system to ensure exhibitors receive the power they ordered and to help reduce chances of service interruption. If you order a 5 amp/500-watt service that is the fuse you will get with your blue box. If you overload your box, the fuse will blow at your location only; it will not affect the power of adjacent exhibitors who are on the same line or “stringer.” If you have questions, contact your SES Exhibitor Services team member.

## **EXHIBIT HOURS**

Thursday, January 5	10 AM–6 PM
Friday, January 6	9 AM–6 PM
Saturday, January 7	9 AM–6 PM
Sunday, January 8	9 AM–4 PM

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

EAC workers must display an official EAC wristband in order to access exhibit areas. There is a different color wristband required each day. Wristbands will be available for pickup starting on Wednesday, December 29 at the Venetian Expo, Level 2, Hall C entrance. The EAC Desk will open during move-in and move-out beginning at 7 AM and during show hours on show days. Only EAC supervisors who were listed as primary contacts during EAC registration are permitted to pick up and sign for all wristbands.

## **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 and move-out.

## **EXHIBIT SECURITY**

We encourage all exhibitors to hire security for their booths and meeting rooms and remember to secure valuables, particularly during move-in and overnight hours when exhibitor staff are not present. Please note, all meeting rooms are joined by airwall doors that **cannot be locked** and Venetian in-house services may also have access to these rooms.

## **FOOD OUTLETS**

Need to grab a quick bite to eat? At the Venetian Expo, there are two food courts in Hall G on Level 1. At the Venetian Hotel, there are two food courts which offer quick options. The first is located on Level 3 (Grand Canal Shoppes level) adjacent to the parking garage ramp. The second is located on Level 2 (Casino Level) diagonally from the Grand Lux Café.

## **INSTALLATION SCHEDULE AND CLEAN FLOOR POLICY**

Exhibit installation hours are 7:30 AM–7 PM. The following Clean Floor Policy will be strictly enforced:

### **Tuesday, January 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, January 4**

- 1 PM** Cartons, fiber cases and packing material must be empty and labeled for pick-up by Freeman.
- 1 PM** Accessible storage items must have a work order submitted for pickup and be labeled for removal.
- 2 PM** Booth space not occupied by 2 PM will revert to CES.
- 3 PM** All booths must be completely set including carpet. Work will not be permitted on incomplete exhibits during show hours.
- 7 PM** All aisles must be 100% clear of product or any other items that may impede setting down aisle carpet.

Wednesday, January 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.

### **INSTALLATION/DISMANTLE HOURS AND LATE WORK PERMITS**

Installation and dismantle 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. After 7 PM, you and your booth team must remain in your booth at all times and anyone leaving the exhibit hall will not be able to re-enter until the next day. Additional 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.

### **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 33 of your signed Exhibit Space Contract for complete information.



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.

**KEY LOCATIONS**

Business Centers	Venetian Expo, Level 1 Lobby Venetian Expo, Level 2, across from Bellini 2006
CTA Member Lounge	Venetian Expo, Level 2, Venetian Ballroom
Exhibitor Service Centers	Venetian Expo, Level 1, Hall G, back of 62800 aisle Venetian Expo, Level 2, Hall A, back of 50000 aisle Venetian Expo, Level 2, Venetian Ballroom Foyer
Customer Service Centers	Venetian Expo, Level 1, Room 301 Venetian Expo, Level 2, Venetian Ballroom
Security Office	Venetian Expo, Level 3, Murano 3205; 702-691-8621
Show Offices	Venetian Expo, Level 2, Hall A, behind the 50000 aisle Venetian Expo, Level 3, East Foyer; 702-691-8600

**KEYS TO YOUR EXHIBIT MEETING ROOM**

Keys to your meeting room(s) can be picked up in the Show Office located on Level 3, East Foyer. Please return these keys at the end of the show.

**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**

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

Please Visit [CES.tech/manual](http://CES.tech/manual) to determine your target move-out deadline. Please note your carrier may pick up earlier than your target time. If you have questions, contact your Freeman Concierge or your CES floor manager.

The Empty Return schedule will be as follows:



- 9 PM priority empties returned
- 11 PM cartons and fiber cases returned
- 1 AM wooden crates returned

A move-out bulletin will be distributed via QR code posted on signage at all service desks on Friday, Jan. 6 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.

**ON-SITE ASSISTANCE**

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

Freeman 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.

Specialized Event Services (SES) and Freeman are here to assist you through their Exhibitor Services teams. Instead of using the Exhibitor Service Center to troubleshoot your orders, contact your representatives listed below.

Exhibit Hall	CES Floor Manager	CES Floor Manager Desk Location	Freeman Concierge (Please Contact First before SES)	SES Exhibitor Service Team Member
Venetian Expo, Hall A/B Booth #s 50000-51999	Billie Clark 407-256-7145	Front of Hall A	Kaya Lane	Jason Grippe 702.283.8245
Venetian Expo, Hall B/C Booth #s 52000-54699	Don Capitali 516-395-4654	Hall B entrance	Vanessa Veloz 702-283-4885	Jason Grippe 702.283.8245
Venetian Expo, Hall C/D Booth #s 54700-56999	Michael Stella 201-320-8335	Front of Hall D	Alissa DiZeo 469-887-2067	Renalyn Dias 702.370.8540



Venetian Expo, Level 1, Hall G, Eureka Park Booth #s 60000-61199	Michael Baker 415-850-8220	Across from booth #60200	Summer Abdulrazzak 469-953-4018	Abby Zurek 702-370-3759
Venetian Expo, Level 1, Hall G, Eureka Park Booth #s 61200-62699	Billy Quinones 631-327-0523	Across from Booth #62500	Sylvia Trejo 469-953-4021	Abby Zurek 702-370-3759
Venetian Expo, Level 1, Hall G, Eureka Park Booth #s 62700-63799	Cindy Stiffel 702-528-8000	Across from Booth #62500	Gail Mayhugh 469-953-4066	Abby Zurek 702-370-3759
Venetian, Levels 1-2 Meeting Room and Venetian Ballroom Exhibits	Matt Kropp 847-477-7660	Level 2, Veronese Foyer	Lulit Tsige 708-269-2929	Exhibitor Services 702-733-5070
Venetian, Levels 3-4 Meeting Room Exhibits	Mike Mantel 216-409-9402	Level 2, Veronese Foyer	Lulit Tsige 708-269-2929	Renalyn Dias 702.370.8540

**PRODUCT DEMONSTRATIONS AND SOUND RESTRICTIONS**

A maximum noise level of 85 dB will be maintained in the suites 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.

**PARKING**

Venetian Expo exhibitors are welcome to park in The Venetian’s or Palazzo’s complimentary parking structures. Parking is available on a first-come, first-served basis. The parking garages will be very busy at the end of each show day. Please plan accordingly.

**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 Venetian Expo for ADA use only. They are not permitted at any other show venue for any purpose.

Exhibitors or companies who intend on displaying or demonstrating hoverboards at the Venetian Expo must follow the policies listed in the manual: [CES.tech/manual](https://ces.tech/manual).

**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 in the Venetian Expo, Level 2, Venetian Ballroom. If you did not receive your packet or have questions about the selection process, please call the Exhibit Space Selection office at 702-691-8604 beginning Jan. 5.

**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.

### **THEFT**

As part of our continued effort to prevent theft, we ask for your assistance and to be the eyes and ears on the show floor. Please be watchful and vigilant, and if you see or hear of anything suspicious report it immediately to CES Security, Murano 3205, Level 3 in the Venetian Expo or at 702-691-8621.