



## Section 1: General Information

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This Hospitality Suites Guide was created specifically for exhibitors at the Venetian/Palazzo. If you are an exhibitor in the Venetian Expo (formerly Sands Expo), Venetian exhibit suites or any other CES venue, please refer to the [exhibitor manuals](#) created for each venue.

This Venetian/Palazzo suite guide was designed to make it easy for you to plan for the show and provide you important rules and regulations and other information all in one place. Other CES operation questions can be sent to [CESops@CTA.tech](mailto:CESops@CTA.tech). Be sure to visit [CES.tech](http://CES.tech) to keep up with the latest show news and information.

On behalf of the entire CES staff, we look forward to seeing you in Las Vegas in January!

### Suite Usage

Hospitality suites at The Venetian/Palazzo are to be used for meetings or for hospitality purposes only. Absolutely no exhibits may be constructed or installed, and Freeman is not permitted to deliver freight or furnishings to these suites.

### Hotel & Transportation

For information on hotel accommodations, on-site complimentary shuttle service, the Las Vegas Monorail and more, please visit our [Hotel](#) and [Transportation](#) page.

Private charters may drop off at the north end of The Venetian's porte cochere. All private charters wishing to pick-up or drop off in this area must receive approval from the [hotel](#) and [CES Operations](#). This area is for loading and unloading only; vehicles cannot stage (wait) here for passengers.

Please note, all private charters and limousines are required to be licensed within the State of Nevada and have a certificate of public convenience according to Nevada statute 706.476. Uncertified vehicles will be removed from CES facility premises and are subject to impoundment by the Business and Industry Department of Transportation Services Authority.

If you have questions or would like to arrange for charter services, [contact Rhode Planning](#), our official transportation provider at 877-725-3398 or 401-294-0040.

### Registration & Badges

All exhibitor personnel must register for CES. [Register](#) your exhibitor personnel before traveling to CES to guarantee a smooth arrival on-site.

The Primary Contact of your space will receive an automated email with instructions to sign in to the Exhibitor Dashboard, linked above. Registration can only be accessed through the Exhibitor Dashboard link so be on the lookout for your sign in instructions from [service@mapyourshow.com](mailto:service@mapyourshow.com).

Through the Dashboard, Primary Contacts will have the opportunity to manage registration themselves or assign someone else as the Registration Coordinator who may also access the registration dashboard. Within registration, you'll be able to:

- Register yourself for CES 2023.
- Invite your exhibitor personnel to complete their own registration records.



- Retrieve customized Top Ten and Customer Invitation promotion codes to invite your guests. Customer Invitation codes offer \$100 off the cost of registration.
- Order lead retrieval for capturing valuable leads on-site.

### **As a reminder, below are the registration requirements for CES 2023:**

- All show attendees, including exhibitor personnel, must provide photo identification that will be printed on their CES badge.
- CES will continue to require date of birth (DOB) for all who register.
- The Primary Contact may assign a Registration Coordinator to help manage the registration process.
- We've added tutorial videos to help you through the process, including how to tutorials, best practices and ideas for trouble shooting.

### **Badge Pickup:**

Upon arrival to Las Vegas, all CES attendees, including individual exhibitor personnel, must pick up their badge BEFORE to visiting a CES show venue. Badge pickup will not be available on-site at CES venues. Badge pickup is available at Harry J. Reid Airport (formerly McCarran Airport) baggage claim locations and several other hotel and Monorail venues around the city.

For registration questions or assistance, please contact [exhreg@CTA.tech](mailto:exhreg@CTA.tech).

### **Badge Policy**

Venetian/Palazzo hospitality suite exhibitors will receive ten (10) complimentary exhibitor badges. You may purchase up to 50% more exhibitor badges over this base allotment at \$50 per exhibitor badge.

## **Section 2: Resources**

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### **CES Show Office**

The CES Show Office will be located on Floor 29 in Suite 29-207.

### **Floor Managers and Exhibitor Hotline**

Dedicated CES floor managers will be located in Suite 29-207 to assist you during move-in, show days and move-out. We also provide a CES Exhibitor Hotline at 702-691-8600 for on-site assistance.

### **CTA Member Lounge**

The CTA Member Lounge will be located in the Venetian Ballroom. This lounge will be equipped with Wi-Fi, comfortable seating and a quiet place for you to grab coffee and a quick snack. The lounge will be open during show hours.

### **Official Suppliers**

To help you locate information for various services offered for the Venetian/Palazzo Hospitality Suites, we have provided a list of official contractors. You can also find links to services below.

DSV Fairs & Exhibitions: [International freight forwarder](#)

Freeman – official services contractors: [Booth material donations, labor](#), [material handling](#), [signs & graphics](#)

Freeman Exhibit Transportation: [Domestic shipping services](#)

Maritz: [Registration](#), [lead retrieval](#)

Oscar & Associates: [Photography & videography](#)

Rainprotection Insurance: [Insurance provider](#)

Rhode Planning: [Transportation & charters](#)



COP Security: [Security](#)

Spring Valley Floral: [Floral & plant services](#)

Venetian Resort Technical Services Department: [Audio-visual](#)

Venetian/Palazzo Facility Services: Catering, cleaning, electrical & AV, furniture, internet & telephone - see the forms at the end of this document

### CES Contacts

CES Operations – [CESops@CTA.tech](mailto:CESops@CTA.tech)

Gaiya Berube, Hospitality Suite Manager, CES Operations – [gberube@CTA.tech](mailto:gberube@CTA.tech)

CES Sales – [ExhibitorSupport@CTA.tech](mailto:ExhibitorSupport@CTA.tech)

## Section 3: Hospitality Suite Services

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### Check-In/Check-Out

- Hospitality suite exhibitors may check-in after 3 PM on Tuesday, Jan. 3. Early arrival time is subject to availability and cannot be guaranteed.
- The hotel has blocked specific suite types for CES use, but cannot provide a specific suite number until on-site check-in. Exhibitor is given a TBA number when contracted and will receive the assigned hospitality suite number upon check-in on Jan. 3. If you are checking in after Jan. 3, please advise [CES Operations](#) so your suite is held for you.
- Venetian/Palazzo will do their best to honor requests for suites on the same floor and specific suite layouts based on availability but cannot guarantee this. Please communicate any such requests upon contracting with CES Sales.
- Hospitality suite exhibitors must check-out by 11 AM on Monday, Jan. 9. If you do not check out by this time, additional charges may apply.
- If you require additional nights for the suite (over and above the six [6] nights), exhibitors must contact [CES Sales](#) and should not contact the Venetian or Palazzo directly to secure additional nights.
- Exhibitor is responsible for providing hotel with individual names of all persons to be listed on the suite reservation to obtain keys and check-into the suite via the form at the end of this document by Nov. 1. If you do not inform the hotel of who is permitted to check-in, only the main booth contact listed on the CES space contract will be permitted to check-in to your suite and obtain the keys. Please note due to security purposes, the hotel will only distribute up to 10 keys to the suite.
- Room and tax for the suite contracted per the Exhibit Space Contract will be billed to the Consumer Technology Association (CTA) and will be paid directly to the hotel by CTA. Exhibitors are responsible for all other charges including, but not limited to, food and beverage, incidentals, gratuities, and show services (electrical, phone, internet). All orders must be accompanied by an exhibitor's check or credit card. A minimum daily deposit of \$150 per day is required for incidentals payable by credit card or cash upon arrival. Checks are not accepted at the time of check-in.
- Hospitality suite numbers will be distributed at info desks and offices and listed in the Exhibitor Directory on [CES.tech](#). If you'd prefer not to have your suite listed for privacy reasons, please advise [CES Sales](#) by Nov. 1.

### Audio Visual

The Venetian Resort Technical Services Department is the exclusive in-house audio-visual provider. Contact a representative at 702-591-1175 or [lv\\_av\\_techshop@venetianlasvegas.com](mailto:lv_av_techshop@venetianlasvegas.com) for all audiovisual needs and pricing. Outside audiovisual companies are strictly prohibited. On-site orders will be subject to an on-site ordering surcharge.



### **Cleaning**

Complimentary vacuuming and fresh linens will be provided in all suites during official show days. You may choose to have this service performed either between 6:30-8 AM (Jan. 5-8) or between 6:30-9 PM (Jan. 4-7).

Please submit your suite cleaning request, via the form at the end of this document, by Nov. 1. If you do not respond by this deadline, a suite cleaning time will be assigned for you. If you choose to decline cleaning service, you may indicate as such on the form.

### **Electrical**

Each suite is equipped with 20 amps. There are two (2) 1000-watt circuits per standard suite that make up a total 2000 watts per suite. Exhibitors cannot exceed 1000 watts per circuit, as the electrical circuits that feed each suite are part of a riser system.

All electrical equipment must follow UL Standards. For more information visit [www.ul.com](http://www.ul.com).

No additional electrical will be available in the Venetian suites. Please contact the [Venetian/Palazzo](#), with any electrical questions.

### **Food and Beverage**

Arrangements should be made through Venetian catering department. Please contact the [Venetian/Palazzo](#) Dec. 3. All orders received after this date are subject to a 20% surcharge.

### **Freight/Deliveries**

Freight shipments are not permitted to be delivered to the suite. Freight shipments are classified as freight, crates, pallets and skids. The suite may not be utilized to exhibit equipment or products. The FedEx Center at The Venetian Resort, located on level 2 next to the Bellini Ballroom, will only accept one (1) single box with a weight limit of 50 lbs. and an entire, cumulative shipment cannot exceed 200 lbs. Otherwise, the FedEx Center will not accept the shipment from UPS, FedEx, etc. Further, Freeman is not permitted to deliver packages or freight to these suites.

If you need to ship something to your hospitality suite by using your preferred shipper (FedEx, UPS, etc.), you may address your package as noted below. Receiving fees will apply.

Name of Exhibiting Company  
Guest name & cell number  
c/o FedEx Office at Venetian Las Vegas  
3355 Las Vegas Blvd.  
Las Vegas, NV 89109  
CES 2023 – Hospitality Exhibitor

### **Furniture Removal or Additions**

The hotel is unable to remove or move any furniture from hospitality suites. You may not ship or bring in outside furniture (couches, televisions, coffee tables, etc.), and you are not permitted to move furniture around within the suite. This policy is strictly enforced and, if violated, furniture movement fees will apply.

There is a limited amount of furniture which can be rented through The Venetian/Palazzo. Please submit your request, via the form at the end of this document, by Nov. 1 and contact the [Venetian/Palazzo](#), for additional information.



### Internet

Internet is not included unless ordered in advance through The Venetian/Palazzo. To order services, please submit your request, through the form at the end of this document, by Nov. 1.

### Signage

Exhibitors are permitted to have free-standing signage within their assigned suite. Signs may not be affixed to, hang on, set on or set up against anything in the Suite including, but not limited to any walls, artwork, sprinkler systems, doors, fixtures, windows or existing furniture within the suite.

All items including, but not limited to, signs, banners, decorative materials, structures, etc. must not exceed 6 feet in height. Signs and/or banners that are parallel to and within 12 inches of a wall may go up to a maximum height of 7 feet.

Foam core and vinyl signs, banners and decorations must be less than ½ inch thick. Thicknesses above ½ inch are not permitted. PVC materials of any type are strictly prohibited.

Due to local fire codes, exhibitors are not permitted to have signage in the suite hallways or in the rotundas. Signage found in these restricted areas will be removed immediately by hotel security.

There will be an information desk near the Venetian Tower Casino Level entrance to the suite elevators to help attendees find the elevator bank.

## Section 4: Show Rules and Regulations

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### Event Health Guidelines

As we convene in January, your safety, security and health are always a priority. Please review our [event health protocols](#) as you prepare for CES. We will continue to share updates with you and other CES audiences as plans evolve.

As you begin to plan your room layouts, please consider the following guidelines:

- Ensure your space has plenty of hand sanitizer that is visible and easily accessible
- Conduct frequent booth and product cleaning including regularly disinfecting surfaces and wiping down high-touch items such as demonstration equipment
- Ensure your design can accommodate proper social distancing, including:
  - Designated entrances and exits if possible
  - Accessible traffic flow within your booth
  - Socially distanced seating
  - Assigning personnel to monitor access into space and ensure social distancing; consider recommended [suite capacities](#)
- In lieu of a reception counter, consider using a virtual check in process for scheduling meetings

### Age Restriction

CES is a trade-only event for individuals 18 years of age or older and affiliated with the consumer technology industry. No one under the age of 18 is permitted at any time. Contact [CES Customer Service](#) at 866-201-1012 or +1-703-907-7600 (outside of U.S.) with any questions.



### **Americans with Disabilities Act**

Exhibitors acknowledge their responsibility under the Americans with Disabilities Act (ADA) to make their booth accessible to handicapped persons. Exhibitors shall indemnify and hold harmless CTA, CES and the show locations against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to have their booth comply with ADA requirements.

ADA accessible buses are available during scheduled shuttle hours. Please request service at least 20 minutes in advance of desired pick up time. To arrange for your transportation, please contact [Kevin Berube](#) at 877-725-3398/401-294-0040 preshow or 702-943-3531 on-site.

### **Candles**

Candles must be battery operated. Open flames are not permitted.

### **Cash & Carry 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. This will be strictly enforced.

CES Show Management and representatives from the Clark County Business License office walk the show floor on show days looking for exhibitors violating this policy. If you are found in violation of this policy, CES Show Management will take steps to shut down your booth immediately.

### **Elevator Access**

All badged CES attendees will have access to hospitality suites from the elevators during show hours 9 AM-5 PM on show days, Jan. 5-8. Exhibitor is responsible for providing an elevator attendant to approve guests access to suites for functions outside of show hours.

### **Exhibit Attire**

CES is a trade only event and its attendees are business professionals from over 155 countries. To ensure that the show is a welcoming environment for all, Show Management expects that booth personnel/presenters/entertainers will be dressed in clothing considered appropriate and respectful for a professional environment. We recommend business or business casual attire.

Booth personnel must not be dressed in clothing that is sexually revealing or may be interpreted as undergarments, gender notwithstanding. Clothing that reveals an excess of bare skin, specifically genitals, chest or buttocks, must not be worn. Body conforming clothing that hugs genitals must not be worn. These guidelines are applicable to all booth staff, regardless of gender.

CES Show Management reserves the right to make determinations on appropriate exhibitor/presenter attire. If for any reason an exhibit and/or its contents are deemed objectionable by Show Management, Exhibitor will be issued a warning and asked to alter the attire of its employees, exhibit staff and/or models. If necessary, Show Management may issue a second warning and the Exhibitor may be asked to remove the individual(s) in question at Exhibitor's sole expense. Failure to comply will result in a loss of three (3) priority points.

Exhibitors with questions about compliance with these guidelines should consult CES Show Management in advance of the show.

### **Exhibit Space Contract**

CES exhibitors must abide by the rules set forth in the [CES Exhibit Space Contract](#).





### **Firearms & Weapons**

Firearms, ammunition or weapons of any kind, including replica, toy or simulated items, are strictly prohibited. Items that CES Show Management deems in violation of this rule must be removed immediately at the exhibitor's sole expense. Exhibitors with questions about compliance with this policy should contact [CES Operations](#) in advance of the show. Exhibitors intending to showcase or demonstrate such items that are gaming/AR/VR-related must contact [CES Operations](#) in advance for approval.

### **Fire Regulations**

Hanging items from or off of any of the sprinklers within a suite is strictly prohibited. Additionally, decorations are not permitted to block or otherwise interfere with fire sprinklers. Any resulting damages will be charged to the primary exhibitor occupying the suite.

All items including but not limited to, displays, signs, banners, decorative materials, structures, etc. must not exceed 6 feet in height. Signs and/or banners that are parallel to and within 12 inches of a wall may go up to a maximum height of 7 feet.

All decorations, drapes, hangings, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, curtains, Christmas trees and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited. An official fire resistance certificate must accompany all signage and/or materials. PVC materials of any type are strictly prohibited.

Flame certifications are required for all items and materials used in a suite. A copy of these certifications must be kept within the suite at all times and must be available upon request for review and inspection. Please refer to NFPA 703 and 701.

A clear egress path must be maintained from all points within the suite. This egress path must be a minimum of 36 inches wide and remain unobstructed at all times.

Candles, incense and/or any type of open flame is strictly prohibited. Use of these items will result in an immediate exhibit closure.

Venetian catering department deliveries to exhibit suites are permitted. However, sterno and other heat-producing or warming devices are strictly prohibited. Please take this into consideration when selecting from the menu and placing your order.

Due to regulations either implemented by the Venetian Resort or as a result of local, county, state, or federal requirements, exhibitors agree to abide by any additional policies regarding exhibits as they may be in effect at the time of CES.

### **Fire Safety**

Flammable or combustible liquids are prohibited inside of buildings, except as approved by the Office of Fire Protection and Safety. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

Compressed gas cylinders, including lpg, are prohibited unless approved by office of fire protection and safety. Flammable gases (i.e., butane, propane, natural gas, et al) are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and protected against physical



damage.

All materials used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.

Contact [CES Operations](#) with questions.

### **Good Neighbor Policy**

CES has a Good Neighbor Policy in suites and other exhibit areas. All audio and video should be appropriate for a general audience. In the event of a complaint from any person on an exhibitor's content, CES Operations will investigate and determine if the content is offensive or inappropriate. If content is determined to be offensive, the exhibitor must cease use of such content. If the exhibitor refuses, or if another complaint is filed, CES reserves the right to shut off power until the exhibitor ceases use of the content. Repeated violations of this policy can result in expulsion from CES.

When planning events and demonstrations you are required to ensure traffic flow can continue at all times. Please take your exhibiting neighbors into consideration.

### **Height Limits for Suites**

All items including but not limited to, displays, signs, decorative materials, etc. must not exceed 6 feet in height. Signs and/or banners that are parallel to and within 12 inches of a wall may go up to a maximum height of 7 feet.

### **Hoverboards**

Wheeled transport devices (with or without motors) are not permitted at any CES venue. This includes Segways, hoverboards, skateboards, uniwheels, scooters and all similar products. Exhibitors are permitted to demo such products within the confines of their suite space.

Segways are permitted for ADA use only at the LVCC and on the Venetian Expo show floor. They are not permitted at any other venues for any purpose.

### **Intellectual Property**

Exhibitor warrants that it owns the rights to or is licensed for all intellectual property (patent, copyright, trademark, etc.) to be used by exhibitor for promotion or exhibition at CES, and agrees to defend, at exhibitor's expense, and to indemnify CTA and/or CES for any action brought against CTA and/or CES and any cost incurred by CTA and/or CES, including court costs and reasonable attorney's fees, arising from or related to any dispute concerning exhibitor's intellectual property rights.

### **Literature Distribution, Giveaways, Surveys**

Literature, samples and giveaways must be disbursed from within your booth or contracted area. Surveys may not be conducted outside of your exhibit space. Corporate greeter sponsorships are available. Contact [Liz Tardif](#) with CES Promotional Opportunities at 703-907-7681 for more information.

CES discourages stickers as giveaways. Stickers are not permitted on aisle carpet, facility walls or floors, CES signage or any other space outside of your contracted exhibit area. Any damage caused by stickers is the responsibility of the exhibitor.





### **Live Animals**

Service animals as defined by the ADA and under Nevada's disability law are permitted at CES. Any other live animals, including but not limited to, pets, emotional support animals, therapy animals and animals used for demonstration are prohibited. Show management reserves the right to exclude service animals if they pose a direct threat to the health and safety of attendees at CES (i.e. aggressive behavior, not housebroken, or handler cannot control animal).

### **Performance of Music or Motion Picture**

If you plan to play copyrighted music or video in your booth, meeting room or suite, you may need to obtain a license from the copyright owner or licensing agency representing the copyright owner. Music or video being played for the sole purpose of demonstrating a product (speakers, headphones, TVs, monitors, other devices, etc.) is permissible without a license.

Licensing is required when music or video is being played for non-dramatic entertainment purposes (live or recordings such as CDs, DVDs and BluRay device).

CES has licenses with the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music Inc. (BMI) which permit the performance of music from the [ASCAP](#) and [BMI](#) repertoires at your booth. The licenses do not permit the broadcast, telecast or transmission of music under any circumstances; nor do they authorize dramatic performances. CES does not have a similar licenses with SESAC; therefore, exhibitors wishing to play music from the [SESAC](#) repertory for entertainment purposes are solely responsible for obtaining their own licensing.

Adherence to these federally mandated copyright licensing laws is of critical importance. Please take a few minutes to ensure a hassle-free event by obtaining the proper licenses or ensuring that your music or video falls under the covered licenses.

### **Photography/Video Regulations**

Cameras and video equipment are permitted in suites. Exhibitors and attendees may take pictures/video within the show for purposes of company media pieces, marketing materials, etc. Under no circumstances will anyone be permitted to take pictures/video of an exhibitor's product without permission of the exhibitor. Exhibitors have the right to report to security any instance of inappropriate recording of company products or displays.

### **Product Demonstrations**

Product demonstrations are permitted. You are responsible for supervising the actions of all visitors and employees operating display equipment in their area. Activity of any kind must be confined within the suite. You may not set up in areas outside of their contracted space including, but not limited to, lobby space, empty booth space or walkways. Please refer to the [Outboarding Policy](#) for more information.

CES has instituted a No Tolerance policy. Demonstrations found to be objectionable due to noise level or vibration level (dB or SPL) or blocking traffic flow may be closed down at the discretion of CES Operations.

Please consider the [event health protocols](#) when planning your space.

### **Raffles & Games of Chance**

Any game of chance or raffle must be approved by the Venetian Expo (formerly Sands Expo) Compliance Department. Nevada state law prohibits any raffle or game of chance if money is involved. Exhibitors considering a raffle, game of chance or slot machine in their booth should contact their assigned Convention Services Manager at the Venetian for more information and approval.



### **Service of Legal Documents**

Any exhibitor that plans to serve legal documents at CES must contact [CES Show Management](#) for the full policy and to coordinate service or delivery. Service or delivery of legal documents that is not coordinated with CES Show Management is prohibited on the CES exhibit floor, areas in proximity to the show floor and on the show venue premises and grounds.

### **Smoking**

In accordance with the Nevada Clean Indoor Air Act, smoking or vaping (e-cigarettes) is prohibited in exhibit areas.

### **Sound Restrictions**

A maximum noise level of 85 dB will be maintained on the exhibits floor, in meeting rooms and suites, a standard endorsed by the International Association of Expositions and Events (IAEE).

The CES noise abatement policy is as follows:

- All booth elements must remain within the officially contracted booth space. This includes all audio equipment, speakers, etc.
- Exhibitors demonstrating audio equipment in an open display should use a sound chamber or acoustically contained area to keep the sound level from intruding on any adjacent exhibits. Speakers of any kind must be directed toward the interior of the demonstrator's booth space. Speakers may not face aisles or neighboring exhibits.
- When demonstrating audio equipment within an enclosed demonstration room, subwoofers must be positioned away from walls that are adjacent to neighboring exhibits.
- Sonic vibration and sound complaints will be immediately addressed by CES Operations. If a vibration or sound complaint is not resolved by the offending party, CES Operations reserves the right to shut down power immediately until the issue is resolved.
- Exhibitors are responsible for supervising the actions of employees, visitors or spectators testing display equipment located in their exhibit area.

CES Operations will intervene if necessary and reserves the right to shut down exhibits deemed objectionable. Floor managers in each show location will rove through the exhibit areas monitoring the decibel level during show hours. Measurements will be taken at a distance no greater than 10' from the offending display. After measuring a continuous decibel level of greater than 85 dB, following a complaint being registered by a spectator, a neighboring exhibitor or personal observation by a roving designate, the following procedures will be strictly enforced as follows:

#### **First Warning:**

- Violating exhibitor will be given a written notification of the warning
- Booth power may be turned off for one hour

#### **Second Warning:**

- Violating exhibitor will be given a written notification of the 2nd warning
- Booth power may be turned off for one day

#### **Third Warning (Final):**

- Violating exhibitor will be given a written notification of the 3rd warning
- Up to five (5) priority points will be deducted from the exhibitor



### **Suite Capacities**

The following suite capacities should be considered when planning hospitality suite functions:

- Palazzo Tower Hospitality Large Parlor = 44 people
- Palazzo Tower Hospitality Small Parlor = 28 people
- Palazzo Tower Executive Suite = 30 people
- Venetian Tower Grand Suite = 20 people
- Venetian Tower Grand One Bedroom Suite = 20 people
- Venetian Tower Hospitality Suite = 48 people
- Venetian Tower Hospitality Parlor = 48 people

# VENETIAN MEETINGS

LAS VEGAS

## CES 2023 Hospitality Suites Forms

All pages are required to be completed and returned to LV\_CONF\_CESHospitality@VenetianLasVegas.com or via fax at 702.414.2305 by November 1.

### STEP 1 – HOUSEKEEPING CLEANING SERVICES:

The Venetian Resort will provide daily housekeeping services of your suite throughout show days. Please indicate your preferred time.

- Please clean my suite in the mornings, between 6:30 am – 8 am, on January 5-8.
- Please clean my suite in the evenings, between 6:30 pm – 9 pm, on January 4-7.

### STEP 2 – STAFF ACCESS TO SUITE:

A maximum of 10 suite keys will be available per suite. Below, please list up to 10 names who should be granted access to suite keys. Keys will be available during check-in at The Venetian Invited Guest Check-in Desk beginning at 3 pm on January 3, 2023.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

- Yes, a staff member will be sleeping in the suite (13.38% lodging tax will apply to any AV/Internet and Equipment orders)
- No, no one will sleep in the suite

**Please sign below confirming that no one will sleep in the suite (including pre/post show nights):**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

By initialing, Exhibitor acknowledges policies listed throughout document and is aware that failure to follow these policies will result in fees for damages.

# VENETIAN MEETINGS

LAS VEGAS

## CES 2023 Hospitality Suites Forms

All pages are required to be completed and returned to LV\_CONF\_CESHospitality@VenetianLasVegas.com or via fax at 702.414.2305 by November 1.

### STEP 3 – INTERNET INFORMATION:

Internet (wireless or hardline) is **not** provided unless ordered in the below section.

- Wi-Fi – allows up to 10 devices to connect in a suite through the run of show. Networking equipment cannot be connected to create private LAN. Max speed is 20 mbps. Wi-Fi requires each device to authenticate through a web-portal. Cost is \$19.95 plus tax, per night.
- Tenant Line – provided with a public IP with straight through internet access. Offers the ability to connect networking equipment to create private LAN with internet access. Capable of speeds up to 75 mbps. No limitations to the number of connected devices. Cost is \$1,250 for run of show.

Any unauthorized removal or tampering of The Venetian Resort in-suite wireless networking equipment is strictly prohibited. Non-compliance may result in fines for damages.

Internet Setup Date: \_\_\_\_\_ Internet Strike Date: \_\_\_\_\_

### STEP 4 – AV INFORMATION:

- Power Strip and Extension Cord Combo - \$30/day plus \$100 delivery fee
- Router (goes with Tenant Line Order above) - \$50/day plus \$100 delivery fee
- \*Digital Device Tie-In (HDMI connection to one suite TV) - \$150 one-time fee per tie-in
- Polycom Speakerphone - \$350/day plus \$100 delivery fee
- 55" LED HDTV Package (with stand & cable) - \$600/day plus \$100 delivery fee
- 65" LED HDTV Package (with stand & cable) - \$750/day plus \$100 delivery fee
- 85" LED HDTV Package (with stand & cable) - \$1,000/day plus \$100 delivery fee
- Projector Package (with screen, cart, HDMI, and power combo) - \$500/day plus \$100 delivery fee

If the suite is also being utilized as a sleeping room, a 13.38% tax will apply to your AV order.

The Venetian Resort Technical Services is the exclusive provider of AV for all Hospitality Suites.

Other AV equipment available – please reach out to your Catering & Conference Manager for more options.

\*Required to access the inputs on the TVs within the suite. HDMI cable will be set unless otherwise requested.

A 25% cancellation fee will be applied to orders cancelled within 24 hours of scheduled set up time. Orders cancelled after set-up begins will be charged in full (setup begins when equipment is being delivered).

Additional fees may apply for overtime labor or pop-up requests.

By initialing, Exhibitor acknowledges policies listed throughout document and is aware that failure to follow these policies will result in fees for damages.

# VENETIAN MEETINGS

LAS VEGAS

## CES 2023 Hospitality Suites Forms

All pages are required to be completed and returned to LV\_CONF\_CESHospitality@VenetianLasVegas.com or via fax at 702.414.2305 by November 1.

### STEP 5 - EQUIPMENT RENTALS:

- 6' Round Table - \$450 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- 30" Cocktail Round - \$350 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- 30" Highboy - \$350 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- 6x30" Display Table - \$400 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- 8x30" Display Table - \$450 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- 6x18" Classroom Table - \$400 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- 8x18" Classroom Table - \$450 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- Banquet Chair - \$10 each plus tax for run of show
  - Quantity: \_\_\_\_\_

**Set Up Date and Time:** \_\_\_\_\_ **Strike Date and Time:** \_\_\_\_\_

\*\*If the suite is also being utilized as a sleeping room, a 13.38% tax will apply to your equipment order.

By initialing, Exhibitor acknowledges policies listed throughout document and is aware that failure to follow these policies will result in fees for damages.



# VENETIAN MEETINGS

LAS VEGAS

## CES 2023 Hospitality Suites Forms

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### FOOD & BEVERAGE

Food & Beverage is exclusive to The Venetian Resort Catering Department. Please place any orders by December 3. Please refer to the Hospitality Menu for food and beverage options. Orders received after December 3 will be subject to a 20% price increase.

### ADDITIONAL POLICIES:

Furniture movement is not permitted within your exhibit suite. A \$450 fee (plus tax, plus any damages) will be charged for any unauthorized furniture movement and the items will be moved into their original location. There is a 6' height restriction for any items brought into the suite.

TVs within the suite are only able to be used with a Digital Device Tie-In to access the inputs. Rental fees apply, please order in your form packet and indicate if HDMI or VGA will be needed. Any unauthorized removal or tampering of The Venetian Resort in-suite wireless networking equipment is strictly prohibited and will result in fines for damages. Multiple options for internet are available at an additional charge – please review options.

Please note, a \$150 per night incidental fee will be charged to the credit card provided at hotel check-in. This incidental fee is separate from any charges for services ordered.

Exhibitor Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Placeholder Suite Number: \_\_\_\_\_

Need assistance or clarification on any policies? Please contact at LV\_CONF\_CESHospitality@VenetianLasVegas.com

By initialing, Exhibitor acknowledges policies listed throughout document and is aware that failure to follow these policies will result in fees for damages.

# Group Business Credit Card Authorization Form

You are requesting The Venetian® Resort and/or The Venetian Expo to charge your credit card for services required for the event or convention charges listed below. Please ensure this form is filled out completely and signed by the authorized cardholder.

## The Venetian® Resort and/or The Venetian Expo Contact Information

*For Internal Completion*

Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

Group Event ID: \_\_\_\_\_

## Event or Convention Information

Group Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Group Contact Name: \_\_\_\_\_

Group Contact Phone: \_\_\_\_\_ Group Contact Email: \_\_\_\_\_

## Credit Card Information

Amount to be charged: \$ \_\_\_\_\_

If authorizing this credit card to be used for all Event/Convention related charges please initial here: \_\_\_\_\_

I authorize any and all charges not covered by my advance deposit and, or other deposits to be charged to this credit card.

The Venetian Resort and The Venetian Expo terms are 100% prepay. If the above amount is not 100% prepayment, The Venetian Resort and/or The Venetian Expo is authorized to charge the remaining amount. No additional signature will be required.

Credit Card Number:

Expiration Date:   /    
MONTH

To safeguard your information, please only provide the first 6 digits and last 4 digits of your credit card. A member of our team will contact you by phone to obtain the additional information needed.

## Cardholder Information As It Appears On Your Account

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Full Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

I authorize The Venetian Resort and/or The Venetian Expo to charge this credit card as indicated above.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To prevent unauthorized access or disclosure, we have implemented procedures to safeguard and secure the information we receive. However, we are not able to verify the security of such information during electronic transmission to us. Therefore, this form is required to be faxed to the number provided by your contact at The Venetian Resort and The Venetian Expo.