

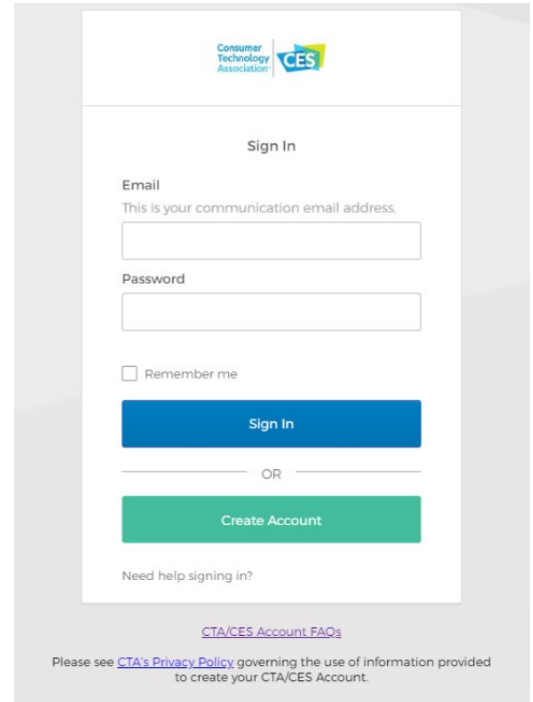
ACCESSING THE EXHIBITOR DASHBOARD

How to Access

- ⇒ Visit <https://ces24.exh.mapyourshow.com/> and log in using your CTA/CES Account credentials.
 - If you need help with your account, please visit the [CTA/CES Account FAQs](#) and follow the support steps

Exhibitor Dashboard access is granted to an exhibiting company's Primary Contact shortly after the contract is signed. Prior to that, a user who tries to access the Exhibitor Dashboard may receive an error message indicating that your account is not currently associated with an active exhibitor record.

- ⇒ **If it has been longer than ten business days** since the contract was signed and you received this message, contact ExhibitorSupport@CTA.tech.



Who Has Access

The person listed as **Primary Contact** on the CES 2024 Exhibit Space Contract will receive initial access to the Exhibitor Dashboard.

- ⇒ **To update your company's Primary Contact**, you must contact CES Exhibitor Support at ExhibitorSupport@CTA.tech.

The **Primary Contact** may assign additional Exhibitor Dashboard users. Please see the USER section of this document for details.

The following pages walk you through each section of the Exhibitor Dashboard.....

HOME SCREEN

Your company name and booth number appear at the top of the home screen on your dashboard.

⇒ **If your company name is misspelled or your booth number appears to be incorrect, contact ExhibitorSupport@CTA.tech to update.**

CES 2024
January 9 - 12, 2024 | Las Vegas

Search...

Home

- Checklist
- Resources
- Users

Consumer Technology Association
Booth: 100

Complete Your Company Profile

Help show attendees learn about and connect with your company by adding a logo, product images, contacts and categories.

✓ Description	None added	✓ Product Categories	Complete
✓ Logo	Complete		

Checklist

0%
0/8 Completed

Past Due (0)
Upcoming Deadlines (8)
Completed (0)

[All Checklist Items →](#)

Resources & Support

KEY RESOURCES

- Customer Support
- Exhibitor Manuals
- Registration Guides
- Exhibitor Newsletter Archive

[View All Resources →](#)

Boost Your Directory Listing

Purchase a package and get **3x more visibility** than exhibitors without a package

[Boost my Listing →](#)

Exhibitor Newsletter Archive

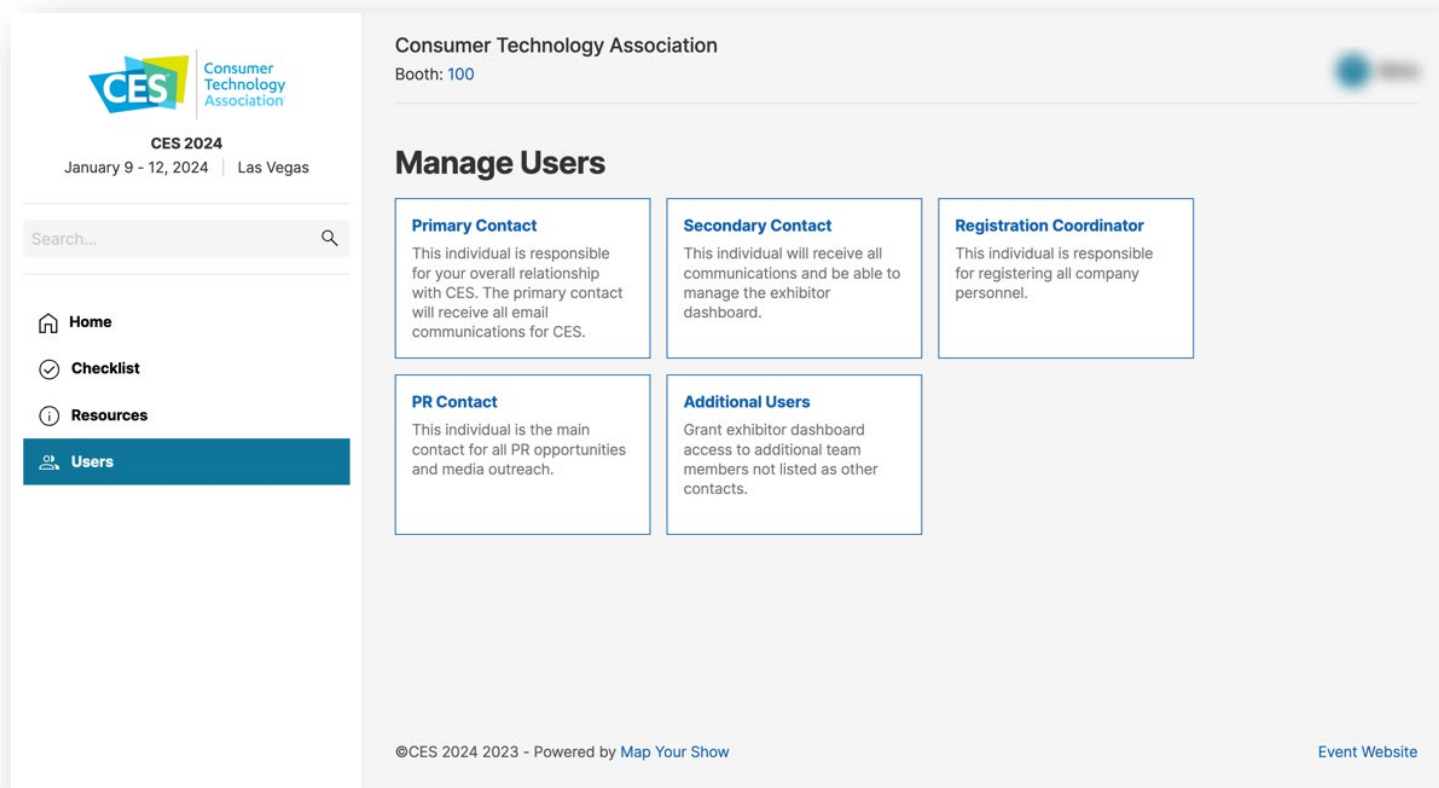
Missed an email? Review all messages to CES 2024 exhibitors.

[View Archive →](#)

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USERS

Once logged in to the Exhibitor Dashboard, the Primary Contact should assign or reassign the remaining dashboard user roles according to your team's needs.



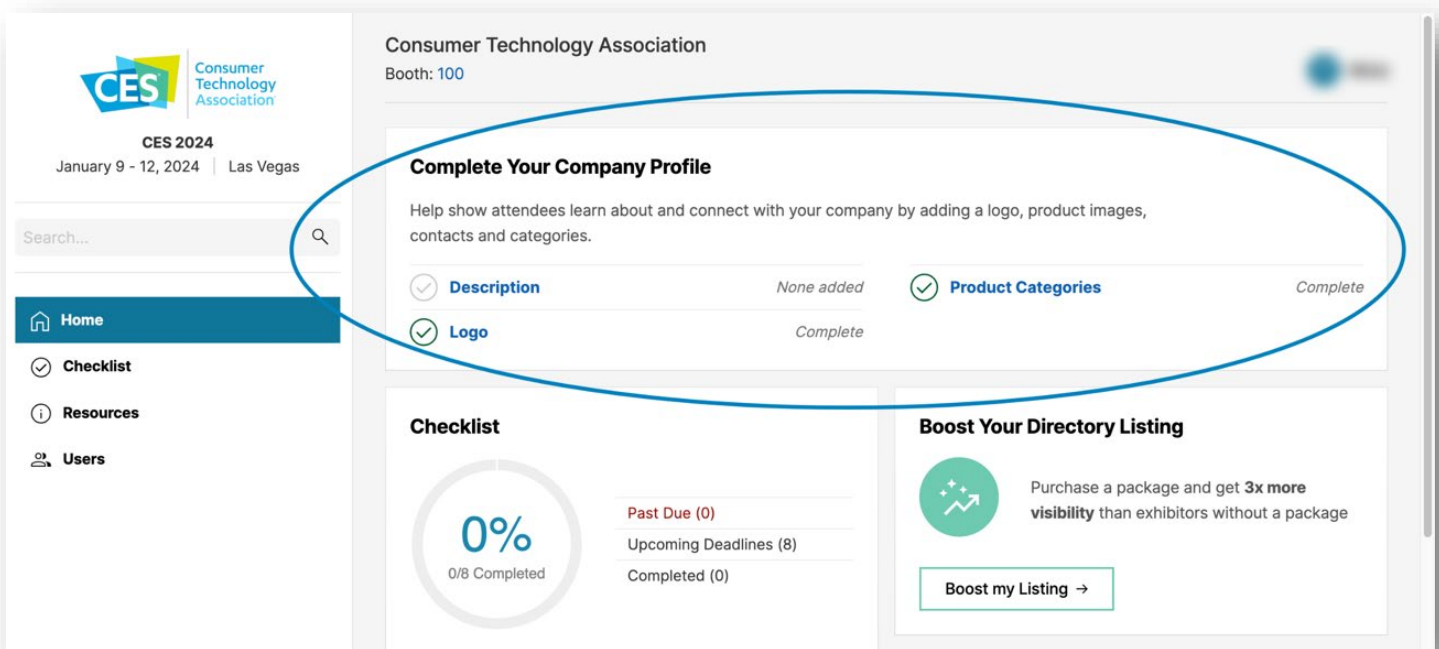
⇒ Select **Users** from the left-side navigation

⇒ Select **the contact role you would like to assign**

- **Registration Coordinator** is a required role and MUST be reassigned if the Primary Contact will not be managing registration.
 - Only the Registration Coordinator has access to the Registration Dashboard and registration features. The Registration Coordinator is unable to make changes to the company information or manage users.
- All other user roles listed below are optional; however, assigning additional users and roles to your dashboard will help with management during the season.
 - The **Secondary Contact** can make changes to the company information and assign or reassign additional user roles.
 - The **PR Contact** will receive the Media List when it is released to exhibitors.
 - You may add **Additional Users** to assist with dashboard management, including uploading assets, reviewing checklist items, etc. These users may not assign or reassign others.

COMPLETE YOUR COMPANY PROFILE

A green checkmark will appear when you have successfully completed each of the sections below.



⇒ **Select Description** to add a brief description of your company (up to 340 characters) and to review the Company Information we currently have. To edit the Company Information, select **Edit** → or select the green 'Edit Company Information' button.

***Changes to Company Information made on this page will appear in the Exhibitor Directory but will **not** be reflected elsewhere in our records. To make changes to your Company Name or update your Company Address for invoicing, registration, etc., please contact ExhibitorSupport@CTA.tech.*

⇒ **Select Logo** to upload your company logo. Please verify that your logo matches the specifications indicated (ideal size is 600 x 200 px, .jpg and .png files only). If you uploaded a logo for CES2023, you may select '**Yes, copy my logo**' to re-use the same logo from last year.

⇒ **Select Product Categories** to choose up to five (5) product categories that best fit your company. When you are finished, close the list using the 'X' and then select the green 'Submit Product Categories' button to save your selection(s).

- Your company will appear in an Exhibitor Directory search in each of the selected categories; *please note that the category/categories you select may not reflect your location on the show floor.*

CHECKLIST

New for CES 2024, a redesigned checklist to easily view upcoming deadlines and any past-due items you may have missed. Filter checklist items to view by selecting one of the categories indicated in the left side navigation (View All, To Do Items, Completed, and Hidden).

Consumer Technology Association
Booth: 100

Checklist

+ Add Item

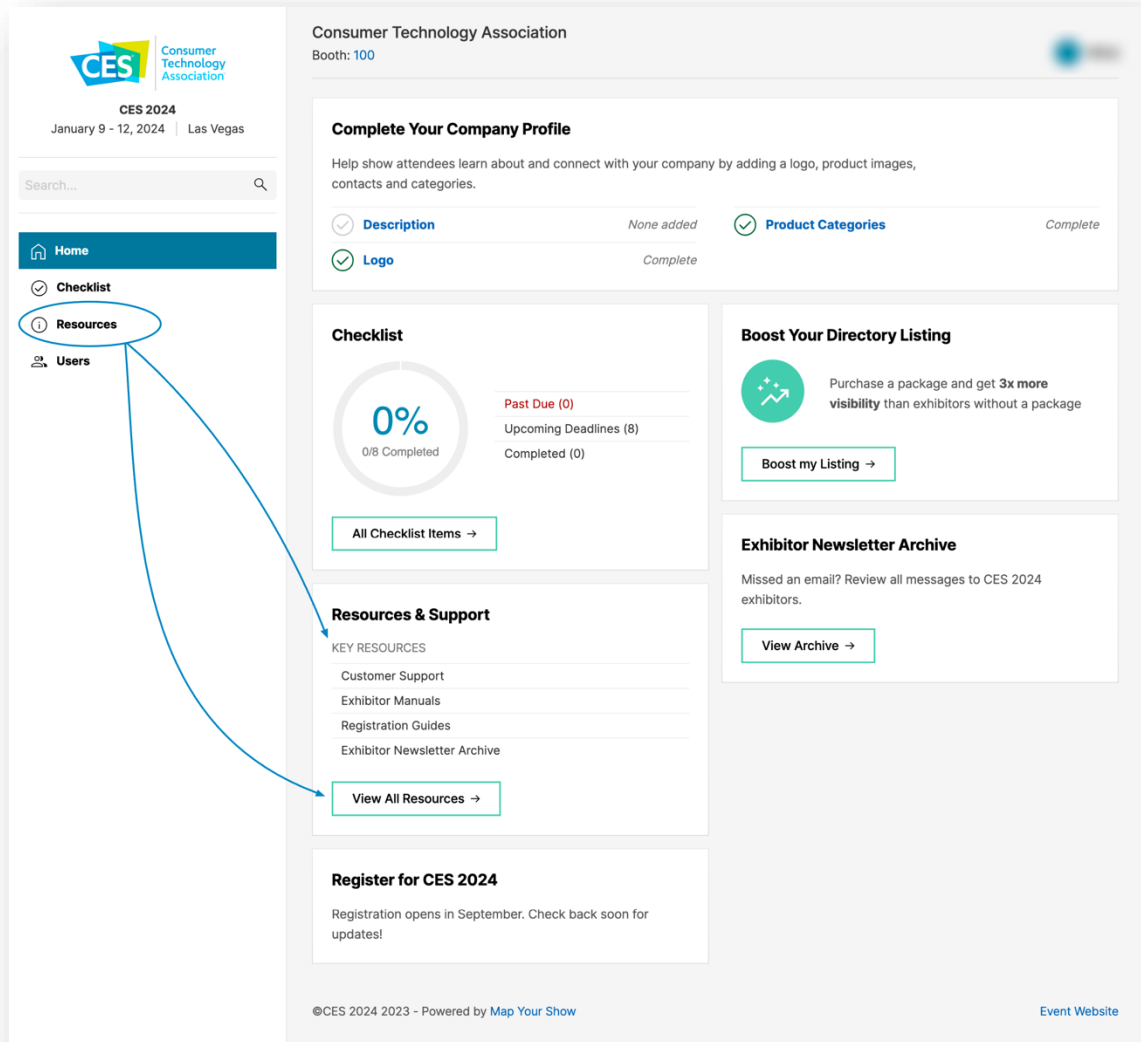
Search checklist

Item Details	Due Date	Category	Vendor	Actions
<input type="checkbox"/> Booth Payment Due The payment deadline for CES 2024 booths is September 15, 2023. If you need a copy of your invoice, please contact cesinvoices@cta.tech. Add Note	09/15/2023	-	-	
<input type="checkbox"/> Lead Retrieval Orders Discount (Booth: 100) Submit your lead retrieval orders Visit the Products & Services section of your specific exhibitor manual. Get More Info Add Note	10/31/2023	-	-	
<input type="checkbox"/> Order Chairs Order Chairs Add Note	11/10/2023	-	-	
<input type="checkbox"/> Target Freight Date Change Request (Booth: 100) Submit your request to change your target freight date.	12/01/2023	-	-	

- ⇒ **Add your own custom checklist items** by selecting the green **'+ Add Item'** button. Edit custom checklist items by selecting the pencil icon. *The pencil icon only appears next to custom checklist items.*
- ⇒ **Receive an email reminder** to complete tasks by selecting the **alarm icon**.
 - Send reminders to multiple email addresses by using a comma between each address. Two reminders will be sent: one 5 days before the due date and a second on the day the item is due.
- ⇒ **Hide checklist items** by selecting the **eye icon**.
 - View hidden items by selecting 'Hidden' from the left side navigation.

RESOURCES

New for CES 2024: A quick and easy way to find the answers you are looking for, with frequently used **Resources & Support** materials thoughtfully organized and accessible from within your Exhibitor Dashboard.



- ⇒ Select **Resources** from the left side navigation OR the '**View All Resources →**' button for a comprehensive list of topics and available resources.
- Alternately, if you know what you are looking for, you can **select the appropriate topic** under **Resources & Support**.

Resources → Customer Support

The [Customer Support Page](#) is a great place to start to find answers to many of our most frequently asked questions. Browse our Support Topics or reach out directly to the right team for questions about your exhibit space (Exhibit Sales), press releases, press conference opportunities, and media kits (Media Communications), or CTA membership information and benefits (CTA Membership).

The image is a collage of three screenshots from the CES 2024 website, illustrating the navigation path for customer support. A blue arrow starts at the 'Resources' link in the top-left navigation menu of the first screenshot, points to the 'CES Customer Support' link in the second screenshot, and then points to the 'Support Topics' section in the third screenshot.

Screenshot 1: CES 2024 Main Page
The top navigation bar includes 'CES 2024', 'January 9 - 12, 2024', and 'Las Vegas'. The left sidebar has links for 'Home', 'Checklist', 'Resources', and 'Users'. The 'Resources' link is highlighted. The main content area shows 'Consumer Technology Association Booth: 100' and a 'Customer Support' section with the text: 'Need assistance or additional CES information? We're here to help. CES Customer Support Find the team you're trying to reach, browse our support topics, or submit a question to the support team.'

Screenshot 2: CES Customer Support Page
The page title is 'CES Customer Support'. It includes a search bar and a 'REGISTER' button. The main content area has the text: 'Haven't been able to find the CES information that you're looking for? We're here to help. Find the team you're trying to reach, browse our support topics, or submit a question to the support team.' Below this is a 'CONTACT A TEAM' section with three buttons: 'EXHIBIT SALES', 'MEDIA COMMUNICATIONS', and 'CTA MEMBERSHIP'. The 'EXHIBIT SALES' button is highlighted.

Screenshot 3: CES Support Topics Page
The page title is 'SUPPORT TOPICS'. It includes a search bar and a 'REGISTER' button. The main content area has the text: 'There's a good chance your question has been answered before. Browse the topics below for helpful information.' Below this are three sections: 'CTA/CES Account', 'Exhibitor Planning', and 'Attendee Planning'. The 'Exhibitor Planning' section is highlighted, showing a list of planning tools: Exhibit Sales, In-Person Exhibitor Planning, Exhibitor Manuals, Exhibitor Dashboard, Branding Opportunities, Exhibitor PR Opportunities, and Trade Event Partnership Program (TEPP).

Resources → Exhibitor Manuals

Easily access the [Exhibitor Manuals](#) from within your Exhibitor Dashboard. The Exhibitor Manuals are the place to go for almost everything you need to plan for a great show in Las Vegas. Manuals are venue-specific, so be sure to select the correct one for your exhibit space. From order forms to shipping rates to rules and regulations, you'll find it all in the [Exhibitor Manuals](#).

Resources & Support

KEY RESOURCES

[Customer Support](#)

[Exhibitor Manuals](#)

[Registration Guides](#)

[Exhibitor Newsletter Archive](#)

[View All Resources →](#)

Resources → Registration Guides

Detailed, step-by-step directions for registering your Exhibitor Personnel and sending customer (Attendee) invitation codes for free or discounted attendee registration.

****IMPORTANT FOR INDIVIDUALS WHO REQUIRE AN EXHIBITOR PERSONNEL BADGE:**

Your company's Registration Coordinator MUST initiate exhibitor personnel registration within the Exhibitor Dashboard's Exhibitor Reg Portal. This will generate an email containing an exhibitor registration invitation link. You must register directly through that link to receive an Exhibitor Personnel Badge. Registering by any other means will create an account for Attendee registration. Please contact exhreg@CTA.tech if you have registered (*or initiated registration but did not complete the process) as an Attendee but require an Exhibitor badge.

Resources → Exhibitor Newsletter Archive

A great new feature for CES 2024! Access messages such as CES Operations Alerts and other news and updates sent to exhibitors. If you think you missed an email, this is where to find it!

