

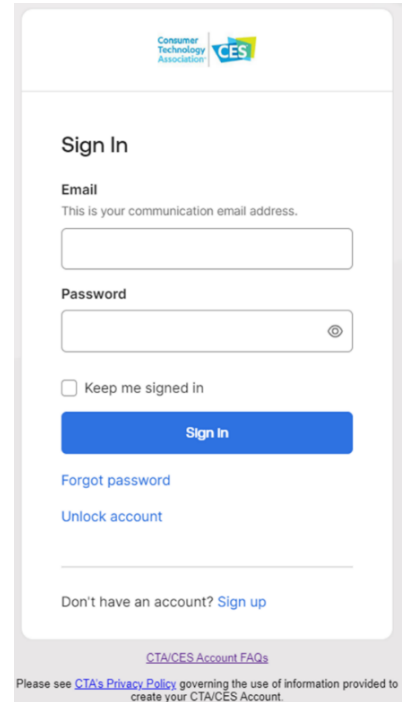
## ACCESSING THE EXHIBITOR DASHBOARD

### How to Access

- ⇒ Visit <https://ces25.exh.mapyourshow.com/> to access the Exhibitor Dashboard 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 one (1) business day after the contract is countersigned by CTA.** Prior to that, a Primary Contact 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.

- ⇒ Exhibitor Dashboard access information will be provided in an email from the sender [service@mapyourshow.com](mailto:service@mapyourshow.com); please check your spam / junk folders.
- ⇒ **If it has been longer than one (1) business day** since the contract was countersigned and you have not yet received this email or if you continue to receive an error message, contact CES Exhibitor Support at [ExhibitorSupport@CTA.tech](mailto:ExhibitorSupport@CTA.tech).
- ⇒ **Tip:** You can verify that your contract has been countersigned by checking your email for a verification email from DocuSign.



Other types of dashboard users, including Secondary Contacts, Registration Coordinators and more, will receive an email notifying them of Dashboard Access, from the same sender ([service@mapyourshow.com](mailto:service@mapyourshow.com)) at the time they are added to the dashboard. Please see the USER section of this document for details.

### Who Has Access

The person listed as **Primary Contact** on the CES 2025 Exhibit Space Contract will be the first person to receive access to the Exhibitor Dashboard.

- ⇒ **To update your company’s Primary Contact**, you must contact CES Exhibitor Support at [ExhibitorSupport@CTA.tech](mailto:ExhibitorSupport@CTA.tech).

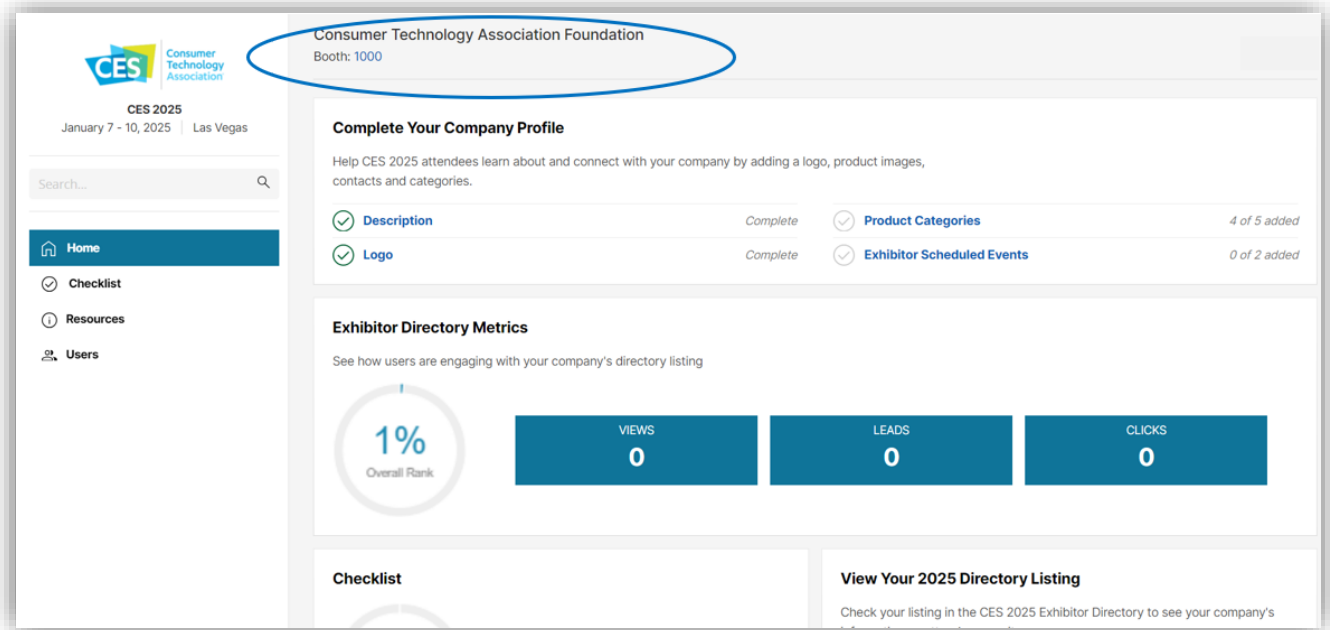
The **Primary Contact** may assign additional Exhibitor Dashboard users. Please see the USER section of this document for details.

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

# HOME SCREEN

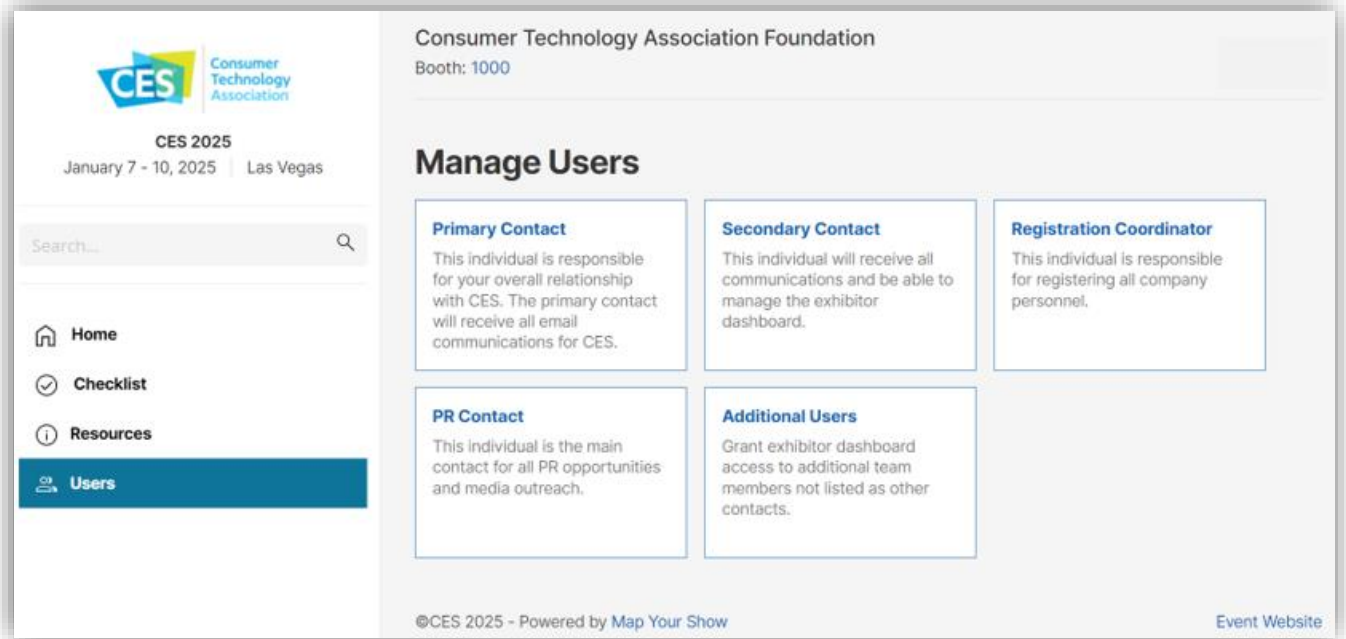
Your company name and booth number appear at the top of the home screen on your dashboard.

⇒ **If your company name is misspelled or your booth number appears to be incorrect, contact CES Exhibitor Support at [ExhibitorSupport@CTA.tech](mailto:ExhibitorSupport@CTA.tech) to update.**



## 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.



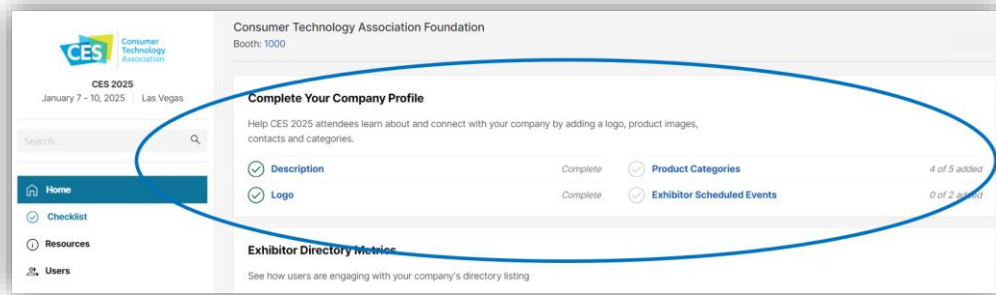
⇒ Select **Users** from the left-side navigation

⇒ 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 unless they are assigned additional roles.
  - *Important: if no Registration Coordinator is assigned, this will default to the Primary Contact.*
- 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, review checklist items, etc. and assign or reassign additional user roles.
  - The **PR Contact** will receive access to the Media List when it is released to exhibitors. Simply follow the prompts within the Exhibitor Dashboard once this is released (*expected timeframe: late Fall 2024*).
  - 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.

*Note: Changes to Company Information made on this page will appear in the Exhibitor Directory and the CES 2025 mobile app 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](mailto:ExhibitorSupport@CTA.tech).*

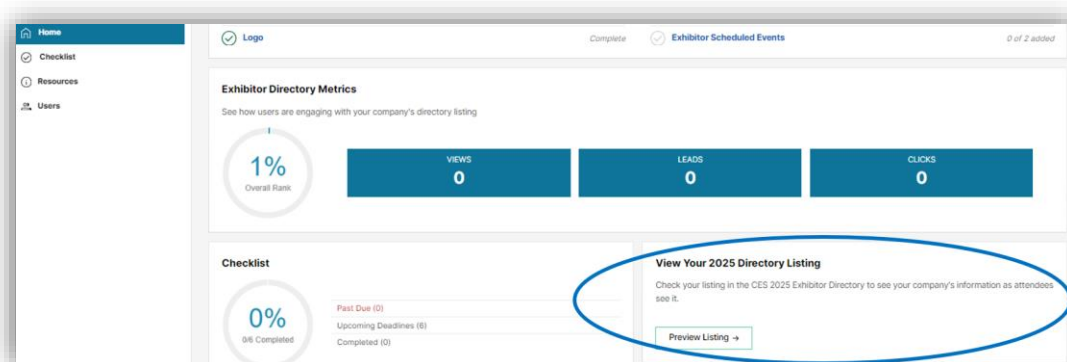
⇒ **Select Logo** to upload your company logo. Please verify that your logo matches the specifications indicated (ideal size is 600 x 200 px, .jpg and .png files only). If you uploaded a logo for CES 2024, you may select '**Yes, copy my logo**' to re-use the same logo from last year.

⇒ **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.*

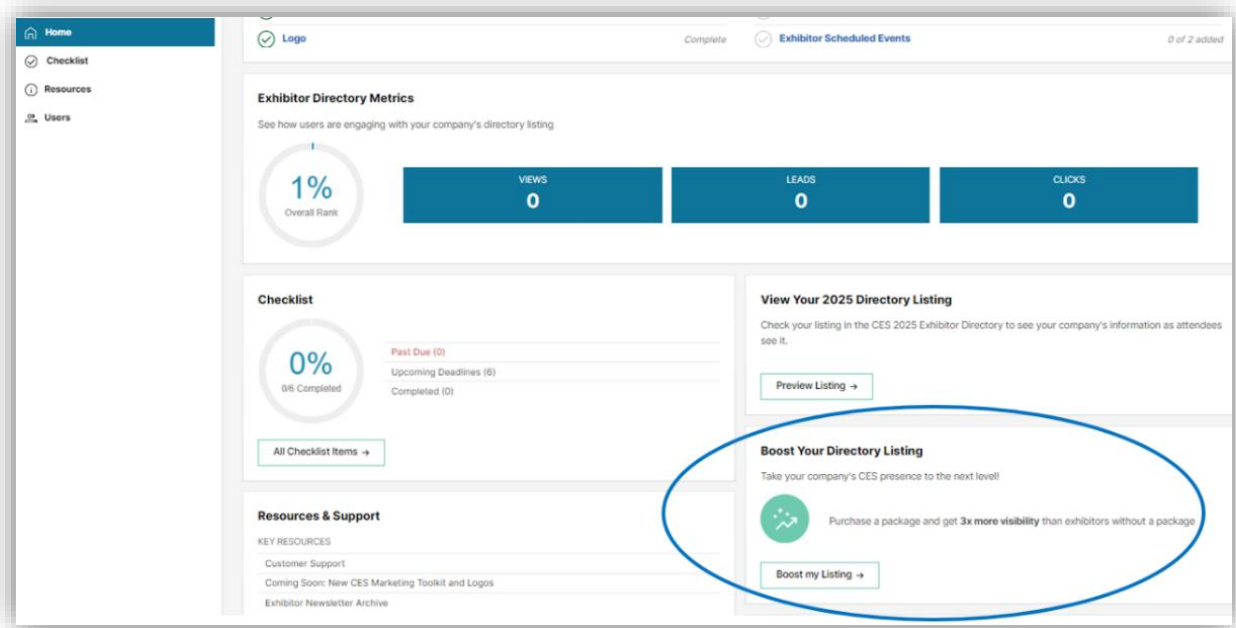
**Note: If you have previously attended CES, profile information you provided may have been automatically imported. This includes Description, Logo, and / or Product Categories. Please ensure the accuracy of any previous entries. You may update your profile information at any time up to and through CES 2025.**

**View Your 2025 Directory Listing:** Check your listing in the CES 2025 Exhibitor Directory to see your company's information as attendees see it by selecting '**Preview Listing**' from your home screen.



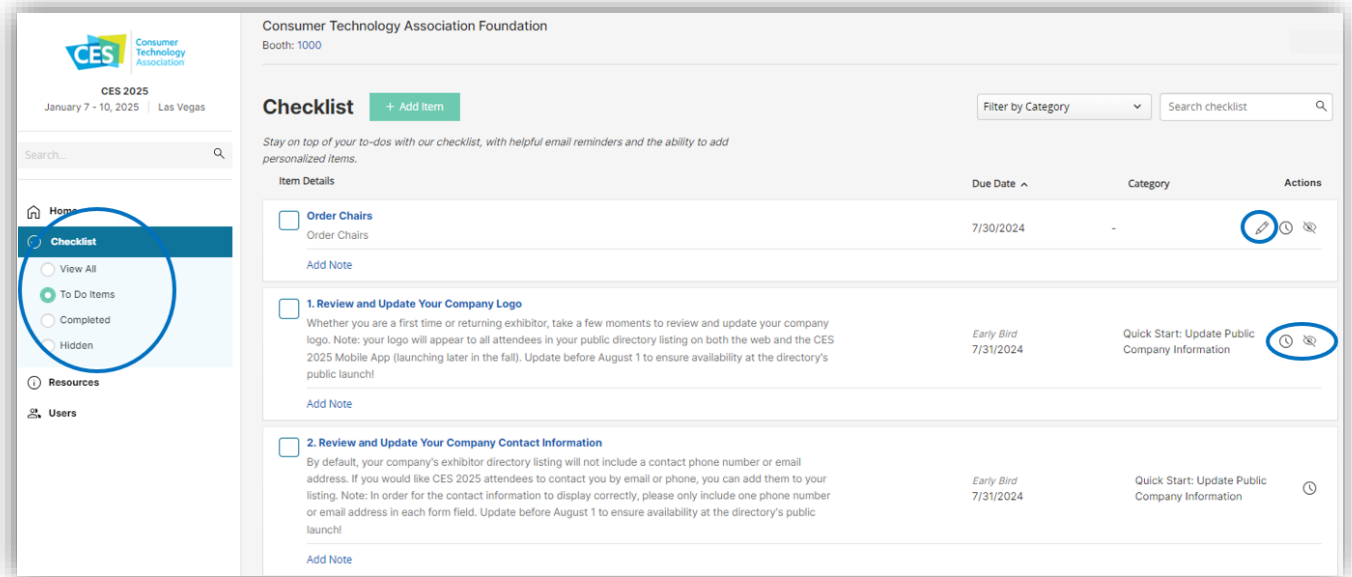
## BOOST YOUR DIRECTORY LISTING

**Boost Your Directory Listing:** Take advantage of additional visibility by purchasing an upgrade package. Choose from a variety of package options by selecting '[Boost my Listing →](#)' from your home screen.



# CHECKLIST

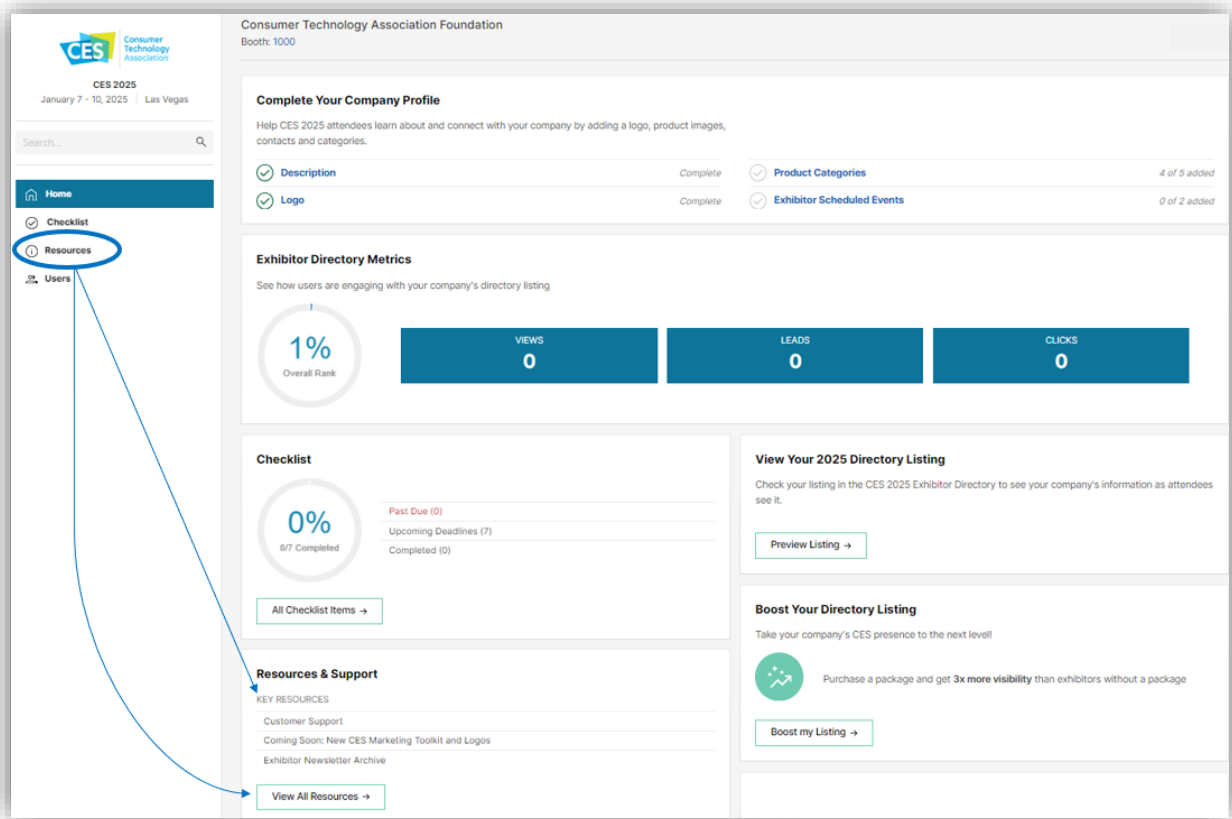
Use the checklist to easily view upcoming deadlines and any past-due items you may have missed. Filter checklist items to view by selecting one of the categories indicated in the left side navigation (View All, To Do Items, Completed, and Hidden). *Additional checklist items will be available beginning in late August.*



- ⇒ **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

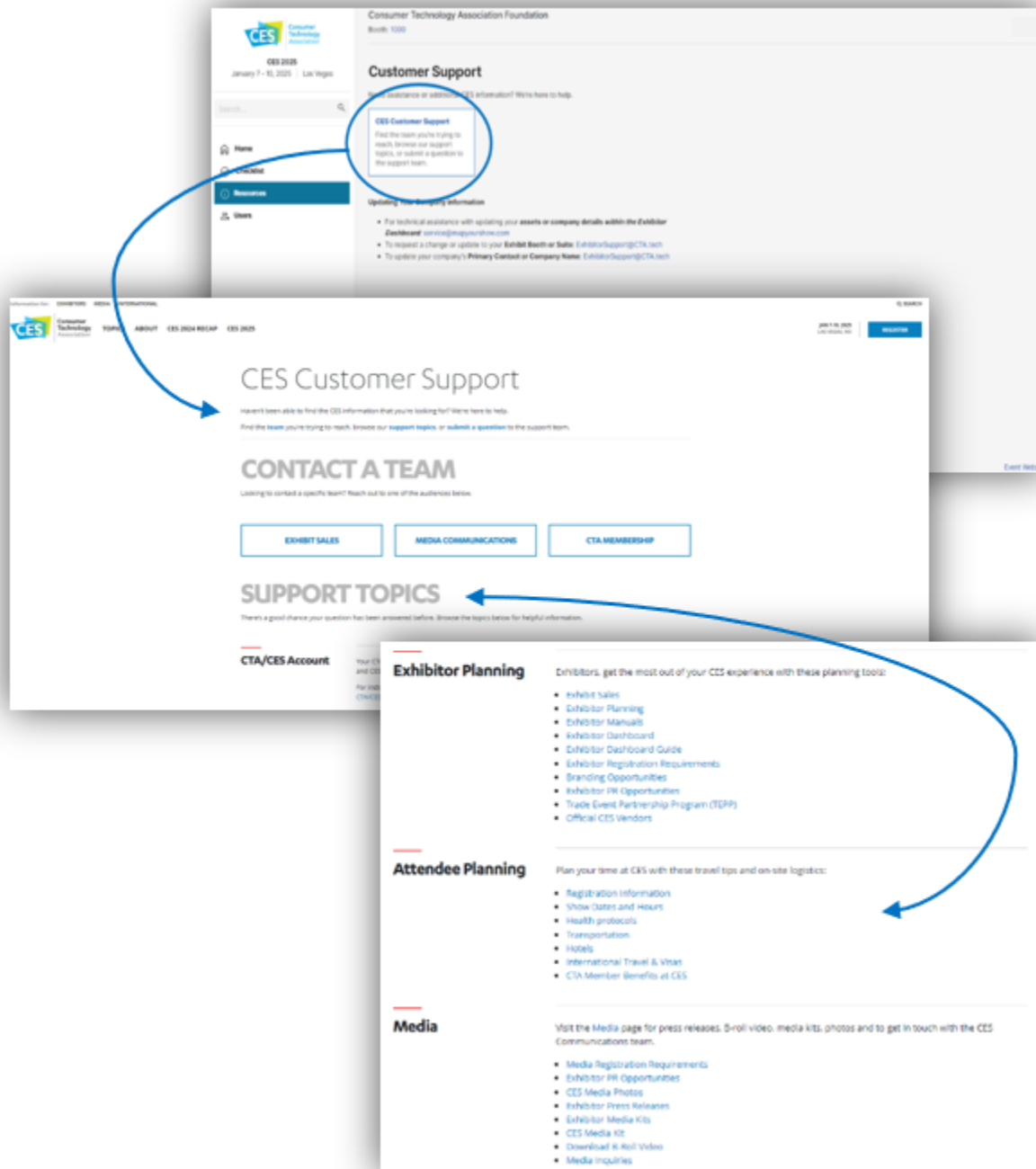
A quick and easy way to find the answers you are looking for, with frequently used **Resources & Support** materials thoughtfully organized and accessible from within your Exhibitor Dashboard. New resources will be added throughout the summer and fall.



- ⇒ 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).

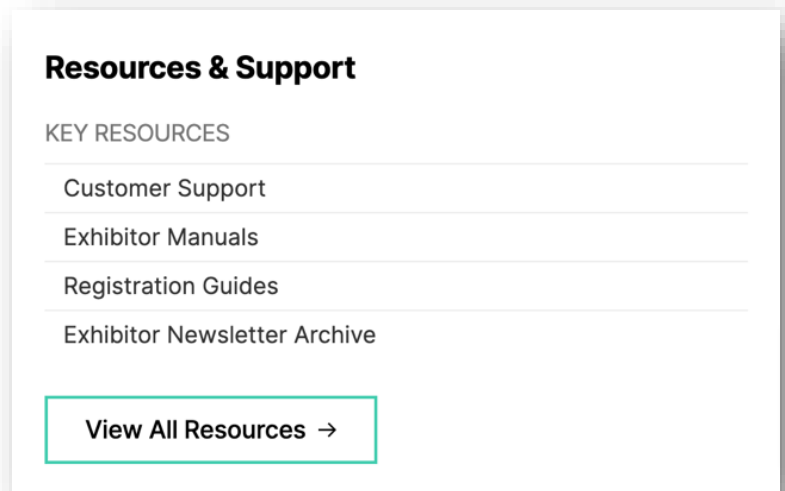




## Resources → Exhibitor Manuals

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](#).

*Exhibitor Manuals will be available in September.*



## Resources → Registration Guides

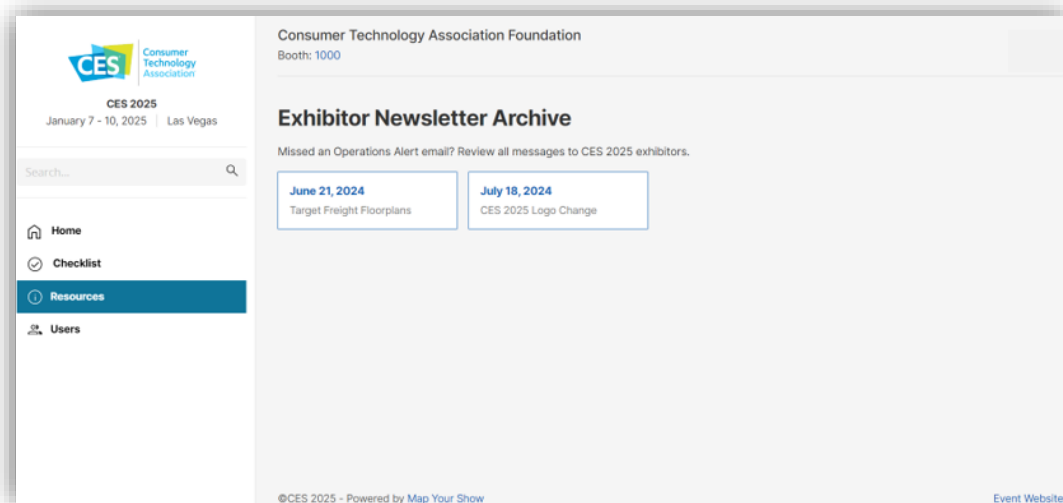
Detailed, step-by-step directions for registering your Exhibitor Personnel and sending customer (Attendee) invitation codes for free or discounted attendee registration. *Guide(s) will be available in mid-September.*

### **\*\*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 Registration 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](mailto:exhreg@CTA.tech) if you have registered (\*or initiated registration but did not complete the process) as an Attendee but require an Exhibitor badge. *Registration will open in mid-September.*

## Resources → Exhibitor Newsletter Archive

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!



## Resources → CES 2025 Brand Update

We have an exciting milestone ahead of us! At the end of August, we are changing the CTA and CES logos, highlighting a very important milestone for the association and the most powerful tech event in the world.

We've added this new section to resources to help you find guidance on logos usage, marketing toolkits and more to help you plan for these changes. Check your exhibitor dashboard throughout the season for the latest information. If you have questions at any time, please reach out to your sales representative.

