



Exhibitors occupying an exhibit suite at The Venetian must abide by the following rules and regulations.

**1. CHECK-IN AND CHECK-OUT**

- a. Exhibitor may check-in at 8 AM on January 6, 2019 at the front desk or at the Venetian's Invited Guest Check-in desk. Keys will be made available at this time.
- b. Exhibitor must check-out by 5 PM on January 12, 2019. This will allow Freeman to facilitate freight removal that evening.
- c. Room and tax for the suite contracted for pursuant the Application and Exhibit Space Contract ("Contract") will be billed to CES and will be paid directly to the Venetian by CES. Exhibitor is responsible for all other incidental charges including, but not limited to, food and beverage, gratuities, show services (electrical, phone, Internet), furniture movement fees and the security deposit. All orders must be accompanied by exhibitor check, credit card or guaranteed to the exhibitor's approved master account with the Venetian. A minimum daily deposit of \$150.00 is required for incidentals payable by credit card or cash upon check-in. Checks are not accepted at the time of check-in.
- d. Guests authorized to receive suite keys and to authorize incidental charges must be listed on the Multiple Guest Authorization Form and will be responsible for any charges not covered by the Credit Card Authorization on file.

**2. MOVE-IN/FREIGHT DELIVERY**

- a. All freight shipments must be crated and sent in advance to the Freeman warehouse by the advance shipment deadline listed in the Venetian Exhibit Suites Manual ("Manual"). Crated shipments include cartons, boxes and fiber cases. Shipping to the advance warehouse by the deadline ensures freight is delivered to the exhibit suite prior to your arrival.
- b. If you ship direct to show site via a privately owned vehicle (POV), the POV will be required to go through the Freeman POV Check-in Lot to be dispatched over to the Venetian loading docks. If you ship direct to show site via a freight carrier, the carrier will be required to go through the Freeman Marshaling Yard to be dispatched over to the Venetian loading docks. On-site material handling rates will apply.
- c. Space is limited and POVs and carriers delivering direct will be served on a first come, first served basis with a probable wait time. We encourage all shipments to be sent to the Freeman advance warehouse.
- d. With the exception of POV freight, all freight will be sent back to the Freeman warehouse for carrier pick-up. This is due to a very limited amount of dock space that Freeman has to work with at the Venetian compared to the volume of freight that Venetian exhibitors ship in.
- e. All material handling rates will be published in the Manual.
- f. Freeman has exclusive control of the loading/unloading and access to/from the loading docks. You will not be permitted to unload your vehicle. Only Freeman will be permitted to do this.
- g. No wooden crates or oversized pieces of freight are permitted on any suite levels of the Venetian. Please refer to the Manual for freight restrictions.
- h. If you need assistance in determining other container options, you may contact Freeman at [CESfreight@freemanco.com](mailto:CESfreight@freemanco.com).
- i. The FedEx Office and Package Center at the Venetian will not accept large freight deliveries in their package room.

**3. BED REMOVAL AND FURNITURE MOVEMENT**

- a. You have the option to have the suite bed(s) removed only. All other furniture removal is strictly prohibited. If you remove additional furniture, you will forfeit space selection priority points and Facility Services labor fees will apply.
- b. You must pay a security deposit in the amount of Fifteen Hundred Dollars (\$1,500) per suite to the Venetian if you plan to have bed(s) removed, furniture moved by the Venetian or further equipment or freight delivered to your suite. You will be required to submit a Credit Card Authorization form found in the Manual to authorize this charge to your credit card during the last week in December. You will not be permitted to move into the suite until this charge has been authorized. Upon move-out, Venetian staff will conduct a post-show walk through of your suite. Any repair costs for damages attributed to you as the registered party or any of your associates, vendors or guests, will be deducted from the security deposit. If damages exceed the \$1,500 security deposit, the Venetian is authorized to charge the credit card provided on the Credit Card Authorization Form for the additional amount. All security deposits, less any damages, will be credited back to your credit card within 15-20 days of move-out.



- c. You have the option of hiring Venetian Facility Services to move furnishings around within your assigned suite and/or stored in the bathroom or closet of your assigned suite. A \$350 Venetian furniture movement fee will be applied to your credit card during the last week of December. You are not permitted to move any furnishings on your own and a Venetian Facility Services labor fee of \$450 and up will apply for those who violate this rule.
  - d. There are a limited number of items which cannot be moved including, but not limited to, the armoire and entertainment center. Please refer to the Manual for additional rules and regulations and pricing.
4. **SIGNAGE**
- a. CES Operations will provide all contracted and paid exhibitors with a suite ID sign for the entrance to your suite.
  - b. This sign will include any of your contracted and paid share companies. Due to local fire codes, easels and signage are not permitted in the Casino, hotel lobby or suite/guest room hallways. Signage found in these restricted areas will be removed immediately by hotel security. CES Operations will provide ample directional signage to all exhibit suites.
  - c. Exhibitors are permitted to have additional signs within their assigned suite, but they must be free-standing. The signs cannot be affixed to any walls, hung on, set on or set up against anything in the suite including the doors, artwork, sprinkler systems, fixtures, windows or existing furniture within the suite. Additionally, signage is not allowed to block or otherwise interfere with the fire sprinklers. As a result, the Venetian requires that any free-standing sign be 6 ft. or less in height.
5. **HEIGHT LIMITS** - All structures, exhibit equipment, free-standing signs, etc. must not exceed 6' in height throughout the entire suite.
6. **ELECTRICAL** - Each suite is equipped with 20 amps. There will be at least two blue electrical boxes (or more depending on the size of your suite) provided to each suite. Each box has a 10 amp/1000-watt fuse. If the device(s) plugged in exceeds 10 amps/1000-watts, the fuse blows at that box and prevents a surge back to the line supplying the power. This prevents power outages at adjoining suites that are sharing the same circuit. No additional power will be available in the suites.
7. **PRODUCT DEMONSTRATIONS**
- a. A maximum noise level of 85 dB must be maintained in each booth and/or suite, a standard which is endorsed by the International Association of Expositions and Events (IAEE).
  - b. You shall be responsible for supervising the actions of all visitors and employees operating display equipment in your suite. All product demonstrations must be contained wholly within the contract suites.
8. **QUESTIONS** - Questions or concerns on the information above can be directed to CES Operations at [CESops@CTA.tech](mailto:CESops@CTA.tech).

This is an Addendum to the CES 2019 Exhibit Space Contract ("Contract") and is incorporated into the Contract. All other provisions of the Contract will remain in full force and effect.