



## VENETIAN SUITE EXHIBITORS

Welcome to CES 2019! This welcome letter contains contact information for on-site assistance, key show rules and regulations and other important details about exhibiting at the show.

### EXHIBITOR SECURITY GUIDELINES

Exhibitor personnel attending CES will be subject to the same security and safety restrictions and procedures as general attendees with some allowances. All bags including personal items are subject to search. Additional details are found on [CES.tech/security](https://ces.tech/security).

### EMERGENCY CONTACTS

Below is a list of the emergency contacts for the various show venues:

- ARIA: 702-590-7175 or dial 77175 in hotel
- LVCC: 702-892-7400 or dial 7400 in LVCC
- Mandalay Bay: 702-632-7911 or dial "0" in hotel
- Park MGM/Park Theater: 702-730-7190 or dial 37190 in hotel
- Renaissance: 702-784-5700 or dial "0" in hotel
- Sands: 702-733-5195 or dial 75195 in Sands
- Venetian: 702-414-9311 or dial 49311 in hotel
- Westgate: 702-732-5911 or dial 5911 in hotel
- Wynn/Encore: 702-770-2820 or dial 2820 in hotel

All emergencies must be reported to Venetian Security immediately. **DO NOT dial 911.** Doing so will delay the response by medical personnel who may not be able to find or get to the location of the emergency.

### CES APP

The CES 2019 App features the exhibitor list, full conference and event schedule, wayfinding, speaker list and important show information. Visit [CES.tech/App](https://ces.tech/App) or search "CES 2019" in your app store. New this year, you may contact CES Security or venue security through the CES App in the Security section.

### EXHIBITOR HOTLINE

The Exhibitor Hotline is available if you need a quick answer or are looking for someone to help. Call us at 702-414-1699 during show hours on show days and installation and dismantle hours during move-in and move-out.

### EXHIBIT HOURS

Tuesday, January 8	10 AM–6 PM
Wednesday, January 9	9 AM–6 PM
Thursday, January 10	9 AM–6 PM
Friday, January 11	9 AM–4 PM

## 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 exhibitor support with their Freeman Concierge program. Download the free Freeman Concierge Elite mobile app at [folmobile.freemanco.com](http://folmobile.freemanco.com) to receive alerts and assistance from Freeman via your mobile device and avoid lines at the Exhibitor Service Center.

Venetian Catering/Conference Management (CCM) is here to assist you through their CCM team. Contact your assigned CCM for catering or suite set-up inquiries.

Exhibit Space	CES Floor Manager	CES Floor Manager Desk Location	Freeman Concierge	Venetian Catering and Conference Management
Venetian Tower, Floor 29 Exhibit Suites	Carla Rose 714-270-8888	Venetian Tower, Suite 29-308	Cheryl Barsanti 702-427-9120	Danica Rounds (100 & 200 wing) 702-306-4677
Venetian Tower, Floor 29 Exhibit Suites	Mary Ann Cluff 702-274-0740	Venetian Tower, Suite 29-308	Cheryl Barsanti 702-427-9120	Kevin Choi (300 wing) 702-448-9906
Venetian Tower, Floor 30 Exhibit Suites	Donna Hedland 702-525-9819	Venetian Tower, Suite 30-207	Julia Warren 214-605-0209	Spenser Monsour (100 & 200 wing) 702-210-9016
Venetian Tower, Floor 30 Exhibit Suites	Bob Meyncke 619-261 0134	Venetian Tower, Suite 30-207	Julia Warren 214-605-0209	Kevin Choi (300 wing) 702-448-9906
Venetian Tower, Floors 31, 34 and 35 Exhibit Suites	Jean Olson 585-704-4925	Venetian Tower, Suite 31-207	Olya Casey 214-605-0252	Meagan Cartmill 702-423-1959

## EXHIBITOR SERVICES AND KEY LOCATIONS

CTA Member Lounge	Venetian Tower, Floor 30, Suite 30-140
Freeman Service Center	Venetian Tower, Floor 29, Suite 29-309
Registration, Badge Pickup, Lead Retrieval	Venetian Tower, Floor 29, Suite 29-310
Show Office	Venetian Tower, Floor 29, Suite 29-308; 702-414-1699

## MOVE-IN SUITE INSPECTION FORM

Be sure to complete your suite inspection form before setting up your exhibit suite. This should be the first thing that you do when you arrive. If you do not have this form on-site, please contact your floor manager. Floor managers are located in Suites 29-308, 30-207 and 31-207.



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

Exhibitor installation hours are 7:30 AM-7 PM January 6 and 7. The following Clean Floor Policy will be strictly enforced:

### **Monday, January 7**

**3 PM** Suites not occupied by this time will revert back to CES.

**5 PM** Cartons, fiber cases and packing material must be empty and labeled for pick-up by Freeman.

Empty cartons, containers, and cases cannot be stored within your suite during the show. You will be responsible for tagging your empty containers with “empty” stickers by 5 PM January 7 so Freeman can retrieve and store them during the show. Any empties found in bathrooms or closets will be immediately removed.

## **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.

## **MOVING FURNITURE AND FLOORPLAN CHANGES**

All exhibitors are prohibited from moving any furnishings on their own. Exhibitors must hire Venetian Facility Services to move furnishings. Any violation of this rule will result in a \$450 deduction from the exhibitor’s security deposit, and the exhibitor will be responsible for any damages. This fee will also apply to any exhibitor who tampers with any of the security locks placed on closets.

If you have any last-minute requests or changes to your room, please contact your Venetian Catering/Conference Management contact or visit a CES floor manager in Suites 29-308, 30-207 and 31-207. There is no guarantee that changes can be accommodated at this point.

## **SIGNS**

Exhibitors are permitted to have signage within their assigned suite, but they cannot be affixed to any walls, artwork, sprinkler systems, doors, fixtures, windows or existing furniture within the suite. Additionally, signage is not permitted to block or otherwise interfere with the fire sprinklers.

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.

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.

### **ELECTRICAL BLUE BOXES**

Venetian Engineering is the exclusive provider of electrical for your exhibit. All suites are required to use the blue box electrical outlet system for all equipment requiring electrical. These boxes prevent power outages at adjoining suites that are sharing the same circuit. In the event an exhibitor blows a fuse in a blue box, Venetian Engineering will provide a replacement fuse. The exhibitor will have to remove the electrical device(s) causing the overage.

### **ACCESS TO YOUR EXHIBIT SPACE FOR YOUR CLIENTS**

Please remember that 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. Venetian 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.

### **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.

### **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, January 2 at the Sands, Level 2, Hall C entrance. The EAC Desk will open during move-in and move-out beginning at 7:30 AM and during show hours on show days. Wristbands may be picked up the night before work is to be done. EAC supervisors must pick up and sign for all worker identification.

### **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.



## **PROCEDURE FOR MERCHANDISE/PRODUCT REMOVAL**

Only CES exhibitors are permitted to remove merchandise/product during move-in, show days and move-out. Exhibitors wishing to remove merchandise/product must present both a photo ID (driver's license or passport), business card to the security guard upon exiting.

Security guards will cross-check the ID with the exhibitor's badge for verification. Attendees are prohibited from carrying product outside of the exhibit space at any time.

## **SLEEPING IN YOUR EXHIBIT SUITE**

CES allows exhibitors to sleep in their assigned suites, but exhibitors must vacate the suite by 5 PM January 12. If you or any members of your staff plan to sleep in your suite, you must provide access to the suite for Freeman to retrieve and deliver empty freight containers and must provide access to Venetian Facilities. Freeman will work late in all suites during move-in and move-out and will require access to these suites up until 2 AM.

## **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 Exhibitor Space Contract for complete information.

## **BOOTH DONATION PROGRAM**

Consider donating your booth materials after CES to save money and time. Freeman will evaluate, pick up and deliver you unwanted materials, products and supplies to local charities. Complete the attached donation form and bring it to the nearest Freeman Exhibitor Services Desk on-site.

## **MOVE-OUT INFORMATION**

A separate move-out notice will be distributed on January 10. Freeman will return all empty containers to suite exhibitors between 5:30 PM and midnight January 11. All outbound shipments must be packed and labeled for pick-up by 5 PM January 12. If you have outbound shipment questions, please visit Freeman in Suite 29-309.



All exhibitor freight (with the exception of POV freight) will be returned to the warehouse during move-out for re-packing, re-crating, etc. Please refer to your exhibitor manual for additional information at [CES.tech/manual](https://ces.tech/manual).

#### **PARKING**

All Venetian exhibitors are welcome to park in the Venetian or Palazzo's complimentary parking structures. The parking garages will be very busy at the end of each show day. Please plan accordingly.

#### **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.

#### **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 Sands/Venetian for ADA use only. They are not permitted at any other show venue for any purpose. Hoverboards are not permitted in the Venetian Tower.

#### **NEED TO GRAB A QUICK BITE TO EAT?**

There are two convenient Venetian food courts which offer quick options. The first food court is located on Level 3 (Grand Canal Shoppes level) adjacent to the parking garage ramp. The second food court is located on Level 2 (Casino Level) diagonally from the Grand Lux Café.

#### **RESERVE YOUR SPACE FOR CES 2020**

If you have questions about selecting exhibit space for CES 2020, please visit the Exhibit Space Selection Office in the Venetian, Level 2, Venetian Ballroom or call 702-691-8604 beginning January 10.