



Section 1: General Information

This Hospitality Suites Guide was created specifically for exhibitors at the Westgate. If you are exhibiting at another CES venue, please refer to the other [exhibitor manuals](#) created for each venue.

This Westgate Suites 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 operational questions can be sent to CESops@CTA.tech. Also, be sure to visit CES.tech to keep up with all the latest show information.

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

Suite Usage

Hospitality suites at the Westgate are to be used for meetings or 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 pages.

If you plan on having your own transportation, please contact [Renee Watwood](#) at the Westgate to arrange for loading and unloading areas.

If you have questions or would like to 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 process 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.

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 on behalf of your exhibitor personnel.
- Invite your exhibitor personnel to complete their own registration records.
- Retrieve customized Top Ten and Customer invitation promotion codes to invite your guests.
- Order lead retrieval.



As a reminder, below are the registration requirements for CES 2022:

- For CES 2022, we will require all in-person attendees to provide proof of COVID-19 vaccination. We will continue to evaluate and expand our health protocols as medical recommendations evolve. Visit [CES.tech/healthprotocols](https://ces.tech/healthprotocols) to learn more.
- All show attendees, including exhibitor personnel, must provide photo identification that will be printed on their CES badge. If you are managing registration for your entire group, please keep this in mind. Photos cannot be bulk uploaded into the system and must be individually added to each registration.
- 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.

New this year: 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 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

Badge Policy

Westgate 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

Services

The Westgate can provide the following services for your hospitality suite by request:

- Audio Visual
- Internet
- Food & Beverage
- Cleaning
- Furniture

Please see more information and the hotel contacts outlined in section 3 to arrange for these services.

CES Contacts

CES Operations – CESops@CTA.tech

Kristen Hill, Sr. Manager, CES Operations; khill@CTA.tech

CES Sales – exhibit@CTA.tech



Section 3: Hospitality Suite Services

Check-In/Check-Out

- Hospitality suite exhibitor may check-in after 3 PM on Tuesday Jan. 4, 2022. Early arrival time is subject to availability and cannot be guaranteed. As a CES hospitality suite exhibitor, you can check-in at the Diamond Lounge located to the left of the front desk. If you are checking in later than Jan. 4, please advise [CES Operations](#) so that your suite is held for you.
- Westgate has blocked specific suite numbers for CES, but the suite number assigned when contracting with CES Sales cannot be guaranteed due to unforeseen circumstances which may occur prior to check-in. If this occurs, the Westgate will make its best effort to assign Exhibitor a suite of comparable type and size.
- Hospitality suite exhibitor must check-out by 11 AM on Sunday, 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 five [5] nights), you must contact the [CES Sales](#) department and should not contact the Westgate directly to secure additional nights.
- Exhibitor is responsible for providing individual names of all persons to be listed on the suite reservation to obtain keys and check-into the suite in the [exhibitor dashboard](#) by Dec. 1. If you do not inform us 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.
- Room, tax and daily resort fee for the suite contracted per the Exhibit Space Contract will be billed to and paid directly to Westgate by CES. Exhibitor is 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 a credit card. A minimum daily deposit of \$150 per day is required for incidentals payable by credit card or cash upon arrival. Guests who have been authorized to receive suite keys will be responsible for any charges not covered by the credit card authorization on file. Checks are not accepted at the time of check-in.
- Hospitality suite numbers will be printed on signage and placed by CES Operations, as well as 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 exclusive in-house audio-visual Department can provide a variety of equipment. Call 702-732-5644 or email [Carmen Nevarez](#) or [Ernie Castro](#) for all your audiovisual needs and price list prior to Dec. 10, 2021. Outside audio visual companies are strictly prohibited. Any request received while on property will incur additional charges and may take up to forty-eight (48) hours to accommodate.

Cleaning

Complimentary vacuuming and room refresh will be provided in all suites during official show days. You may choose to have this service performed either between 6:30-8 AM on Jan. 5-8, 2021 or between 7-9 PM on Jan. 4-7, 2021. Please contact [Renee Watwood](#) by Dec. 10, 2021 to select your time. If you do not respond by this deadline, a suite cleaning time will be assigned for you. Once time has been confirmed or assigned, no changes will be permitted.



Electrical

Electrical usage over and above the standard guest room outlets is not available. Each Suite has two (2) standard 110-volt 20-amp outlets.

Food and Beverage

All food and beverage must be arranged through the Westgate Room Service Department at 702-732-5246 or contact [Shannon Athanas](#). All orders must be received by Dec. 10. Any requests received while on property will incur additional charges and Westgate cannot guarantee delivery time requested. Cancellation on confirmed orders, less than seventy-two (72) hours prior to arrival will be charged full amount. Outside food and beverage is not permitted.

Freight/Deliveries

Freight shipments are not permitted to be delivered to the suite. Freight shipments are classified as freight, crates, pallets and skids. The hotel does not have freight elevators accessible to suites. Although there is a small business center on-site, it has limited staffing, storage and loading dock access. Items other than small boxes and packages should expect a lengthy delivery time frame (24-48 hours) as well as substantial material handling charges. If you must send a package, send directly to the FedEx business center located in the Westgate Ballroom Foyer and clearly marked as CES 2022 Westgate Suite Exhibitor, including suite number and company/individual name. All shipments are subject to material handling charges.

Do not ship anything directly to Freeman as they do not receive freight for suites, and it will be refused.

Furniture Removal or Additions

Furniture and other décor in the Suite may not be removed, moved or altered without prior written consent from Westgate. The hotel cannot guarantee the removal of furniture from Suites but may at their discretion for an additional fee. The following suites may not have any furniture removed from them: Napa, Park Avenue and Classic Suites.

There is very limited space to add furniture. Requests for additional items, such as tables, chairs and easels may be ordered. Please reach out to [Renee Watwood](#) by Dec. 10 for these services. Any request received while on property will incur additional charges and may take up to forty-eight (48) hours to accommodate. Cancellation on confirmed orders, less than seventy-two (72) hours prior to arrival will be charged full amount.

Any damage due to said activity is at the sole expense of the Exhibitor. Exhibitor may not ship or bring outside furniture (couches, televisions, coffee tables, etc.), however banquet and other rental furniture is available through Westgate. This policy is strictly enforced.

Internet

The basic wireless in-suite internet allows up to three devices. The speed of basic Wi-Fi is contingent on the number of overall users, and you may experience unusually slow speeds during peak hours. Suite exhibitors have the option of ordering upgraded high-speed Internet service. Please contact [Renee Watwood](#) by Dec. 10. Request received after this date will be handled on a first come first serve basis and there may be delays and additional charges if ordered during event.



Signage

Exhibitor is permitted to have free-standing signage within their assigned suite. Signs may not be affixed to, hung 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. Absolutely nothing can be hung on or from the fire sprinklers in your 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, rotundas, hotel lobby, elevator banks or casino. Signage found in these restricted areas will be removed immediately by hotel security.

Section 4: Show Rules and Regulations

Event Health Guidelines

As we come back together in Las Vegas 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
- 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 866-233-7968 or +1-703-907-7605 (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 pickup time. To arrange for your transportation, please contact [Kevin Berube](#) at 877-899-0986/401-294-0040 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 exhibit immediately.

Combustible Materials

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.

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 regulator protected against physical damage.

Hanging items from or off of any of the sprinklers within the suites is strictly prohibited. Additionally, decorations are not allowed to block or otherwise interfere with the fire sprinklers. Due to regulations either implemented by your exhibit location venue or as a result of local, county, state, or federal requirements, exhibitors agree to abide by any additional policies regarding exhibits or meeting space as they may be in effect at the time of CES.

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.

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 exhibit'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 to the exhibit 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 exhibit space.

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 distributed from within your booth or contracted area. Surveys may not be conducted outside of your booth. Corporate greeter sponsorships are available. Contact [Liz Tardif](#) at 703-907-7681 with CES Promotional Opportunities 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 license 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. See Sound Restrictions below.

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

Raffles & Games of Chance

Raffles are allowed within your booth; however, Nevada state law prohibits them if money is involved. Exhibitors considering a raffle, game of chance or slot machines in their booth should contact the Nevada Gaming Control Board at 702-486-2000.

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 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 exhibit 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 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