



Section 1: General Information

The Venetian/Palazzo Hospitality Suites Manual was created specifically for exhibitors in the Venetian/Palazzo hospitality suites. It includes information on vendor services and rules and regulations.

If you are an exhibitor in the Sands/Venetian exhibit space, Halls A-D & G or meeting space, please refer to the [Sands/Venetian Exhibitor Manual](#). Likewise, if you are a Venetian exhibit suite exhibitor, please refer to the [Venetian Exhibit Suites Exhibitor Manual](#). For a list of show hours and venues, please review our [Show Venue Maps](#).

Questions regarding your hospitality suite can be sent to [CES Operations](#). Be sure to visit [CES.tech](#) for the latest show news and information.

On behalf of the entire CES staff, we look forward to seeing you in Las Vegas in January 7-10, 2020!

Hospitality Suites

Exhibitors have the opportunity to contract for hospitality suites during CES at The Venetian/Palazzo. Hospitality suites are to be used for meetings or for 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 and Travel

You can find all the information you need to plan your trip on [CES.tech](#). For specific information, please visit [hotel accommodations](#) and [travel tips and discounts](#).

Transportation/Private Charters

We offer a [variety of transportation](#) services at CES for both exhibitors and attendees, including hotel shuttle buses from all official CES hotels in Las Vegas to Sands/Venetian. For a full list of the services we provide, visit our [website](#).

Private charters may drop off at the north end of The Venetian's porte cochere. All private charters wishing to pick-up or drop off in this area must receive approval from the [hotel](#) and [CES Operations](#). This area is for loading and unloading only; vehicles cannot stage (wait) here for passengers.

Please note, all private charters and limousines are required to be licensed within the State of Nevada and have a certificate of public convenience according to Nevada statute 706.476. Uncertified vehicles will be removed from CES facility premises and are subject to impoundment by the Business and Industry Department of Transportation Services Authority.

If you would like to arrange for charter services, [contact RPMs](#), our official transportation provider at 877-725-3398 or 401-294-0040.



Registration Information

Be sure to [register](#) all 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 look out 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 your customized discount code to invite up to 1,000 customers to CES.
- Order lead retrieval.

Below are new registration requirements for CES 2020:

- Exhibitor personnel must provide photo identification that will be printed on their CES badge. This will be a mandatory requirement. 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, and new for CES 2020, will collect gender as well.
- The Primary Contact may assign a secondary 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.

Once on-site, exhibitor personnel may go to any of the [badge pickup locations](#) to retrieve their CES badge. Refer to the [Badge Policy](#) information to determine free or paid allotment which will also be shown on your registration dashboard.

For registration questions or assistance, please contact exhreg@CTA.tech.

Badge Policy

Suite exhibitors will receive ten (10) complimentary exhibitor badges. Exhibitor may purchase up to 50% more exhibitor badges over this base allotment at \$50 per exhibitor badge.



Section 2: Resources

CES Show Office

The CES Show Office will be located on Floor 29 in Suite 29-207.

Floor Managers and Exhibitor Hotline

Dedicated CES floor managers will be located in Suites 29-207, 30-207 and 31-207 to assist you during move-in, show days and move-out. We also provide a CES Exhibitor Hotline at 702-691-8600 for on-site assistance.

CTA Member Lounge

There will be a CTA Member Lounge in the Venetian Tower on Floor 30 in Suite 30-140. This lounge will be equipped with Wi-Fi, comfortable seating and a quiet place for you to grab coffee and a quick snack. The lounge will be open as follows:

Tuesday, January 7	9:30 AM-11 AM
Wednesday, January 8	8:30 AM-11 AM
Thursday, January 9	8:30 AM-11 AM

Official Suppliers

In an effort to help you locate information for various services offered for the Venetian/Palazzo Hospitality Suites, we have provided a list of official contractors. You can also find links to services below.

CompuSystems: [Lead Retrieval, Registration](#)

FedEx Office Business Center, Venetian, Level 2: [Business Services](#)

Freeman Audio Visual: [Audio Visual Services](#)

In-Suite Dining: [Catering Services](#)

Oscar & Associates: [Photography, Videography](#)

Rainprotection Insurance: [Insurance Provider](#)

RPMS: [Transportation & Charters](#)

SOA / Pro-Tect / COP Security: [Security](#)

Spring Valley Floral: [Floral & Plant Services](#)

Venetian Facility Services: see form at the end of this document

Venetian Internet: see form at the end of this document

CES Contacts

CES Operations – CESops@CTA.tech; [Gaiya Berube](#) – Manager, Venetian Tower Exhibit and Hospitality Suites; Eureka Park, 703-907-7685

CES Sales – CESSales@CTA.tech, 703-907-7645



Section 3: Hospitality Suite Services

Check-In/Check-Out

- Hospitality suite exhibitors may check-in after 3 PM on January 5. The suite number will be assigned at this time. As a CES hospitality suite exhibitor, you can check-in at the Invited Guest Check-in Desk, located to the left of the front desk. If you are checking in after January 5, please advise [CES Operations](#) so your suite is held for you.
- Exhibitors must check-out by 11 AM on January 11 or will be charged for an additional day.
- If an exhibitor requires additional nights for the suite (over and above the six [6] nights), exhibitors must contact [CES Sales](#). Exhibitor should not contact the Venetian or Palazzo directly to secure additional nights.
- Any exhibitor staff member wishing to check into a hospitality suite for a colleague that will not be present on the day of check-in must complete and submit the forms found at the end of this document, specifically step two, by November 1. If this form is not completed, only the main booth contact listed on the CES space contract will be permitted to check-in to your assigned suite and pick-up the keys.
- Room, tax and the daily resort fee for the suite contracted per the Exhibit Space Contract will be billed to the Consumer Technology Association (CTA) and will be paid directly to the hotel by CTA. Exhibitors are 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 an exhibitor's check or credit card. A minimum daily deposit of \$150 per day is required for incidentals payable by credit card or cash upon arrival. Checks are not accepted at the time of check-in.
- Hospitality suite numbers will be listed in the online Exhibitor Directory on [CES.tech](#). They will also be listed on CES signage and posted at all CES info desks. If you'd prefer not to have your suite listed for privacy reasons, please advise [CES Sales](#) by November 1.

Freight/Deliveries

Freight shipments are not permitted to be delivered to the suite. Freight shipments are classified as freight, crates, pallets and skids. The suite may not be utilized to exhibit equipment or products. The Venetian's Package Center will only accept one (1) single box with a weight limit of 50 lbs. and an entire, cumulative shipment cannot exceed 200 lbs. Otherwise, the Package Center will not accept the shipment from UPS, FedEx, etc. Further, Freeman is not permitted to deliver packages or freight to these suites.

If you need to ship something to your hospitality suite by using your preferred shipper (FedEx, UPS, etc.), you may address your package as noted below. Package Center receiving fees will apply.

Name of Exhibiting Company
Attn: Your Name (Hotel Guest)
CES 2020
Suite # __ tbd upon check-in__, The Venetian
c/o Venetian Package Center
3355 Las Vegas Blvd.
Las Vegas, NV 89109



Cleaning

Complimentary vacuuming and fresh linens will be provided in all suites during official show days. You may choose to have this service performed either between 6:30-8 AM (January 7-10) or between 6:30-9 PM (January 6-9).

Please submit your suite cleaning request, via the form at the end of this document, by November 1. If you do not respond by this deadline, a suite cleaning time will be assigned for you. If you choose to decline cleaning service, you may indicate as such on the form.

Electrical

Each suite is equipped with 20 amps. There are two (2) 1,000-watt circuits per standard suite that make up a total 2,000 watts per suite. Exhibitors cannot exceed 1,000 watts per circuit, as the electrical circuits that feed each suite are part of a riser system.

All electrical equipment must follow UL Standards. For more information visit www.ul.com.

No additional electrical will be available in the Venetian suites. Please contact [Marla Salvatera](#), Venetian catering and conference manager, with any electrical questions.

Internet

Each suite contains an existing internet and phone connection. Exhibitors are able to order the Tier 1 in-suite internet, which can service multiple users. For information on the additional tiers available and specifics to internet in the suites, please refer to the order form at the end of this document. There is also an existing phone system in each suite. Prevailing local and long-distance Hotel rates will apply. The deadline to order these services is November 1.

Furniture Removal or Additions

The hotel is unable to remove or move any furniture from hospitality suites. Exhibitors may not ship or bring in outside furniture (couches, televisions, coffee tables, etc.). Exhibitors are not permitted to move furniture around within the suite. This policy is strictly enforced and, if violated, furniture movement fees (\$450) will apply at the Venetian's discretion.

There is a limited amount of furniture which can be rented through The Venetian/Palazzo. Please contact [Marla Salvatera](#), for additional information.

Signage

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 allowed to block or otherwise interfere with the fire sprinklers.

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 or in the rotundas. Signage found in these restricted areas will be removed immediately by hotel security.

Exhibitor hospitality suite numbers will be printed on signage created and placed by CES Operations, as well as distributed at info desks and offices and listed in the online directory. If you do not want your company's suite number published, or prefer to keep your hospitality suite location private, please contact [CES Sales](#) by November 1.

There will be an information desk near the Venetian Tower Casino Level entrance to the suite elevators to help attendees find the elevator bank.

Food and Beverage

Arrangements should be made through the In-Suite Dining Hospitality Department. Please email requests to [Marla Salvatera](#). Be sure to submit your [food and beverage order form](#) by December 1. All orders received after this date are subject to a 20% surcharge.



Section 4: Show Rules and Regulations

After-Hours Events

If you plan on hosting an event before or after show hours in your booth space, you will need to fill out an [After-Hours Event Form](#) no later than December 1. All events must be contained within the contracted exhibit space. Please reference this form for additional after hours event rules. All After-Hours Events must be approved by [CES Operations](#).

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 in the exhibit hall 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 pick up time. To arrange for your transportation, please contact [Kevin Berube](#) at 877-899-0986/401-294-0040 preshow or 702-943-3531 on-site.

Booth Activity/Crowd Control

Booth activity of any kind must be confined within the exhibitor's contracted space so as not to interfere with traffic flow in the hallway. Refer to the Product Demonstrations section for more information. Exhibitors must contract sufficient space in order to comply with these rules. Exhibitors 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.

Candles

Candles must be battery operated. Open flames are not permitted.

Cash and 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 booth immediately.



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 and 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.

Fire Regulations

Hanging items from or off of any of the sprinklers within a suite is strictly prohibited. Additionally, decorations are not permitted to block or otherwise interfere with fire sprinklers. Any resulting damages will be charged to the primary exhibitor occupying the suite.

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.

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. PVC materials of any type are strictly prohibited.

Flame certifications are required for all items and materials used in an exhibit suite. A copy of these certifications must be kept within the suite at all times and must be available upon request for review and inspection. Please refer to NFPA 703 and 701.

A clear egress path must be maintained from all points within the suite. This egress path must be a minimum of 36 inches wide and remain unobstructed at all times.

Candles, incense and/or any type of open flame is strictly prohibited. Use of these items will result in an immediate exhibit closure.

In Suite Dining deliveries to exhibit suites are permitted. However, sterno and other heat-producing or warming devices are strictly prohibited. Please take this into consideration when selecting from the menu and placing your order.

Due to regulations either implemented by the Venetian or as a result of local, county, state, or federal requirements, exhibitors agree to abide by any additional policies regarding exhibits as they may be in effect at the time of CES.

Fire Safety

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 protected against physical damage.

All materials used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.

See Fire Regulations for additional Fire Safety information. Contact [CES Operations](#) with questions.

Good Neighbor Policy

CES has a Good Neighbor Policy in regard to booth demonstrations. All audio and video should be appropriate for a general audience. In the event of a complaint from any person on a booth'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 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. They are not permitted in the Sands, Venetian or Palazzo meeting rooms/ballrooms or suites.

Segways are permitted for ADA use only at the LVCC and Sands/Venetian. They are not permitted at any other venues for any purpose.

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 disbursed from within your booth or contracted area. Surveys may not be conducted outside of your exhibit space. Corporate greeter sponsorships are available. Contact [Liz Tardif](#) with CES Promotional Opportunities at 703-907-7681 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 licenses 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 allowed on the show floor. 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. Refer to the Booth Activity section above 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.

Product/Equipment Removal Pass

Only CES exhibitors are permitted to remove equipment/product from the show floor during move-in, show days and move-out. Exhibitors wishing to remove equipment or product must present their exhibitor badge and both a photo ID (driver's license or passport) and business card to the security guard upon exiting the show floor. Attendees are prohibited from carrying product off the show floor at any time.

Raffles and Games of Chance

Any game of chance or raffle must be approved by the Sands Expo/Venetian Compliance Department. Nevada state law prohibits any raffle or game of chance if money is involved. Exhibitors considering a raffle, game of chance or slot machine in their booth should contact [Jennifer Little at the Venetian](#) for more information and approval.



Service of Legal Documents

Any exhibitor that plans to serve legal documents at CES must contact [CES Operations](#) for the full policy and to coordinate service or delivery. Service or delivery of legal documents that is not coordinated with CES Operations 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 exhibits 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 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 in each show location 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

Suite Capacities

The following suite capacities should be considered when planning for exhibitor demonstrations, meetings and receptions:

- Palazzo Tower Hospitality Large Parlor = 20 people
- Palazzo Tower Hospitality Small Parlor = 20 people
- Palazzo Tower Lago = 30 people
- Venetian Tower Piazza = 20 people
- Venetian Tower Prima = 20 people
- Venetian Tower Hospitality Suite = 20 people
- Venetian Tower Hospitality Parlor = 20 people

CES 2020 Hospitality Suites Forms

All pages are required to be completed and returned to Marla Salvatera via fax at 702.414.2305 by November 1.

PLACEHOLDER SUITE NUMBER: _____ COMPANY NAME: _____

STEP 1 – HOUSEKEEPING CLEANING SERVICES:

The The Venetian Resort will provide daily housekeeping services of your suite throughout show days. Please indicate your preferred time.

- ☐ Please clean my suite in the mornings, between 6:30 am – 8 am, on January 7-10.
- ☐ Please clean my suite in the evenings, between 6:30 pm – 9 pm, on January 6-9.

STEP 2 – STAFF ACCESS TO SUITE:

A maximum of 10 suite keys will be available per suite. Below, please list all 10 names who should be granted access to suite keys. Keys will be available during check-in at The Venetian Front Desk beginning at 8 am on January 5, 2020. If a guest is sleeping in the suite, a tax of 13.38% will apply to any AV or equipment orders.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

- ☐ Yes, a staff member will be sleeping in the suite (13.38% lodging tax will apply to any AV/Internet and Equipment orders)
- ☐ No, no one will sleep in the suite

Please sign below if no one will sleep in the suite (including pre/post show nights):

Print Name: _____

Signature: _____



By initialing, Exhibitor acknowledges policies listed throughout document and is aware that failure to follow these policies will result in fees for damages.

CES 2020 Hospitality Suites Forms

All pages are required to be completed and returned to Marla Salvatera via fax at 702.414.2305 by November 1.

PLACEHOLDER SUITE NUMBER: _____ COMPANY NAME: _____

STEP 3 – INTERNET INFORMATION:

Wireless internet is not provided unless ordered in the below section.

Tier Wi-Fi – allows up to 10 devices to connect in a suite through the run of show. Networking equipment cannot be connected to create private LAN. Max speed is 10 mbps. Wi-Fi requires each device to authenticate through a web-portal.

Tenant Line – provided with a public IP with straight through internet access. Offers the ability to connect networking equipment to create private LAN with internet access. Capable of speeds up to 75 mbps. No limitations to the number of connected devices.

- ☐ Tier 1 Wi-Fi – up to 3 mbps - \$19.95 plus tax per night
- ☐ Tier 2 Wi-Fi – up to 5 mbps - \$29.95 plus tax per night
- ☐ Tier 3 Wi-Fi – up to 10 mbps - \$49.95 plus tax per night
- ☐ Tenant Line - \$1,250 for run of show

Any unauthorized removal or tampering of Venetian | Palazzo in-suite wireless networking equipment is strictly prohibited. Non-compliance may result in fines for damages.

Internet Setup Date: _____ **Internet Strike Date:** _____

STEP 4 – AV INFORMATION:

- ☐ Power Strip and Extension Cord - \$30 plus tax per day with \$100 delivery fee
- ☐ Router - \$50 plus tax per day with \$100 delivery fee
- ☐ Projector & Screen Package - \$640 plus tax per day with \$100 delivery fee
- ☐ *Digital Device Tie-In - \$125 one time fee per tie-in
 - ☐ HDMI
 - ☐ VGA

Additional fees may apply for overtime labor or pop up requests.

Other AV equipment available – please reach out to your Catering & Conference Manager for more options. The Venetian Resort Technical Services is the exclusive provider of AV for the Hospitality Suites.

*Required to access the inputs on the TVs within the suite. Please specify if HDMI or VGA is required.

**If the suite is also being utilized as a sleeping room, a 13.38% tax will apply to your AV order.

A 25% cancellation fee will be applied to orders cancelled within 24 hours of scheduled set up time. Orders cancelled after set up begins will be charged in full.

☐ By initialing, Exhibitor acknowledges policies listed throughout document and is aware that failure to follow these policies will result in fees for damages.

CES 2020 Hospitality Suites Forms

All pages are required to be completed and returned to Marla Salvatera via fax at 702.414.2305 by November 1.

PLACEHOLDER SUITE NUMBER: _____ COMPANY NAME: _____

STEP 5 - EQUIPMENT RENTALS:

- ☐ 6' Round Table - \$450 each plus tax for run of show
 - Quantity: _____
- ☐ 30" Cocktail Round - \$350 each plus tax for run of show
 - Quantity: _____
- ☐ 30" Highboy - \$350 each plus tax for run of show
 - Quantity: _____
- ☐ 6x30" Display Table - \$400 each plus tax for run of show
 - Quantity: _____
- ☐ 8x30" Display Table - \$450 each plus tax for run of show
 - Quantity: _____
- ☐ 6x18" Classroom Table - \$400 each plus tax for run of show
 - Quantity: _____
- ☐ 8x18" Classroom Table - \$450 each plus tax for run of show
 - Quantity: _____
- ☐ Banquet Chair - \$10 each plus tax for run of show
 - Quantity: _____

Set Up Date and Time: _____ **Strike Date and Time:** _____

****If the suite is also being utilized as a sleeping room, a 13.38% tax will apply to your equipment order.**

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By initialing, Exhibitor acknowledges policies listed throughout document and is aware that failure to follow these policies will result in fees for damages.

CES 2020 Hospitality Suites Forms

All pages are required to be completed and returned to Marla Salvatera via fax at 702.414.2305 by November 1.

PLACEHOLDER SUITE NUMBER: _____ COMPANY NAME: _____

STEP 6 – PAYMENT FOR ITEMS ORDERED:

Credit Card Number: _____

Expiration Date: _____

Card Holder Information:

Last Name: _____ First Name: _____ M.I.: _____

Company Name: _____ Address: _____

City, State, Zip Code: _____

Phone Number: _____ e-mail: _____

Card Holder Signature: _____ Date: _____

FOOD & BEVERAGE

Food & Beverage is exclusive to The Venetian Resort In-Suite Dining. Please place any orders by December 1. Please refer to the Hospitality Menu. Orders received after December 15 will be subject to a 20% price increase.

ADDITIONAL POLICIES:

Furniture movement is not permitted within your exhibit suite. A \$450 fee (plus tax, plus any damages) will be charged for any unauthorized furniture movement and the items will be moved into their original location. There is a 6' height restriction for any items brought into the suite.

TVs within the suite are only able to be used with a Digital Device Tie-In to access the inputs. Rental fees apply, please order in your form packet and indicate if HDMI or VGA will be needed. Any unauthorized removal or tampering of The Venetian Resort in-suite wireless networking equipment is strictly prohibit and will result in fines for damages. Multiple options for internet are available at an additional charge – please review options.

Please note, a \$150 per night incidental fee will be charged to the credit card provided at hotel check-in. This incidental fee is separate from any charges for services ordered.

Exhibitor Signature: _____

Company Name: _____

Placeholder Suite Number: _____

Need assistance or clarification on any policies? Please contact Marla Salvatera at marlamae.salvatera@sands.com or 702.414.1019.

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