



Section 1: General Information

This Renaissance Meeting Rooms Manual was created specifically for exhibitors in meeting rooms at the Renaissance. It includes information on vendor services and rules and regulations.

This Renaissance Meeting Rooms manual was designed to make it easy for you to plan for the show and provide you with all the important rules and regulations. 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.

Questions on the logistics surrounding your exhibit space can be sent to [Alex Davis](mailto:Alex.Davis@cta.tech), Sr. Manager, 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!

Meeting Rooms

Renaissance Las Vegas meeting space may be used for meeting and/or exhibit space. However, any exhibits requiring extensive exhibitory building (i.e. walls, flooring, etc.) must be approved by the Renaissance Las Vegas, and all plans must be submitted to your assigned Convention Services Director by November 1, 2019. The exhibitor shall assume full responsibility for any damages incurred.

Hotel and Travel Accommodations

For information on hotel accommodations, on-site complimentary shuttle service, the Las Vegas Monorail and more, please visit our [Hotel](#) and [Travel](#) pages.

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.

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

Badge Policy

Exhibitor will receive five (5) complimentary exhibitor badges per 100 square feet of exhibit space with a minimum of ten (10) badges. 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.

Exhibitor Appointed Contractor Registration

Please be sure to have your EACs register [here](#) by December 2nd.

Section 2: Resources

Services

The Renaissance can provide the following services for your meeting room by request:

- Audio Visual
- Internet
- Electrical
- Catering
- Cleaning
- Furniture

Please contact [John Strait](#) with the hotel to arrange for these services.

Key CES Contacts

Alex Davis, Sr. Manager, CES Operations; 703-907-5243, adavis@CTA.tech
CES Sales - exhibit@CTA.tech



Section 3: Meeting Room Services

Set-up/Tear-Down Schedule

Exhibitor must abide by the following set-up/tear down schedule. All exhibits/displays must remain staffed and fully intact until 4 PM on Friday, January 10, 2020. Premature dismantling and/or failure to fully staff said space during entire CES will result in the loss of one priority point.

Saturday, January 4, 2020

5 PM Exhibitor set-up begins

Monday, January 6, 2020

12 noon Exhibitor must have rooms set

12 noon Crates, cartons and fiber cases must empty and labeled for removal

Tuesday-Friday, January 7-10, 2020

CES Show Days

Friday, January 10, 2020

4 PM Tear down begins at the close of show. Please note, early teardown is not permitted.

6 PM Privately-owned vehicle procedures begin

Cartons and fiber cases will be returned

9 PM All crates will be returned

Saturday, January 11, 2020

10 AM All carriers must be checked into the marshaling yard

All displays must be dismantled, packed and ready for shipment

All Freeman outbound material handling forms must be completed and returned to the Freeman Service Desk.

12 noon Exhibitor must have all materials removed from meeting rooms

Any remaining exhibits will be dismantled by Freeman and shipped at the discretion of Freeman and at the expense of Exhibitor.

Freight/Deliveries

- a. Exhibitor must ship all freight in advance to the Freeman warehouse due to limited dock access at this facility. Freight shipments must be crated and **sent to the Freeman warehouse by December 19, 2019.** Shipping to the advance warehouse will ensure that your freight is delivered to your room prior to 5 PM on January 4, 2020 at which time you will have access to your meeting room.
- b. Freeman has exclusive control of the loading/unloading and access to/from the loading docks. You and/or your carrier will not be permitted to unload your vehicle. Only Freeman will be permitted to do this. You may also contact Carlos Huerta with questions at CESfreight@freemanco.com.



- c. Please note that there are no freight elevators at the Renaissance. There is limited space to maneuver, as hallways are 10 feet wide and doorways to meeting rooms are 6 feet wide. Please plan accordingly when shipping large display units, etc. If your display/shipment requires hand carrying and/or needs to be uncrated, Freeman hourly labor rates will apply.

Convention Services Director

Upon signing your exhibit space contract, you will be contacted by the Convention Services Director from the Renaissance that is assigned to your group. Please work with this person for all your catering, audio visual and telephone/Internet needs.

Furniture Rental

Exhibitor may request furniture for standard rooms sets (tables, chairs) from the Hotel at no charge. For requirements outside of a normal room set (i.e. stage, podium) please contact your Catering/Convention Services Manager (CSM) in the Renaissance Catering and Convention Services Department for availability and additional charges. Exhibitor may not use an outside furniture rental company. Please coordinate all furniture requests with your Catering/Convention Services Manager (CSM) by November 29, 2019. On-site orders will be subject to an on-site ordering surcharge.

Carpet

Carpet may be installed on top of existing carpet in the meeting rooms. Visqueen must be placed between the existing carpet and the carpet being installed. Do not use any visqueen with pre-adhesives. Only non-residue tape may be used to secure the carpet in place. Make sure there are no trip hazards. All installed carpeting and visqueen must be removed during move-out.

Rigging and Hanging Signs

No signs, banners, trussing, lights, etc. may be hung from the ceilings or the support structures above the ceilings. All truss and support must be floor standing. Rigging, hanging signs and affixing signs to the existing permanent walls is not permitted.

Exhibit Construction

- a. All construction plans must be submitted to the Renaissance for approval by November 1, 2019. When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets or sound outlets. Walls must be 18 inches below automatic fire sprinkler heads. No structures erected in these rooms may have any type of ceiling.
- b. Fire extinguishers, fire hose cabinets, fire alarm pull stations, and exit signage must not be blocked and must remain visible. There are no storage closets or utility rooms within the meeting rooms.
- c. Any damages are the sole responsibility of Exhibitor.
- d. Sample meeting room floor plans are available upon request. Contact your Catering/Convention Services Manager (CSM) for floor plans. Measurements may not be exact. If you are planning a display with specific size requirements, we strongly recommend you or your exhibitor-appointed contractor (EAC) measure the room(s) in person.



- e. Please note that there are no freight elevators at the Renaissance. There is limited space to maneuver, as hallways are 10 feet wide and doorways to meeting rooms are 6 feet wide. Please plan accordingly when shipping large display units, etc.

Decorations, Displays, Promotions, Signage and Use of Hotel Name

For exhibitors in the Renaissance meeting rooms, CES will provide a 22x28 sign with the name of the primary exhibiting company. Displays of any kind may not be set up in corridors outside meeting rooms. Any displays or exhibits must conform to fire ordinance rules. The Hotel will not permit the affixing of anything to the walls, floors, or ceilings or rooms with nails, staples, tape, or any substance unless the Hotel provides written approval. In the event this is done without the Hotel's authorization, and any damage is suffered, the cost of repair and/or replacement will be billed to the patron and the patron agrees to pay the damages.

Damage Clause

If damage to Hotel property occurs as a result of Exhibitor or its guests/invitees, Exhibitor assumes all liability and expense and agrees that, in addition to any other rights as against such guest or others. Hotel may charge Exhibitor's Master Account or directly bill Exhibitor for all such charges. Exhibitor shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, affiliates, members and employees from and against all demands, claims, damages to persons and/or property, losses and liabilities, including reasonable attorney fees (collectively "Claims") arising out of or cause by Group's negligence or intentional misconduct. Exhibitor does not waive, by reason of this paragraph, any defense it may have with respect to such claims.

Electrical

Electrical usage over and above the voltage that the standard meeting room outlets provide is available at an additional charge. Please contact your Convention Services Director for more information.

Audio Visual

Encore, the exclusive in-house audio visual provider offers a variety of equipment. Contact a representative at 702-784-5804 for all your audiovisual needs. Outside audio visual companies are strictly prohibited. On-site orders will be subject to an on-site ordering surcharge.

Telephone/Internet

Requirements and questions can be directed to your Convention Services Director. All telecommunication requests will be subject to additional charges. On-site orders will be subject to an on-site ordering surcharge.

Food and Beverage

Outside food and beverage is not permitted. All food and beverage requirements for group events must be pre-ordered through the hotel Catering & Convention Services Department by November 30, 2019. Please call your Catering/Convention Services Manager (CSM) or 702-784-5751 to arrange your food and beverage requirements. **Ordering on-site will be subject to an on-site ordering surcharge and delays of up to four (4) hours**



Keys

Keys for the meeting rooms are available for a charge of \$50 per key. Lost keys incur a \$250 charge. Authorization forms for the keys need to be completed and returned to the Renaissance by December 2, 2019. Please contact your Catering/Convention Services Manager (CSM) for more information.

Security

Please note that although Exhibitor maintain responsibility of the keys, Renaissance in-house services may also have access to these rooms. We strongly encourage Exhibitor to hire security for their meeting rooms and secure valuables, specifically during move-in and overnight hours when Exhibitor staff is not present. Security guards are available through the Renaissance at a cost of \$45 per hour, 4 hour minimum. Please contact your Catering/Convention Services Manager (CSM) to order security. CES and the Renaissance are not responsible for any thefts that occur in any meeting room.

Room Drops and Deliveries

Your Convention Services Director can coordinate all requested room drops or deliveries, including giveaways. CES Operations must give prior written approval.

Billing

Room and tax for the space contracted for pursuant to the Exhibit Space Contract will be billed to CES and will be paid directly to the Renaissance by Consumer Technology Association. 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 Exhibitor check, credit card or guaranteed to the Exhibitor's approved master account with the Renaissance. All requests for direct billing or Master Account must be submitted to the Renaissance Credit Department by September 27, 2019. Direct billing may be established for a minimum of \$3,500. If the direct billing request is not received by this date, payment is due in full at the time of contracting for food, beverage, audio visual, Internet, electrical, and vendor services.

Section 4: Show Rules and Regulations

Age Restriction

No one under the age of 18 is permitted in the exhibit space at any time. Contact [CES Customer Service](#) at 866-233-7968 or +1-703-907-7605 (outside the 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 requirements under the ADA.

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 exhibitors contracted space so as not to interfere with traffic flow in the aisles or encroach into neighboring exhibits. Refer to the Product Demonstrations section below for more information. Exhibitors must contract sufficient space in order to comply with these rules.

If you are planning any type of booth activity where a large crowd occurs, you are required to assign booth personnel and/or hire security guards to manage crowd control and keep the aisles and neighboring exhibits clear. CES Operations reserves the right to determine whether excessive crowds are in violation of this rule, and if so, will hire security to manage crowd control at the exhibitor's expense.

Candles

No open flames or candles are permitted in CES venues.

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.

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](#).

FCC Requirements

Most electronic equipment that uses radio frequency energy must meet Federal Communications Commission (FCC) regulations limiting such emissions and must receive a grant of the appropriate equipment authorization from the FCC prior to being manufactured, imported or marketed. Equipment requiring such an authorization, which is displayed at CES, must either have already received the necessary FCC authorization or must be accompanied by the following notice conspicuously displayed:

"This device has not been authorized as required by the rules of the Federal Communications Commission. This device is not, and may not be, offered for sale or lease, or sold or leased, until authorization is obtained."

Radio frequency devices that could not be granted an equipment authorization or operated legally, may not be advertised, displayed or sold. Failure to follow these guidelines, as well as other appropriate FCC rules, is a violation of federal law (47 U.S.C. Section 302(b)). It is anticipated that FCC investigators will attend CES looking for such violations. For further information regarding the types of equipment that require FCC authorization, see the FCC Rules at 47CFR Section 2.803, or contact the FCC Laboratory headquarters at 301-362-3000 or visit them [online](#).



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 regards to booth demonstrations. 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.

Island booth exhibitors are asked to avoid adding any unnecessary walls or drapes that may contribute to obstructed views of exhibitors that surround your booth. Feedback from show attendees indicates that this causes substantial frustration in their ability to navigate the show floor.

When planning booth events and demonstrations you are required to ensure traffic flow can continue on all sides of your booth at all times. Please take your exhibiting neighbors into consideration when positioning hanging signs and exhibit structures that could impede or obstruct lines of sight to them.

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

Live animals are strictly prohibited at CES with the exception of guide dogs and other service animals.

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). The proper license must be posted in your booth and available for inspection at the request of properly authorized agents of the [American Society of Composers, Authors and Publishers \(ASCAP\)](#), [Broadcast Music Inc. \(BMI\)](#), or [SESAC](#). We strongly advise you to contact one of these agencies to acquire proper licensing.

CES has a license with ASCAP which permits the performance of music from the [ASCAP repertory](#) at your booth. The license does not permit the broadcast, telecast or transmission of music under any circumstances; nor does it authorize dramatic performances. CES does not have similar licenses with BMI or SESAC; therefore, exhibitors wishing to play music from the BMI or 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 acquiring the proper licenses. If you encounter any difficulty with either BMI or SESAC in your attempt to obtain a license, please [contact CES](#) immediately.

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 photographing 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. See Sound Restrictions below.



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/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.

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