

CES PRESS CONFERENCE RESERVATION REQUEST FORM

2012 INTERNATIONAL CES
 JANUARY 10-13, 2012, LAS VEGAS, NV

To request a reservation time in one of our free press conference rooms, or to host an event in your booth and have it promoted via our official Exhibitor Press Events Schedule, please complete this form and e-mail back to PRcontacts@CE.org or fax to 703-907-7603.

1. Exhibitor Information

Name of exhibiting company as it appears in the CES Directory: _____
 PR Contact Name: _____ Title: _____
 Street Address: _____
 City, State, Country: _____ Zip: _____
 Telephone: (____) _____ Fax: (____) _____
 E-mail Address: _____

2. Event Location – Please Check One

We will try to accommodate your preference, but all requests are for guidance and are not guaranteed. Final reservations will be based on space availability. Eligible exhibitor requests will be handled upon receipt of this request form, on a first-come, first-served, space-available basis.

☐ CES Press Conference Room at the Venetian

- ☐ **Monday, January 9, 2012 Press Day** - Complimentary one hour Press Day room reservation in Venetian Ballroom D (4,911 sq. ft) This option is ideal for companies looking to break their news quickly and directly to Press Day media. Exhibitors will be given 15 minutes for set-up, 30 minutes for the event and 15 minutes for tear down. No changes to existing room set will be permitted. Please rank order your top three choices:

_____ 8:30 a.m. start	_____ 11:30 a.m. start	_____ 2:30 p.m. start
_____ 9:30 a.m. start	_____ 12:30 p.m. start	_____ 3:30 p.m. start
_____ 10:30 a.m. start	_____ 1:30 p.m. start	_____ 4:30 p.m. start

- ☐ **Tuesday, January 10, 2012** Complimentary two hour reservation in a Casanova ballroom (1,193 sq. ft.)
☐ **Wednesday, January 11, 2012** Complimentary two hour reservation in a Casanova ballroom (1,193 sq. ft.)

☐ CES Press Conference Room at the LVCC

- ☐ **Tuesday, January 10, 2012** Complimentary two hour reservation in LVCC South Hall Connector room: Either S227 (2,246 sq. ft) or S228 (2,792 sq. ft.)
☐ **Wednesday, January 11, 2012** Complimentary two hour reservation in LVCC South Hall Connector room: Either S227 (2,246 sq. ft) or S228 (2,792 sq. ft.)

☐ **Exhibitor booth or meeting room** Facility Location _____ Booth/Room Number _____

☐ **Other CES location** Facility Location _____ Room Name/Number _____

3. Time Requested – Reservation will begin ½ hour before and end ½ hour after your requested time

1 st choice preferred start time _____	1 st choice preferred end time _____
2 nd choice preferred start time _____	2 nd choice preferred end time _____
3 rd choice preferred start time _____	3 rd choice preferred end time _____

4. Press Event Listing - All press events are listed on the CES Exhibitor Press Events Schedule unless otherwise requested.

Please check one of the following:

_____ Please list my event _____ Please list my event as invitation only

CES staff will accept or decline your reservation within 72 hours of receipt and will contact you to make further arrangements. You will receive detailed information regarding vendor contacts in a following Press Conference Agreement Form. If you have any additional questions, please contact e-mail prcontacts@CE.org.



THE GLOBAL STAGE FOR INNOVATION

PRODUCED BY  CEA®

Tuesday, January 10–Friday, January 13, 2012
Las Vegas, Nevada USA

CELEBRITY APPEARANCE/SPECIAL EVENT PROMOTION REQUEST FORM

Please return this form by either **FAX:** 703-907-7690 or **E-mail:** prcontacts@CE.org

EXHIBITOR INFORMATION

Please print or type clearly

Exhibitor Company Name (as listed in the Show Directory)

(we must have a company contact)

First Name

Last Name

Exhibitor PR Contact Name

Exhibitor PR Contact Title

Street Address

City

State

Country

Zip/Postal Code

Phone

Fax

Mobile

E-mail

URL

SPECIAL EVENT INFORMATION

Please print or type clearly

Type of Event ☐ MEDIA RECEPTION ☐ CELEBRITY AUTOGRAPH SESSION ☐ OTHER (please specify)

Name of Celebrity

Time and Location

Celebrity Publicist/Manager or Event Contact Name

Street Address

City

State

Country

Zip/Postal Code

Phone

Fax

Mobile

E-mail

URL

Is your event invitation only?

☐ YES

☐ NO

Additional Information