



## CES Exhibitor Manual



### Section 6: Rules and Regulations

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**These regulations are an integral part of the Exhibit Space contract.  
Adherence is essential to having an orderly, fair and safe show.**

**Please read this information carefully as it is important that exhibitors are aware of these regulations and comply with them. Violations of these regulations may result in sanctions up to and including having your booth shut down. Repeat violations may cause you to be banned from participating in CES.**



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**What is included in your exhibit space? All booths include the following:**

- **Security**  
Perimeter exhibit hall security provided
- **Cleaning**  
Exhibit carpet vacuumed and wastebaskets emptied (if placed by the aisles) each night of the show
- **Floor Managers and Exhibitor Hotline**  
On-site floor managers for your assistance
- **Registration**  
Advance and on-site exhibitor registration. Each exhibiting company is eligible to receive five complimentary badges per 100 square feet of exhibit space (minimum of 10 badges). For more info, please reference the Registration section of this manual
- **Buyer Invitations**  
Upon request, CES will send you Buyer Invitations imprinted with your company name
- **Website**  
Link from [www.CESweb.org](http://www.CESweb.org)
- **Press Room**  
CES provides a staffed press room at both the LVCC and Sands for the distribution of your company's press kits to more than 4,500 media and 2,200 financial and market analysts. For more information, please reference the Exhibitor PR / IR section of this manual
- **Shuttle Buses**  
On show days, shuttle bus service will be provided to/from the LVCC, Sands/Venetian and all official CES hotels. Express shuttle bus service will also be provided between the LVCC and Sands/Venetian. A full schedule can be found in the Hotel, Travel and Transportation section of this manual
- **Updates: *The Exhibitor's Source***  
The CES online newsletter is available monthly from our website at [www.CESweb.org/exhibitors/newsletter](http://www.CESweb.org/exhibitors/newsletter)
- **Directory**  
Listing in the *CES Directory* and Exporting Exhibitor Program upon receipt of the appropriate forms



## CES Exhibitor Manual



### Additional Services for Booths 399 Square Feet and Less

In addition to the services listed above, exhibitors at the Las Vegas Convention Center and Sands Expo and Convention Center/The Venetian with standard/linear or perimeter booths of 399 square feet or less, will receive the following:

- **Drapery**  
8' back drape and 3' side drapes
- **Identification Sign**  
One (7" x 44") identification sign including your company name and booth number as printed on your contract. If you would like to add your company logo or have a custom-made identification sign, please contact GES Exposition Services directly at (800) 475-2098 or (866) 814-1705.
- **Electrical Labor (*LVCC exhibitors only*)**  
A maximum of two (2) hours of complimentary electrical labor will be provided to booths 399 square feet and less. Exhibitors must complete and submit the TSE electrical service and electrical labor order forms by advance deadline to receive this service. Electrical service and electrical labor forms not completed and received in advance will not receive complimentary service. In addition to the electrical service and electrical labor order forms, a complete order must include a booth layout for electrical service and form of payment. All forms can be found under the section labeled LVCC Show Utilities.

### Additional Services for LVCC, Sands/Venetian Exhibitors

- **LVCC Exhibitors:** For island and peninsula booths 400 square feet and larger, you will receive one (1) hour of hanging sign labor. GES will coordinate the installation of all hanging signs.
- **Sands Exhibitors:** Sands exhibitors arriving by small passenger car, needing assistance unloading their vehicle, will receive complimentary cart load service. This service is limited to personal vehicles only and is intended for those who have small hand carry items. This is typically the amount of materials that would fit in the trunk of a standard passenger car. No personal or rental trucks, vans, trailers, or bobtails qualify for this service. Signage will be in place outside the Sands to direct you to the check-in location. GES will coordinate this service.
- **Venetian Exhibitors:** You will receive a complimentary 22"x28" sign for the front entrance of your assigned exhibitor meeting room. Please be sure to fill out the order form located under the "Sands/The Venetian Show Utilities" tab of this manual to order your sign.



## CES Exhibitor Manual



### CES TechZones

International CES TechZones represent an intense, condensed version of emerging technologies and companies.



Each year new technologies, services and ideas are highlighted in these high-traffic areas representing specific vertical markets.

CES TechZones are featured as open booth space, exhibit pods or meeting rooms and are purchased by a single sponsor or various participating companies. Each area is decorated with specific branding, easily identified as a venue for emerging technologies and companies by CES attendees.

Please visit [www.cesweb.org/exhibitors/space/techzones.asp](http://www.cesweb.org/exhibitors/space/techzones.asp) for more information. In October, individual exhibitors will receive detailed information on how to participate in the TechZones. If you have further questions about participating in a CES TechZone, please contact Pam Sydnor at (703) 907-7662 or e-mail [psydnor@CE.org](mailto:psydnor@CE.org).

### Booth Locations, Numbers and Contact Information

Show Location	Booth Series	Contact Information
LVCC/North Hall	100-6,999	Katie Swearingen
LVCC/Central Hall	7,000-15,999	(703) 907-7637
LVCC/South Halls South Hall 1 (Ground Level)	20,000-39,999 20,000-24,999	(703) 907-8131 fax <a href="mailto:kswearingen@CE.org">kswearingen@CE.org</a>
South Hall 2 (Ground Level)	25,000-29,999	
South Hall 3 (Upper Level)	30,000-34,999	
South Hall 4 (Upper Level)	35,000-39,999	
LVCC/CES Central Plaza	CP1-CP20	
Sands Expo and Convention Center	68,000-73,999 IP1 – IP200	Colleen Phalen (703) 907-5243 (703) 907-4153 fax <a href="mailto:cphalen@CE.org">cphalen@CE.org</a>
The Venetian	Venetian suites and meeting rooms	Gaiya Sims (703) 907-7685 (703) 907-8130 fax <a href="mailto:gsims@CE.org">gsims@CE.org</a>
Las Vegas Hilton	49,000 – 61,999	Katie Swearingen (703) 907-7637 (703) 907-8131 fax <a href="mailto:kswearingen@CE.org">kswearingen@CE.org</a>



## CES Exhibitor Manual



### Booth Display Types

There are four types of Booth Displays: Standard/Linear booths, Perimeter Wall booths, Peninsula booths and Island booths. *The following booth display rules will be strictly enforced.*

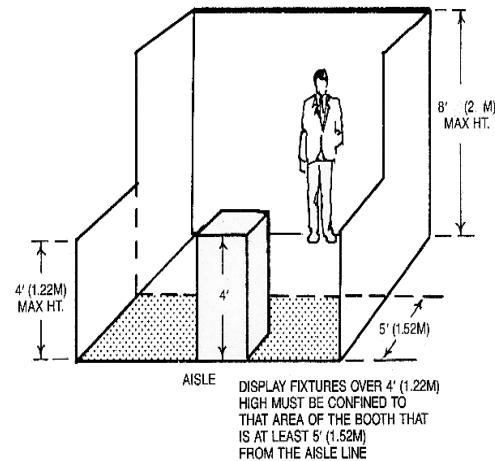
#### Standard/Linear Booth (10' depth)

Any booth that shares a common back wall and abuts other exhibits on one or two sides.

Maximum height is 8'. This 8' height may be maintained on the sidewall of your booth up to a distance of 5' from the front aisle. The remaining length of the sidewall may be no higher than 4'.

A **corner booth** is a Linear Booth exposed to aisle on two sides. All other guidelines for Linear Booths apply.

*Note: Hanging signs are not permitted over Standard/Linear booths.*

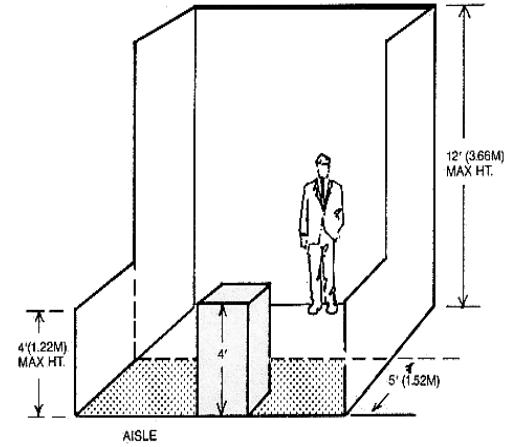


#### Perimeter Wall Booth (10' depth)

A Standard/Linear booth found on the perimeter walls of the exhibit floor.

The maximum height is 12'. This 12' height may be maintained on the sidewalls of your booth up to a distance of 5' from the front aisle. The remaining length of the sidewall may be no higher than 4'.

*Note: Hanging signs are not permitted over Perimeter Wall booths.*





## CES Exhibitor Manual

### Peninsula Booth

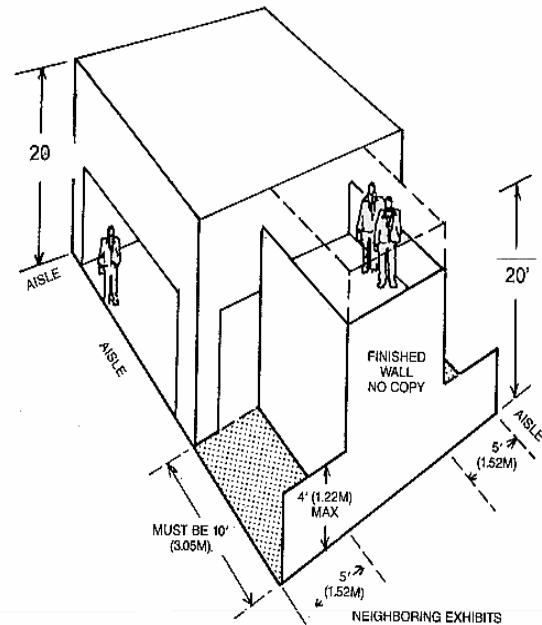
Any exhibit 20' x 20' or larger with a depth from the common back wall to the aisle of at least 20' and with aisles on three sides.

If backed by a row of Standard/Linear booths, the back wall may be no higher than 4' for a distance of 5' from either side aisle and 20' high in the center of the back wall. These height restrictions must be maintained for a distance of 10' from the back wall.

Where two (2) Peninsula booths share a common back wall ("Split Island"), the maximum height may be 20' in all areas of the booth, including the back wall (same as *Island Booth* rules, below).

For all Peninsula booths, the exterior of the back wall must be plainly finished and may not contain booth identification, logos or advertisements.

*Hanging signs are permitted over Peninsula Booths that are 20x20 or larger.*



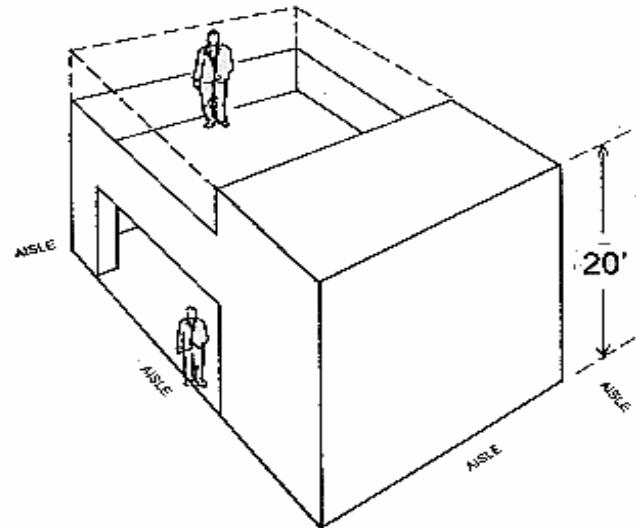
### Island Booth

Any exhibit 20' x 20' or larger and is surrounded by aisles on four sides.

LVCC: maximum height of 30' in all areas of your booth allowed in North Hall and Central Halls 3-5. Maximum height of 20' in all areas of your booth is allowed in Central Halls 1-2. Maximum height of 22' in all areas of your booth allowed in South Halls. No limitations on the number of solid walls for your Island booth.

Sands: Maximum height of 25' in all areas of your booth is allowed.

*Hanging signs ARE permitted above Island Booths.*





## CES Exhibitor Manual



### Exhibit Booth Display Regulations

- **NEW THIS YEAR!** Booth structures and elements must be maintained within the officially contracted confines of your exhibit space, and not protrude into the aisles. This includes all truss work, lighting apparatus, audio and projection equipment, speakers, etc. These elements must be directed into your booth, not towards the aisles or neighboring exhibitors.
- Reminder: Fire marshal approval is required every year, regardless of whether or not booth design has been changed or altered. Make sure to have your floor plans approved by the deadline of November 1, 2006.
- Exhibitors must own or have the rights to use all intellectual property (patent, trademark, copy right, etc) employed by them to promote their product at CES.
- Any portion of a display that extends above or beyond that of the booth adjoining to the rear or side must be finished with paint or drapes at the expense of the exhibitor. Any portion of your booth facing an aisle must be finished.
- No signs or decorating materials may protrude into the aisles or encroach upon neighboring exhibits.
- All materials must be contained within the booth and may not be posted or distributed anywhere in the show facilities.
- Show Management reserves the right to remove any exhibit, at the expense of the exhibitor, if the display does not meet the specifications set forth in this manual.
- If an exhibit interferes with the rights of other exhibitors or does not conform to prevailing standards of good taste, Show Management may require immediate changes.
- All exhibits must be freestanding and self-supporting. Booth configurations cannot be designed to obstruct the view of nearby exhibits, exits or doorways.
- Booths at the LVCC or Sands must be fully carpeted or have other professional floor covering installed. Booths lacking carpet by 3 p.m. on January 7 will have carpet installed at the exhibitor's expense.
- Flammable or combustible liquids are prohibited inside of buildings, except as approved by the LVCC Office of Fire and Safety. Flammable thinners, solvents and paints, including aerosol cans, are strictly prohibited within the building. Touch up spray painting is not permitted within any LVCC exhibit hall. At the Sands, special permits are required by the Clark County Fire Department for the use or storage of flammable liquids, compressed gases or dangerous chemicals.





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- All hazardous materials brought into the facility must be accompanied by the applicable MSDS (Materials Safety Data Sheet) and must be produced upon request. The exhibitor is responsible for the handling and removal of hazardous materials used in the operation of the show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event. Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility.
- Pyrotechnics within the general exhibit space by exhibiting companies is strictly prohibited by the Clark County Fire Department, the LVCC, the Sands, and The Venetian.
- Projection booths must be ventilated at the ceiling and provided with an approved smoke detector. No storage is allowed in these areas.
- No live animals are permitted under any circumstances.
- No balloons of any type (including helium or motor operated) are permitted.
- No stickers of any type are allowed on property. **No "stick-on" decals** or other similar adhesive backed promotional items may be distributed or used in the exhibit facilities. Any damage to the show locations caused by such unauthorized giveaways will be paid for by the party responsible.
- Smoking is prohibited in all show locations.

### Floor Load Limits

1. The floor load limit is 175 pounds per sq. ft in the Central 3 Concourse and 300 pounds per sq. ft. in South Halls 3 and 4. All other exhibits areas have no limit to their floor load.
2. Floor load limit at the Sands is 250 pounds per sq. ft.



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### Outdoor Individual Exhibit Regulations at the LVCC

1. A permit is required from the Clark County Fire Department (CCFD) in order to erect or operate an air supported temporary membrane structure or tent having an area in excess of 200 sq. ft. or a canopy in excess of 400 sq. ft. A canopy is defined as a temporary structure, fabric or pliable material supported by any means except air of the contents it protects and is open without sidewalls on 75 percent or more of its perimeter. Permit fees are noted below, payable to Clark County Fire Department:

Plans submitted prior to 10 business days before move-in:

Under 4,500 Gross Square Feet	\$75.00
4,500 - 14,999	\$150.00
15,000-74,999	\$225.00
Over 75,000	\$300.00

Place submitted from 4-10 days before move-in:

Under 4,500 Gross Square Feet	\$160.00
4,500 - 14,999	\$300.00
15,000-74,999	\$450.00
Over 75,000	\$600.00

Plans submitted 3 days or less before move-in:

Under 4,500 Gross Square Feet	\$235.00
4,500 - 14,999	\$450.00
15,000-74,999	\$675.00
Over 75,000	\$900.00

2. Temporary structures must meet County and State codes as they apply to temporary structures.
3. Upon arrival to Outdoor Exhibits, your space will be marked out with cones or chalk according to the dimensions contracted. Please check the target map for your move-in schedule.
4. Booths that will have tents, pavilions, trailers or sprung structures must be on a 30' wide aisle.
5. Fire apparatus access points must have a minimum unobstructed vertical clearance of 13'6".
6. Installation and dismantling of tower cranes require a 300-foot clear zone. It is recommended that tower cranes not be installed within 300' of Desert Inn Road and Paradise Road.
7. All vehicles must remain in place until the close of show. No in or out privileges apply.
8. Any events taking place at your display before or after official show hours must be approved by the CES Operations Department. If you are interested in holding an event in your booth before or after official show hours, please send your request to CES Operations at [CESops@CE.org](mailto:CESops@CE.org). Paperwork and details will be sent to you.



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9. Outdoor security is limited. CES strongly recommends making your own arrangements for supplemental or overnight needs.
10. A maximum noise level of 85 dB will be maintained in outdoor exhibits, a standard which is endorsed by the International Association of Exposition Managers (IAEM). For more detail on this rule, please refer to the Sound Restrictions on page 35.
11. Any floating inflatable decorations must be lowered and secured every night due to strong wind conditions that frequently occur in Las Vegas.
12. Dismantling of your display should follow the same schedule as noted in the Installation & Dismantling section of this manual.
13. All rules and regulations found within this section and throughout the manual will also apply to outdoor exhibits.



## CES Exhibitor Manual



### Hanging Sign Regulations

There is no limit as to the quantity or size of hanging signs allowed in island or peninsula booths. Island and peninsula exhibitors may utilize their space as they wish, as long as the height restriction and other hanging sign rules are maintained.

Due to weight restrictions and limited hanging points (*noted below*), hanging signs are limited in some areas of the LVCC Central Hall 2, Sands, The Venetian and the Hilton Center and Pavilion.

#### All hanging signs must adhere to the following regulations:

- The height of the hanging sign from the floor to the top of the sign may not exceed the following height limits. Due to the fixed height of ceilings, the following height restrictions are not subject to variances.

Show Location	Max. Height
LVCC North Halls 1, 2, 3, 4 (Booths 100-6,999)	30'
LVCC Central 1,2 (Booths 7,000-9,700)	20'
LVCC Central 3,4,5 (Booths 9,800-15,999)	30'
LVCC South Hall 1, 2, 3, 4 (Booths 20,000-39,999)	22'
Sands	25'
The Venetian	Varies*
Hilton Pavilion and Center	20'

\*Please note: if you are a **Venetian** exhibitor and wish to hang a sign or banner within your exhibit meeting room, please contact Gaiya Sims at (703) 907-7685 or [gsims@CE.org](mailto:gsims@CE.org) for ceiling height guidelines and approval.

- The following table shows maximum hanging sign weight by facility:

(all signs are subject to GES approval)	
Show Location	Maximum Weight
LVCC	1,500 lbs.
Sands	No Maximum
Hilton	1,500 lbs.



## CES Exhibitor Manual



### Hanging sign requests:

- LVCC hanging sign requests are subject to approval by GES.
- Sands/Venetian hanging sign requests are subject to approval by GES and Specialized Event Services (SES).
- All Hilton sign requests are subject to approval by Encore Productions.
- Show Management, GES, SES, Encore Productions and facility management reserves the right to reject hanging signs where there is excess of weight or if construction/design is deemed to be unsafe.
- Flashing chaser lights are not permitted on hanging signs.
- Laser logos may not be projected outside of an exhibiting booth.



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### LVCC Hanging Sign Approval and Deadlines

Hanging signs displayed in the LVCC must be approved in advance by GES Exposition Services and submitted with the Hanging Sign order form located in section titled GES Order Forms.

Hanging signs are **not** permitted in booths 10' or less in depth or under 400 square feet or in any meeting rooms.

#### LVCC Hanging Sign Deadlines

- Two blueprints or drawings with detailed dimensions and a certified weight bill (if sign exceeds 100 lbs.) must be submitted to GES by December 11, 2006.
- Hanging sign requests must be submitted to GES by December 11, 2006.
- Questions? Contact Steve Williams with GES at (702) 515-5716 or e-mail [swilliams@ges.com](mailto:swilliams@ges.com).

**All hanging signs must be received at the GES advance warehouse by December 11, 2006 to receive advance rate.**

### Hilton Hanging Sign Approval and Deadlines

Hanging signs displayed in the Hilton Pavilion or Center must be approved by Encore Productions in advance and submitted with the hanging sign order form located in the Supplemental Services section of this manual. No hanging signs are permitted in the Hilton Ballroom.

Hanging signs are **not** permitted in booths 10' or less in depth or under 400 square feet, in any meeting rooms, or in the Hilton Ballroom.

#### Hilton Hanging Sign Deadlines

- Two blueprints or drawings with detailed dimensions and a certified weight bill (if sign exceeds 100 lbs.) must be submitted to GES by December 11, 2006.
- Hanging sign requests must be submitted to Encore Productions by December 11, 2006.
- Questions? Contact Trisha Allred with Encore Productions at (702) 732-5644 or e-mail her at [tallred@encoreproductions.net](mailto:tallred@encoreproductions.net).

**All hanging signs must be received at the GES advance warehouse by December 11, 2006 to receive advance rate.**



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### Sands/Venetian Hanging Sign Approval and Deadlines

Hanging signs (**in excess of 200 pounds or any sign that requires electrical**) displayed in the Sands or The Venetian must be approved in advance by Specialized Event Services (SES) and submitted with the Rigging/Hanging Sign order form located in the SES Services Brochure, which can be found in the Sands/Venetian Utilities section of this manual.

Hanging signs (**that weigh less than 200 pounds and DO NOT require electrical**) displayed in the Sands or The Venetian must be approved in advance by GES and submitted with GES' Hanging Sign/Truss order form located in the section titled GES Order Forms.

Hanging signs are **not** permitted in booths 10' or less in depth or under 400 square feet.

All hanging signs in The Venetian meeting rooms must be hung or rigged by SES.

\*Please note: if you are a **Venetian** exhibitor and wish to hang a sign or banner within your exhibit meeting room, please contact Gaiya Sims at (703) 907-7685 or [gsims@CE.org](mailto:gsims@CE.org) for ceiling height guidelines and approval.

#### Sands/Venetian Hanging Sign Deadlines

- Two blueprints or drawings with detailed dimensions and a certified weight bill (if sign exceeds 100 lbs.) must be submitted to GES by December 11, 2006.
- If you are having GES hang your sign, requests must be submitted to GES by December 11, 2006 (to receive the advance rate).  
NOTE: GES can only hang signs that are 200 lbs or less and non-electrical. GES cannot hang any signs in Venetian meeting rooms.
- If you are having Specialized Event Services (SES) hang your sign, requests must be submitted to SES by December 19, 2006 (along with full payment) to receive the advance rate. NOTE: SES must hang all signs in excess of 200 lbs, any sign that is electric, or any sign that is to be hung in a Venetian meeting room.
- Questions? Contact SES at (702) 732-5644 or via e-mail at [rigging@SandsEXPO.com](mailto:rigging@SandsEXPO.com).



## CES Exhibitor Manual



### Tower Guidelines

A tower is a freestanding exhibit component separate from the main exhibit frame. Towers can be an integral part of your booth or a structure on which to place a sign.

- Towers are only permitted in peninsula and island booths.
- Towers are NOT permitted to rise above booth height limit.
- Towers in excess of 8' must have blue prints or drawings available for inspection.
- Towers are not permitted in The Venetian meeting rooms.

Show Location	Booth Series	Maximum Height
LVCC / North Hall	100-6,999	30'
LVCC / Central Hall 1 & 2	7,000-9,700	20'
LVCC / Central Hall 3, 4, 5	9,800-15,999	30'
LVCC / South 1, 2, 3, 4	20,000-39,999	22'
Sands	68,000-73,999	25'
Hilton Pavilion and Center	49,000-61,999	20'
<b>(Note:</b> Ceiling height varies in the Hilton Ballroom. Exhibitors with displays over 12' should consult the ceiling height floor, sent separately via e-mail.)		

- Towers exceeding maximum booth heights are not permitted in exhibits under 400 sq. ft. The base may be solid from the floor to the maximum booth height. The remaining structure must be modular and constructed out of material that is 2' or less in width to maintain "see-through" visibility.
- There are no limits as to the quantity or size of towers allowed in island booths. Island exhibitors may utilize their space as they wish, as long as the tower guidelines and height restrictions are maintained
- The maximum width of a tower base is 4', and may not extend the 4' over the maximum booth height limit (see *above table*).
- If a tower is used as a sign base, the sign must conform to the following specifications:
  1. The bottom of a sign attached to the tower must be 2' above all booth construction. Dimensions with sign must meet those indicated under Hanging Signs.
  2. Signs in booths over 400 sq. ft. cannot exceed 4', top to bottom in height.
  3. Rotating signs are acceptable, however, flashing chaser lights are not permitted on signs.
  4. The top of the tower cannot extend beyond the point where set back begins.



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- Tower set back must be in accordance with the following formula:

<b>Size of Booth</b>	<b>Set Back Into Booth</b>
400-900 sq. ft.	4'
901-1600 sq. ft.	5'
1601-2500 sq. ft.	6'
2501-3600 sq. ft.	7'
3601 sq. ft and over	8'

### Double Decker or Covered Booths

All upper deck or covered booths (double-decker) and single level booths with enclosed rooms or ceilings MUST submit floor plans by November 1, 2006 for Fire Marshal approval, and a copy of the plans and structural integrity must be available on-site.

**Fire Marshal approval needs to be obtained every year, regardless of whether or not your booth design remains the same.** Exhibitors on the show floor or in meeting rooms must obtain approval from the Fire Marshal by November 1, but it's never too early to submit your floor plans for review as it often takes several drafts/alterations before getting 100 percent approval. This can be a lengthy process and waiting until the deadline to submit can result in unwanted stress and frustration.

**LVCC Exhibitors:** Refer to the LVCVA Guidelines for Double Deck and/or Covered Exhibits in the following pages.

**Sands Exhibitors:** Refer to the Clark County Fire Department guidelines for Double Deck and/or Covered Exhibits in the following pages.

Questions regarding what is acceptable in the design of your upper deck or covered areas, should be directed to the Office of Fire and Safety as follows:

<b>Las Vegas Convention Center</b>	<b>Sands Expo and Convention Center</b>	<b>Las Vegas Hilton</b>
Mike Massey Fire & Safety Coordinator Las Vegas Convention Center 3150 Paradise Rd. Las Vegas, NV 89109 (702) 892-7413 phone (702) 892-7671 fax <a href="mailto:Mmassey@lvcva.com">Mmassey@lvcva.com</a>	Clark County Fire Department Fire Prevention Bureau 575 E. Flamingo Rd. Las Vegas, NV 89119 (702) 455-7316 phone (702) 455-7347 fax	Clark County Fire Department Fire Prevention Bureau 575 E. Flamingo Rd. Las Vegas, NV 89119 (702) 455-7316 phone (702) 455-7347 fax



## **CONVENTION AND VISITORS AUTHORITY**

### **DOUBLE DECK AND/OR COVERED EXHIBITS**

1. Upper decks or covered areas are required to be limited to dimensions, which do not exceed 1,000 square feet in contiguous area. Definitions:
  - 1.1. Upper Decks - Any occupied second story or greater area, which is accessible by an approved means of egress.
  - 1.2. Covered Area - Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single story exhibits with ceilings, upper deck exhibits, roofs, overhead lighting installations, and any materials hanging or installed overhead that is not recognized as acceptable for use under fire sprinkler systems by fire code.
  - 1.3. Contiguous - Any area or combination of areas which are not separated by a clear 10 foot fire break. This measurement is made horizontally.
  - 1.4. Fire Break - A clear non-combustible space at least 10 feet in width surrounding the exhibit or exhibit space on all sides.
  - 1.5. Means of Egress - An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
2. If additional Upper Deck or Covered contiguous area is required in excess of 1,000 square feet, a fire sprinkler system shall be installed under the entire area and every level of a multi-level exhibit.
  - 2.1. A Nevada State licensed fire sprinkler contractor must install fire sprinkler systems.
  3. If additional Upper Deck or Covered area is required in excess of 1,000 square feet without the use of a fire sprinkler system, contiguous areas limited to 1,000 square feet may be separated by a minimum 10 foot fire break on all sides.
    - 3.1. The fire break shall be void of any combustible displays, furniture or other material, which could abet transfer of fire from one area to the other.
    - 3.2. Exception: The fire break may be spanned by a single bridge, catwalk or structure that shall not exceed 48 inches in width and shall be constructed of fire resistant or non-combustible materials.
  4. Upper Deck or Covered areas shall not have any additional deck, ceiling or covering installed above for any purpose unless a fire sprinkler system is installed in each level of the exhibit.

5. Upper Deck areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two remote means of egress. Remote is defined such that the means of egress shall be placed at a distance from one another not less than one half the length of the maximum overall diagonal dimension of the area to be served.
6. Means of egress shall be of an approved type and constructed to the requirement of the code.
  - 6.1. Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
7. Exhibits with Upper Decks, Covered or roofed areas exceeding 300 square feet in size will require the installation of battery operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area and must be installed in accordance with NFPA 72.
8. Any single level exhibit exceeding 300 square feet of contiguous covered area (see: "covered area," Section 1.2 above) and/or 1,000 square feet of total booth space, and all multiple-level exhibits must submit a booth plan to the LVCVA Safety Office for approval prior to the exhibit coming onto LVCVA property. Please send plans to the LVCVA Safety Office at 3150 Paradise Road, Las Vegas, NV 89109. Plans may be faxed to 702.892.2919. Plans may also be submitted in CAD or PDF format via e-mail to: [Boothplans@lvcva.com](mailto:Boothplans@lvcva.com). Booth plans are required to be submitted for each show, regardless if the booth has been approved for any past show by the LVCVA Safety Office.
9. Any Upper Deck area to be occupied must have an approved plan with an engineering stamp.
10. Smoking is not permitted in any covered or two-story booths.
11. After hours fire watch must be provided for covered areas exceeding 300 square feet. The booth fire watch must have the capability to contact in-house Security Dispatch by radio or other acceptable audible means.
  - 11.1 Fire watch coverage is to commence with installation of upper deck, or ceiling, and continue during non-show hours until the upper level or ceiling is removed.
  - 11.2 Assigned fire watch staff must be trained and qualified in the use of fire extinguishers. Contract security, or the fire watch contractor is responsible for the verification or qualification of fire watch personnel.
  - 11.3 Fire watch personnel will be responsible for immediate notification, by radio, to LVCVA Security Dispatch giving the exact location and description of the problem.
  - 11.4 Fire watch personnel may be assigned to multiple contiguous exhibits, based upon not more than one-minute response to any location involved.

11.5 Fire watch personnel, prior to start of assignment, shall inspect locations and condition of fire appliances and become familiar with the building, including location of available exits.

11.6 Cost, and method of payment for fire watch is to be negotiated between the contractor supplying the service and show management and/or the exhibitor requiring such services.



## SANDS EXPO AND CONVENTION CENTER CLARK COUNTY FIRE DEPARTMENT REQUIREMENTS FOR COVERED AND/OR MULTI-STORY EXHIBIT BOOTHES

1. A. Single level exhibit booths of 1000 square feet or more and covered by a ceiling/covering must be protected by fire sprinklers. The covered area is calculated by including all covered areas within the exhibit space which are not separated by at least 10' 0".  
B. Fire sprinkler plans must be submitted to the Clark County Fire Department by a Nevada State Fire Marshal licensed automatic fire sprinkler company.  
C. Fire sprinkler systems must be inspected and approved by this department, prior to public occupancy of the booth.
2. Plans for all multi-level booths must be submitted to CCFD and a permit obtained prior to booth occupancy. Plans must be prepared and stamped by a licensed structural engineer.
3. All levels of a multi-story booth that exceed 300 square feet and/or accommodate 10 or more people must have a minimum of two separate exit stairs (each a minimum of 3' wide) with building code compliant risers.
4. All compartments/rooms within a covered and/or multi-story booth must be protected by a single-station smoke detector. Compartments/rooms are defined as enclosures with walls and a ceiling. Smoke detectors must be installed in accordance with the manufacturer's specifications. These specifications shall be maintained on site and available to the CCFD for review.
5. A minimum rated 2:A-10:B-C fire extinguisher must be provided on all levels above the first floor of the booth.
6. Prior to the issuance of the permit, a final inspection of the booth by the CCFD must be obtained. Call 702-226-8991 to schedule inspections. Have your permit application number and contact person name/phone number available.



## CES Exhibitor Manual



### Fire and Safety Regulations

**LVCC Exhibitors:** Refer to the LVCVA Fire Safety Exhibit Guidelines in the following pages. For questions or further information, contact the Security Department, Office of Fire Protection and Safety at (702) 892-7400.

**Sands Exhibitors:** Refer to the Clark County Fire Safety Exhibit Guidelines in the following pages. For questions or further information, contact the Clark County Fire Department at (702) 455-7316.

**Hilton Exhibitors:** Refer to the Las Vegas Hotels Fire and Safety Regulations in the following pages. For questions or further information, contact the Clark Country Fire Department at (702) 455-7316.



## **CONVENTION AND VISITORS AUTHORITY**

### **FIRE & SAFETY EXHIBIT GUIDELINES**

1. All means of entrance and exit must be clear and free from obstruction at all times.
2. Each hard wall booth must be a MINIMUM of 9 inches from the booth line for access to electrical.
3. No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
4. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
5. Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3) The upper deck, if occupied, must be rated at 100 psi live load. All materials used in exhibit construction, decoration, or as a temporary cover 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.
6. Halogen and quartz lamp use must be reviewed with Convention Services Manager and Safety Coordinator (please review Halogen Lamp Restriction section, Addendum M & N).
7. Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
  - 7.1. Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
  - 7.2. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
  - 7.3. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
  - 7.4. External chargers or batteries are recommended for demonstration purposes.
  - 7.5. No battery charging is permitted inside the building.
  - 7.6. Combustible/flammable materials must not be stored beneath display vehicles.

- 7.7. Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
- 7.8. Vehicles shall not be moved during exhibit hours.
8. Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.
9. Vehicles in the building for loading or unloading must not be left with engine idling.
10. Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and Safety Manager. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Safety Office. (NFPA 101, 13.7.4.5 Prohibited Materials)

  - 10.1. When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
  - 10.2. When approved, LPG (propane) containers complying with *UL 147A Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies*, and having a maximum water capacity of 2.7 lb and filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.
  - 10.3. Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Safety Office and the Convention Services Manager.
  - 10.4. All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
  - 10.5. The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.

10.6. Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.

10.7. No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.

10.8. Use of LPG (propane) outdoors must be approved by the LVCVA Safety Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.

11. NO SMOKING in the exhibit halls during move-in or move-out due to fire hazard.

12. Smoking is not permitted in any covered or two story booths.

13. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See Double Deck and/or Cover Exhibits for more information.)

14. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet. (2003 NFPA 101, 13.7.4.3.2)

15. Demonstration of Fuel Burning Appliances.

15.1 Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to their event.

16. Heated and Cooking Oil or Grease Operations:

16.1 Exhibitors using heated oil or grease for cooking or any other purpose must be in attendance of this equipment at all times when operation and must have a type "K" fire extinguisher present during the operation. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher. (See FOOD PREPARATION WITHIN EXHIBITS)

16.2 Fire code prohibits the use of any "B" type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.

16.3 Type "K" fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for "fire extinguishers" can be referenced for a supplier. There are several companies local in Las Vegas that offer this service.

17 Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.

- 17.1 Vented fireplaces cannot be burned since venting directly outdoors is not possible.
  - 17.2 Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
  - 17.3 Screen front fireplaces will not be approved for burning.
  - 17.4 Exhibit design directly around the fireplace and installation of the fireplace must meet the requirements/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.
- 18 A sample Fire Code Violations form can be found in Addendum K.

## **SANDS EXPO AND CONVENTION CENTER FIRE AND SAFETY REGULATIONS**

### **SPECIAL PERMITS**

Clark County Zoning Code 29.44.130 states that the promoter or organizer of an event erecting any temporary structures, i.e., tents, bleachers, fencing, balloons, or changes the outside appearance in any way, must obtain zoning and building permits. For further details please contact the Clark County Planning Department.

Special permits are required by the Clark County Fire Department for the following:

1. Display or operation of any heater, barbecue, heat-producing device, open flame, candles, lamps, lanterns, torches, etc.
2. Display or operator of any electrical, mechanical, or chemical device which may be deemed hazardous by the fire department.
3. Use or storage of flammable liquids, compressed gases or dangerous chemicals.

### **FIRE DEPARTMENT REGULATIONS**

NOTE: SMOKING IS PROHIBITED DURING MOVE-IN AND MOVE-OUT PERIODS, IN THE EXHIBIT HALL.

1. All materials used in the construction and decoration of an exhibit must be flame retardant. This includes scenery, backdrops, drapes, tables and dust covers. Cardboard boxes may not be utilized as part of an exhibit or display per Clark County Fire Department.
2. Any vehicle or other apparatus which has a fuel tank and needs to be displayed, must have a locked gas cap, battery cables disconnected, and one gallon or less of fuel in the gas tank.
3. All fire exits must be kept clean and unobstructed.
4. Fire extinguishers and hose cabinets are to remain visible and accessible at all times.
5. NO storage of any kind is allowed behind the back drapes, display wall or inside the display area. All cartons, crates, containers, packing materials, etc., which are necessary for repackaging should be labeled with "EMPTY" stickers and removed from the show floor.
6. All vehicles not on display must be removed from the facility, BEFORE attendees are allowed onto the exhibit floor.
7. No painting of signs, displays, or other objects will be permitted inside of the facility.
8. During move-in, set-up and move-out periods, we will require designated "NO FREIGHT" aisles. The Fire Department requires these aisles must be kept clear at all times.

9. All fully enclosed booths with enclosed rooms must have at least two (2) exits which lead directly to the aisle. They must be equipped with a smoke detector and fire extinguisher for each enclosed area. Additional equipment may be determined by the Clark County Fire Marshall.
10. The Fire Department may exercise its right to assign a fire detail to the premises during open show hours.
11. All electrical material and equipment must meet national and local electrical codes.
12. Any use of two wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp rating.
13. All temporary electric wiring must be accessible and free from debris and storage material.
14. Helium tanks and balloons are prohibited within the facility unless tethered to a fixed object, and may be no longer than 36 inches in diameter and must be approved by the Event Coordinator and Fire Marshall.
15. Any type of cooking demonstration in the facility should be put in writing to the Event Coordinator and will be passed on to the Fire Marshall for approval.
16. Any request for pyrotechnic displays must be put in writing in advance to the Event Coordinator. When pyrotechnic displays are used on or in the facility, a permit from the Clark County Fire Department is required. If approved, a demo will have to take place, prior to the event, in the presence of the Clark County Fire Marshall at the client's expense. NO deviations can be made once the display has been approved, and the Fire Marshall will be present at the actual time of the display.
17. Exhibits which have an enclosed room or occupiable second story must post notice on the outside of the room, or at the bottom of the stairway of the maximum people occupancy (or total weight load of the second level) permitted in the area at one time. If occupancy of second level is intended to be more than ten (10) people at any one time a second stairway is required.

# All Las Vegas Hotels Fire & Safety Regulations

**EXHIBITOR:** Welcome to Las Vegas. It is our pleasure to have you as a visitor. It is also our duty to assure that your show is accident free. We ask that you comply with State and Local Fire Codes:

**NOTE:** Smoking is prohibited during Move-in and Move-out except in designated areas, because of the accumulation of combustible materials.

1. All curtains, drapes, and decorations must be of fire retardant materials.
2. Combustible materials shall not be attached to, or hung on, or hung from sides or dividers of booths.
3. All exits must be kept clear and unobstructed.
4. During set-up and move-out of Trade shows, we will require establishment and maintenance of designated no freight aisles. These aisles must be kept clear at all times.
5. Fire extinguishers, fire hoses, and sprinkler closets must be visible and accessible at all times.
6. All internal combustion engine driven vehicles or equipment displayed in the hall must have fuel filler caps locked or taped and batteries must be disconnected.
- 6a. Combustible materials must not be stored beneath display vehicles.
7. Vehicles in building for unloading must be unloaded and removed from the building as quickly as possible or will be required to be unloaded outside.
8. Use of liquefied petroleum gases inside structures inside structures is subject to local Fire Marshal approval.
9. Compressed gas cylinders are prohibited unless approved by the Fire Marshal. Cylinders must be secured in an upright position.
10. Any use of two wire extension cords is prohibited. Multiple outlets and cords must be grounded and must not be used to exceed their listed amp rating.
11. All temporary electrical wiring must be accessible and free from debris and storage materials. Hard-backed booths must be at least 9 inches from rear booth lines, 18 inches between hard walls.
12. All electrical work under carpets must be done, or supervised, by the decorator's electrical contractor.
13. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
14. All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage.
15. Helium balloons are not allowed in the hall, unless approved by Coordinator and Fire Safety Officer.
16. Projection booths must be ventilated at ceiling and provided with an approved smoke detector. No storage is allowed in these areas.
17. Flammable liquids with Flash Point less than 110°f are prohibited and may not be used or brought into the building, except vehicles – see item 6.
18. Combustible liquids with Flash Point higher than 110°f must be stored in and dispensed from approved safety cans, and must be removed from the building before the show opens.



## CES Exhibitor Manual



### Union Jurisdictions/Exhibitor Rights

Full-time personnel of an exhibiting company may perform booth construction activities and set-up of product with the following exceptions:

- **Teamsters**

- GES is the sole provider and operator of all motorized vehicles and equipment. The exception to this is at the Sands/Venetian, where electrical forklifts will be handled by SES.
- Teamsters control GES-consigned freight, banners (LVCC only) and decorating.
- Teamsters assemble and hang non-electrical signs. NOTE: SES is responsible for all non-electrical signs over 200 lbs at the Sands and all signs at The Venetian.

- **Electricians**

- Electricians do electrical work, electrical sign hanging, and lighting without dimmers.
- Electricians always hang electrical hanging signs, including rotating and header.
- Electricians distribute power from the source to the booth floor. Exhibitors may plug-in their equipment into the one (1) 20A/120VAC receptacle provided per booth. An electrician must be called for any increase in electrical service. Exhibitors may hang up to four (4) small clip-on lights per booth. The Sands will not allow exhibitors to hang their own clip lights unless they are doing all of their own work which means that they do not bring in any union labor for anything.
- Electricians must be called for distribution of power in excess of 20A/120VAC per booth, all power above 208 VAC, and all concealed and under carpet wiring.
- Electricians hoist teamster-assembled signs weighing 300 lbs. or greater at the LVCC and 200 lbs or greater at the Sands.

- **Stagehands**

- Stagehands handle theatrical lighting, production, related rigging, and audio-visual equipment.



## CES Exhibitor Manual



### • Exhibitors

- Exhibitors may hand carry if contained to one (1) trip. Use of dollies are not permitted other than small, two-wheel luggage type.
- Exhibitor's full-time personnel may place their own product.
- Exhibitors choosing to use full-time company personnel must notify CES in writing in accordance with Show Management policy and must furnish proof of insurance, both general liability and worker's compensation insurance.
- Exhibitors may use small power tools such as drills and electric screwdrivers.

### • Truss Guidelines

- Ground-supported, stand alone, whose sole purpose is overhead electrical is to be installed and removed by the electricians.
- Suspended trusses with motorized hoists and non-dimmable and non-programmable lights are electrician's work.
- Ground-supported in meeting rooms and the show floor when there are no electrical devices attached and when trusses are mixed purposes are teamster's work.
- Suspended trusses with or without legs, that contains dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video wall, special effects equipment, and laser lighting is to be installed and removed by the stagehands. If the above list of equipment is not present on the truss, then it is either teamster or electrician's work as stated above.
- Meeting room ground-supported truss with stagehand's equipment is stagehand's responsibility.

**NOTE:** At the Sands and The Venetian, all assembly and hanging of truss & lighting systems is handled by SES.

### Do you have questions regarding your labor situation?

LVCC or Hilton Exhibitors: Contact the GES Servicenter at (800) 475-2098 or (866) 814-1705, or via e-mail at [www.ges.com/contact](http://www.ges.com/contact); or TSE at (702) 450-4300.

Sands or The Venetian Exhibitors: Contact Specialized Event Services at (702) 733-5070.





## CES Exhibitor Manual



### 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.

**CES reserves the right to close down booths in violation of this regulation.**

CES Show Management and representatives from the Clark County Business License office will be walking the show floors on show days looking for exhibitors violating this policy. Should any exhibitors be found in violation of this policy, CES Show Management will take the proper steps to shut down the exhibitor's booth immediately. This action will be strictly enforced.

Be sure to share this information with those staffing your booth on-site. We appreciate your attention to the serious nature of this policy, and ask all exhibitors to adhere to this important regulation.

### Good Neighbor Policy

Any exhibitor using audio or video content in their booth for the purpose of demonstrating equipment or otherwise hereby agrees that such content shall be appropriate for a general audience, and agrees to refrain from using content that may be considered offensive to such an audience. In the event of a complaint from any person regarding the content used by an exhibitor, CEA will investigate and if, in the sole discretion of CEA, such content is determined to be offensive, exhibitor agrees to cease using such content. In the event the exhibitor refuses CEA's request, or a subsequent complaint is filed against the same exhibitor, CEA reserves the right to shut off the power to exhibitor's booth until the exhibitor complies with CEA's request. Repeated violations of this policy can, at CEA's discretion, result in expulsion from CES.

### Booth Blocking

**Island Booth Exhibitors:** In the spirit of neighborly cooperation, we ask you to avoid adding any unnecessary walls or drapes that may contribute to obstructed views of exhibitors that surround your booth. Feedback from our attendees indicate that this causes substantial frustration in their ability to navigate the show floor.

Please take your exhibiting neighbors into consideration when positioning hanging signs and exhibit structures that could impede or obstruct lines of sight to them. Your thoughtful planning will make the show a better experience for yourself, attendees navigating around the halls, and other exhibitors.



## CES Exhibitor Manual



### Product Demonstrations

A maximum noise level of 85 dB will be maintained on the exhibit floor and in meeting rooms, a standard which is endorsed by the International Association of Exposition Management (IAEM).

Product demonstrations are permitted. Please abide by the following regulations:

- In booths 10' deep, the demonstration must be set back a minimum of 3' into the booth. For booths greater than 10' in depth, the demonstration must be set back a minimum of 10'. This allows room for the viewing attendees to be contained within the booth limits.
- 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.
- Exhibitors shall be responsible for supervising the actions of all visitors and employees operating display equipment in their area.
- All product demonstrations must be contained wholly within the purchased exhibit space.

### Booth Activity / Crowd Control

As a matter of safety and courtesy to others, booth demonstrations must be confined within the exhibit space so as not to interfere with traffic flow in the show aisles or encroach into neighboring exhibits. Booth activity includes sales presentations, product demonstrations, entertainment, celebrity appearances, etc. Exhibitors must contract sufficient space in order to comply with this rule.

If you are planning any type of booth activity for which you anticipate the gathering of a large crowd, you are responsible to assign booth personnel and/or hire security guards to manage crowd control and keep the aisles and neighboring exhibits clear. Show Management 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.



## CES Exhibitor Manual



### Performance of Music or Motion Picture

If any copyrighted material is to be played at your display, you must obtain the necessary licenses 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, screen, etc.) is permissible without a license.

Licensing is required when music or video is being played for entertainment purposes (live or recording such as CDs, DVDs, records, tapes). The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of the American Society of Composers, Authors and Publishers (ASCAP) or Broadcast Music Inc. (BMI).

**We strongly advise that you contact these agencies to acquire proper licensing:**

**ASCAP General Licensing**  
**(800) 505-4052**  
[www.ASCAP.com](http://www.ASCAP.com)

**BMI General Licensing**  
**(800) 925-8451 or (615) 401-2000**  
[www.BMI.com](http://www.BMI.com)

The Consumer Electronics Association does not have a license, therefore exhibitors are 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 ASCAP or BMI in your attempt to obtain a license, please contact us immediately.

### 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 approved by the Federal Communications Commission.  
This device is not, and may not be, offered for sale or lease, or sold or leased until the approval of the FCC has been 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 at [www.fcc.gov](http://www.fcc.gov).



## CES Exhibitor Manual



### Sound Restrictions

A maximum noise level of 85 dB will be maintained on the exhibit floor, suites and in meeting rooms, a standard endorsed by the International Association of Exposition Management.

#### The CES noise abatement policy is as follows:

- **NEW THIS YEAR!** Booth elements must be maintained within the officially contracted confines of your exhibit space, and not protrude into the aisles. This includes all truss work, 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. Loudspeakers of any kind must be directed toward the interior of the demonstrator's exhibit space. Speakers may not face aisles or other exhibitors' booths.
- When demonstrating audio equipment within an enclosed demonstration room, position subwoofers away from walls that abut neighboring exhibitors. Sonic vibration and SPL nuisance complaints will be acted upon by CES Operations; if situations are not rectified by the offending party, CES Operations reserves the right to shut down exhibits.
- While demonstrating audio equipment contained in a vehicle on display in the exhibit area, the vehicle's doors and windows must be closed.
- Demonstrations found to be objectionable due to *noise or sound pressure/vibration level* will be closed down.
- Exhibitors shall be responsible for supervising the actions of employees, visitors or spectators testing display equipment located in their exhibit area. Exhibitors must make every effort to respond to neighboring exhibitors' complaints concerning noise, sound and/or vibration nuisances.



Show Management 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 2<sup>nd</sup> warning.
- Booth power may be turned off for one day.

#### Third Warning (Final):

- Violating exhibitor will be given a written notification of the 3<sup>rd</sup> warning.
- Up to five (5) priority points will be deducted from the exhibitor.



## CES Exhibitor Manual



### Lighting Restrictions

- Booth elements must be maintained within the officially contracted confines of your exhibit space, and not protrude into the aisles. This includes all truss work, lighting apparatus, projection equipment, signage, screens, etc.
- Due to weight and power restrictions, truss lighting is limited in some exhibit areas.
- Neon is acceptable so long as it is in accordance with local neon regulations.
- Small flashing-chaser lights are permitted in a booth to a *maximum* height of 8'.
- Strobe, rotating and garish neon lighting are not permitted.
- Lighting should be directed to the inner confines of the booth space and not project onto other exhibits or show aisles.



### LVCC Halogen Lighting Policy

In a move to ensure the safety of building customers at the LVCC, the building has placed a ban on certain halogen lamps. Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. The ban became effective January 1, 2003.

The Halogen Lighting policy was established by the LVCVA, however we encourage Sands exhibitors to follow these guidelines, as well, for your safety and the safety of others.

For further details on halogen lighting and examples of what is and is not permitted, please refer to the LVCC Policy on Halogen Lighting in the following pages.



## **CONVENTION AND VISITORS AUTHORITY**

### **HALOGEN LAMP RESTRICTION**

In a move to ensure the safety of building customers at the Las Vegas Convention Center, the LVCVA has placed a ban on certain halogen lamps. Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. The ban became effective January 1, 2003.

The following statement was issued jointly by the LVCVA and the Exhibit Designers and Producers Association in order to clarify all prior communications concerning the use of halogen lighting at LVCVA facilities. This revision replaces the halogen lighting policy statement issued by the LVCVA on August 1, 2002.

*Why is LVCVA restricting the use of halogen lighting?*

LVCVA has experienced several fire safety incidents arising from the use of stem- and track mounted halogen light fixtures attached to exhibit booths where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it contains.

Misuse encountered by the LVCVA has included failure to correctly install the fixtures in a secure fashion and failure to ensure that fixtures are not in close proximity to drapes, displayed items, or similar flammable material.

Poor maintenance includes replacing bulbs with higher wattages than the permitted maximum marked on the fixture, failure to replace lenses or shields after re-lamping, failure to follow the lamp manufacturer's instructions concerning direct contact with the bulb, and replacement of broken lenses and other components with sub-standard, non-approved, parts. These practices are not within the ability of LVCVA or the equipment manufacturer/distributor to supervise and may result in safety risks.

*What halogen lighting IS covered by this policy?*

This policy covers only certain restrictions on stem- and track-mounted halogen lighting installed by display contractors and exhibitors for the temporary lighting of exhibit booths. Stem-mounted fixtures employ an arm that extends outward from the mounting mechanism which is typically terminated in a light head that pivots, swivels, or is otherwise movable. The use of stem- and track-mounted halogen or other fixtures employing either a linear halogen bulb (Addendum M, Fig. 1) or a non-shielded halogen bulb (Addendum M, Fig. 2) is not allowed.

*What halogen lighting is NOT covered by this policy?*

Halogen bulbs or lighting fixtures (including track lighting) containing halogen bulbs that are being displayed or demonstrated as part of an exhibiting company's product line or business in its booth. Theatre, stage or studio lighting equipment utilizing halogen lamps may be used only for code-defined theatre or stage activities. Such lighting may not be used as booth lighting or to illuminate signs or objects on the exhibit floor nor in any other exhibit or meeting area where the general public has access.

*How do the restrictions affect stem- and track-mounted halogen light fixtures?*

Unless otherwise stated in this policy, stem- or track-mounted halogen light fixtures installed in LVCVA facilities must:

1. Utilize one of the halogen bulb styles shown in Fig. 3 (Self-Shielded Bulbs – See Addendum N). These bulbs have an additional glass shield that is integrated with the bulb design and require no other shield as part of the light fixture; and
2. Utilize a bulb not exceeding the listed wattage permitted for use by the fixture manufacturer, but in no case exceeding 75 watts.

*Alternative Designs:*

The LVCVA will periodically review this policy and take into consideration any improvements in products and practices that provide appropriate levels of operational safety.

## **DISAPPROVED HALOGEN BULBS**



**Fig. 1. Linear Bulbs**



MR 11/16 Uncovered



Line Voltage



Low Voltage Bi-Pin

**Fig. 2 Non-Shielded Bulbs**

**APPROVED HALOGEN BULBS – 75watts max**



MR 11/16 Covered – low voltage



MR 16 Covered – line voltage



PAR 14, 16, 20, 30, and 38

**Figure 3. Self-Shielded Bulbs**



## CES Exhibitor Manual



### Photography Regulations

CES will allow cameras on the show floor. However, media are required to obtain passes/stickers for their camera equipment from the Press Room. Exhibitors and attendees may take pictures within the show for purposes of company or annual reports, company media pieces, marketing materials, etc. Under no circumstances will anyone be permitted to take pictures of an exhibitor's product without permission of the exhibitor. Many products on display at CES are innovative, one-of-a-kind or prototype items. Exhibitors have the right to report to security any instance of inappropriate photographing of company products or displays.

### Age Restrictions

No one under the age of 16 is permitted in the exhibit hall at any time without signing a liability waiver and obtaining a child wristband for \$25 per day from the registration area.

### Equipment/Product Removal Pass

Product may be removed from the exhibit floor with a merchandise pass beginning one hour before show closing. A maximum of five merchandise passes are available only to exhibitors who present the proper exhibitor credentials and personal identification. Merchandise passes are available at CES Floor Manager counters located throughout the exhibit halls.

Only exhibitors, manufacturers and manufacturers' representatives will be permitted to remove merchandise from the show location with the proper pass.

If you are leaving your display with a local retailer, it should be shipped out as freight or hand carried after the close of the show on Thursday, January 11 at 4 p.m. (3 p.m. at Sands/Venetian).

### Late Work Permits

Installation and dismantle hours are from 7:30 a.m. - 7 p.m. Should you require access to the exhibit hall outside these hours, you must obtain prior approval and Late Work Permits from the Floor Manager in the appropriate show location by 2:30 p.m. the day the late work is to occur, and every late-work day thereafter.

**NOTE:** Except for late move-in (January 7) exhibitors, exhibit set-up must be complete by 3 p.m. on January 7. No exceptions will be allowed.



## CES Exhibitor Manual



### Food and Beverages

The LVCC, Sands, The Venetian and Hilton all have exclusive catering services that must be used for all in-house food and beverage; this includes water bottles and food items with your company name or other logo. Exclusive contracts prohibit food and beverage from being supplied by an outside vendor.

Please contact the appropriate show location via the Official Contractor Listing found in the Key Contact Information section of this manual.

### 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 the use of a slot machine in their booth should contact the Nevada Gaming Control Board at (702) 486-2000.

### Literature Disbursements, Giveaways, Surveys

Literature, samples and giveaways must be disbursed from within your booth or contracted area. Surveys may not be conducted outside of your booth. Corporate greeter sponsorships are available. Call Liz Tardif with CES Sponsorship Opportunities at (401) 849-9300 for more information.

### 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 CEA, International 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 for those with special needs are available during schedule 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 [kevinb@CMAC.net](mailto:kevinb@CMAC.net) or call (800) 616-2622.

# 2007 International CES Application and Space Contract Terms and Conditions

**1. TERMS OF PAYMENT:** Companies submitting an Application and Contract during the priority space selection period (January 5-8, 2006) will be billed for the initial 20% payment with payment due on or before March 1, 2006. The following schedule outlines the payment dates for all Application and Contracts, with each step shown sequentially and on a cumulative basis.

**A. 20% of the Exhibit Space Cost is due upon application, when the Application and Contract is submitted on or before May 31, 2006.**

**B. A cumulative 60% of the Exhibit Space Cost is due by June 1, 2006.** 60% of the Exhibit Space Cost is due upon application when the Application and Contract is submitted on or after June 1, 2006, and on or before September 30, 2006.

**C. The entire 100% Exhibit Space Cost is due by October 1, 2006.** 100% of the Exhibit Space Cost is due upon application when the Application and Contract is submitted on or after October 1, 2006.

Make all checks payable to **International CES**. Please send payment to P.O. Box 759083 Baltimore, MD 21275-9083. Payment is due **immediately** upon CEA's acceptance of this Application and Contract. If the name of the exhibiting company is different than the name on the check, indicate it on the check. Please calculate your requested Exhibit Space Cost and submit payment (**U.S. currency only**) in accordance with the terms of payment in Section 1. Only the company name listed on this Application and Contract is considered an official CES Exhibitor. **All exhibitors must make payments in accordance with the schedule outlined above.** Under no circumstances will Exhibitor be permitted to occupy its exhibit space if full payment has not been received. Payments submitted in accordance with the Application and Contract will be applied, first, to any outstanding balances from previous CES events, including the Innovations Awards program. Application and Contracts will not be processed until all prior financial obligations have been met. Late payments, partial payments, or any checks or money orders marked as being payment in full or as being settlement of any dispute may be accepted without forfeiting CEA rights under this agreement or the law. Exhibitors who submit payments that are unpaid by their banks will be placed on a cash basis. Any exhibitor who does not meet all financial obligations when due will be responsible for all outstanding debts and interest at 1.5% per month, compounded monthly, and any fees or expenses, including, but not limited to attorney's fees of no less than 33.3% of the unpaid principal and interest.

**Failure to make payments does not cancel Exhibitor's liability. Space cancellation notices must be submitted to CEA in writing, and cancellation fees will be owed according to the terms outlined in Section 4 below.**

**2. OCCUPANCY BY EXHIBITOR:** It is further agreed that actual occupancy of the space (including meeting rooms) reserved by Exhibitor is of the essence. If Exhibitor does not occupy the space by 2:00 p.m., Sunday, January 7, 2007, CEA or CES Management may occupy or cause said space to be occupied as it may deem best for the interest of CES without in any way releasing Exhibitor from any liability hereunder. Furthermore, if Exhibitor does not occupy/staff the space, all rights of a CES Exhibitor (such as Press Room distribution, etc.) will be revoked.

All exhibits/displays must remain staffed and fully in tact until 4:00 p.m., Thursday, January 11, 2007. Premature dismantling of and/or failure to fully staff said space during the entire CES will result in the loss of one priority point.

**3. OUTBOARDING:** Any company exhibiting at a non-official CES venue, holding an exhibit demonstration or display in a Clark County, NV hotel, suite, meeting room, or other non-CES venue during CES, will lose priority points which will affect space selection order at CES in the future. If Exhibitor cancels its official space and/or has space in addition to CES official space in any non-official exhibit venue during CES dates then Exhibitor will lose all of priority points for CES in the future.

**4. CANCELLATION BY EXHIBITOR:** All cancellations must be in writing to: 2500 Wilson Blvd., Arlington, VA 22201 - 3834, USA, return receipt requested, and shall become effective when received by CEA. Both Exhibitor and CEA acknowledge that CEA will sustain substantial losses if Exhibitor cancels its Application and Contract. Even though CEA will exercise its best efforts to mitigate the damages associated with Exhibitor cancellation, the parties agree that CEA will nevertheless incur substantial losses that cannot be precisely determined. Due to the difficulty of determining and providing said losses, the Exhibitor agrees to pay the following as liquidated damages if Exhibitor cancels its exhibit space on or within the time periods specified below. **Should Exhibitor cancel all, or part, of the exhibit space contracted for herein after the date CEA accepts and signs this Application and Contract, Exhibitor is liable for: a) 20% of the total Exhibit Space Cost if cancellation is made by May 31, 2006; b) 60% of the total Exhibit Space Cost if cancellation is made between June 1, 2006 and September 30, 2006; or c) 100% of the total Exhibit Space cost if canceled on or after October 1, 2006.** All payments made or due to CEA shall be fully earned and non-refundable in consideration for expenses incurred by CEA and its lost or deferred opportunity to provide exhibit space to others. All cancellation fees that may become due hereunder are acknowledged by Exhibitor as liquidated damages and are not applicable toward any future CEA sponsored shows or events. CEA will invoice Exhibitor for cancellation fees in excess of payments. Invoices for cancellation fees are due upon receipt. This balance must be paid in full before Exhibitor can exhibit in any other CES or CEA-sponsored show or event. If Exhibitor cancels its participation, CEA may, at its discretion, cancel all other contracts between Exhibitor and CEA.

**Exception:** Exhibitors submitting Application and Contracts during the on-site priority space selection held January 5-8, 2006 shall be entitled to a ten (10) calendar day grace period during which time all or part of the exhibit space contracted for herein may be canceled without incurring space reduction penalties or cancellation fees. CEA must receive **written cancellation** by no later than **January 18, 2006**, to qualify for the full credit and/or refund.

**5. CANCELLATION BY CEA:** Exhibitor's space may be canceled by CEA for failure to make payments when due or failure to comply with CES regulations. If space is canceled by CEA, Exhibitor will be notified in writing. It is further agreed that based on the timing of such cancellation, as evidenced by letter notification, Exhibitor is liable for the same cancellation charges as referred to in Section 4. Upon such cancellation, CEA may lease the canceled space to another exhibitor at its discretion. CEA will invoice Exhibitor for cancellation fees in excess of payments. Invoices for cancellation fees are due upon receipt.

**6. SPACE REDUCTION:** All space reduction requests must be in writing and shall become effective

when received by CEA. A fee of 20% of the difference between the cost of the originally assigned exhibit space and the cost of the reduced exhibit space, requested in writing by Exhibitor, will be charged on any reductions requested after the date CEA accepts this Application and Contract, through May 31, 2006. Between June 1, 2006, and September 30, 2006, the penalty increases to 60% of the difference between the cost of the originally assigned exhibit space and the cost of the reduced exhibit space. Exhibitor will be responsible for the entire 100% cost of the originally contracted exhibit space regardless of any space reduction requests on or after October 1, 2006.

Any company having downgraded their original exhibit space request and holding an exhibit, demonstration or display in a Clark County, NV hotel, suite, meeting room, or other venue during CES will forfeit 5 priority points for the first 50% of space downgraded and 5 priority points for every 100 square feet of space downgraded above 50%. Such activity may affect exhibit space selection order at CES in the future.

**7. DIRECTORY LISTING/SEPARATE EXHIBITOR REGISTRATION:** Only the name of the Exhibitor, which appears upon the face of this Application and Contract, may be placed in the exhibit space, in the CES printed list of exhibitors and on exhibitor badges. **It is further agreed that Exhibitor shall not assign, share or sublet any part of its exhibit space without the express written consent of CEA.** In the event a request for separate exhibitor registration and/or additional directory listing is approved, a \$850 fee will be charged for each additional company. **See Section 8 for additional information regarding shares.** CEA maintains the exclusive right to publish and distribute the list of exhibitors. However, a publisher may include the list of exhibitors as part of an ongoing publication. As a service to exhibitors, CEA will identify in the Official Directory each exhibitor who completes and returns the necessary directory listing form by the established deadline; however, CEA will incur no liability for any errors, omissions or format changes in any directory. Exhibitor agrees to list in the Official Directory only brands of its own manufacture, or brands which are manufactured exclusively for Exhibitor, and which bear Exhibitor's name or trademark.

**8. SHARE POLICY:** CEA will allow share exhibitors within a booth only if they meet the following criteria:

- the share company is a subsidiary or division of Exhibitor, or
- the share company has a distributor relationship with Exhibitor, or
- there is an equity relationship between the share company and Exhibitor
- For Alexis Park Resort exhibitors only, due to the nature of the exhibits at this venue, a share may be permitted as long as the shared exhibit space is contained to one exhibit room.

Each share company must complete an Application and Exhibit Space Contract and pay an \$850 share fee, due in full with contract submission. CEA must receive notification from the Exhibitor, on letterhead, indicating approval and acceptance of the share company within Exhibitor's booth.

It is at the discretion of CEA to approve and accept share contracts based on the criteria above. If CEA has evidence or knowledge that any of the facts presented by Exhibitor or share company are not valid or true, CEA will not accept the share contract and the share company will not be permitted to exhibit at CES in a share capacity.

**9. ATTENDANCE:** CEA makes no representations or warranties with respect to the demographic nature and/or volume of exhibitors and/or attendees at any particular location at CES.

**10. REGULATIONS:** It is further agreed that all current and subsequent CES conditions or regulations of the Las Vegas Convention Center, Sands Expo and Convention Center, Las Vegas Hilton, Alexis Park Resort, Renaissance Las Vegas, and any other facilities used for CES are made a part hereof as though fully incorporated herein. CEA shall have full and exclusive power in the matter of interpretation, amendment and enforcement of all said conditions and regulations, and any such amendments when made and brought to the notice of Exhibitor shall be as though duly incorporated herein and subject to the terms and conditions herein set forth. If a dispute or disagreement shall arise between the parties concerning the allotment of or permitted use of exhibition space or concerning interpretation of any of the regulations which are a part hereof the decision and interpretation of CEA shall be final and Exhibitor hereby agrees to abide by said interpretation which, if requested, shall be in writing.

**11. FORCE MAJEURE:** It is further agreed that in case said premises shall be destroyed by fire or the elements, or by any other cause, or in case of government intervention or regulation, military activity, strikes, or any other circumstances that make it impossible or inadvisable for CEA to hold the CES or portion thereof at the time and place herein provided then and this agreement shall terminate and Exhibitor shall and does hereby waive any claim for property or other damages or compensation except the pro rata return on the amount paid after deduction of actual expenses incurred in connection with CES and there shall be no further liability on the part of either party. This Application and Contract is subject and subordinate to the agreements between the Las Vegas Convention Center, Sands Expo and Convention Center, Venetian Hotel, Las Vegas Hilton, Alexis Park, Renaissance Las Vegas and any other facilities utilized for CES, and covering the CES exhibit areas at these properties (and other facilities which may be used) for the period of the 2007 International CES, moving in through move-out.

**12. GOVERNANCE:** The contract and all rights and obligations of the parties relating hereto shall be governed by and construed in accordance with the internal laws of the Commonwealth of Virginia without giving effect to any conflicts of law rules that would cause the application of the laws of any other jurisdiction. Any controversy or claim arising out of or relating to this Application and Contract or the breach thereof (except for an action for injunctive relief) shall be resolved by arbitration held in Arlington County, Virginia, in accordance with the Rules of the American Arbitration Association in effect at the time the arbitration is initiated, and judgment upon the award rendered by the arbitrators may be entered in any court jurisdiction thereof.

**13. EXHIBIT SPACE AMENDMENTS:** This Application and Contract indicates your original exhibit space assignment. Any changes to space assignment will be indicated to Exhibitor on a contract addendum form. CEA further reserves the right to move or reallocate Exhibitor's booth space to a

new location in the interest of a better showing of exhibits, or it may cancel this Application and Contract for the betterment overall of CES or for any other reason deemed necessary by CEA. Exhibitors will be notified in writing of such movement. All terms of the Application and Contract, including cancellation policy, remain in effect upon such movement of booth space by CEA.

**14. OPERATION OF EXHIBITS:** Exhibits must be designed and operated in a manner that respects the rights of other exhibitors and visitors. The following are prohibited: preparation of food, promotional contests that require physical skill, promotion of other industry expositions without prior consent of CEA, and unauthorized taking of photographs. Personnel must be dressed appropriately and confine their activities to the exhibit space of Exhibitor. Exhibitor is responsible for payment of fees, royalties or fines for use of work that is protected by copyright, patent or trademark. CEA reserves the right to prohibit promotions found objectionable. Booths must be staffed at all times during scheduled exhibit hours, unless prior written permission is received from CEA or CES Management. Booth personnel must be 16 years of age or older.

**15. BOOTH CONSTRUCTION:** Exhibitor is expected to comply with booth construction regulations outlined in the Exhibitor Manual. It is Exhibitor's responsibility to supply these regulations to its Exhibitor Appointed Contractor(EAC).

**16. CHARACTER OF EXHIBITS:** Products eligible to be exhibited include consumer and workstyle technology products and related accessories. Exhibitor agrees to display only products of its own manufacture, or products exclusively manufactured for, or distributed by, Exhibitor and which bear Exhibitor's name or trademark. CEA reserves the right to order withdrawal from display,any items which, in its opinion, do not comply with these requirements.

**17. CONTENT:** CEA reserves the right to exclude the showing of film, photos, games or other software in the exhibit area which are deemed objectionable, including explicit or simulated sex, nudity, bloodshed or mutilation. (Adult out call and escort services, and the promotion of the same are not permitted at CES.) CEA will disconnect the electricity of, or close the exhibit of any exhibitor deemed to violate these rules.

**18. GOOD NEIGHBOR POLICY** Any exhibitor using audio or video content in their booth for the purpose of demonstrating equipment or otherwise hereby agrees that such content shall be appropriate for a general audience, and agrees to refrain from using content that may be considered offensive to such an audience. In the event of a complaint from any person regarding the content used by Exhibitor, CEA will investigate and if, in the sole discretion of CEA, such content is determined to be offensive, CEA will request Exhibitor to cease using such content. In the event Exhibitor refuses CEA's request, or a subsequent complaint is filed against Exhibitor; CEA reserves the right to shut off the power to Exhibitor's booth until Exhibitor complies with CEA's request. Repeated violations of this policy can, at CEA's discretion, result in expulsion from CES.

**19. OUTDOOR EXHIBIT SPACE:** It is the responsibility of Exhibitor to supply its own tent or canvas covering for its outdoor display,should it decide to use one. No refunds will be provided for inclement weather or other forces of nature that may limit display activity.

**20. POLICY ON SELLING:** Over the counter sales (i.e., cash, check and/or credit cards) are not permitted. Only bona fide business orders for future delivery may be taken.Violation of this provision will result in expulsion from CES. **THIS POLICY IS STRICTLY ENFORCED.**

**21. FOOD AND BEVERAGE SERVICE:** ARAMARK has the exclusive rights to all food and beverages at the Las Vegas Convention Center. Additionally the Sands Expo and Convention Center, Las Vegas Hilton, Alexis Park Resort, and Renaissance Las Vegas have exclusive rights to food and beverage at those facilities. Food and beverage consumed, prepared, or distributed, including food or beverage items used for promotional purposes, must be purchased through ARAMARK or other exclusive provider and are subject to regulations and permit requirements of the Clark County Nevada Health District, the Las Vegas Convention Center and ARAMARK, or other exclusive provider.

**22. LIABILITY AND INSURANCE:** Exhibitors seeking to install their own booth/display must comply with all state and federal laws and/or regulations and must comply with any/all laws, rules, or regulations related to booth installation/dismantling. Exhibitor must have a commercial general liability policy of not less than \$250,000 naming Consumer Electronics Association, Las Vegas Convention and Visitors Authority, Sands Expo and Convention Center, Las Vegas Hilton, Alexis Park Resort, and Renaissance Las Vegas as additional insureds. A certificate of insurance must be made available upon request.

Exhibitor and its authorized EAC agree to carry adequate personal and property damage liability and workers' compensation insurance and to indemnify and hold harmless CEA, the Las Vegas Convention Center, Sands Expo and Convention Center, Las Vegas Hilton, Alexis Park Resort, Renaissance Las Vegas and other facilities utilized by CES and their contractors, officers, agents and employees against all claims, losses, suits, damages, judgments, expenses, costs and charges of every kind, including attorneys' fees resulting from its occupancy of the exhibit space contracted for; by reason of personal injuries, death or property damages sustained by any person. Certificates of insurance must be furnished by Exhibitor if requested by CEA or CES Management and must be available on-site during the CES. Failure by CEA or CES Management to request proof of insurance shall not relieve Exhibitor from carrying proper coverage. Exhibitor understands that neither CEA nor the Las Vegas Convention Center, Sands Expo and Convention Center, Venetian Hotel, Alexis Park Resort, the Las Vegas Hilton or other facilities used by CEA maintain insurance covering Exhibitor's property and it is the sole responsibility of Exhibitor to obtain such insurance.

**23. RESPONSIBILITY FOR PROPERTY:** In no case will CEA be responsible for theft, loss or damage to Exhibitor's product or booth, unless the responsibility is a direct and sole result of the actions of CEA or its employees. Exhibitor agrees that it is wholly responsible for protecting its property on and off CES premises. Exhibitor is encouraged to secure its exhibits and products and should insure its property (from the time it leaves its warehouse until it returns) at Exhibitor's expense.

**24. RECEIPT AND REMOVAL OF FREIGHT:** No exhibit or portion thereof may be removed from the exhibit facility during CES. Only exhibitors showing proper exhibit credentials and personal identification will be permitted to take merchandise out of the facility. If Exhibitor fails to remove its freight in the allotted move-out time, CEA reserves the right, at Exhibitor's expense, to ship the freight through a carrier of CEA's choosing or to place same in a storage warehouse. (Please refer to Exhibitor Manual for additional information.)

**25. EXHIBIT SET-UP:** A clean floor policy will be in effect during move-in. On Saturday,January 6, 2007, all crates must be empty and labeled by 6:00 p.m. and will be removed regardless of status at 10:00 p.m.

On Sunday,January 7, 2007, all exhibits must be set by 2:00 p.m.; all cartons, fiber cases and packing material must be empty and labeled by 1:00 p.m.;and all aisles must be 100% clear by 7:00 p.m.This day is scheduled for product testing, booth fine-tuning, and rehearsals.

Exhibits not set up by 2:00 p.m.on Sunday,January 7, 2007 will revert to CEA with no further obligation to Exhibitor, and fines may be assessed for non-compliance at the discretion of CEA or CES Management. No refunds will be made to Exhibitor for space assigned and not occupied.

**26. EXHIBIT CONSTRUCTION, DECORATION, SIGNS, ETC.:** Exhibitor is solely responsible for the safety of their exhibits (refer to your Exhibitor Manual for additional information).All special booth work must conform with CES exhibit regulations. Such approval and/or compliance with CES regulation does not constitute CEA approval or opinion on the structural safety of construction. Exhibitor and its display company remain solely liable for the safety of their exhibit. Exhibitors may choose any display company provided it meets CES' requirements for EAC's and it provides CEA with a certificate of liability insurance and signed Exhibitor Appointed Contractor Agreement no later than 30 days prior to CES (see Exhibitor Appointed Contractor Approval).All bunting, draperies or other fabrics must be fireproofed before use in the decoration of any exhibit. Paper decorations, cut evergreens or branches and helium balloons are not permitted.Exhibitor must comply with all the laws,regulations and ordinances in force in the exhibit facility(ies). City of Las Vegas, the State of Nevada and the United States.

**27. EXHIBITOR APPOINTED CONTRACTOR APPROVAL:** An EAC (a contractor not listed in the Exhibitor Manual) may be used provided CEA obtains 30 days in advance: 1) Notification of Intent for Exhibitor to use the EAC;2) Proof of the EAC's workers' compensation and personal property damage liability insurance coverage; and 3) Signed EAC Agreement. Use of EAC is subject to EAC's acceptance of CES' EAC Agreement. EAC must be on the approved EAC list at CES facility at which it is performing the work. CEA may deny access by or use of any EAC if these specific requirements are not met in the opinion of CES Management. If Exhibitor brings an EAC or other contractor into the exhibit facility, Exhibitor is responsible for that contractor's workers' compensation and liability insurance certificates and must send them to CEA, the exhibit facility and GES. Under no circumstances will CEA be responsible for work promised or performed by an EAC.

**28. SPECIAL ELECTRICAL, CLEANING, CATERING SERVICES, ETC.:** For insurance, safety and security purposes, electrical, cleaning, catering, drayage and other special services needed by Exhibitor shall be provided only when Exhibitor orders and agrees to pay for these services from the exclusive suppliers authorized to provide such services listed in the Exhibitor Manual.

**29. FLOOR PLANS:** CEA publishes floor plans that are provided by the exhibit facility and are believed to be correct. CEA encourages Exhibitor to verify these floor plans directly with the exhibit facility.

**30. AMERICANS WITH DISABILITIES ACT:** Exhibitors must be in full compliance with the Americans with Disabilities Act.

**31. PUBLICATION DISTRIBUTION:** Exhibitor may distribute its own written materials from its exhibit(s) and, unless permission is granted by CEA, not outside its exhibit. Publication bins, if available, are restricted to approved, nationally distributed publications and, if applicable, the official CES Show Daily. Other "show dailies" may not use the bins.

**32. EXHIBITOR BADGE POLICY:** Exhibitor will receive five (5) complimentary badges per 100 square feet of exhibit space. All exhibitors will receive a minimum of 10 badges, including those companies paying the \$850 registration fee (refer to Section 7).All additional badges will be charged at \$10 per badge during pre- and on-site registration.

**33. SECURITY:** Exhibitor accepts that CEA and /or CES Management may take actions to maintain attendee security. CEA and/or CES Management has sole discretion in taking such action and cannot be held responsible for maintaining CES access, for economic losses, or for damage or loss of Exhibitor's property, as a result of any action taken by CEA and/or CES Management in furtherance of CES security.

**34. ASCAP/BMI:** Exhibitor is responsible for all applicable ASCAP/BMI music licensing fees. No fees are required if music is used to demonstrate product capability.

**35. SEVERABILITY:** If any portion of this Application and Contract is changed or determined to be unenforceable, all other terms and conditions remain in full force and effect.

**36. AMENDMENTS:** CEA shall have full power to make or amend its terms and conditions regulations, and/or CES dates.

**37. VIOLATIONS OF REGULATIONS:** CEA and/or CES Management may take enforcement action at its discretion up to and including closing Exhibitor's booth, for violation by Exhibitor of CES Rules and Regulations or Exhibitor's breach of the terms of this Application and Contract. If CEA and/or CES Management shuts down Exhibitor's booth due to Exhibitor violating CES Rules and Regulations, Exhibitor will not receive a refund or damage compensation from CEA. Repeated violations may result in Exhibitor being banned from participation in CES.

**38. NO-ORAL MODIFICATION CLAUSE:** This Application and Contract may not be orally modified. Only a modification in writing, signed by an authorized representative of CEA will be enforceable.

**39. EXHIBITOR INTELLECTUAL PROPERTY:** Exhibitor warrants that it owns the rights 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 CEA and/or CES for any action brought against CEA and/or CES and any cost incurred by CEA and/or CES arising out of any dispute concerning Exhibitor's intellectual property rights.

**40. CES PUBLICITY AND PROMOTION:** CEA shall have the non-exclusive right to use the name of Exhibitor in both print and broadcast advertising media in connection with the promotion and publicity of CES.

**41. PRIORITY POINTS:** Exhibitor understands that exhibitors who have already contracted and paid for one CES exhibit booth space (regardless of size),additional exhibit space secured via contract and payment after October 1, 2006, will not have any effect on CES space selection time or standing.

**42. SPACE LIMITATIONS:** The maximum total square footage any one exhibitor is permitted to select is a total of 25,000 square feet in any one hall.