

#### **CES** Exhibitor Manual



# 2008 International CES Key Deadlines

#### **ASAP**

- Submit your internal and external PR contacts directly using your SmartBooth Entry Portal at
  - http://www.cesweb.org/exhibitors/resource\_center/directory/default.asp (For assistance, e-mail <a href="mailto:Support@BDMetrics.com">Support@BDMetrics.com</a> or call (800) 931-5103 and select option 2). Providing this information will ensure that the media has the correct contact information for your company and that you receive updates on key exposure opportunities.
- Complete your entire 2008 International CES Directory listing at www.CESweb.org/DirectoryUpdates.
- Select pre-show and on-site sponsorship opportunities
- Confirm on-site advertising, while supplies last

## **July 2007**

Make a press conference room reservation by faxing in the Press Conference Facility Reservation Form found in this kit.

## July 13

CES Speaking Opportunities deadline

### August 2007

#### August 13

 CES Unveiled@NY Sponsorship deadline in order to get your company mentioned in all pre-event media promotions

## August 21

 Advertising deadline for CE Vision's September/October issue, the kick-off of the magazine's CES coverage

## August 27

Innovations 2008 Design and Engineering Awards Call for Entries Opens

### September 2007

### September 28

Innovations 2008 Design and Engineering Awards Call for Entries Closes

## October 2007

## October 3

Exhibitor Workshop in Las Vegas, NV

#### October 5

 CES Unveiled (Las Vegas) sponsorship deadline in order to get your company mentioned in all pre-event media promotions



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#### October 12

 Advertising deadline for CE Vision's November/December issue, which mails to 100,000 pre-registered CES attendees

### October 19

• 2008 International CES Official Show Directory Updates/Company Logos deadline (print edition)

#### October 24

Deadline for CES Unveiled@NY exhibitor editorial for the NY program guide

#### October 31

- 2008 International CES Pre-Show Planner Ad deadline
- CES Unveiled@NY Exhibitor Tabletop Reservation deadline

#### November 2007

#### November 1

- Pre-registered press/analyst list available on CESweb.org
- CE Hall of Fame nomination deadline

#### November 13

Pre-CES New York Press Event

#### November 15

2008 International CES Official Show Directory Tab Ad deadline

#### November 20

· Regional media outreach campaign deadline

## November 21

- 2008 International CES Official Show Directory Ad deadline
- 2008 International CES Show Guide Ad deadline
- 2008 International CES Show Guidetab Ad deadline
- Advertising deadline for CE Vision's January/February issue, which has bonus distribution throughout the show and exclusive distribution to key VIP areas at CES

#### November 23

CES Show Daily Ad deadline

### December 2007

## December 7

 Deadline for CES Unveiled (Las Vegas) exhibitor editorial for the Vegas program guide



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## December 21

• CES Unveiled (Las Vegas) Exhibitor Tabletop Reservation deadline

### December 28

Exhibitor Profile distributed via Business Wire deadline

#### December 31

 Exhibitor press kit delivery begins (press kits may be shipped to arrive starting this date)

## January 2008

## January 5

• Exhibitor press/analyst kit distribution deadline (all kits must be delivered to the LVCC and Sands press rooms by this date)

## **Ongoing**

VPO news release posting to CESweb.org