



### Section 1: General Information

This Wynn/Encore Hospitality Suites Manual was created specifically for 2018 exhibitors in the Wynn or Encore hospitality suites. It includes information on vendor services and rules and regulations.

Questions on the logistics surrounding your exhibit space can be sent to [Alex Davis](#), Manager, CES Operations. Be sure to visit [CES.tech](#) for the latest show news and information.

On behalf of the entire CES staff, we look forward to seeing you in Las Vegas in January 9-12!

#### Hospitality Suites

Wynn and Encore hospitality Suites are to be used for meetings or hospitality purposes only. Absolutely no exhibits may be constructed or installed and freight may not be delivered to these Suites. Any exhibits found will be immediately shut down. The exhibitor occupying the Suite shall assume full responsibility for any damages incurred.

#### CES Exhibit Hours\*

Tuesday, January 9, 2018	10 AM-6 PM
Wednesday, January 10, 2018	9 AM-6 PM
Thursday, January 11, 2018	9 AM-6 PM
Friday, January 12, 2018	9 AM-4 PM

*\*The C Space exhibits and conference sessions at ARIA within Tech South operate on a modified schedule from CES exhibit hours. [Learn more](#).*

#### Hotel and Travel Accommodations

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

#### Registration Information

Be sure to [register](#) your suite personnel before traveling to CES to guarantee a smooth arrival process on-site. Once on-site, head to a [badge pickup location](#) to retrieve your CES 2017 badge.

### Section 2: Resources

#### CES Show Office

The CES Show Office will be located in the Westgate Center Foyer.

#### Services

The Wynn/Encore can provide the following services for your hospitality suite by request:

- Internet
- Catering
- Cleaning – Contact [Melissa Coffman](#)

- Furniture

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

### **Key CES Contacts**

Alex Davis, Manager, CES Operations; 703-907-5243, [adavis@CTA.tech](mailto:adavis@CTA.tech)

Stacey Owens, Manager, CES Sales; 703-907-4319, [sowens@CTA.tech](mailto:sowens@CTA.tech)

## **Section 3: Hospitality Suite Services**

### **Check-In/Check-Out**

- Exhibitor may check-in after 3 PM on Monday, January 8, 2018 at the Wynn or Encore Tower Suites front desk. Please check in at the front desk of the property in which you booked your Suite. The Exhibitor's actual Suite number will be assigned at this time.
- Exhibitor must check-out by 12 PM on Saturday, January 13, 2018.
- If Exhibitor requires additional nights for the Suite, the Exhibitor must contact Stacey Owens in the CES Sales department at [sowens@CTA.tech](mailto:sowens@CTA.tech) or 703-907-4319. Do not contact Wynn or Encore directly to secure additional nights.
- Exhibitor is responsible for providing Stacey Owens with the individual names that should be listed on the Suite (who are permitted to check-in to the Suite and obtain keys) no later than November 13, 2017. Guests authorized to receive Suite keys will be responsible for any charges not covered by the Credit Card Authorization on file
- Room and tax for the Suite contracted for pursuant the Application and Exhibit Space Contract will be billed to CES and will be paid directly to Wynn/Encore by CES. Exhibitor is responsible for all other charges including, but not limited to food and beverage, incidentals, gratuities, show services (electrical, phone, Internet). All orders must be accompanied by Exhibitor check, or credit card. A minimum daily deposit of \$150.00 is required for incidentals payable by credit card or cash upon arrival. Checks are not accepted at the time of check-in.

### **Freight/Deliveries**

No freight shipments are permitted to be delivered to Suite unless pre-approved and coordinated through Wynn Las Vegas Convention Services team. Freight, crates, pallets or shipments are not permitted, as Suites cannot be utilized for exhibiting equipment or products. The Wynn and Encore Business Services Centers will only accept three (3) single boxes with a weight limit of 50 lbs. each. Please ship your packages to the Business Center in the Tower in which your Suite is located.

### **Suite Numbers**

- Exhibitor will receive the assigned hospitality suite number upon check-in on Monday, January 8. If you are checking in later than January 8, please advise Stacey Owens at [sowens@CTA.tech](mailto:sowens@CTA.tech) so that your Suite is held for you.



- Your Suite number will be listed within the online Exhibitor Directory on CES.tech. It will also be listed on CES signage and posted at all CES info desks. If you prefer NOT to have your Suite listed for privacy reasons, please advise Stacey Owens at [sowens@CTA.tech](mailto:sowens@CTA.tech) by October 2, 2017.

### Furniture Removal or Additions

Wynn and Encore cannot guarantee the removal of furniture from Suites, but may at their discretion perform this service for an additional fee. Please contact Steve Blanner at [steve.blanner@wynnlasvegas.com](mailto:steve.blanner@wynnlasvegas.com) for more information. Exhibitors may not ship or bring outside furniture (couches, televisions, coffee tables, etc.). Exhibitors are not permitted to move furniture around within the Suite. This policy is strictly enforced and, if violated, furniture movement fees (\$750) will be assessed at the discretion of Wynn/Encore.

### Signage

- Exhibitor is permitted to have signs within the confines of the Suite but they must be free-standing. The signs may not be affixed to, hung on, set on or set up against anything in the Suite including the door to the Suite and sprinkler heads. Absolutely nothing can be hung off of or on the fire sprinklers in your Suite.
- Exhibitor is not permitted to place easels and signage outside the Suite in the guest room hallways and elevator banks or anywhere in the Casino and hotel lobbies. Signage found in these restricted areas will be removed immediately by hotel security.

### Electrical

Each outlet in the Suites is equipped with 20 amps. Exhibitors are not permitted more than 1000-watts per circuit.

### Food and Beverage

Requirements may be arranged through the Wynn and Encore In-room Dining Department. Please contact Melissa Coffman at 702-770-3686 [melissa.coffman@wynnlasvegas.com](mailto:melissa.coffman@wynnlasvegas.com). Please submit orders no later than December 2, 2017 to avoid late penalties. Events of over 40 people will not be permitted in Suites. Outside food and beverage is not permitted.

## Section 4: Show Rules and Regulations

### Age Restriction

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

### Americans with Disabilities Act

Exhibitors acknowledge their responsibility under the Americans with Disabilities Act (ADA) to make their booth accessible to handicapped persons. Exhibitors shall indemnify and hold harmless CTA, CES and the show locations against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to have their booth comply with requirements under the ADA.



ADA accessible buses are available during scheduled shuttle hours. Please request service at least 20 minutes in advance of desired pick up time. To arrange for your transportation, please contact [Kevin Berube](#) at 877-899-0986/401-294-0040 preshow or 702-943-3531 on-site.

### **Badge Policy**

Exhibitor will receive five (5) complimentary exhibitor badges per 100 square feet of exhibit space with a minimum of ten (10) badges. Suite exhibitors will receive ten (10) complimentary exhibitor badges. Exhibitor may purchase up to 50% more exhibitor badges over this base allotment at \$50 per exhibitor badge.

### **Balloons**

Balloons, including Mylar and helium balloons, are not permitted in any exhibit booth or the lobby areas.

### **Booth Activity/Crowd Control**

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

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

### **Candles**

No open flames or candles are permitted in CES venues.

### **Cash & Carry Policy**

CES policy strictly prohibits over-the-counter sales (i.e.: cash, check, or credit card). Only bona fide business orders for future billing, payment and delivery are permitted. This will be strictly enforced.

CES Show Management and representatives from the Clark County Business License office walk the show floor on show days looking for exhibitors violating this policy. If you are found in violation of this policy, CES Show Management will take steps to shut down your exhibit immediately.

### **Combustible Materials**

All decorations, drapes, hangings, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, curtains, Christmas trees and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited. An official fire resistance certificate must accompany all signage and/or materials.



Flammable or combustible liquids are prohibited inside of buildings except as approved by the office of fire protection and safety. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

Compressed gas cylinders, including lpg, are prohibited unless approved by office of fire protection and safety. Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Hanging items from or off of any of the sprinklers within the suites is strictly prohibited. Additionally, decorations are not allowed to block or otherwise interfere with the fire sprinklers. Due to regulations either implemented by your exhibit location venue or as a result of local, county, state, or federal requirements, exhibitors agree to abide by any additional policies regarding exhibits or meeting space as they may be in effect at the time of CES.

### **Exhibit Attire**

CES Show Management reserves the right to make the determinations on appropriate exhibitor/presenter attire. If for any reason an exhibit and/or its contents are deemed objectionable by Show Management, the exhibitor may be asked to alter the attire of its employees, exhibit staff and/or models. If necessary, the exhibitor may be asked to remove the individual(s) in question at the exhibitor's sole expense. Exhibitors with questions about compliance with these guidelines should consult with Show Management in advance of the show.

### **Exhibit Space Contract**

CES exhibitors must abide by the rules set forth in the [CES Exhibit Space Contract](#).

### **FCC Requirements**

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

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

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



### **Firearms/Weapons**

Firearms, ammunition or weapons of any kind, including replica, toy or simulated items, are strictly prohibited on the exhibit floor and show premises. Items that CES Show Management deems in violation of this rule must be removed immediately at the exhibitor's sole expense. Exhibitors with questions about compliance with this policy should contact [CES Operations](#) in advance of the show. Exhibitors intending to showcase or demonstrate such items that are gaming/AR/VR-related must contact CES Operations in advance for approval.

### **Good Neighbor Policy**

CES has a Good Neighbor Policy in regards to booth demonstrations. All audio and video should be appropriate for a general audience. In the event of a complaint from any person on an exhibit's content, CES Operations will investigate and determine if the content is offensive or inappropriate. If content is determined to be offensive, the exhibitor must cease use of such content. If the exhibitor refuses, or if another complaint is filed, CES reserves the right to shut off power to the exhibit until the exhibitor ceases use of the content. Repeated violations of this policy can result in expulsion from CES.

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

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

### **Hoverboards**

Wheeled transport devices (with or without motors) are not permitted at any CES venue. This includes Segways, hoverboards, skateboards, uniwheels, scooters and all similar products. Exhibitors are permitted to demo such products within the confines of their exhibit space.

### **Intellectual Property**

Exhibitor warrants that it owns the rights to or is licensed for all intellectual property (patent, copyright, trademark, etc.) to be used by exhibitor for promotion or exhibition at CES, and agrees to defend, at exhibitor's expense, and to indemnify CTA and/or CES for any action brought against CTA and/or CES and any cost incurred by CTA and/or CES, including court costs and reasonable attorney's fees, arising from or related to any dispute concerning exhibitor's intellectual property rights.

### **Literature Distribution, Giveaways, Surveys**

Literature, samples and giveaways must be distributed from within your booth or contracted area. Surveys may not be conducted outside of your booth. Corporate greeter sponsorships are available. Contact [Liz Tardif](#) at 703-907-7681 with CES Promotional Opportunities for more information.

### **Live Animals**

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





### **Performance of Music or Motion Picture**

If you plan to play copyrighted music or video in your booth, meeting room or suite, you may need to obtain a license from the copyright owner or licensing agency representing the copyright owner. Music or video being played for the sole purpose of demonstrating a product (speakers, headphones, TVs, monitors, other devices, etc.) is permissible without a license.

Licensing is required when music or video is being played for non-dramatic entertainment purposes (live or recordings such as CDs, DVDs and BluRay device). The proper license must be posted in your booth and available for inspection at the request of properly authorized agents of the [American Society of Composers, Authors and Publishers \(ASCAP\)](#), [Broadcast Music Inc. \(BMI\)](#), or [SESAC](#). We strongly advise you to contact one of these agencies to acquire proper licensing.

CES has a license with ASCAP which permits the performance of music from the [ASCAP repertory](#) at your booth. The license does not permit the broadcast, telecast or transmission of music under any circumstances; nor does it authorize dramatic performances. CES does not have similar licenses with BMI or SESAC; therefore, exhibitors wishing to play music from the BMI or SESAC repertory for entertainment purposes are solely responsible for obtaining their own licensing.

Adherence to these federally mandated copyright licensing laws is of critical importance. Please take a few minutes to ensure a hassle-free event by acquiring the proper licenses. If you encounter any difficulty with either BMI or SESAC in your attempt to obtain a license, please [contact CES](#) immediately.

### **Photography/Video Regulations**

Cameras and video equipment are allowed on the show floor. Exhibitors and attendees may take pictures/video within the show for purposes of company media pieces, marketing materials, etc. Under no circumstances will anyone be permitted to take pictures/video of an exhibitor's product without permission of the exhibitor. Exhibitors have the right to report to security any instance of inappropriate photographing of company products or displays.

### **Product Demonstrations**

Product demonstrations are permitted. You are responsible for supervising the actions of all visitors and employees operating display equipment in their area. Refer to the Booth Activity section above for more information.

CES has instituted a No Tolerance policy. Demonstrations found to be objectionable due to noise level or vibration level (dB or SPL) or blocking traffic flow may be closed down at the discretion of CES Operations. See Sound Restrictions below.

### **Product/Equipment Removal Pass**

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



guard upon exiting the show floor. Attendees are prohibited from carrying product off the show floor at any time.

### **Raffles/Games of Chance**

Raffles are allowed within your booth; however, Nevada state law prohibits them if money is involved. Exhibitors considering a raffle, game of chance or slot machines in their booth should contact the Nevada Gaming Control Board at 702-486-2000.

### **Service of Legal Documents**

Any exhibitor that plans to serve legal documents at CES must contact [CES Show Management](#) for the full policy and to coordinate service or delivery. Service or delivery of legal documents that is not coordinated with Show Management is prohibited on the CES exhibit floor, areas in proximity to the show floor and on the show venue premises and grounds.

### **Smoking**

In accordance with the Nevada Clean Indoor Air Act, smoking or vaping (e-cigarettes) is prohibited in exhibit areas.

### **Sound Restrictions**

A maximum noise level of 85 dB will be maintained on the exhibit floor, in meeting rooms and suites, a standard endorsed by the International Association of Expositions and Events (IAEE).

The CES noise abatement policy is as follows:

- All booth elements must remain within the officially contracted booth space. This includes all audio equipment, speakers, etc.
- Exhibitors demonstrating audio equipment in an open display should use a sound chamber or acoustically contained area to keep the sound level from intruding on any adjacent exhibits. Speakers of any kind must be directed toward the interior of the demonstrator's booth space. Speakers may not face aisles or neighboring exhibits.
- When demonstrating audio equipment within an enclosed demonstration room, subwoofers must be positioned away from walls that are adjacent to neighboring exhibits.
- Sonic vibration and sound complaints will be immediately addressed by CES Operations. If a vibration or sound complaint is not resolved by the offending party, CES Operations reserves the right to shut down power immediately until the issue is resolved.
- Exhibitors are responsible for supervising the actions of employees, visitors or spectators testing display equipment located in their exhibit area.

CES Operations will intervene if necessary, and reserves the right to shut down exhibits deemed objectionable. Floor managers will rove through the exhibit areas monitoring the decibel level during show hours. Measurements will be taken at a distance no greater than 10' from the offending display. After measuring a continuous decibel level of greater than 85 dB, following a complaint being registered by a spectator, a neighboring exhibitor or personal observation by a roving designate, the following procedures will be strictly enforced as follows:





**First Warning:**

- Violating exhibitor will be given a written notification of the warning
- Booth power may be turned off for one hour

**Second Warning:**

- Violating exhibitor will be given a written notification of the 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

## **Section 5: Liability and Insurance**

According to the [CES Exhibit Space Contract](#), Exhibitors at the Wynn/Encore, regardless of their specific exhibit location, must have a commercial general liability policy of no less than \$2 Million naming the Consumer Technology Association and the Wynn/Encore as additional insured. A certificate of insurance must be made available upon request.

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 and dismantling. Wynn/Encore exhibitors and their authorized EAC agree to carry adequate personal and property damage liability and workers' compensation insurance and to indemnify and hold harmless the Consumer Technology Association and the Wynn/Encore 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, or related to its occupancy of the exhibit space contracted for, including without limitation by reason of personal injuries, death or property damages sustained by any person. Certificates of insurance must be furnished by exhibitor if requested by CTA and must be available on-site at CES. Failure by CTA to request proof of insurance shall not relieve Exhibitor from carrying proper coverage.

Exhibitor understands that CTA, the Sands Expo and the Wynn/Encore do not maintain insurance covering Exhibitor's property. It is the sole responsibility of Exhibitor to obtain such insurance.

CTA and all organizations and individuals employed by or associated with CES will not be responsible for injury or damage that may occur to an exhibitor, his/her employees or agents, nor to the safety of any exhibit or other property due to theft, fire, accidents, or any other destructive causes.

CTA is not responsible for loss, damage or theft of exhibitor property. Please review the section of your exhibit space contract entitled Responsibility for Property. CTA and its employees or contractors assume no liability for loss or injury due to theft, fire, accident, or any other destructive causes. We strongly suggest that you obtain a rider to your existing insurance policy to protect your booth/product from the time it leaves your warehouse to the time it returns.