



## AFTER-HOURS EVENTS

### Deadline: December 10, 2004

Use this form if you are planning to host an event in your booth for non-exhibiting guests anytime on Wednesday, January 5 or before / after official show hours on January 6-9. Please complete the information below and fax to International CES Operations at (703) 907-7602 by close of business Friday, December 10, 2004 to obtain event approval.

#### Official Show Hours

Thursday, January 6	10:00 am – 6:00 pm
Friday, January 7	9:00 am – 6:00 pm
Saturday, January 8	9:00 am – 6:00 pm
Sunday, January 9	9:00 am – 4:00 pm

#### PROCEDURES

- For events with 20-50 invited guests, you are required to hire one (1) security guard starting 15 minutes prior and 15 minutes following your event. For event events with 50 or more invited guests, you are required to hire one (1) security guard for every 50 people. Security guards may be hired through one of the official security companies: Pro-Tect (702) 735-0110 or SOA (702) 386-8065. Pro-Tect provides perimeter security for the LVCC North and Central Hall; SOA for the LVCC South Halls and Las Vegas Hilton. However, you have the option of hiring either company to provide security at your booth.
- You are required to fax proof of your security order along with this request form to CES Operations. No event will be approved without such documentation.
- Guest lists must be submitted along with this form for events for more than 20 guests.
- Once your event is approved, we will fax a confirmation to you along with a map and floorplan designating the entry and/or exit point for your guests. This is the only location from which your guests will be allowed to enter or exit the exhibit hall at any time before or after official show hours. The security guard at this entry point will have your list of invited guests and will check each person's name as they enter.
- You are required to have at least one (1) member of your staff for each 50 guests stationed at your designated exhibit hall entry point to meet and greet your guests and escort them directly to and from your booth. Guests must remain in your booth during the event and may not wander the show aisles or enter a neighboring exhibitor's booth.

#### PLEASE NOTE

- BADGES:** All guests must be badged International CES attendees. No guests will be allowed on the exhibit floor without an official International CES badge. Registration and badge information can be obtained from our website at <http://www.CESweb.org>.
- TRANSPORTATION:** Shuttle buses back to official CES hotels will stop running at 7:00 pm. Taxis are difficult to obtain at the LVCC later than one hour past show closing; guests may need to walk to the Las Vegas Hilton or Riviera Hotel to get a taxi unless you make special transportation arrangements. The LVCC Monorail Station will be in operation during CES from 8:00 am until midnight, with trains stopping at the LVCC throughout the day. To arrange for other transportation services, please contact CMAC, CES' official transportation provider, at (401) 826-4100.
- TIME FRAME:** Events on January 5 are allowed from 7:00 am – 8:00 pm. Events taking place before or after official show hours on January 6-9 cannot begin any earlier than 7:00 am or extend beyond 8:00 pm. Security will escort all remaining guests off the show floor 15 minutes following the end of your event.
- LIGHTING:** Exhibit hall lighting will be at 50% until 30 minutes before and after official show hours.

#### QUESTIONS

If you have any questions regarding the procedures or approval process, please contact International CES Operations at [CESops@ce.org](mailto:CESops@ce.org). Otherwise, please fax this form along with your security guard confirmation and guest list to (703) 907-7602.

Event Title and Description		Number of Attendees
Event Date	Event Start Time	Event End Time
Company Name	On-Site Contact Name	Booth #
Phone	Fax	Email

#### CES SHOW MANAGEMENT APPROVAL (Completed by CES Operations upon receipt of application)

\_\_\_\_\_ This event is approved. Security Check Point for entry/exit is \_\_\_\_\_

\_\_\_\_\_ The above event is denied for reason(s) as follows: \_\_\_\_\_