



Section 1

Introduction

Welcome! Thank you for choosing to exhibit at the 2013 International CES, January 8-11 in Las Vegas!

This Venetian/Palazzo Hospitality Suites Exhibitor Manual has been designed to provide you with all the information necessary for a successful show. Please review it and share with staff involved with your participation at CES.

Please note: A CES Venetian/Palazzo Hospitality Suite is a different category of suite from a CES Exhibit Suite. Be sure to only refer to the information contained in this particular Exhibitor Manual as you begin planning for CES.

If you have questions, please contact [Gaiya Berube](#), CES operations manager. Be sure to visit www.CESweb.org to keep up with all the latest show information.

On behalf of the entire International CES staff, we look forward to seeing you in Las Vegas!



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Section 2

General Information

Hospitality Suites

Exhibitors have the opportunity to contract for hospitality suites during CES at the Venetian. Hospitality suites are to be used for meetings or for hospitality purposes only. Absolutely no exhibits may be constructed or installed and GES is not permitted to deliver freight to these suites. Further, signage is not permitted to be displayed outside of these suites in the hallways, on doorways, in foyers, etc. Hospitality suite exhibitor locations will be printed on signage created and placed by CES Operations, as well as distributed at info desks and offices and listed in the online directory.

CES Exhibit Hours

Tuesday, January 8	10 a.m.–6 p.m.
Wednesday, January 9	9 a.m.–6 p.m.
Thursday, January 10	9 a.m.–6 p.m.
Friday, January 11	9 a.m.–4 p.m.

Registration Information

Please review the exhibitor [registration information](#) found on CESweb. Be sure to [register](#) your booth personnel before December 5, 2012 to guarantee receipt of your badge prior to the show. If you register after December 5, the International CES will still mail your badge, but cannot guarantee delivery because of holiday mail delays. On-site, you can also pick up badges at these registration [locations](#).

Lead Management

Maximize your ROI by taking advantage of Experient's lead retrieval services! There are a variety of solutions available at multiple price points. For more details and to place an order, please refer to the order found in this section of your manual or visit [Experient online](#). Order before December 12, 2012 to receive a discount!

Promotional and Marketing Opportunities

Let us help you meet and exceed your company's marketing goals! There are countless promotional opportunities available for CES exhibitors at The Venetian/Palazzo which can enhance your CES exhibit experience and deliver your message to CES attendees, media and guests visiting this venue. All of these opportunities are strategically placed in high-traffic, targeted areas which will provide the most exposure.

To view CES Venetian sponsorship opportunities, please browse the [Venetian Interactive Venue](#) menu. Additional CES [sponsorship opportunities](#) are also available. Please contact [Liz Tardif](#) with questions.

On-site CES Show Office

The CES Show Office will be located in Suite 29-207, Floor 29 in The Venetian Tower and staffed with CES floor managers who can assist you with operational questions. There will be an additional CES Show Office located in the meeting space area, Level 3, San Polo Foyer.

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Venetian Tower CEA Member Lounge

There will be a CEA Member Lounge set up in The Venetian Tower on Floor 30, Suite 30-140. This lounge will be set-up with several computer workstations, business center amenities, and a quiet place for you to grab a quick snack or lunch during your busy day. The lounge will be open beginning Monday, January 7 through Friday, January 11.

Questions

Please refer to your 2013 Space Contract Terms and Conditions Addendum for rules, regulations and hotel policies. Questions or concerns on the information above can be directed to [Gaiya Berube](#).

Important Contact Information

<u>2013 International CES</u> CES Operations Contact: Gaiya Berube	
<u>COP Security</u> Security services Contact: Scott Gatewood	COP Security Order Form
<u>Freeman AV</u> Audio visual equipment and services Contact: Dorian Metoyer	Freeman AV Order Form
<u>Experient</u> Lead management services and registration inquiries Contact: support@expocard.com	Experient Lead Management Order Form
<u>Oscar/Einzig Photographers</u> Photography services	Oscar/Einzig Order Form
<u>RPMs</u> Transportation services Contact: Kevin Berube	RPMs Order Form
<u>Spring Valley Floral</u> Floral services	Spring Valley Order Form
<u>The Venetian</u> CES Venue Convention Services Contact : Jennifer Guevarra	

Section 3

Hospitality Suite Services

Reservation and Check-in/Check-out Procedures

Hospitality suite exhibitors may check-in after 3 p.m. on Sunday, January 6 at the Venetian's front desk or the Invited Guest Check-in desk. Your actual suite number will be assigned at this time. The suite number cannot be assigned prior to January 6. If you are checking in later than January 6, please advise [Gaiya Berube](#), CES operations manager, so that your suite is held for you.

Hospitality suite exhibitors must check-out by 11 a.m. on Saturday, January 12 or the exhibitor will be charged for an additional day.

If you require additional nights for your hospitality suite (over and above the six [6] nights), please contact [Bobby Baumler](#), CES senior sales coordinator. Do not contact the Venetian directly to secure additional nights.

Each exhibitor is responsible for providing Bobby Baumler with the individual names that should be listed on the hospitality suite (who are permitted to check-in to the suite and obtain keys) no later than November 15. Guests authorized to receive suite keys will be responsible for any charges not covered by the Credit Card Authorization on file.

Avoid the long lines at main Venetian check-in! As a CES hospitality suite exhibitor, you can check-in at the Invited Guest Check-in Desk, located to the left of main registration. Room and tax for your contracted suite will be billed to CES and will be paid directly to the Venetian by CES. Each exhibitor is responsible for all other charges including, but not limited to food and beverage, incidentals, gratuities, and show services (electrical, phone, Internet). All orders must be accompanied by a credit card or guaranteed to the exhibitor's approved master account with the Venetian.

Suite Pictures and Virtual Tours

Virtual tours and pictures of all suite types can be viewed at <http://www.venetian.com/Company-Information/Photos-Tour/> and <http://www.palazzo.com/tour.aspx>.

Deliveries and Packages

No freight shipments are permitted to be delivered to a hospitality suite. Freight, crates, pallets or shipments are not permitted, as hospitality suites cannot be utilized for exhibiting large equipment or products. The Venetian's Package Center will only accept one (1) single box with a weight limit of 50 lbs. and an entire, cumulative shipment cannot exceed 200 lbs. Otherwise, the Package Center will not accept the shipment from UPS, FedEx, etc. Further, GES is not permitted to deliver packages or freight to these suites. Please keep this in mind when planning your meetings. The Venetian Package Center is located on Level 1, Galileo Foyer in the Venetian meeting rooms area.

If you need to ship something to your hospitality suite by using your preferred shipper (FedEx, UPS, etc.), you may address your package as such:



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Name of Exhibiting Company
Attn: Your Name (Hotel Guest)
2013 International CES
Suite # __td upon check-in__, The Venetian
c/o Venetian Package Center
3355 Las Vegas Blvd.
Las Vegas, NV 89109

Furniture Removal or Additions

The hotel is unable to remove or move any furniture from hospitality suites. 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 (\$450) will apply at the Venetian's discretion.

Suite Electrical

Each suite is equipped with 20 amps. There are two (2) 1,000-watt circuits per standard suite that make up a total 2,000 watts per suite. Exhibitors cannot exceed 1,000 watts per circuit, as the electrical circuits that feed each suite are part of a riser system.

No additional power will be available in the Venetian suites. Please contact [Jennifer Guevarra](#), Venetian hospitality manager, with any electrical questions.

Suite Internet

In each suite there is an existing Internet and phone connection. The in-suite Internet rate is \$15.95 per 24 hours. There is also an existing phone and fax system in each suite. Prevailing local and long distance Hotel rates will apply.

Suite exhibitors also have the option of ordering T-1 Internet service, which can service multiple users. An order form has been provided in this section. The deadline to order these services is November 1.

Hospitality Suite Signs

Exhibitors are permitted to have signs within their assigned suite but they must be free-standing. Signs are not permitted outside of your suite or in the hallways. Signs cannot be affixed to any walls, doors, artwork, sprinkler systems, doors, fixtures, windows or existing furniture within the suite. Additionally, signage is not allowed to block or otherwise interfere with the fire sprinklers. As a result, the Venetian requires that any free standing sign be less than 6 ft. in height.

Due to local fire codes, exhibitors are not permitted to have signage in the suite hallways, rotundas, or public areas. Signage found in these restricted areas will be removed immediately by hotel security.

Exhibitor hospitality suite numbers will be printed on signage created and placed by CES Operations, as well as distributed at info desks and offices and listed in the online directory. If you do not want your company's suite number published, or prefer to keep your hospitality suite location private, please contact [Bobby Baumler](#) no later than November 15.

There will be an info desk near the Casino Level entrance to the suite elevators to help attendees find the elevator bank, locate exhibitors and suite numbers. An information desk will also be placed on Floors 29, 30 and 31.



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Suite Housekeeping Services

Complimentary vacuuming and fresh linens will be provided in all suites during official show days. You may choose to have this service performed either between 6:30-8 a.m. (January 8-11) or between 6-9 p.m. (January 7-10).

A Suite Cleaning Request Form is included in this section. This form must be completed and submitted by November 1. If you do not respond by this deadline, a suite cleaning time will be assigned for you. Changes to your assigned time may not be able to be accommodated. If you choose to decline cleaning service, you may indicate as such on the form.

In-suite Hospitality and Dining Services

The Venetian does offer a limited supply of tables and other rental items that you may require for your suite. A full list of these items and their prices can be found in this section.

The Venetian can also cater to your food and beverage in-suite needs. Requirements may be arranged through the In-Suite Dining Hospitality Department. Please e-mail requests to [Jennifer Guevarra](#). Please be sure to submit your food and beverage order form, found in this section, by November 1. All orders received after this date will be subject to a \$50 surcharge.

Section 4

Rules and Regulations

Fire and Safety Regulations

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.

Smoking is prohibited in all areas during move-in, show days and move-out. 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. As a result, the Venetian requires that any decorative materials be less than 6 ft. in height. Any resulting damages will be charged to the primary exhibitor occupying the suite.

Due to regulations either implemented by The Venetian 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.

Equipment/Product 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.

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 walk the show floor on show days looking for exhibitors violating this policy. Should any exhibitors be found in violation of this policy, CES Show Management will take steps to shut down the exhibitor's booth immediately. This will be strictly enforced.

Product Demonstrations

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'.
- 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.

Sound Restrictions

A maximum noise level of 85 dB will be maintained on the exhibits 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 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. 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 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 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 2nd warning
- Booth power may be turned off for one day

Third Warning (Final):

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

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 a booth's content, CES Operations will investigate and determine if the content is offensive or inappropriate. Once 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 booth until the exhibitor ceases use of the content. Repeated violations of this policy can result in expulsion from CES.

Island Booth Exhibitors: 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 indicates that this causes substantial frustration in their ability to navigate the show floor.



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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.

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. Exhibitors must contract sufficient space in order to comply with this rule.

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.

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.

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 BluRays). 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.

The International 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. The International 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.

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:



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*"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.

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.

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 Promotional Opportunities at 401-849-9300 or ltardif@CE.org for more information.

Photography Regulations

Cameras are allowed on the show floor. Exhibitors and attendees may take pictures within the show for purposes of 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. Exhibitors have the right to report to security any instance of inappropriate photographing of company products or displays.

Age Restriction

No one under the age of 18 is permitted in the exhibit hall at any time. Contact CES Customer Service at CESreg@CE.org or 866-233-7968 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 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 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](mailto:Kevin.Berube) at 877-899-0986/401-234-4440 pre-show or 702-943-3531 on-site.



Section 5

Hotel Accommodations and Transportation

For information on hotel accommodations, on-site complimentary shuttle service, the Las Vegas Monorail, Bags to Go services and more, please visit our [Hotel and Travel](#) page.

Section 6

Liability and Insurance

Liability and Insurance

According to the 2013 International CES Space Contract Terms and Conditions, 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. Exhibitors, regardless of their specific exhibit location, must have a commercial general liability policy of no less than \$250,000 naming the following as additional insured:

- Consumer Electronics Association (CEA)
- The Venetian/Palazzo
- Global Experience Specialists (GES)
- Las Vegas Convention and Visitors Authority
- LVH
- Renaissance Las Vegas

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, LVH, Venetian/Palazzo Hotel, 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, 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 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 CEA nor the Las Vegas Convention Center, The Venetian/Palazzo, the LVH or other facilities used by CEA maintain insurance covering Exhibitor's property and it is the sole responsibility of Exhibitor to obtain such insurance. Certificates of insurance must be furnished by the exhibitor if requested by CES and must be available on-site during the show. Failure by CES to request proof of insurance shall not relieve exhibitor from carrying proper coverage. The exhibitor understands that neither CES nor The Venetian or other facilities used by CES maintain insurance covering the Exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

The CEA and all organizations and individuals employed by or associated with the International 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, accident, or any other destructive causes.

CEA and CES are not responsible for loss, damage or theft of exhibitor property. Please review the section of your exhibit space contract entitled Responsibility for Property. CEA 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.