

Exhibitor Deadline Checklist Venetian/Palazzo Hospitality Suites

Deadline	Action Item	Manual Section
ASAP	Make your hotel reservations early to receive the best rates and availability	1
September 1, 2012	Exhibitor Manual is available online: http://www.cesweb.org/venetianmanual	N/A
October 23, 2012	Experient attendee lead retrieval system / badge scanners (early bird/rate discount deadline!)	4
November 1, 2012	Discount deadline to order additional telecomm or dedicated T-1 service (there is an existing \$12.95/day standard Internet connection and standard hotel phones in your suite)	4
November 1, 2012	Deadline to submit cleaning services order form	4
November 1, 2012	Deadline to submit multiple guest authorization form	4
November 1, 2012	Advance rate deadline for Venetian catering orders and all other in-suite hospitality and meeting services requirements	4
November 30, 2012	Discount deadline for ordering security services for your suite	4
December 5, 2012	Deadline for receiving CES exhibitor registration badges by mail	2
December 12, 2012	Freeman AV order forms: Audio visual equipment, computer/office equipment, cell phones	5
January 2, 2013	Online CES registration closes	1
January 6, 2013	You may check-in to your hospitality suite at The Venetian/Palazzo after 3 p.m.	5

Questions?

Please contact Gaiya Berube, CES operations manager, via [email](#) or at 703-907-7685. Have a great show!