

Important Updates for 2015 CES High Performance Audio

****NEW Contract Process for 2015****

Your Exhibit Space Contract will now be electronically generated. Once your selection has been made verbally and it is added to our master floor plan, we ask that you follow this new process to guarantee your selection:

- Please complete your Exhibitor Information in an online form
<https://docs.google.com/forms/d/1Sq260mUViVz3aebQOZB227T0BSBIGmwZGqk8YCtnBqk/viewform>
The link will be emailed to you after your selection. **Please complete this form within 10 business days of selecting your exhibit space.**
- Once you have completed your information, the contract will be entered in our system and will be sent to you electronically for final signature. **Please complete within 48 hours of receiving the link.**
- *Please note that are not able to accept any paper contracts (i.e. fax, scanned version of this electronic file with hand-written notes) for the 2015 CES. If this causes an issue for you please contact Stacey Banchek (sbanchek@ce.org or 703-907-4319) immediately.

Please be advised that upon acceptance and signature of this contract, you are financially liable for the space you choose.

Sharing Exhibit Space- Updated Contract Process

- If you wish to share exhibit space with a partner company, please complete the “HPA Share Exhibitor Contact Information” in an online form at
<https://docs.google.com/forms/d/1fkun4U4sMlqp1zui6SiPzUG-e0n6OIPbJWfLMln9VBI/viewform>.
- Once you have completed your information, the share contract will be entered in our system and will be sent to you electronically for final signature. **Please complete within 48 hours of receiving the link.**
- Reminder all exhibitors are allowed a maximum of **6 shares** per suite.
- International CES encourages all exhibitors planning to share exhibit space to please submit the co-share forms **as early as possible** to minimize last minute paperwork.

Proxy Statement/Alternate Selection Designee Form- Update

- If you know in advance that you will not be available for your selection date and time, please send an email prior to your selection time to Stacey Banchek at sbanchek@CE.org with your preferences

Renovations at The Venetian for 2015:

Please note the Luxury and Bella suites will be undergoing a soft goods renovation this fall. The Venetian is going to replace carpet, paint, décor and some furniture and lighting in these suite types. The configuration of doors, walls and closets will remain the same, but the style and location of some furniture items may change. This is a great benefit as the rooms will be completed refreshed prior to CES! We will provide you with the updated floor plans later in the year.