



**INSTRUCTION OUTLINE  
HIGH-PERFORMANCE AUDIO EXHIBIT SPACE SELECTION  
THE VENETIAN  
2015 INTERNATIONAL CES<sup>®</sup>  
JANUARY 6-9, 2015**

**Please review this outline prior to your scheduled selection time to help familiarize yourself with the High-Performance Audio Exhibit Space Selection process.**

**1) LOCATE ALL NECESSARY INFORMATION**

Please locate the following information on our website [www.cesweb.org/2015hpaspaceselection](http://www.cesweb.org/2015hpaspaceselection):

- HPA Pricing Sheet
- Sample Exhibit Space Contract – Your Exhibit Space Contract will now be electronically generated from our system and sent to you after you select space with our CES Representative. There is no longer a paper contract to complete.
- Venetian Exhibit Suite Addendum and Venetian Meeting Room Addendum
- CEA Membership Information Sheet
- Floor Plan: Venetian meeting rooms floor plan
- Floor Plans: Venetian Tower Exhibit Suite: Levels 29, 30 and 34-35
- Floor Plans: The Venetian Tower exhibit suites
  - Luxury suite
  - Bella suite
  - Piazza suite
  - Prima suite
  - Renaissance Media suite

**2) CHOOSE A MEETING ROOM OR EXHIBIT SUITE**

- Please review the floor plans, as well as the pricing sheet to determine the space that best fits your display needs. The High-Performance Audio Pricing Sheet lists the meeting rooms, open booth space and exhibit suites with square footage and priority/standard and member/non-member costs.
- Meeting rooms are available on Level 2. These rooms are shown on the Venetian Meeting Rooms floor plan.
- There are five plan types of suites available. The Suite Layout floor plans detail the sizes and dimensions of the various plan types.

**3) EXHIBIT SPACE SELECTION CALL**

- On the evening prior to your scheduled selection date, we will attempt to email you a reminder indicating the time of your scheduled call.
- **A CES Representative will call you on your scheduled date and time.** During your selection call, we will update you as to additional space that was selected that day.
- You will then have the opportunity to verbally select your exhibit space. Once that is done, your selection will tentatively be added to our master floor plan.
- **As mentioned, now that you have been notified of the date and time CES will be calling you to select your company's exhibit space, it is important that you be available at this time. If you should miss your scheduled time we will have to proceed to the next company on the Exhibit Space Selection list.**

***\*\*If you know in advance that you will not be available on your scheduled date and time, please send an email prior to your selection time to Stacey Banchek at [sbanchek@CE.org](mailto:sbanchek@CE.org) with your preferences. Please refer to Section 6 of this outline for details.***

#### **4) CONTRACTING FOR YOUR EXHIBIT SPACE- 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/1Sq260mUViVz3aebQOZB227T0BSBIGmwZGqk8YCtnBgk/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](mailto: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.*

#### **5) PAYMENT INFORMATION**

- Please refer to the High-Performance Audio Pricing Sheet for exhibit space rates.
- **20% of the Exhibit Space Cost is immediately due upon submission of the contract.** Your invoice will be emailed to you for your initial deposit within 7-10 business days of the contract being processed.
- **60% of the Exhibit Space Cost is due by June 1, 2014.** If submitting a completed contract after June 1, 60% initial deposit must accompany your contract submission.
- **100% Exhibit Space Cost is due by October 1, 2014.** Contracts submitted starting October 1, 2014 must be accompanied by 100% payment in full.

***Please refer to the Exhibit Space Contract for specific payment terms.***

#### **6) PROXY STATEMENT/ALTERNATE SELECTION DESIGNEE FORM- NEW PROCESS**

- It is important that you be available on your scheduled selection date and time. However, if you know in advance that you will not be available; please send an email prior to your selection time to Stacey Banchek at [sbanchek@CE.org](mailto:sbanchek@CE.org) with your preferences.

#### **7) REQUEST FOR EXHIBIT SPACE CHANGE FORM**

- Should you prefer an exhibit suite or meeting room already selected by another company, you may send an email to Stacey Banchek at [sbanchek@CE.org](mailto:sbanchek@CE.org) to be added to the waiting list.
- These requests will be prioritized in accordance with the priority point system and the date on which it is received.
- Should space become available, you will be contacted by the CES staff.  
***Note: Submitting a request to change does not absolve you from liability of your original Exhibit Space Contract should we be unable to satisfy your request.***

#### **8) SHARING EXHIBIT SPACE**

- 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.**
- The share company with which you intend to share must also comply with CES Rules and Regulations.
- There is a limit of 6 Shares per High-Performance Audio exhibit suite.
- ***International CES encourages all exhibitors planning to share exhibit space to*** please submit the co-share contract **as early as possible** to minimize last minute paperwork.

#### **9) SPACE SELECTION NUMBER**

International CES calculates your company's Exhibit Space Selection Number based on the following criteria (listed in order of significance):

- The number of years your company has exhibited in the International CES
- CEA Membership (*please note that CEA Members receive an additional discount on exhibit space*)
- Size of prior year exhibit space (*used to determine tie-breaker situations*)
- Satisfaction of all financial obligations and contractual commitments with CES

***If at any point in the Exhibit Space Selection process you should have any questions, please contact Stacey Banchek at 703-907-4319 or [sbanchek@CE.org](mailto:sbanchek@CE.org).***