



Survival Kit 2007

Exhibitor Survival Kit Table of Contents:

Introduction	2
Target Freight Move-In	2
Set-Up Hours	2
Holiday Closures	3
Clean Floor Policy	3
Equipment on the Show Floor	4
Show Hours	4
Exhibitor-Appointed Contractors	4
Work Guidelines	5
Cart Load Service	5
Exhibit Display Reminders	5
Show Rules and Regulations	6
Hanging Signs and Tower Guidelines	7
Double Decker Booths	8
Lights Out Procedure	8
Security and Emergency	9
Booth Security Orders	9
Merchandise/Product Removal	9
SES at The Sands/Venetian	9
Food and Beverages	10
LVCC Wireless Access and Internet Service	10
LVCC Internet Security	10
The Sands/Venetian Internet Security	11
Hotel/Travel Information	11
Complimentary Shuttle Bus Service	11
Sands/Venetian Express	11
Las Vegas Monorail	12
Badges	12
Move-Out	12
Labor at Show Break	13
Booth Number Locations and Contacts	14

Greetings from the CES Operations team!

We look forward to making your exhibiting experience at the upcoming 2007 International CES the best ever. Once again, we've assembled this Exhibitor Survival Kit to provide you with concise and important information to help you once you get on-site. So print this out, share with your staff, and bring it along to the show for valuable information at your fingertips.

Most of this information can also be found in your CES Exhibitor Manual CD-ROM, which you should have received by now and is also available for download from www.CESweb.org/manual.

When you arrive at the show, you will also be receiving an Exhibitor Welcome Kit at your booth January 5 to complement this document. If you'd like to pick it up sooner, please stop by one of the floor manager desks or CES Show Offices.

Target Freight Move-In

Using the [Target Move-In/Move-Out floor plans in the Exhibitor Manual](#), find the color-coded move-in floor plan for your hall location to determine the designated day for arrival of your freight. Strict adherence to this schedule will expedite the installation of your exhibit and avoid off-target surcharges. It is your responsibility to notify both your display house and carrier of your target date.

- If you ship your freight in advance to the GES warehouse, your freight will be in your booth at 8 a.m. on your target date. This is one of the benefits of shipping in advance. You'll pay a slightly higher rate, but your freight will be there when you arrive and you can schedule labor to work the full day. NOTE: the last day for advance shipments to arrive at the warehouse without surcharges is December 18 (January 4 for Venetian exhibitors)!
- If you ship your freight direct to the show site, your freight will be delivered to your booth on your target day. Your carrier may check-in starting at 6 a.m. at the designated marshaling yard. Carrier check-in times vary for Venetian exhibitors; please consult your Exhibitor Manual. Keep in mind that freight receiving is an all-day process and it may take several hours for your truck to move through the marshaling line, and then for your freight to be unloaded and delivered to your booth. Therefore, it is best to schedule labor for 8 a.m. on the morning following your target date.

Set-Up Hours

Exhibitor installation begins on the following dates by facility:

December 28	Las Vegas Convention Center
January 2	Sands Expo and Convention Center
January 4	Las Vegas Hilton
January 5	Renaissance at 3 p.m.
January 6	The Venetian at 1 p.m. for Venetian meeting room exhibits; 3 p.m. for Venetian Tower exhibit suites

Daily set-up hours are 7:30 a.m.- 7 p.m. Late works passes will be issued upon approval from the CES Floor manager in your area. You must obtain these by 2:30 p.m. on the day the late work is to occur.

Holiday Closures

The GES warehouse will be closed for freight deliveries on December 22-25, 2006 in observance of Christmas.

All LVCC exhibit halls will be dark for two (2) days this year! No exhibitor activity will be permitted on Sunday, December 31, 2006 and Monday, January 1, 2007. The GES warehouse will also be closed on these days.

Sands Exhibitors: The first day of move-in at the Sands will not take place until January 2, 2007. [Consult your target maps](#) to plan your trip to Las Vegas accordingly.

Clean Floor Policy

The following Clean Floor Policy will be strictly enforced:

Saturday, January 6, 2007

ASAP	Crates should be unpacked and labeled "empty" for removal from the floor as soon as possible.
6 p.m.	All crates must be empty and labeled for removal.
10 p.m.	All crates must be removed from the building regardless of status.
10 p.m.	Visqueen must be removed, rolled up and placed in the aisle for removal.

Sunday, January 7, 2007

1 p.m.	Cartons, fiber cases and packing material must be empty and labeled.
1 p.m.	Accessible storage items must have a work order submitted for pick-up and be labeled for removal.
3 p.m.	All booths must be completely set (Carpet is not mandatory at The Venetian or Hilton as these locations have existing carpet).
3 p.m.	Booth space or meeting rooms not occupied by 3 p.m. will revert to CES.
5 p.m.	Visqueen should be rolled up and placed in the aisle.
7 p.m.	All aisles must be 100 percent clear of product or any other items that may impede GES in laying down aisle carpet.
10 p.m.	Ladders and gang boxes must be removed from the show floor

January 8, 2007

6 a.m.	So as to ensure a clean show floor and smooth show opening, absolutely no exhibitor or EAC equipment will be allowed on the show floor beyond 6 a.m.
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The main focus is to move the large crates off the show floor and allow more room and time for exhibitors to place product, test equipment, and fine-tune their booth in a clean and orderly exhibit hall on Sunday, January 7. This will also allow CES to clean and conduct a final check of the floor before show opening.

Equipment on the Show Floor

New in 2007! Exhibitor and EAC equipment on the show floor will be limited to the following time frames:

- Exhibitor and EAC (exhibitor appointed contractor) ladders and gang boxes must be removed from the show floor by 10 p.m. on Sunday, January 7 and not permitted until the close of show.
- Absolutely no motorized equipment will be allowed on the show floor after 6 a.m. on Monday, January 8; this includes all boom, scissor and forklifts and motorized scooters.
- These time frames will be strictly enforced by GES and CES floor managers to ensure a clean and smooth show opening.

Show Hours

Sands Expo and Convention Center/The Venetian

Monday, January 8, 2007	8 a.m. - 5 p.m.
Tuesday, January 9, 2007	8 a.m. - 5 p.m.
Wednesday, January 10, 2007	8 a.m. - 5 p.m.
Thursday, January 11, 2007	8 a.m. - 3 p.m.

Las Vegas Convention Center, Las Vegas Hilton, Renaissance

Monday, January 8, 2007	*10 a.m. - 6 p.m.
Tuesday, January 9, 2007	9 a.m. - 6 p.m.
Wednesday, January 10, 2007	9 a.m. - 6 p.m.
Thursday, January 11, 2007	9 a.m. - 4 p.m.

*LVCC South Hall opens at 9 a.m.

Exhibitor-Appointed Contractors

If you plan to use an exhibitor-appointed contractor (EAC) for the installation and dismantle of your booth, the deadline to submit the necessary paperwork for CES Operations approval is December 15, 2006.

If you or your EAC have not submitted paperwork, you must do so immediately, or your EAC will not be granted access to work on the show floor. Forms include the Notification of Intent, EAC Agreement, and Certificate of Insurance. If you have any questions call (703) 907-7637 or e-mail EAC@CE.org.

EAC Online Registration

The online EAC tool at www.CESweb.org/EAC makes it easier for EACs to manage required information, to track updates to their client listing, and to keep on top of upcoming deadlines. Read more.

Without properly registering with CES, EACs will not be able to work on the CES show floor. Take a few moments to register your EAC at www.CESweb.org/myEAC as an official contractor at CES so they obtain these and other important instructions.

Work Guidelines

Full-time personnel of an exhibiting company may set up their booth displays, with the exception of certain work covered by the jurisdiction of various Las Vegas unions.

All company personnel working in your booth must have a photo ID and proof of company affiliation. At the request of union officials, CES Operations may request to see this information.

Cart Load Service

If you have a small amount of materials that you need assistance with, you are eligible to take advantage of the cart load service offered by GES (not available at The Venetian).

This service is for those who have small, hand carry items all of which must fit onto a 3'x4' push cart, in one trip only. A cart load is eight (8) pieces or less weighing less than 250 lbs. total. If you arrive with a truck/van or trailer filled with exhibit material you will not qualify for the service and will be redirected to the appropriate marshaling yard.

LVCC Exhibitors: This service will be available during move-in beginning on Saturday, January 6 through Sunday, January 7, 2007 from 8 a.m. - 5 p.m. each day, and during move-out on Thursday, January 11, 2007 from 6 - 10 p.m. The cost for this service is \$42 each way. LVCC exhibitors can bypass marshaling and go to one of three designated areas for assistance:

- Outside of Freight Door 1 for exhibitors in the North and Central 1-2 Halls
- Outside Freight Door 9 for exhibitors in Central 3-5
- East end of the South Hall for exhibitors in the South Halls

Sands Exhibitors: This service is free of charge for Sands exhibitors and available during move-in beginning on Saturday, January 6 and Sunday, January 7, 2007 from 8 a.m. - 5 p.m. each day, and during move-out on Thursday, January 11, 2007 from 6 - 10 p.m. The cart service area is located in the Imperial Palace parking lot off Harman Avenue behind the Sands. **Please note:** Cart load service is unavailable at The Venetian.

Exhibit Display Reminders

1. Any portion of a display that extends above or beyond that of the booth adjoining to the rear or side must be finished with paint or drapes at the expense of the exhibitor. Any portion of your booth facing an aisle must be finished.
2. No signs or decorating materials may protrude into the aisles or encroach upon neighboring exhibits.
3. If an exhibit interferes with the rights of other exhibitors or does not conform to prevailing standards of good taste, CES Operations may require immediate changes.
4. No live animals are permitted under any circumstances.
5. Booths at the LVCC and Sands must be fully carpeted or have other professional floor covering installed. Booths lacking carpet by 3 p.m. January 7 will have carpet installed at the exhibitor's expense.
6. Signage is not permitted in any of The Venetian meeting room corridors, suite hallways or rotundas.

Show Rules and Regulations

NEW IN 2007! Exhibit Booth Display Regulations

As published in the [CES Exhibitor Manual](#), booth structures and elements must be maintained within your exhibit space footprint, and not protrude into the aisles. This includes all overhead items as well like truss work, lighting apparatus, audio and projection equipment, speakers, etc. These elements must be directed into your booth, not towards the aisles or neighboring exhibitors.

Sound Restriction

A maximum noise level of 85 decibels will be maintained on the exhibit floor, in meeting room exhibits and in all exhibit suites.

Both Activity/Crowd Control

As a matter of safety and courtesy to others, booth demonstrations must be confined within the exhibit space so as not to interfere with traffic flow in the show aisles or encroach into neighboring exhibits. Booth activity includes sales presentations, product demonstrations, entertainment, celebrity appearances, etc. Exhibitors must contract sufficient space in order to comply with this rule.

If you are planning any type of booth activity for which you anticipate the gathering of a large crowd, you are responsible 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.

Product Demonstrations

Product demonstrations are permitted. Please abide by the following regulations:

- A maximum noise level of 85 decibels will be maintained on the exhibit floor, in meeting room exhibits and in all exhibit suites.
- 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'. This allows room for the viewing attendees to be contained within the booth limits.
- 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.
- Product demonstrations must be contained wholly within the purchased exhibit space.

No Selling 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 Operations and representatives from the Clark County Business License office will be walking the show floors on show days looking for exhibitors violating this policy. Should any exhibitors be found in violation of this policy, CES Operations will take the proper steps to shut down the exhibitor's booth immediately. This action will be strictly enforced.

Be sure to share this information with those staffing your booth on-site. We appreciate your attention to the serious nature of this policy, and ask all exhibitors to adhere to this important regulation.

Booth Blocking

Island Booth Exhibitors: In the spirit of neighborly cooperation, we ask you to avoid adding any unnecessary walls or drapes that may contribute to obstructed views of your exhibitors that surround your booth. Feedback from our attendees indicate that this causes substantial frustration in their ability to navigate the show floor.

Please take your exhibiting neighbors into consideration when positioning hanging signs and exhibit structures that could impede or obstruct lines of site to them. Your thoughtful planning will make the show a better experience for yourself, attendees navigating around the halls, and other exhibitors.

Hanging Signs and Tower Guidelines

LVCC Exhibitors: Please contact Steve Williams with GES Exposition Services for specific questions regarding hanging signs at (702) 515-5716 or e-mail swilliams@ges.com.

Sands/Venetian Exhibitors: Specialized Event Services (SES) must hang signs that are 200 lbs. or more, any signs requiring electrical, and all signs that need to be hung in The Venetian. All other signs can be hung by GES. Please contact SES at (702) 732-5644 or e-mail rigging@sandsexpo.com if SES is hanging your sign.

Please note: Venetian meeting room exhibitors wishing to hang a sign or banner within your exhibit meeting room, please contact Gaiya Sims at (703) 907-7685 or gsims@CE.org for ceiling height guidelines and approval.

Las Vegas Hilton Exhibitors: Please contact Trisha Allred with Encore Productions at (702) 732-5644 or e-mail tallred@encoreproductions.net.

Renaissance Meeting Space Exhibitors: if you wish to hang a sign or banner within your meeting room, please contact Noelle Becker at (703) 907-7623 or nbecker@CE.org for ceiling height guidelines.

All hanging signs must adhere to the following regulations:

The height of the hanging sign from the floor to the top of the sign may not exceed the following height limits. Due to the fixed height of ceilings, the following height restrictions are not subject to variances.

Show Location	Max. Height
LVCC North Halls 1, 2, 3, 4 (Booths 100-6,999)	30'
LVCC Central 1,2 (Booths 7,000-9,700)	20'
LVCC Central 3,4,5 (Booths 9,800-15,999)	30'
LVCC South Hall 1, 2, 3, 4 (Booths 20,000-39,999)	22'
Sands	25'
The Venetian	Varies
Hilton Pavilion and Center	20'
Renaissance meeting space	Varies

Double Decker Booths

November 1 was the deadline to receive fire marshal approval on double decker booths. If you have not received approval yet, you must do so immediately in order to avoid potential issues on-site!

Questions regarding what is acceptable in the design of your upper deck or covered areas, should be directed to the Office of Fire and Safety as follows:

Las Vegas Convention Center

Mike Massey
Fire & Safety Coordinator
Las Vegas Convention Center
3150 Paradise Rd.
Las Vegas, NV 89109
(702) 892-7413 phone
(702) 892-7671 fax
Mmassey@lvcva.com

Sands Expo and Convention Center

Clark County Fire Department
Fire Prevention Bureau
575 E. Flamingo Rd.
Las Vegas, NV 89119
(702) 455-7316 phone
(702) 455-7347 fax

Las Vegas Hilton

Clark County Fire Department
Fire Prevention Bureau
575 E. Flamingo Rd.
Las Vegas, NV 89119
(702) 455-7316 phone
(702) 455-7347 fax

Lights Out Procedure

If you need to adjust the ambient lighting above your booth, a Lights Out Request Form must be completed and turned into GES at the LVCC and SES at the Sands prior to January 6, 2007.

This form is located in [Show Utilities section of your Exhibitor Manual](#) or you can obtain a form from the GES service desk during move-in. Depending on the location of your booth, a fee may be charged to facilitate your lights out request.

Depending on the location and number of lights needing to be turned off, a CES floor manager may need to determine if the action will impact neighboring exhibitors.

Security and Emergency

All emergencies must be reported to the show facility immediately. The 24-hour security number at each facility is as follows:

LVCC - (702) 892-7400/house phone dial 7400

Sands - (702) 733-5195/house phone dial "0"

Venetian - (702) 414-3911/in hotel dial "0"

Hilton - (702) 732-5414/in hotel dial "0"

Renaissance - (702) 733-6533/in hotel dial "0"

IMPORTANT: Dialing 911 will delay the response by medical personnel who may not be able to find or get to the location of the emergency.

Booth Security Orders

Security guards tend to be a hot commodity in Las Vegas during CES and sell out quickly. The order deadline was December 4, so if you haven't made booth security arrangements by now, do so immediately!

Security order forms, including a list of alternate security companies, can be found in the [Booth Security section of the Exhibitor Manual](#).

Merchandise/Product Removal

New for 2007! Only CES exhibitors are permitted to remove merchandise/product from the show floor during move-in, show days and move-out.

Exhibitors wishing to remove merchandise/product must present **both a photo ID (drivers license or passport) and business card** to the security guard upon exiting the show floor. The security guard will cross-check the ID with the exhibitor's badge for verification. Show attendees are prohibited from carrying product off the show floor at any time.

ALL BAGS ARE SUBJECT TO SEARCH

As another step to heighten security, all bags will be subject to search upon entry into CES show locations starting noon Sunday, January 7, through the close of show on Thursday, January 11. This includes personal possessions such as purses, laptop cases, and backpacks.

SES at The Sands/Venetian

For Sands and Venetian exhibitors, Specialized Event Services (SES) is the exclusive in-house provider of telecommunications, Internet, electrical, catering (Sands exhibitors only), cleaning, hanging applications, video signal distribution, compressed air, water, and drainage.

SES is staffed by technical experts who will assist you with all of your intricate needs. They are pleased to provide a full complement of in-house technical services during the show.

SES will have service desks at the following locations and can also be reached by calling (702) 733-5070:

In the Exhibitor Service Center located in the back of Hall B

On the lower level lobby across from room 101

In The Venetian meeting space on Level 3 across from Murano 3201

On floor 29 in The Venetian Tower, suite 29-205

Food and Beverages

All show facilities have catering services that must be used for all in-house food and beverage; this includes water bottles and food items with your company name or other logo.

Refer to the menus and order forms in the [Supplemental Services section of your Exhibitor Manual](#), or contact a catering manager to discuss your needs.

This year at the LVCC, Aramark, the official food vendor at the Convention Center, has added a number of grab-and-go and mobile vendor locations in addition to their permanent vendors throughout the show floor. This will improve food lines and ensure that attendees and exhibitors don't leave the show hungry! Aramark will also be providing beverage services in cab lines that will feature \$1 bottled water. Be on the look out for these new locations if you need to grab a quick bite to eat.

Las Vegas Convention Center	Aramark, (702) 943-6910
Sands	Specialized Event Services (SES), (702) 733-5070
The Venetian	(877) 226-8319
Las Vegas Hilton	Catering Department, (702) 732-5624
Renaissance	(702) 784-5782

LVCC Wireless Access and Internet Service

Smart City is the exclusive provider of internet, wireless and telecommunication services at the LVCC. Their expert staff is available to assist you with last minute planning, orders and questions, so call their CES Hotline, available now and also on-site, at (702) 943-6CES.

Please be aware of the following helpful tips when doing your final preparations for CES:

- If your booth requires the use of a wireless router or access point in the LVCC, it is imperative that you notify Smart City as early as possible. This will help to achieve optimum performance and avoid blocking of your access point(s).
- Exhibitors are prohibited from distributing hard wire internet or phone to other booths, or use routing devices as it interferes with frequencies and service.

LVCC Internet Security

Upgrade Your Software Prior to Showtime

Smart City (LVCC only) also requires exhibitors to use systems with the latest virus definitions and operating system patches. Devices causing network problems will be disconnected from the network until they are free of problems.

Smart City will have automatic port monitoring that will close down ports when it detects a problem. The Smart City Network Security Declaration can be found in the [LVCC Show Utilities section of the Exhibitor Manual](#).

The Sands/Venetian Internet Security

The Sands/Venetian is aware that many exhibitors will be bringing in their own wireless equipment to demonstrate their new equipment and services. In order to avoid disruptions in service, please abide by the SES rules and regulation.

The high number of these devices creates interference to other exhibitors attempting to access wireless service. Given the high number of wireless devices in use we anticipate a saturation of wireless signals and conflicts on the show floor.

To ensure proper service, we are encouraging exhibitors to please order one of SES' wired products. Your SES service brochure provides all the available options for you to order wired service. Order wired services to avoid any disruptions in service on the show floor. Be sure to order by December 19 to receive price discounts. More information is available on the exhibitor manual CD-ROM.

Please call the Sands/Venetian Internet Department at (702) 733-5531 for more information or visit www.sandsexpo.com.

Hotel/Travel Information

Hotels are selling out fast, but there are still some hotel rooms available at CES hotels such as Imperial Palace, Palms, Alexis Park and Flamingo. Visit www.CESweb.org/travel for details. CES has partnered with 1-866-VEGAS-NOW to help you find hotel rooms, show tickets, and more. Call them or check them out online at http://www.vegasnow.com/2007_ces for last-minute deals.

Complimentary Shuttle Bus Service

[Download the Shuttle Bus Service Schedule](#) for a full listing of services and route information.

In addition to the complimentary hotel shuttle service to/from CES hotels and the LVCC and Sands/Venetian, CES offers the following services:

- Las Vegas Convention Center Shuttle Loop: Why walk when you can hop on a shuttle? The LVCC loop stops at 5 key locations around the LVCC. Operates Sunday- Thursday.
- Golf Cart Intraconnect: Operates between South Hall 2 and the back of Central Hall 5 Monday thru Thursday.
- Airport Shuttle: We hate to see you go, but CES makes it even easier to get to McCarran Airport. The \$5 shuttle service runs every 30 minutes on Wednesday and Thursday, beginning at 10 a.m. Pick up locations at the LVCC are the South Hall 1 patio and the Central Hall 2 patio. Pick up at the Sands/Venetian is the underground bus loading area.

Sands/Venetian Express

Take the Sands/Venetian Express to the High-Performance Audio & Home Theater exhibits at The Venetian.

Service operates every 10 minutes Sunday through Thursday. At the LVCC, the boarding location is at the front of the Central Hall 2 entrance. At the Sands/Venetian, the boarding location is at the front of Sands, on Sands Avenue.

ADA Access

ADA accessible buses are available for those with special needs. Please call CMAC at (401) 826-4100 or (702) 943-3531 when on-site, to arrange your transportation.

Las Vegas Monorail

Save time and take the Monorail to the Las Vegas Convention Center and the Las Vegas Hilton.

Stopping at the LVCC and six other hotel stations, the monorail travels end-to-end and runs 7 a.m.-2 a.m., Monday through Thursday and 7 a.m.-3 a.m. Friday-Sunday. Tickets start at \$5 1-ride, \$15 one-day pass and \$35 for ten-ride pass. Visit www.lvmonorail.com for more details and ticket information.

NOTE: the Monorail does not go to the Sands/Venetian; take the Sands/Venetian Express to see Innovations Plus at the Sands and High-Performance Audio & Home Theater exhibits at The Venetian.

Badges

If you did not receive your badge in the mail or need to register on-site, Exhibitor Registration is located in five key locations:

At the LVCC in the CES Central Plaza, in the South Hall at the Swenson Street entrance

In the Venetian Level 1 lobby

In the Las Vegas Hilton in Ballroom G.

If you received your badge in the mail, you will find Badge Holder Pick-up desks at all main entrances on-site.

Two forms of identification (one personal, one business) are required when picking up badge holders or when registering on-site. Only exhibitors with proper identification will be permitted to pick up multiple badges or badge holders for their staff. Acceptable forms of business ID include a business card, pay stub or statement on company letterhead indicating that you are representing that company at the International CES.

NEW FOR 2007! Exhibitor Temporary Badge Pick-Up

Will you need access to your booth on a day before registration opens? If so, please visit one of the Temporary Badge Pick-Up counters to pick up your badge holder or get a temporary badge if you do not have a badge.

Counters will be located in the LVCC Grand Lobby, LVCC South 1 Lobby, LVCC South 2 Lobby, Venetian Lower Lobby and the Hilton Ballroom Lobby. You will need to have a badge as well as photo identification and proof of company affiliation. Access onto the floor will not be granted without a temporary badge or badge in a badge holder. Group badge holder pick-up and exhibitor registration is not available at these counters; these services will be available when registration opens on Friday, January 5.

Move-Out

A separate bulletin will be distributed to all exhibitors on Wednesday January 10 that will include information on dismantling and moving your booths out of the hall. Read more.

All exhibitors must keep their display open and manned during the entire show through show break at 4 p.m. (3 p.m. at Sands/Venetian) on Thursday, January 11. Failure to abide by this rule may result in loss of priority points.

- **NEW FOR 2007! Target Move-Out Information: LVCC, Sands and Hilton Exhibitors**
We have restructured the move-out process and developed a targeted system which provides you with a clear explanation of when your booth needs to be dismantled, packed, and ready for removal and shipping. Consult the Target Move-Out maps on the Exhibitor

Manual CD-Rom or [online](#) and determine your designated day to schedule outbound shipping for your freight. You will also find the following information on the Target Move-Out floorplans:

- Time frame for Empty Returns - we strongly recommend that you schedule your dismantling labor with these return times in mind
 - Completion time that your booth must be packed at ready to go
 - Time frame for your outbound material handling form to be turned in to the GES Servicenter
 - Time frame for your carrier to check-in
-
- **Venetian Meeting Room Exhibits:** All cartons and fiber cases will be returned to exhibitors by 8 p.m. on Thursday, January 11. All crates will be returned by midnight. All freight/materials must be removed from your assigned meeting room by 5 p.m. on Friday, January 12.

 - **Venetian Tower Exhibit Suites:** All cartons and fiber cases will be returned to exhibitors by 9 p.m. on Thursday, January 11. All crates will be returned by midnight. All suite exhibitors must check-out of their assigned suite and have all cartons and fiber cases packed and labeled for removal no later than 5 p.m. on Friday, January 12.

 - **Renaissance Meeting Space Exhibits:** All cartons and fiber cases will be returned to exhibitors by 6 p.m. on Thursday, January 11. All crates will be returned by 8 p.m. All freight/materials must be removed from your meeting space by 12 noon on Friday, January 12. Please refer to your Meeting Space Addendum for more details.

Review the [Shipping and Material Handling section in your Exhibitor Manual](#) for more information and details regarding the new target move out procedures. If you have questions, please contact your GES Zone Manager or Service Executive or visit the GES service desk.

Labor at Show Break

As an additional safety and security measure, **no workers will be permitted on the show floor until one hour after the show closes on Thursday at the LVCC and Sands, one half hour at the Hilton.**

This includes all I&D labor, electricians, stagehands, cleaners, vendors and all EAC workers. The only exception is teamster labor to roll the aisle carpet one half hour after the show break at the LVCC and Sands.

What does this mean for you? If you have labor scheduled for the show break, please adjust the start time so that your labor begins one hour after the show break (one half hour at the Hilton). GES will make the adjustment accordingly for their labor, but it is your responsibility to reschedule all other contract labor (EACs, a/v companies, etc.).

Please refer to the Show Close Schedule handout for further details and if you have additional questions, contact your CES floor manager or call the Exhibitor Hotline at (702) 943-4074.

Booth Number Locations and Contacts

SHOW LOCATION	BOOTH SERIES	CONTACT PERSON
Las Vegas Convention Center Las Vegas Convention Center Central Plaza Las Vegas Hilton	100-37999 CP1-CP20 49000-61000	Katie Swearingen (703) 907-7685 kswearingen@CE.org
Sands Expo and Convention Center	68000-73999 IP200 – IP305	Colleen Phalen (703) 907-5243 cphalen@CE.org
The Venetian	The Venetian exhibit suites and meeting room exhibits	Gaiya Sims (703) 907-7685 gsims@CE.org
Renaissance	Renaissance Hospitality Suites and Meeting Space	Noelle Becker (703) 907-7623 nbecker@CE.org
TechZones, CES Meeting Place	LVCC and Sands	Mary Cole (703) 907-7681 mcole@CE.org
Trade & Association Booths	LVCC	Christine Franca (703) 907-7684 cfranca@CE.org
LVCC Exhibitor Meeting Rooms	Rooms N101-N120 Rooms N201-N251 Rooms S201-S218	Kelly Butler Holtz (503) 296-9321 kbholtz@juno.com
One-Day Exhibitor Meeting Rooms	Las Vegas Hilton, Riviera	onedaymeetings@CE.org