2004 International CES — PRODUCED BY CEA — DEFINING TOMORROW'S TECHNOLOGY

If you are planning to host an event in your booth for <u>non-exhibiting guests before or after official show hours,</u> please complete the attached form and fax to International CES Operations at (703) 907-7602 by close of business Friday, December 5, 2003 to obtain approval.

Official Show Hours	
Thursday, January 8	10:00 am – 6:00 pm
Friday, January 9	9:00 am – 6:00 pm
Saturday, January 10	9:00 am – 6:00 pm
Sunday, January 121	9:00 am – 4:00 pm

PROCEDURES

1. For events with 20-50 invited guests, you are required to hire one (1) security guard starting 15 minutes prior and 15 minutes following your event. For event events with 50 or more invited guests, you are required to hire one (1) security guard for every 50 people.
Security guards may hired through one of the official security companies: Pro-Tect (702) 735-0110 or SOA (702) 386-8065. Pro-Tect provides perimeter security for the LVCC North and Central Hall; SOA for the LVCC South Halls and Las Vegas Hilton. However, you have the option of hiring either company to provide security at your booth.
2. You are required to fax proof of your security order along with this request form to CES Operations. No event will be approved without such documentation.
3. Guest lists must be submitted along with this form for events for more than 20 guests.
4. Once your event is approved, we will you fax a confirmation to you along with a map and floorplan designating the entry and/or exit point for your guests. <u>This is the only location from which your guests will be allowed to enter or exit the exhibit hall at any time before or after official show hours.</u> The security guard at this entry point will have your list of invited guests and will check each person's name as they enter.
5. You are required to have at least one (1) member of your staff for each 50 guests stationed at your designated exhibit hall entry point to meet and greet your guests and escort them directly to and from your booth. Guests must remain in your booth during the event and may not wander the show aisles or enter a neighboring exhibitor's booth.

PLEASE NOTE

- All guests must be badged International CES attendees. No guests will be allowed on the exhibit floor without an official International CES badge. Registration and badge information can be obtained from our website at http://www.CESweb.org.
- Your event may not extend beyond your approved time period. Security will escort all remaining guests off the show floor 15 minutes following the end of your event.
- Exhibit hall lighting will be at 50% until 30 minutes before and after official show hours.
- Taxis are typically difficult to obtain at the Las Vegas Convention Center later than one hour past show closing. For after-hours events, guests may need to walk to the Las Vegas Hilton or Riviera Hotel to get a taxi unless you make special transportation arrangements for them. Contact CMAC at (401) 826-4100 for assistance.

QUESTIONS

If you have any questions regarding the procedures or approval process, please contact International CES Operations at CESops@ce.org. Otherwise, please fax this form along with your security guard confirmation and guest list to (703) 907-7602.

Event Title and Description		Number of Attendees
Event Date	Event Start Time	Event End Time
Company Name	On-Site Contact Name	Booth #
Phone	Fax	Email

CES SHOW MANAGEMENT APPROVAL (To be completed by CES Operations upon receipt of application)

_____ The above event is approved.
_____ The above event is denied for reason(s) as follows: _____

_____ .

Security Check Point for entry and exit is _____ .