



## **Section 1: General Information**

The Venetian/Palazzo Hospitality Suites Manual was created specifically for exhibitors in the Venetian/Palazzo hospitality suites. It includes information on vendor services and rules and regulations.

If you are an exhibitor in the Sands/Venetian exhibit space, which includes Sands, Level 1, Hall G, Level 2, Halls A-D and Levels 1-4 Venetian meeting rooms, please refer to the [Sands/Venetian Exhibitor Manual](#). Likewise, if you are a Venetian exhibit suite exhibitor, please refer to the [Venetian Exhibit Suites Exhibitor Manual](#).

Questions on the logistics surrounding your exhibit space can be sent to [CES Operations](#). Be sure to visit [CES.tech](#) for the latest show news and information.

On behalf of the entire CES staff, we look forward to seeing you in Las Vegas in January 9-12!

### **Hospitality Suites**

Exhibitors have the opportunity to contract for hospitality suites during CES at The Venetian/Palazzo. Hospitality suites are to be used for meetings or for hospitality purposes only. Absolutely no exhibits may be constructed or installed and Freeman is not permitted to deliver freight to these suites.

### **Exhibit Hours**

Tuesday, January 9	10 AM-6 PM (C Space 9 AM-5 PM)
Wednesday, January 10	9 AM-6 PM (C Space 9 AM-5 PM)
Thursday, January 11	9 AM-6 PM (C Space 9 AM-2 PM)
Friday, January 12	9 AM-4 PM (C Space Closed)

### **Exhibit Venues**

Tech East

Las Vegas Convention Center (LVCC)

North Hall	Booth #s 3000-9999
Central Hall	Booth #s 10000-19999
South Hall 1	Booth #s 20000-22999
South Hall 2	Booth #s 25000-27999
South Hall 3	Booth #s 30000-32999
South Hall 4	Booth #s 35000-37999
Central Plaza	Booth #s CP1-CP30
North Plaza	Booth #s NP1-NP20
South Plaza	Booth #s 60000-65999
	North Meeting Rooms - Lower Level N101-N119
	North Meeting Rooms - Upper Level N201-N249
	South Meeting Rooms - Lower Level S101-S118
	South Meeting Rooms - Upper Level S201-S218

Renaissance Las Vegas      Hospitality Suites and Meeting Rooms



**Westgate**

Paradise Center	Booth #s 300-1299
Pavilion	Booth #s 1300-2299
Ballroom	Booth #s 2300-2999
	Hospitality Suites
	Conference Rooms 1-14

**Tech West**

**Sands Expo**

Halls A-D	Booth #s 40000-46999
Hall G	Booth #s 50000-52799
	Meeting Rooms 101-407

**The Venetian**

Meeting Rooms 501-4806  
Exhibit and Hospitality Suites

**The Palazzo**

Hospitality Suites

**Tech South**

**ARIA**

Bristlecone	Ballroom
	Individual Meeting Rooms

Pinyon	Ballroom
	Individual Meeting Rooms
	Booth #s CS-1 - CS-25

Bluethorn	Meeting Rooms
-----------	---------------

Vdara	Hospitality Suites
-------	--------------------

**Hotel Accommodations and Travel**

For information on hotel accommodations, on-site complimentary shuttle service, the Las Vegas Monorail and more, please visit our [Hotel and Travel](#) page.

**Transportation/Private Charters**

We offer a [variety of transportation](#) services at CES for both exhibitors and attendees, including hotel shuttle buses from all official CES hotels in Las Vegas to Sands/Venetian. For a full list of the services we provide, visit our [website](#).

Private charters may drop off at the north end of The Venetian's porte cochere. All private charters wishing to pick-up or drop-off in this area must receive approval from the hotel and [CES Operations](#). Please contact [John Quach](#), Venetian catering and conference director. This area is for loading and unloading only; vehicles cannot stage (wait) here for passengers.



Please note, all private charters and limousines are required to be licensed within the State of Nevada and have a certificate of public convenience according to Nevada statute 706.476. Uncertified vehicles will be removed from CES facility premises and are subject to impoundment by the Business and Industry Department of Transportation Services Authority.

If you would like to arrange for charter services, [contact RPMs](#), our official transportation provider at 877-725-3398 or 401-294-0040.

### **Registration Information**

Be sure to [register](#) all exhibitor personnel before traveling to CES 2018 to guarantee a smooth arrival process on-site. Exhibitor coordinators will receive an automated email prior to registering with login information to the exhibitor dashboard from [service@mapyourshow.com](mailto:service@mapyourshow.com). Registration will only be accessed through the exhibitor dashboard. Exhibitor coordinators will have several options to control their exhibitor personnel allotment including either providing all required registration details, or entering a unique email address and allowing each person to login to the dashboard to complete their own registration including personal details such as the required Date of Birth. Exhibitors will also have the option to include a headshot photo on their badge, but it will not be required.

Once on-site, exhibitor personnel may go to any of the [badge pickup locations](#) to retrieve their CES 2018 badge.

Suite exhibitors will receive ten (10) complimentary exhibitor badges. Exhibitor may purchase up to 50% more exhibitor badges over this base allotment at \$50 per exhibitor badge.



## **Section 2: Resources**

### **CES Show Office**

The CES Show Office will be located on Floor 29 in Suite 29-207.

### **Floor Managers and Exhibitor Hotline**

Dedicated CES floor managers will be located in Suites 29-207, 30-207 and 31-207 to assist you during move-in, show days and move-out. We also provide a CES Exhibitor Hotline at 702-691-8600 for on-site assistance.

### **Venetian Tower CTA Member Lounge**

There will be a CTA Member Lounge in the Venetian Tower on Floor 30 in Suite 29-236. This lounge will be set-up with several computer workstations, business center amenities and a quiet place for you to grab a quick snack or lunch during your busy day. The lounge will be open beginning January 8-12.

### **Official Suppliers**

In an effort to help you locate information for various services offered for the Venetian/Palazzo Hospitality Suites, we have provided a list of official contractors. You can also find links to services below.

CompuSystems: [Lead Retrieval](#) & [Registration](#)

FedEx Office Business Center, Venetian, Level 2: [Business Services](#)

Freeman: [Booth Material Donations](#), [Signs & Graphics](#)

Freeman Audio Visual: [Audio Visual Services](#)

Housekeeping: [Cleaning](#)

In-Suite Dining: [Catering Services](#)

Judy Venn & Associates: [Models & Booth Talent](#)

Oscar & Associates: [Photography](#)

Rainprotection Insurance: [Insurance Provider](#)

RPMS: [Transportation & Charters](#)

Scootaround Mobility Services: [ADA Services](#)

SOA / Pro-Tect / COP Security: [Security](#)

Spring Valley Floral: [Floral & Plant Services](#)

Venetian Electrical: [Electrical](#)

Venetian Internet: [Internet](#)

### **Key CES Contacts**

CES Operations - [CESops@CTA.tech](mailto:CESops@CTA.tech)

[Gaiya Berube](#) – Manager, Venetian Tower Exhibit and Hospitality Suites; Eureka Park, 703-907-7685

### **CES Sales & Business Development:**

Sales Email – [CESSales@CTA.tech](mailto:CESSales@CTA.tech)

Sales Line – 703-907-7645



## **Section 3: Hospitality Suite Services**

### **Check-In/Check-Out**

- Exhibitors may check-in after 3 PM on January 7. The suite number will be assigned at this time. As a CES hospitality suite exhibitor, you can check-in at the Invited Guest Check-in Desk, located to the left of the front desk. If you are checking in after January 7, please advise [CES Operations](#) so that your suite is held for you.
- Exhibitors must check-out by 11 AM on January 13 or the exhibitor will be charged for an additional day.
- If an exhibitor requires additional nights for the suite (over and above the six [6] nights), the exhibitor must contact [Stacey Owens](#) in the CES Sales department. Exhibitor should not contact the Venetian or Palazzo directly to secure additional nights.
- Exhibitors are responsible for providing Stacey Owens with the individual names that should be listed on the suite (who are permitted to check-in to the suite and obtain keys) no later than November 1. Guests authorized to receive suite keys will be responsible for any charges not covered by the credit card authorization on file.
- Any authorized signer wishing to check-in to a hospitality suite for a colleague that will not be present on the day of check-in must complete and submit the forms found at the end of this document, specifically step two, by November 1. If this form is not completed, only the main booth contact listed on the CES space contract will be permitted to check-in to your assigned suite and pick-up the keys.
- Room, tax and daily resort fee for the suite contracted per the Exhibit Space Contract will be billed to Consumer Technology Association and will be paid directly to the hotel by Consumer Technology Association. Exhibitors are responsible for all other charges including, but not limited to food and beverage, incidentals, gratuities, and show services (electrical, phone, Internet). All orders must be accompanied by an exhibitor's check or credit card. A minimum daily deposit of \$150 per day is required for incidentals payable by credit card or cash upon arrival. Checks are not accepted at the time of check-in.
- Exhibitor suite numbers will be listed in the online Exhibitor Directory on [CES.tech](#). It will also be listed on CES signage and posted at all CES info desks. If you'd prefer not to have your suite listed for privacy reasons, please advise [Stacey Owens](#) by November 1.

### **Freight/Deliveries**

Freight shipments are not permitted to be delivered to the suite. Freight shipments are classified as freight, crates, pallets and skids. The suite may not be utilized to exhibit equipment or products. The Venetian's Package Center will only accept one (1) single box with a weight limit of 50 lbs. and an entire, cumulative shipment cannot exceed 200 lbs. Otherwise, the Package Center will not accept the shipment from UPS, FedEx, etc. Further, Freeman is not permitted to deliver packages or freight to these suites.

If you need to ship something to your hospitality suite by using your preferred shipper (FedEx, UPS, etc.), you may address your package as such:



Name of Exhibiting Company  
Attn: Your Name (Hotel Guest)  
CES 2018  
Suite # \_\_tbd upon check-in\_\_, The Venetian  
c/o Venetian Package Center  
3355 Las Vegas Blvd.  
Las Vegas, NV 89109

### **Cleaning**

Complimentary vacuuming and fresh linens will be provided in all suites during official show days. You may choose to have this service performed either between 6:30-8 AM (January 8-12) or between 6:30-9 PM (January 7-11).

Please submit your suite cleaning request, via the form at the end of this document, by November 1. If you do not respond by this deadline, a suite cleaning time will be assigned for you. If you choose to decline cleaning service, you may indicate as such on the form.

### **Electrical**

Each suite is equipped with 20 amps. There are two (2) 1,000-watt circuits per standard suite that make up a total 2,000 watts per suite. Exhibitors cannot exceed 1,000 watts per circuit, as the electrical circuits that feed each suite are part of a riser system.

No additional electrical will be available in the Venetian suites. Please contact [Marla Salvatera](#), Venetian catering and conference manager, with any electrical questions.

### **Internet**

Each suite contains an existing Internet and phone connection. Exhibitors are able to order the Tier 1 in-suite internet, which can service multiple users. For information on the additional tiers available and specifics to internet in the suites, please refer to the order form at the end of this document. There is also an existing phone system in each suite. Prevailing local and long distance Hotel rates will apply. The deadline to order these services is November 1.

### **Furniture Removal or Additions**

The hotel is unable to remove or move any furniture from hospitality suites. Exhibitors may not ship or bring in outside furniture (couches, televisions, coffee tables, etc.). Exhibitors are not permitted to move furniture around within the suite. This policy is strictly enforced and, if violated, furniture movement fees (\$450) will apply at the Venetian's discretion.

There are a limited amount of meeting service furniture items that can be rented through The Venetian/Palazzo. The order form is available at the end of this document.

### **Signage**

Exhibitors are permitted to have signs within their assigned hospitality suite, but they must be free-standing. Signs are not permitted outside of your suite or in the hallways.



Signs cannot be affixed to any walls, doors, artwork, sprinkler systems, doors, fixtures, windows or existing furniture within the suite. Additionally, signage is not allowed to block or otherwise interfere with the fire sprinklers. As a result, the Venetian requires that any free standing sign be less than 6 ft. in height.

Due to local fire codes, exhibitors are not permitted to have signage in the suite hallways, rotundas or public areas. Signage found in these restricted areas will be removed immediately by hotel security.

Exhibitor hospitality suite numbers will be printed on signage created and placed by CES Operations, as well as distributed at info desks and offices and listed in the online directory. If you do not want your company's suite number published, or prefer to keep your hospitality suite location private, please contact [Stacey Owens](#) no later than November 1.

There will be an information desk near the Venetian Tower Casino Level entrance to the suite elevators to help attendees find the elevator bank.

### **Food and Beverage**

Arrangements should be made through the In-Suite Dining Hospitality Department. Please email requests to [Marla Salvatera](#). Be sure to submit your [food and beverage order form](#) by December 1. All orders received after this date are subject to a 20% surcharge.



## **Section 4: Show Rules and Regulations**

### **Age Restriction**

No one under the age of 18 is permitted in the exhibit hall at any time. Contact [CES Customer Service](#) at 866-233-7968 or +1-703-907-7605 (outside of U.S.) with any questions.

### **Americans with Disabilities Act**

Exhibitors acknowledge their responsibility under the Americans with Disabilities Act (ADA) to make their booth accessible to handicapped persons. Exhibitors shall indemnify and hold harmless CTA, CES and the show locations against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to have their booth comply with requirements under the ADA.

ADA accessible buses are available during scheduled shuttle hours. Please request service at least 20 minutes in advance of desired pick up time. To arrange for your transportation, please contact [Kevin Berube](#) at 877-899-0986/401-294-0040 preshow or 702-943-3531 on-site.

### **Badge Policy**

Exhibitors will receive five (5) complimentary exhibitor badges per 100 square feet of exhibit space with a minimum of ten (10) badges. Suite exhibitors will receive ten (10) complimentary exhibitor badges. Exhibitor may purchase up to 50% more exhibitor badges over this base allotment at \$50 per exhibitor badge.

### **Balloons**

Balloons, including Mylar and helium balloons, are not permitted in any exhibit booth or the lobby areas.

### **Booth Activity/Crowd Control**

Booth activity of any kind must be confined within the exhibitors contracted space so as not to interfere with traffic flow in the aisles or encroach into neighboring exhibits. Exhibitors must contract sufficient space in order to comply with these rules.

If you are planning any type of booth activity where a large crowd occurs, you are required 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.

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.

### **Candles**

No open flames or candles are permitted in the Venetian and Palazzo Towers.





### **Cash & Carry 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. This will be strictly enforced.

CES Show Management and representatives from the Clark County Business License office walk the show floor on show days looking for exhibitors violating this policy. If you are found in violation of this policy, CES Show Management will take steps to shut down your booth immediately.

### **Exhibit Attire**

CES Operations reserves the right to make the determinations on appropriate exhibitor/presenter attire. If for any reason an exhibit and/or its contents are deemed objectionable by CES Operations, the exhibitor may be asked to alter the attire of its employees, exhibit staff and/or models. If necessary, the exhibitor may be asked to remove the individual(s) in question at the exhibitor's sole expense. Exhibitors with questions about compliance with these guidelines should consult with [CES Operations](#) in advance of the show.

### **Exhibit Space Contract**

CES exhibitors must abide by the rules set forth in the [CES Exhibit Space Contract](#).

### **FCC Requirements**

Most electronic equipment that uses radio frequency energy must meet Federal Communications Commission (FCC) regulations limiting such emissions and must receive a grant of the appropriate equipment authorization from the FCC prior to being manufactured, imported or marketed. Equipment requiring such an authorization, which is displayed at CES, must either have already received the necessary FCC authorization or must be accompanied by the following notice conspicuously displayed:

*"This device has not been authorized as required by the rules of the Federal Communications Commission. This device is not, and may not be, offered for sale or lease, or sold or leased, until authorization is obtained."*

Radio frequency devices that could not be granted an equipment authorization or operated legally, may not be advertised, displayed or sold. Failure to follow these guidelines, as well as other appropriate FCC rules, is a violation of federal law (47 U.S.C. Section 302(b)). It is anticipated that FCC investigators will attend CES looking for such violations. For further information regarding the types of equipment that require FCC authorization, see the FCC Rules at 47CFR Section 2.803, or contact the FCC Laboratory headquarters at 301-362-3000 or visit them [online](#).

### **Firearms/Weapons**

Firearms, ammunition or weapons of any kind, including replica, toy or simulated items, are strictly prohibited on the exhibit floor and show premises. Items that CES Show Management deems in violation of this rule must be removed immediately at the exhibitor's sole expense. Exhibitors with questions about compliance with this policy should contact [CES Operations](#) in advance of the show. Exhibitors intending to showcase or demonstrate such items that are gaming/AR/VR-related must contact [CES Operations](#) in advance for approval.



### **Fire Safety Regulations**

All decorations, drapes, hangings, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, curtains, Christmas trees and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited. An official fire resistance certificate must accompany all signage and/or materials.

Hanging items from or off of any of the sprinklers within the suites is strictly prohibited. Additionally, decorations are not allowed to block or otherwise interfere with the fire sprinklers. As a result, the Venetian requires that any decorative materials be less than 6 ft. in height. Any resulting damages will be charged to the primary exhibitor occupying the suite.

Due to regulations either implemented by the Venetian or as a result of local, county, state, or federal requirements, exhibitors agree to abide by any additional policies regarding exhibits or meeting space as they may be in effect at the time of CES.

### **Good Neighbor Policy**

CES has a Good Neighbor Policy in regard to booth demonstrations. All audio and video should be appropriate for a general audience. In the event of a complaint from any person on a booth's content, CES Operations will investigate and determine if the content is offensive or inappropriate. If content is determined to be offensive, the exhibitor must cease use of such content. If the exhibitor refuses, or if another complaint is filed, CES reserves the right to shut off power to the booth until the exhibitor ceases use of the content. Repeated violations of this policy can result in expulsion from CES.

Island booth exhibitors are asked to avoid adding any unnecessary walls or drapes that may contribute to obstructed views of exhibitors that surround your booth. Feedback from our attendees indicates that this causes substantial frustration in their ability to navigate the show floor.

When planning booth events and demonstrations you are required to ensure traffic flow can continue on all sides of your booth at all times. Please take your exhibiting neighbors into consideration when positioning hanging signs and exhibit structures that could impede or obstruct lines of sight to them.

### **Hoverboards**

Wheeled transport devices (with or without motors) are not permitted at any CES venue. This includes Segways, hoverboards, skateboards, uniwheels, scooters and all similar products. Exhibitors are permitted to demo such products within the confines of their exhibit space.

Exhibitors or companies who intend on displaying or demonstrating hoverboards at the Sands/Venetian must follow these policies:

- They are permitted in Halls A-D & G, only. They are not permitted in the Sands or Venetian meeting rooms/ballrooms
- Booth must be attended by exhibitor personnel at all times while the hoverboard is in the booth. After-hours, one of the following three options must be in place:



- With the assistance of the general contractor, the product is packed up and must be stored off-site by exhibitor; or
  - Booth must have fire watch personnel in the booth during all after show hours; or
  - Booth structure must be covered and have a sprinkler system installed. Linear booths must still comply with line of sight regulations in this instance
- Product cannot be demonstrated in aisle or public space. If a demonstration of the hoverboard is desired, the booth space must be large enough to safely allow product showing

Segways are permitted for ADA use only at the LVCC and Sands/Venetian. They are not permitted at any other venues for any purpose.

### **Intellectual Property**

Exhibitor warrants that it owns the rights to or is licensed for all intellectual property (patent, copyright, trademark, etc.) to be used by exhibitor for promotion or exhibition at CES, and agrees to defend, at exhibitor's expense, and to indemnify CTA and/or CES for any action brought against CTA and/or CES and any cost incurred by CTA and/or CES, including court costs and reasonable attorney's fees, arising from or related to any dispute concerning exhibitor's intellectual property rights.

### **Literature Distribution, Giveaways, Surveys**

Literature, samples and giveaways must be disbursed from within your booth or contracted area. Surveys may not be conducted outside of your booth. Corporate greeter sponsorships are available. Contact [Liz Tardif](#) with CES Promotional Opportunities at 703-907-7681 for more information.

### **Live Animals**

Live animals are strictly prohibited at CES with the exception of guide dogs and other service animals.

### **Performance of Music or Motion Picture**

If you plan to play copyrighted music or video in your booth, meeting room or suite, you may need to obtain a license from the copyright owner or licensing agency representing the copyright owner. Music or video being played for the sole purpose of demonstrating a product (speakers, headphones, TVs, monitors, other devices, etc.) is permissible without a license.

Licensing is required when music or video is being played for non-dramatic entertainment purposes (live or recordings such as CDs, DVDs and BlueRay device). The proper license must be posted in your booth and available for inspection at the request of properly authorized agents of the [American Society of Composers, Authors and Publishers \(ASCAP\)](#), [Broadcast Music Inc. \(BMI\)](#), or [SESAC](#). We strongly advise you to contact one of these agencies to acquire proper licensing.

CES has a license with ASCAP which permits the performance of music from the [ASCAP repertory](#) at your booth. The license does not permit the broadcast, telecast or transmission of music under any circumstances; nor does it authorize dramatic performance. CES does not have similar licenses with BMI or SESAC; therefore, exhibitors wishing to play music from the BMI or SESAC repertory for entertainment purposes are solely responsible for obtaining their own licensing.



Adherence to these federally mandated copyright licensing laws is of critical importance. Please take a few minutes to ensure a hassle-free event by acquiring the proper licenses. If you encounter any difficulty with either BMI or SESAC in your attempt to obtain a license, please [contact CES](#) immediately.

### **Photography/Video Regulations**

Cameras and video equipment are allowed on the show floor. Exhibitors and attendees may take pictures/video within the show for purposes of company media pieces, marketing materials, etc. Under no circumstances will anyone be permitted to take pictures/video of an exhibitor's product without permission of the exhibitor. Exhibitors have the right to report to security any instance of inappropriate recording of company products or displays.

### **Product Demonstrations**

Product demonstrations are permitted. You are responsible for supervising the actions of all visitors and employees operating display equipment in their area. Refer to the Booth Activity section above for more information.

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.

### **Product/Equipment Removal Pass**

Only CES exhibitors are permitted to remove equipment/product from the show floor during move-in, show days and move-out. Exhibitors wishing to remove equipment or product must present their exhibitor badge and both a photo ID (driver's license or passport) and business card to the security guard upon exiting the show floor. Attendees are prohibited from carrying product off the show floor at any time.

### **Raffles/Games of Chance**

Raffles are allowed within your booth; however, Nevada state law prohibits them if money is involved. Exhibitors considering a raffle, game of chance or slot machines in their booth should contact the Nevada Gaming Control Board at 702-486-2000.

### **Service of Legal Documents**

Any exhibitor that plans to serve legal documents at CES must contact [CES Operations](#) for the full policy and to coordinate service or delivery. Service or delivery of legal documents that is not coordinate with Show Management is prohibited on the CES exhibit floor, areas in proximity to the show floor and on the show venue premises and grounds.

### **Smoking**

In accordance with the Nevada Clean Indoor Air Act, smoking or vaping (e-cigarettes) is prohibited in exhibit areas.

### **Sound Restrictions**

A maximum noise level of 85 dB will be maintained on the exhibits floor, in meeting rooms and suites, a standard endorsed by the International Association of Expositions and Events (IAEE).



**The CES noise abatement policy is as follows:**

- All booth elements must remain within the officially contracted booth space. This includes all audio equipment, speakers, etc.
- Exhibitors demonstrating audio equipment in an open display should use a sound chamber or acoustically contained area to keep the sound level from intruding on any adjacent exhibits. Speakers of any kind must be directed toward the interior of the demonstrator's booth space. Speakers may not face aisles or neighboring exhibits.
- When demonstrating audio equipment within an enclosed demonstration room, subwoofers must be positioned away from walls that are adjacent to neighboring exhibits.
- Sonic vibration and sound complaints will immediately addressed by CES Operations. If a vibration or sound complaint is not resolved by the offending party, CES Operations reserves the right to shut down power immediately until the issue is resolved.
- Exhibitors are responsible for supervising the actions of employees, visitors or spectators testing display equipment located in their exhibit area.

CES Operations will intervene if necessary, and reserves the right to shut down exhibits deemed objectionable. Floor managers in each show location will rove through the exhibit areas monitoring the decibel level during show hours. Measurements will be taken at a distance no greater than 10' from the offending display. After measuring a continuous decibel level of greater than 85 dB, following a complaint being registered by a spectator, a neighboring exhibitor or personal observation by a roving designate, the following procedures will be strictly enforced as follows:

**First Warning:**

- Violating exhibitor will be given a written notification of the warning
- Booth power may be turned off for one hour

**Second Warning:**

- Violating exhibitor will be given a written notification of the 2nd warning
- Booth power may be turned off for one day

**Third Warning (Final):**

- Violating exhibitor will be given a written notification of the 3rd warning
- Up to five (5) priority points will be deducted from the exhibitor



## **Section 5: Liability and Insurance**

According to the [CES Exhibit Space Contract](#), Exhibitors at the Sands/Venetian, regardless of their specific exhibit location, must have a commercial general liability policy of no less than \$2 Million naming the Consumer Technology Association, the Sands Expo and the Venetian Casino Resort, LLC as additional insured. A [certificate of insurance](#) must be made available upon request.

Exhibitors seeking to install their own booth/display must comply with all state and federal laws and/or regulations and must comply with any/all laws, rules, or regulations related to booth installation and dismantling. Sands/Venetian exhibitors and their authorized EAC agree to carry adequate personal and property damage liability and workers' compensation insurance and to indemnify and hold harmless the Consumer Technology Association, the Sands Expo and the Venetian Casino Resort, LLC and their contractors, officers, agents and employees against all claims, losses, suits, damages, judgments, expenses, costs and charges of every kind, including attorneys' fees, resulting from, or related to its occupancy of the exhibit space contracted for, including without limitation by reason of personal injuries, death or property damages sustained by any person. Certificates of insurance must be furnished by exhibitor if requested by CTA and must be available on-site at CES. Failure by CTA to request proof of insurance will not relieve Exhibitor from carrying proper coverage.

Exhibitor understands that CTA, the Sands Expo and the Venetian Casino Resort, LLC do not maintain insurance covering Exhibitor's property. It is the sole responsibility of Exhibitor to obtain such insurance.

CTA and all organizations and individuals employed by or associated with CES will not be responsible for injury or damage that may occur to an exhibitor, his/her employees or agents, nor to the safety of any exhibit or other property due to theft, fire, accidents, or any other destructive causes.

CTA is not responsible for loss, damage or theft of exhibitor property. Please review the section of your exhibit space contract entitled Responsibility for Property. CTA and its employees or contractors assume no liability for loss or injury due to theft, fire, accident, or any other destructive causes. It is strongly recommended that you obtain a rider to your existing insurance policy to protect your booth/product from the time it leaves your warehouse to the time it returns.

# THE VENETIAN® THE PALAZZO® SANDS EXPO®

## CES 2018 Hospitality Suites Forms

All pages are required to be completed and returned to Marla Salvatera via e-mail at [Marlamae.salvatera@sands.com](mailto:Marlamae.salvatera@sands.com) by November 1.

PLACEHOLDER SUITE NUMBER: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

### STEP 1 – HOUSEKEEPING CLEANING SERVICES:

The Venetian | The Palazzo will provide daily housekeeping services of your suite throughout show days. Please indicate your preferred time.

☐ Please clean my suite in the mornings, between 6:30 am – 8 am, on January 9-12.

☐ Please clean my suite in the evenings, between 6:30 pm – 9 pm, on January 8-11.

### STEP 2 – STAFF ACCESS TO SUITE:

A maximum of 10 suite keys will be available per suite. Below, please list all 10 names who should be granted access to suite keys. Keys will be available during check-in at The Venetian Front Desk beginning at 8 am on January 7, 2018. If a guest is sleeping in the suite, a lodging tax of 13.38% will apply to any AV or equipment orders.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

- ☐ Yes, a staff member will be sleeping in the suite
- ☐ No, no one will sleep in the suite

☐

By initialing, Exhibitor acknowledges policies listed throughout document and is aware that failure to follow these policies will result in fees for damages.



# THE VENETIAN® THE PALAZZO® SANDS EXPO®

## CES 2018 Hospitality Suites Forms

All pages are required to be completed and returned to Marla Salvatera via e-mail at [Marlamae.salvatera@sands.com](mailto:Marlamae.salvatera@sands.com) by November 1.

PLACEHOLDER SUITE NUMBER: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

### STEP 3 – INTERNET INFORMATION:

Wireless internet is not provided unless ordered in the below section.

Tier Wi-Fi – allows up to 10 devices to connect in a suite through the run of show. Networking equipment cannot be connected to create private LAN. Max speed is 10 mbps. Wi-Fi requires each device to authenticate through a web-portal.

Tenant Line – provided with a public IP with straight through internet access. Offers the ability to connect networking equipment to create private LAN with internet access. Capable of speeds up to 75 mbps. No limitations to the number of connected devices.

- ☐ Tier 1 Wi-Fi – up to 3 mbps - \$19.95 plus tax per night
- ☐ Tier 2 Wi-Fi – up to 5 mbps - \$29.95 plus tax per night
- ☐ Tier 3 Wi-Fi – up to 10 mbps - \$49.95 plus tax per night
- ☐ Tenant Line - \$1,250 for run of show

Any unauthorized removal or tampering of Venetian | Palazzo in-suite wireless networking equipment is strictly prohibited. Non-compliance may result in fines for damages.

### STEP 4 – AV INFORMATION:

- ☐ Extension Cord - \$15 plus tax per day with \$100 delivery fee
- ☐ Router - \$50 plus tax per day with \$100 delivery fee
- ☐ Projector & Screen Package - \$640 plus tax per day with \$100 delivery fee
- ☐ \*Digital Device Tie-In - \$100 plus tax one-time fee per tie-in
  - HDMI
  - VGA

Additional fees may apply for overtime labor or pop up requests.

\*Required to access the inputs on the TVs within the suite. Please specify if HDMI or VGA is required.

\*\*If the suite is also being utilized as a sleeping room, a 13.38% lodging tax will apply to your AV order.

A 25% cancellation fee will be applied to orders cancelled within 24 hours of scheduled set up time. Orders cancelled after set up begins will be charged in full.

☐

By initialing, Exhibitor acknowledges policies listed throughout document and is aware that failure to follow these policies will result in fees for damages.



# THE VENETIAN® THE PALAZZO® SANDS EXPO®

## CES 2018 Hospitality Suites Forms

All pages are required to be completed and returned to Marla Salvatera via e-mail at [Marlamae.salvatera@sands.com](mailto:Marlamae.salvatera@sands.com) by November 1.

PLACEHOLDER SUITE NUMBER: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

### STEP 5 - EQUIPMENT RENTALS:

- ☐ 6' Round Table - \$450 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- ☐ 30" Cocktail Round - \$350 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- ☐ 30" Highboy - \$350 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- ☐ 6x30" Display Table - \$400 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- ☐ 8x30" Display Table - \$450 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- ☐ 6x18" Classroom Table - \$400 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- ☐ 8x18" Classroom Table - \$450 each plus tax for run of show
  - Quantity: \_\_\_\_\_
- ☐ Banquet Chair - \$10 each plus tax for run of show
  - Quantity: \_\_\_\_\_

Set up date and time: \_\_\_\_\_

Strike date and time: \_\_\_\_\_

**\*\*If the suite is also being utilized as a sleeping room, a 13.38% lodging tax will apply to your equipment order.**

☐

By initialing, Exhibitor acknowledges policies listed throughout document and is aware that failure to follow these policies will result in fees for damages.

# THE VENETIAN® THE PALAZZO® SANDS EXPO®

## CES 2018 Hospitality Suites Forms

All pages are required to be completed and returned to Marla Salvatera via e-mail at [Marlamae.salvatera@sands.com](mailto:Marlamae.salvatera@sands.com) by November 1.

PLACEHOLDER SUITE NUMBER: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

### STEP 5 – PAYMENT FOR ITEMS ORDERED:

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Card Holder Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOOD & BEVERAGE

Food & Beverage is exclusive to Venetian | Palazzo In-Suite Dining. Please place any orders by December 1. Please refer to the Hospitality Menu. Orders received after December 15 will be subject to a 20% price increase.

### ADDITIONAL POLICIES:

Furniture movement is not permitted within your exhibit suite. A \$450 fee (plus any damages) will be charged for any unauthorized furniture movement and the items will be moved into their original location. There is a 6' height restriction for any items brought into the suite.

TVs within the suite are only able to be used with a Digital Device Tie-In to access the inputs. Rental fees apply, please order in your form packet and indicate if HDMI or VGA will be needed. Any unauthorized removal or tampering of Venetian | Palazzo in-suite wireless networking equipment is strictly prohibit and will result in fines for damages. Multiple options for internet are available at an additional charge – please review options.

Please note, a \$150 per night incidental fee will be charged to the credit card provided at hotel check-in. This incidental fee is separate from any charges for services ordered.

Exhibitor Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Placeholder Suite Number: \_\_\_\_\_

Need assistance or clarification on any policies? Please contact Marla Salvatera at [marlamae.salvatera@sands.com](mailto:marlamae.salvatera@sands.com) or 702-414-1019.

☐

By initialing, Exhibitor acknowledges policies listed throughout document and is aware that failure to follow these policies will result in fees for damages.