



LVH Hospitality Suites Exhibitor Manual

Section 1: General Information

Thank you for choosing to exhibit at the 2014 International CES, January 7-10 in Las Vegas!

This LVH Hospitality Suites Manual was created specifically for 2014 exhibitors in the LVH hospitality suites. It includes information on vendor services and rules and regulations.

If you are an exhibitor in LVH exhibit space, please refer to the [LVH Exhibit Manual](#).

Operational questions can be sent to [Alex Davis](#), CES operations Specialist. Be sure to visit [CESweb.org](#) for the latest show news and information.

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

LVH Hospitality Suites

Exhibitors have the opportunity to contract for hospitality suites during CES at the LVH. LVH suites are to be used for meetings or as hospitality suites only. Absolutely no exhibits may be constructed or installed due to hotel staffing and freight accessibility restraints.

CES Exhibit Hours

Tuesday, January 7	10 a.m.–6 p.m.
Wednesday, January 8	9 a.m.–6 p.m.
Thursday, January 9	9 a.m.–6 p.m.
Friday, January 10	9 a.m.–4 p.m.

CES Exhibit Venues

Las Vegas Convention Center (LVCC)

North Hall	Booth #100-6999
Central Hall	Booth #7000-15999
South Hall 1	Booth #20000-24999
South Hall 2	Booth #25000-25999
South Hall 3	Booth #30000-34999
South Hall 4	Booth #35000-39999
Central Plaza	Booth #CP1-CP30

LVH	Booth #40000-56999
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Venetian	Booth #70000-75999 Meeting Rooms 501-4806 Exhibit and Hospitality Suites
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Renaissance Las Vegas	Hospitality Suites and Meeting Rooms
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Wynn/Encore Las Vegas	Hospitality Suites
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Floorplans

Our [Show Locations Map](#) will provide you with a general overview of the CES exhibit venues.

Hotel and Travel Accommodations

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

Registration Information

Be sure to [register](#) your booth personnel before travelling to CES to guarantee a smooth arrival process on-site. Please note that, new this year, CES will not mail badges prior to the 2014 CES. All attendees and exhibitors must pick up their badge on-site at any [badge pickup location](#). In order to do so, you must show a photo ID, such as a driver's license or passport.

For your convenience, you may have one person from your organization pick up all of your company's badges at one time. Simply come the List Processing counter in Exhibitor Registration, located in the LVH Ballroom, with a list of those people you will be picking up badges for and a government ID, such as a driver's license or passport.

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Section 2: Resources

CES Show Office

The CES Show Office will be located in the LVH Center Foyer.

Official Suppliers

In an effort to help you locate information for various services for the LVH Hospitality Suites, please review our list of [official contractors and their order forms](#).

CES Contacts

CES Operations:

[Laurie Lutz](#) – Vice President, 703-907-7984

[Katie Remuzzi](#) – Senior Manager, LVCC & LVH Exhibits, 703-907-7637

[Christina Corrado](#) – Senior Manager, Registration, 703-907-4352

[Gaiya Berube](#) – Manager, Venetian Exhibits, 703-907-7685

[Noelle Williams](#) – Manager, Transportation and Hotel, 703-907-7623

[Alex Davis](#) – Specialist, CES Meeting Place, TechZones and Turnkey Booth Packages, 703-907-5243

CES Sales & Business Development:

[Dan Cole](#) – Vice President, 703-907-7987

[Kristen Stake](#) – Director, 703-907-7648

[Tira Gordon](#) – National Account Manager, 703-907-4324

[Shari Sally](#) – National Account Manager, 703-907-7025

[Aurelie Cornett](#) – Account Executive, 703-907-5245

[Stacey Banchek](#) – Senior Sales Coordinator Venetian Hospitality Suites, South Halls 3&4, CES Meeting Place, 703-907-4319

[Pedro Vittes](#) – Senior Sales Coordinator International Gateway, LVCC North Hall & Central Plaza, 703-907-7751

[Sasha Spellman](#) – Sales Coordinator, South 1&2, Central Hall, Eureka Park, 703-907-7758

[Sylvia Solari](#) – Senior Manager, Exhibitor Services, 703-907-7615

[Liz Tardif](#) – Promotional Opportunities, 703-907-7432

[Roz Artis](#) – Contracts Manager, 703-907-7432

[Pam Sydnor](#) – Senior Project Administrator, 703-907-7662

Questions

Please refer to your 2014 CES Space Contract Terms and Conditions Addendum for rules, regulations and hotel policies. Questions on the information above can be directed to [Alex Davis](#).

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Section 3: Hospitality Suite Services

Check-in/Check-out Procedures

- Exhibitors may check into their suites at 3 p.m. on Monday, January 6, 2014
- Exhibitors must check out by 11 a.m. on Saturday, January 11 or Exhibitor will be charged for an additional day.
- If you require additional nights for your suite (over and above the five (5) nights of January 6-11), please contact Stacey Banchek in the CES Sales department at sbanchek@CE.org or 703-907-4319. Please do not contact the LVH directly to secure additional nights.
- All CES suite reservations are contracted for five (5) nights. No rate reduction will be given by CES or the LVH for stays that are less than five (5) nights
- The hotel must be informed of all guests who are allowed access to the suites and be informed of any occupants who will be staying overnight in the suite(s).

Freight / Deliveries

Freight and crates are not allowed, as suites cannot be utilized for exhibiting equipment or products. The hotel does not have freight elevators accessible to suites. Although there is a small business center on-site, it has limited staffing, storage and loading dock access. Items other than small boxes and packages should expect a lengthy delivery time frame (24-48 hours) as well as substantial material handling charges.

Please do not ship anything directly to Freeman as they do not receive freight for LVH suites and it will be refused. All shipments must be sent directly to the LVH business center and clearly marked as "2014 CES LVH Hospitality Suite Exhibitor: Hold for (Insert Guest Name)." Please visit [this link](#) for more information regarding the business center.

Furniture Removal or Additions

The hotel is unable to remove any furniture from suites. Exhibitors may not ship or bring outside furniture (couches, televisions, coffee tables, etc.), as the hotel does not have freight elevators accessible to suites, or adequate staffing to deliver such large items. There is very limited space to add furniture, however requests for additional tables, chairs and easels may be directed to shiggins@thelvh.com or faxed to 702-732-5574 and the LVH will do their best to accommodate. All requests must be received by December 13, 2013.

Please note: Any requests for banquet table & chairs made on day of arrival will be subject to availability; additionally deliveries will not be made after 7 p.m., any requests made after this time will be delivered after 8 a.m. the next day.

Signage

Due to local fire codes easels and signage are not permitted in the casino, hotel lobby or suite/guest room hallways. Signage found in these restricted areas will be removed immediately by hotel security. Unless otherwise requested, CES will be promoting your suite with signage at guest room elevator banks. All requests for signage, advertising and distributions on hotel property must be submitted in advance to the LVH for approval. Unauthorized signage, advertising and distributions will be promptly removed and discarded.



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Suite Numbers

The hotel has blocked specific suite numbers for CES' occupancy, but cannot guarantee a specific suite due to unforeseen circumstances, which may occur prior to an exhibitor's check-in. CES will make its best effort to assign Exhibitor a suite of comparable type and size.

Electrical Usage

Electrical usage over and above the standard guest room outlets is not available. Each suite has two standard 110-volt 20-amp outlets.

Audio Visual

The exclusive in-house Audio Visual Department can provide a variety of equipment. Call 702-732-5644 for all your audiovisual needs and price list. Outside audiovisual companies are strictly prohibited.

Telephone / Internet

Requirements and questions can be directed to the Telecommunication Department at 702-732-5328. All telecommunication requests will be subject to additional charges.

Room Drops & Deliveries

The Front Services Department can coordinate all requested room drops or deliveries. Prior written approval from CES Operations is required for all room drops and giveaways. The current per item delivery charges are \$2.25/In the room, \$1.50/Outside the room. Contact Dan Hakata at 702-732-5075 to provide additional information.

Food And Beverage

Requirements must be arranged through the Room Service Department at 702-732-5246. All Food & Beverage must be ordered through LVH Room Service. Outside food and beverage is not permitted.

Hotel Registration

Suites will be registered with the Front Desk upon check-in. Although CES will have collected payment for your suite ahead of time, a credit card will be needed upon check-in to cover incidentals such as food service, telephone, etc.

Billing

Although CES will have collected payment for your suite ahead of time, a credit card will be needed upon check-in to cover incidentals. All requests for direct billing or Master Account must be submitted to the Meetings & Conventions Department 30 days prior to your function. Please call 702-732-5391 or fax 702-732-5574.

Registration Information

LVH suite exhibitors receive up to ten (10) complimentary badges for exhibit suite staff. You may register your staff at www.CESweb.org/register by December 4 to receive your badges in the mail.



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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 ExhibitorReg@CE.org, 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 CEA, International 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 877-899-0986/401-234-4440 preshow or 702-943-3531 on-site.

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 this rule.

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.

Booth Attire

CES Show Management 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 Show Management, the exhibitor may be asked to alter the attire of its employees, booth 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 Show Management in advance of the show.

Cash and 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. **CES reserves the right to close down booths in violation of this regulation.**

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. Should any exhibitors be found in violation of this policy, CES Show Management will take steps to shut down the exhibitor's booth immediately. This will be strictly enforced.



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Decorative Materials

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.

Exhibit Space Contract

CES exhibitors must abide by the rules set forth in the 2014 International 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 approved by the Federal Communications Commission.

This device is not, and may not be, offered for sale or lease, or sold or leased until the approval of the FCC has been 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 at www.fcc.gov.

Good Neighbor Policy

CES has a Good Neighbor Policy in regards 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. Once 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.

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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.

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 CEA and/or CES for any action brought against CEA and/or CES and any losses or costs incurred by CEA 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 Disbursements, 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. Call Liz Tardif with CES Promotional Opportunities at 401-849-9300 or ltardif@CE.org for more information.

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 BluRays). 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.

The International 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 performances. The International 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. Exhibitor 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.

Raffles/Games of Chance



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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.

Smoking

In accordance with the Nevada Clean Indoor Air Act, smoking is strictly prohibited.



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Section 5: Liability and Insurance

According to the 2014 CES Application and Exhibit Space Contract, 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. Exhibitors at the LVH, regardless of their specific exhibit location, must have a commercial general liability policy of no less than \$250,000 naming the Consumer Electronics Association and the Las Vegas Hotel & Casino as additional insured.

A certificate of insurance must be made available upon request. LVH 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 Electronics Association and the Las Vegas Hotel & Casino and their contractors, officers, agents and employees against all claims, losses, suites, 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 CEA and must be available on-site during the CES. Failure by CEA to request proof of insurance shall not relieve Exhibitor from carrying proper coverage. Exhibitor understands that CEA and the LVH do not maintain insurance covering Exhibitor's property. It is the sole responsibility of Exhibitor to obtain such insurance.

The CEA and all organizations and individuals employed by or associated with the International 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.

CEA is not responsible for loss, damage or theft of exhibitor property. Please review the section of your exhibit space contract entitled Responsibility for Property. CEA and its employees or contractors assume no liability for loss or injury due to theft, fire, accident, or any other destructive causes. We strongly suggest 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.

[Buttine Insurance Order Form](#)