



CES PRESS CONFERENCE RESERVATION REQUEST FORM

2014 INTERNATIONAL CES
JANUARY 7-10, 2014, LAS VEGAS, NV

To request a reservation time in one of our free press conference rooms, or to host an event in your booth and have it promoted via our official Exhibitor Press Events Schedule, please complete this form and e-mail back to **PRcontacts@CE.org** or fax to **703-907-8112** by **Tuesday, December 20, 2013**.

1. Exhibitor Information

Name of exhibiting company as it appears in the CES Directory: _____
 PR Contact Name: _____ Title: _____
 Street Address: _____
 City, State, Country: _____ Zip: _____
 Telephone: (____) _____ Fax: (____) _____
 E-mail Address: _____

2. Event Location – Please Check One

We will try to accommodate your preference, but all requests are for guidance and are not guaranteed. Final reservations will be based on space availability. Eligible exhibitor requests will be handled upon receipt of this request form, on a first-come, first-served, space-available basis.

☐ **CES Press Day Power Session Room at Mandalay Bay – Monday, January 6, 2014 Press Day -**
Complimentary one hour Press Day room reservation in South Seas Ballroom J (2,418 sq. ft.) This option is ideal for companies looking to break their news quickly and directly to Press Day media. Exhibitors will be given 15 minutes for set-up, 30 minutes for the event and 15 minutes for tear down. No changes to existing room set will be permitted.

Please rank order your top three choices:

_____ **8:30 a.m. start** _____ **11:30 a.m. start** _____ **2:30 p.m. start**
 _____ **9:30 a.m. start** _____ **12:30 p.m. start** _____ **3:30 p.m. start**
 _____ **10:30 a.m. start** _____ **1:30 p.m. start** _____ **4:30 p.m. start**

☐ **CES Press Conference Room at the Venetian**

- ☐ **Tuesday, January 7, 2014** *Complimentary two hour reservation in a Marcello ballroom (1,200 sq. ft.)*
- ☐ **Wednesday, January 8, 2014** *Complimentary two hour reservation in a Marcello ballroom (1,200 sq. ft.)*

☐ **CES Press Conference Room at the LVCC**

☐ **Tuesday, January 7, 2014** *Complimentary two hour reservation in LVCC South Hall Connector room (check preferred room): Either S227 A or S227 B (approx. 1,100 sq. ft.) _____ or S228 (2,792 sq. ft.) _____*

☐ **Wednesday, January 8, 2014** *Complimentary two hour reservation in LVCC South Hall Connector room (check preferred room): Either S227 A or S227 B (approx. 1,100 sq. ft.) _____ or S228 (2,792 sq. ft.) _____*

SPECIAL NOTE: ROOMS S227A/B ARE NOT SOUND PROOF. CES COMMUNICATIONS WILL MAKE EVERY EFFORT TO SCHEDULE USE OF THESE TWO ROOMS ACCORDINGLY. EXHIBITORS USING SIDES A AND B SIMULTANEOUSLY MAY HEAR THINGS LIKE VOICES, AUDIO, REHEARSALS, FURNITURE MOVEMENT AND LABOR. CONTACT KRISTA SILANO WITH QUESTIONS OR CONCERNS.

- ☐ **Exhibitor booth or meeting room** Facility Location _____ Booth/Room Number _____
- ☐ **Other CES location** Facility Location _____ Room Name/Number _____

3. Time Requested – Reservation will begin ½ hour before and end ½ hour after your requested time

1st choice preferred start time _____ **1st choice preferred end time** _____
2nd choice preferred start time _____ **2nd choice preferred end time** _____
3rd choice preferred start time _____ **3rd choice preferred end time** _____

4. Press Event Listing - All press events are listed on the CES Exhibitor Press Events Schedule unless otherwise requested. Please check one of the following:

_____ **Please list my event** _____ **Please list my event as invitation only**

CES staff will accept or decline your reservation within 72 hours of receipt and will contact you to make further arrangements. You will receive detailed information regarding vendor contacts in a following Press Conference Agreement Form. If you have any additional questions, please contact e-mail **prcontacts@CE.org**.