



International CES® High-Performance Audio (HPA) Space Selection Process

Here are a few helpful hints and tips for your appointment to select your company's 2016 International CES exhibit space for High-Performance Audio (HPA) exhibit suites and meeting rooms.

Preview the Floorplans

Reference the floorplans to view available suite locations and layouts prior to making your final. Meeting rooms are available in The Venetian, Level 2. Please review all floorplans carefully to ensure you select a place most conducive to your needs.

Be Available, Select Your Space

On the evening prior to your scheduled selection date, we will attempt to email you a reminder indicating the time of your scheduled call. A CES Sales representative will call you at your scheduled date and time as indicated on your Space Selection letter. You will be updated on the available suites and meeting rooms and then proceed to verbally select your desired exhibit space. Your selection will then be added to our master floorplan.

If you should miss your scheduled time, we will proceed to the next company on the space selection list. If you know in advanced you will not be available during your scheduled time, please contact [Stacey Banchek](#) immediately.

Contract Processing

Once you have selected your space, your Exhibit Space Contract will then be electronically generated by a CES representative for your review. You will then be asked to submit your approval (electronically). **Signed contracts are due to CEA by May 31.** If not received by this date, your space will be released. Please note, that upon signature of this contract, you are financially liable for the space you selected.

Payment Information

Priority rates for HPA contracts are applicable during space selection through May 31. Contracts generated after this date will be charged at the standard rates.

- 20% of the exhibit space cost is **due immediately upon receipt of contract**. An invoice will be sent to you requesting your initial deposit within 7-10 days of the contract being processed.
- 60% of the exhibit space cost is **due by June 1**.
- 100% of the exhibit space cost is **due by October 1**.

Please refer to the Exhibit Space contract for specific payment terms.

Request for Exhibit Space Change

Should you prefer an exhibit suite or meeting room that is no longer available, you may contact [Stacey Banchek](#) to be added to the waiting list. All requests will be prioritized in accordance with our priority point system and the date the request is received. Should space become available, a CES Sales representative will contact you. Please note, a request to change your location does not absolve you from your liability for your current Exhibit Space Contract should a more desirable location not become available.

Sharing Exhibit Space

There is a limit of six (6) shares per High-Performance Audio exhibit suite. The company you intend to share space with must comply with all CES rules and regulations. More information will be available this Spring on exhibit space shares.

Learn About Membership

The Consumer Electronics Association (CEA)®, owner and producer of the International CES, offers members additional discounts on exhibit space, as well as other great benefits.