



WELCOME CES EXHIBITORS!

Welcome to the 2013 International CES! My name is Gaiya Berube and I manage CES operations and logistics for exhibitors at The Venetian. I'm here to make sure you have a smooth and successful experience. I will be available in the CES Show Office on Level 3, San Polo Foyer.

CES Floor Managers and GES Service Liaisons

CES has floor managers on-site to assist you and act as your primary liaison with all official show contractors. GES also provides additional exhibitor support by providing GES service liaisons. GES service liaisons can check the status of an order for you, address concerns, review final invoices and much more!

Exhibit Hall	CES Floor Manager	GES Service Liaison / Cell #
Level 1, Marco Polo Exhibits	Chris Mantel; based in the Level 3 Show Office	Pat Thompson/702-591-6760
Hall D	Annie Der and Billie Clark; based at the Floor Manager Desk at the front of the 72300 aisle	Pat Thompson/702-591-6760 Tom DeMet/773-447-8984
Venetian Ballroom	Christy Akin; based at the Floor Manager Desk at the back of the 70800 aisle	Michael Galuszka/702-467-7638 Rhodalyn Villa/702-289-7042
Level 2 Meeting Room Exhibits	Chris Mantel; based in the Level 3 Show Office	Rhodalyn Villa/702-289-7042
Level 3 Meeting Room Exhibits	Matt Kropp; based in the Level 3 Show Office	Brenda Dawson/214-243-4869

Exhibitor Services and Locations for Assistance

Attendee Registration	Level 1, Venetian Ballroom Foyer
Badge Holder Pickup	Level 1, Marco Polo Foyer; Level 2, Venetian Ballroom Foyer
CEA Member Lounge	Venetian Tower, Floor 30, Suite 30-140
CES Show Office	Level 3, San Polo Foyer, 702-691-8600
Exhibitor Registration	Level 2, Venetian Ballroom Foyer
Exhibitor Servicer	Level 2, Hall D, back of 72000 aisle
Exhibitor Servicer	Level 3, Murano Foyer

Interpreters

Should you need a language interpreter, multilingual staff is available on Level 2, Venetian Ballroom Foyer, Exhibitor Registration Area. Look for the counter entitled "Interpreters" if you need assistance. Interpreters are available to assist you in several languages, including Spanish, French, Chinese, Japanese, and Korean.

Show Hours

Tuesday, January 8	10 a.m.–6 p.m.
Wednesday, January 9	9 a.m.–6 p.m.
Thursday, January 10	9 a.m.–6 p.m.
Friday, January 11	9 a.m.–4 p.m.

Although these are the published hours, Venetian meeting room exhibitors may choose to open and close their exhibits at their discretion during show days. However, exhibitors are not permitted to tear-down early on Friday.

Keys to Your Exhibit Meeting Room

Keys to your meeting room(s) can be picked up in the Level 3 Show Office located on Level 3, San Polo Foyer. Please note that you must return these keys at the end of the show.

Installation Schedule

Exhibit installation hours are 7:30 a.m.–7 p.m.

All exhibits must be set up by 3 p.m. on Monday, January 7. Work will not be permitted on incomplete exhibits during show hours.

In order to facilitate the efficient delivery of your freight, please contain your crates to your room or booth. In Venetian Ballroom and Venetian Meeting Rooms, visqueen must be placed underneath to protect The Venetian's carpet. Visqueen is the exhibitor's responsibility and will be charged accordingly.

Clean Floor Policy

The following Clean Floor Policy will be strictly enforced on Monday, January 7:

3 p.m. Booths or meeting rooms not occupied by 3 p.m. will revert back to CES.

5 p.m. Cartons, fiber cases and packing material must be empty and labeled for pick-up by GES.

Move-out Information

GES will return all empty cartons and fiber cases to exhibitors by 9 p.m. on Friday, January 11. All crates will be returned by 12 midnight. Please keep this in mind as you make your travel arrangements so that you leave yourself enough time to repack your outbound shipment. All outbound shipments must be packed and labeled for GES pickup by 1 p.m. on Saturday, January 12.

A separate bulletin will be distributed to all exhibitors on Thursday, January 10 which will include information on dismantling, empty container returns, and much more! All exhibitors must keep their display open and manned during the entire show through show break at 4 p.m. on Friday, January 11. Failure to abide by this rule may result in loss of priority points. If you have questions on move-out, please contact your CES floor manager or GES service liaison.

If you have outbound shipment questions on-site, please visit one of the Exhibitor Servicenters located in the back of the 72000 aisle in Hall D and on Level 3, Murano Foyer.

GES Invoice Review

A GES service liaison will deliver your invoice before the close of the show. All invoices greater than \$25,000 will automatically be reviewed with you in your booth. Exhibitors with invoices less than \$25,000 are encouraged to also request a review with your service executive prior to the close of the show. Note: It is much easier and faster to reconcile a GES billing error while all parties are accessible on-site. Waiting until after the show could result in a much more time consuming process!

Electrical Blue Boxes

SES is the exclusive provider of electrical for your exhibit. SES installs a blue box system to ensure that exhibitors receive the power they ordered and to help reduce chances of service interruption. If you order a 5 amp/500 watt service that is the fuse you will get with your blue box. If you overload your box, the fuse will blow at your location only; it will not affect the power of adjacent exhibitors who are on the same line or "stringer." If you have questions on this, please visit the SES Service Desk located in the back of the 72000 aisle in Hall D and on Level 3, Murano Foyer.

Meeting Room Exhibitors Only: Cleaning Services

To prevent thefts from occurring, Specialized Event Services (SES) will no longer automatically clean exhibitor meeting rooms during move-in and show nights. If you would like your meeting room cleaned, please contact your floor manager in the Show Office on Level 3, San Polo Foyer. You must be present in your meeting room in order to have it cleaned.

Meeting Room Exhibitors Only: Security

Please note, all meeting rooms are joined by airwall doors that **cannot be locked**, and Venetian in-house services may also have access to these rooms. We strongly encourage meeting room exhibitors to hire security for their meeting rooms and secure valuables, specifically during move-in and overnight hours when exhibitor staff are not present. CEA, GES, and The Venetian are not responsible for any thefts that occur in any meeting room.

Access to Your Exhibit Space for Your Clients

Please remember that any clients whom you invite to visit your exhibit must have a CES badge. This includes any meetings scheduled before, during or after show hours. Our security guards will not allow access to CES exhibit areas to individuals who do not have a CES badge. Please make sure you convey this information to your clients or customers.

Security and Emergency

All emergencies must be reported to Venetian Security immediately. The 24-hour security number is 702-414-9311 or dial 49311 from an in-house phone. DO NOT dial 911. Doing so will delay the response by medical personnel who may not be able to find or get to the location of the emergency.

Parking

All Venetian exhibitors and all CES attendees are welcome to park in the Venetian's complimentary parking structure. Please keep in mind that the parking garage will be very busy at the end of each show day and it may take the parking garage attendants/guards some time to keep the traffic moving. Please plan accordingly.

Shuttle Service

A full schedule of our complimentary shuttle service can be found at www.CESweb.org/travel and includes details on hotel shuttles, the Venetian Express and outbound airport shuttle service.

Need to Grab a Quick Bite to Eat?

There are two convenient Venetian food courts which offer a variety of tasty, quick options—a great choice for busy show days!

The first food court is located on Level 3/Grand Canal Shoppes level, adjacent to the parking garage ramp. Quick tip: There is a cut through from the Level 3 Venetian Meeting Rooms to the Grand Canal Shoppes and food court.

The second food court is located on Level 2 (Casino Level) diagonally from the Grand Lux Café.

Product Demonstrations and Sound Restrictions

A maximum noise level of 85 dB will be maintained in the suites and meeting rooms. Please be aware that you may have neighboring exhibitors on either side of your exhibit. We ask that you are considerate of this and understand that there may be some noise transfer if several demonstrations are going on at once.

Booth Installation and Unions

Exhibitors are permitted to set up their own displays, provided full-time, permanent company employees are used, the work can be kept to an hour, and power tools are not required. At the request of union officials, CES Operations may request proof of a booth worker's company affiliation. Note: Union jurisdictions prohibit exhibitors from using material handling equipment, such as flatbed carts or dollies/hand-trucks, though hand-carrying materials is permitted. Contact CES Operations or GES with questions or concerns.

Exhibitor Appointed Contractors (EACs)

EAC workers must display an official EAC wristband in order to access the Venetian exhibit areas. There is a different color wristband required each day. At The Venetian, the EAC Desk will be located on Level 2, Venetian Ballroom Foyer next to Exhibitor Registration. The EAC Desk will open at 7:30 a.m. on Friday, January 4. Wristbands may be picked up the night before work is to be done beginning on Friday. EAC supervisors must pick up and sign for all worker identification.

No Selling 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 will be walking the show floors on show days looking for exhibitors violating this policy. Should any exhibitors be found in violation of this policy, CES Operations will take the proper steps to shut down the exhibitor's booth immediately. This action will be strictly enforced.

Be sure to share this information with those staffing your booth on-site. We appreciate your attention to the serious nature of this policy, and ask all exhibitors to adhere to this regulation.

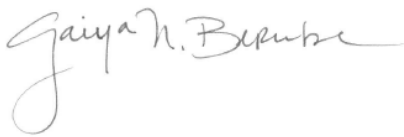
Procedure for Merchandise/Product Removal

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

Don't Miss Out! Sign Up for the 2014 International CES

Interested in signing up for the 2014 International CES? Stop by Level 2, Titian 2305 on Thursday, January 10. You may also call the CES Exhibit Space Selection office at 702-943-3731 for additional information.

Please let me know how else I may assist you during CES. Have a great show!



Gaiya Berube
CES Operations Manager