



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 Show Office on Level 3, San Polo Foyer or in The Venetian Tower Show Office, Suite 29-207.

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 #
Floor 29	Melody Urso and Carla Rose; located in Suite 29-207	Barbie Owens 702-604-9925 Janelle Walker 619-572-4054
Floors 30 and 33	Bob Meyncke and Donna Hedland; located in Suite 30-207	Lourie Labra 619-921-6692 Stephanie Maffia 214-213-5462
Floors 31, 34, 35	Jean Olson; located in Suite 31-207	Sally Preto 773-447-2069 Jeanette Beattie 619-843-1440

Exhibitor Services and Key Locations for Assistance

CES Show Office	Floor 29, Suite 29-207; phone is 702-414-1699
CEA Member Lounge	Floor 30, Suite 30-140
GES Exhibitor Servicenter	Floor 29, Suite 29-205
Experient Registration & Lead Retrieval	Floor 29, Suite 29-209

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, suite 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 Suite

Keys to your Exhibit Suite can be picked up at the Invited Guest Check-in Desk, located to left of the main Venetian front desk.

Installation Schedule and Clean Floor Policy

Exhibitor installation hours are 8 a.m.–7:30 p.m. on Sunday, January 6 and Monday, January 7.

The following Clean Floor Policy will be strictly enforced:

Monday, January 7

3 p.m. Suites 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-in Suite Inspection Form

Please be sure to fill out your suite inspection form prior to setting up your exhibit suite. This should be the first thing that you do when you arrive to your Exhibit Suite. If you do not have this form on-site, please contact your floor manager upon your arrival to your suite. Floor managers are located in Suites 29-207, 30-207 and 31-207.

Moving Furniture, Room Layout Changes, Empty Containers, Signs

Like last year, please remember all exhibitors are prohibited from moving any furnishings on their own. Exhibitors must hire Venetian Facility Services to move furnishings. Any violation of this rule will result in a \$450 deduction from the exhibitor's security deposit, and the exhibitor will be responsible for any damages. This fee will also apply to any exhibitor who tampers with any of the security locks placed on closets.

If you have any last minute requests or changes to your room, please contact Marina Wasiak via cell at 702-591-1076 or visit a CES floor manager in Suites 29-207, 30-207 and 31-207. There is no guarantee that changes can be accommodated at this point.

Please remember that all signs and product must be contained within the confines of your suite. Do not affix any signs to the suite door, bathroom door, walls, curtains, fire sprinklers, etc. All signs must be free-standing.

Empty cartons, containers, and cases cannot be stored within your exhibit suite during the show. You will be responsible for tagging your empty containers with "empty" stickers by 5 p.m. on Monday, January 7 so that GES can retrieve and store them for you during the show.

Sleeping in Your Exhibit Suite?

CES allows exhibitors to sleep in their assigned suites but exhibitors are not permitted to check-in to the suite until 8 a.m. on Sunday, January 6 and must vacate the suite by 5 p.m. on Saturday, January 12. If you or any members of your staff plan to sleep in your Exhibit Suite, you/your staff must provide access to the suite for GES to retrieve and deliver empty freight containers to the suite and must provide access to Venetian Facilities. Please keep in mind that GES will be working late in all Exhibit Suites on the nights of Sunday, January 6, Monday, January 7, Friday, January 11 and Saturday, January 12 and will require access to these suites up until 2 a.m.

Move-out Information

GES will return all empty containers to suite exhibitors between 5:30 p.m. and midnight on Friday, January 11. Please keep this in mind as you make your travel arrangements so that you leave yourself enough time to repack your outbound shipment on Saturday. All outbound shipments must be packed and labeled for GES pick-up by 5 p.m. on Saturday, January 12. If you have outbound shipment questions on-site, please visit GES in Suite 29-205.

Like the 2012 show, all exhibitor freight (with the exception of POV freight) will be returned to the warehouse during move-out for re-packing, re-crating, etc. Back to warehouse fees will apply for all exhibitors. Please refer to your Venetian Exhibit Suites Manual for additional information and back to warehouse rates.

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 suite or meeting room.

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

Venetian Engineering is the exclusive provider of electrical for your exhibit. All Exhibit Suites are required to use the blue box electrical outlet system for all equipment requiring electrical.

Each suite has a different number of dedicated outlets with blue boxes for your equipment. Each box has a 10 amp/1,000 watt fuse. If the device(s) plugged in exceeds 10 amps/1000 watts, the fuse blows at that box and prevents a surge back to the line supplying the power. This prevents power outages at adjoining suites that are sharing the same circuit.

CES Operations wants to limit power interruptions to the Exhibit Suites. In the event an exhibitor blows a fuse in a blue box, Venetian Engineering will provide a replacement fuse. The exhibitor will have to remove the electrical device(s) causing the overage. If you have questions on this, please contact your CES floor manager.

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.

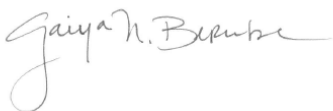
Procedure for Merchandise/Product Removal

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