

## **CES 2017**

### **EXHIBIT SPACE SELECTION PROCESS...EIGHT SIMPLE STEPS:**

Here is what you can expect:

**Exhibit Space Selection Basics:** Exhibit Space Selection is the process by which you will select your company's CES 2017 exhibit space on-site during the 2016 show.

**Exhibit Space Selection Locations:** The LVCC Exhibit Space Selection Room is located in the meeting room connector in the South Hall at the Las Vegas Convention Center in Room S223. The Sands Space Selection Room is located in Hall G, #81259.

1. **Come early:** Please arrive 15 minutes prior to your scheduled selection time. Your selection date and time is located in the packet that was sent to you, on the bottom of the letter.
2. **Check-in:** A member of our staff will greet you at the Check-in Desk. You will be given your company's Space Selection Card; keep this card handy and please try not to write on it.
3. **Preview the floorplans:** Please use the Preview Boards to review available booths and see where other companies have selected space prior to making your final selection in the Selection Room. Please note the Preview Boards are updated concurrently with the floor plans in the Selection Room. **These drawings may have changed from the floor plans that are posted on our website.** Please review carefully, as we do make changes up to the time of actual space selection.
4. **Visit with a membership representative:** Consumer Technology Association (CTA) members receive additional discounts on exhibit space, as well as other great benefits!
5. **Listen for your space selection number:** This is very important! Please listen carefully for your Selection Number to be called. Your Selection Number is located on the letter you received in your space selection packet.
6. **The selection room – making your final selection:** Once your Selection Number has been called, you will be invited into the Selection Room to make your final exhibit selection. Please give your Selection Card to a Selection Room staff member. The Selection Room staff member will assist you in making your final selection and record your selection on the Selection Room Floor Plans.
7. **Contract processing:** Once you have selected your space, you will proceed to the processing area. 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). Should you request a paper copy of your contract on site, we're happy to provide.
8. **CES preview boards updated:** Once your final exhibit selection has been made and recorded in the Selection Room, your selection will be formally entered into the CES database and the Preview Floor Plans will be updated accordingly.

***That's it! You're done!***  
***Thank you for coming! We look forward to serving you for another successful year!***