



Dear Exhibitor:

We look forward to making your 2006 International CES exhibiting experience the best ever. That's why we assembled this *Survival Kit*, with concise, easy-to-read information for the upcoming International CES. Just print this out, and put it in the front of your *CES Exhibitor Manual*. When you arrive in Las Vegas, you will receive a *Welcome Kit* to complement this document.

Use the Survival Kit to find information regarding:

- SHOW HOURS
- MOVE-IN
- HOLIDAY CLOSURES
- EXHIBITOR ACTIVITY ON NEW YEAR'S EVE
- EXHIBITOR-APPOINTED CONTRACTORS
- EAC ONLINE REGISTRATION PROCESS
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SHOW HOURS

Sands Expo and Convention Center

Thursday, January 5, 2006	8 a.m. – 6 p.m.
Friday, January 6, 2006	8 a.m. – 6 p.m.
Saturday, January 7, 2006	8 a.m. – 6 p.m.
Sunday, January 8, 2006	8 a.m. – 3 p.m.

Las Vegas Convention Center, Las Vegas Hilton

Thursday, January 5, 2006	*10 a.m. – 6 p.m.
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Friday, January 6, 2006	9 a.m. – 6 p.m.
Saturday, January 7, 2006	9 a.m. – 6 p.m.
Sunday, January 8, 2006	9 a.m. – 4 p.m.

*LVCC South Hall opens at 9 a.m.

MOVE-IN

Exhibitor installation begins December 26 at the Las Vegas Convention Center, December 29 at the Sands, January 3 at the Las Vegas Hilton, and January 3 at the Alexis Park. Daily set-up hours are 7:30 a.m.-7 p.m. Late works passes will be issued upon approval from the Floor Manager in your area. You must obtain these by 2:30 p.m. on the day the late work is to occur. Please note that installation is targeted at the LVCC, Sands and Hilton. Reference the color-coded target move-in map, found in section 10 of the exhibitor manual for your specific installation date.

HOLIDAY CLOSURES

- The GES warehouse will be closed **December 23-26** in observance of Christmas
- The GES warehouse, LVCC, Sands and Hilton will be closed on **January 1** in observance of New Year's Day. No exhibitor activity is allowed.

EXHIBITOR ACTIVITY ON NEW YEAR'S EVE

Due to the New Year's Eve festivities, the LVCC and Sands will be closing early on December 31. Exhibitors may work until 2 p.m. that day, no exceptions or late work passes will be permitted.

EXHIBITOR-APPOINTED CONTRACTORS

If you plan to use an exhibitor appointed contractor (EAC) for the installation and dismantle of your booth, the deadline to submit the necessary paperwork for Show Management approval was December 9, 2005. If you or your EAC have not submitted paperwork, you must do so immediately, or your EAC will not be granted access to work on the International CES show floor. Forms include *the Notification of Intent*, *EAC Agreement*, and *Certificate of Insurance*. If you have any questions, contact the EAC Hotline at (703) 907-4353 or e-mail smansfield@CE.org.

EAC ONLINE REGISTRATION PROCESS

The online EAC tool at www.cesweb.org/EAC makes it easier for EACs to manage required information, to track updates to their client listing, and to keep on top of upcoming deadlines. **Without properly registering with CES, EACs will not be able to work on the CES show floor.** Please take a few moments to register your EAC as an official contractor at CES so we can make sure they obtain these and other important instructions.

WORK GUIDELINES

Full-time personnel of an exhibiting company may set up their booth displays, with the exception of certain work covered by the jurisdiction of various Las Vegas unions. Please be sure all company personnel working in your booth have photo ID and proof of company affiliation. At the request of union officials, show management may request to see this. Please view the complete [Work Guidelines](#) found in your exhibitor manual.

NEW THIS YEAR! LABOR AT SHOW BREAK

As an additional safety and security measure, **no workers will be permitted on the show floor until one hour after the show closes on Sunday at the LVCC and Sands, one half hour at the Hilton.** This includes all I&D labor, electricians, stagehands, cleaners, vendors and all EAC workers. The only exception you will see is teamster labor to roll the aisle carpet one half hour after the show break at the LVCC and Sands.

What this means for you? If you have labor scheduled for the show break, please adjust the start time so that your labor begins one hour after the show break (one half hour at the Hilton). GES will make the adjustment accordingly for their labor, but it is your responsibility to reschedule all other contract labor (EACs, a/v companies, etc.).



Please refer to the Show Close Schedule handout for further details and if you have additional questions, please contact your Floor Manager or call the Exhibitor Hotline at (702) 943-4074.

EXHIBIT BOOTH DISPLAY REMINDERS

- Smoking is prohibited in all CES Show Locations.
- Any portion of a display that extends above or beyond that of the booth adjoining to the rear or side must be finished with paint or drapes at the expense of the exhibitor. Any portion of your booth facing an aisle must be finished.
- No signs or decorating materials may protrude into the aisles or encroach upon neighboring exhibits.
- If an exhibit interferes with the rights of other exhibitors or does not conform to prevailing standards of good taste, CES Operations may require immediate changes.
- Except where noted, all exhibits must be completely installed by 3 p.m. January 4, 2006.
- No live animals are permitted under any circumstances.
- No helium balloons of any type are permitted.
- Any exhibitor who begins to dismantle or pack part of the exhibit before the close of the show may lose priority points or be denied participation in future shows.
- All exhibits must be freestanding and self-supporting.
- Booths at the LVCC and Sands must be fully carpeted or have other professional floor covering installed. Booths lacking carpet by 3 p.m. January 4 will have carpet installed at the exhibitor's expense.
- LVCC and Hilton exhibitors are not permitted to dismantle their booths prior to 4 p.m. on Sunday, January 8. Sands exhibitors are not permitted to dismantle their booths prior to the show closing at 3 p.m. on Sunday, January 8. Early dismantling may jeopardize your priority standing and participation at a future CES. A complete description of CES' [rules and regulations](#) can be found in the exhibitor manual.

GENERAL SERVICE CONTRACTOR

GES Exposition Services is the official general contractor for the 2006 International CES. Questions regarding material handling (drayage), furniture and carpet rental, booth I&D, graphics orders, electrical (LVCC and Hilton only), and other GES services can be directed to the Exhibitor Hotline at **(800) 475-2098** or send an e-mail via ges.com/contact.

CART-LOAD SERVICE

If you have a small amount of materials that you need assistance with, you are eligible to take advantage of the new Cart-Load Service offered by GES. This service is complimentary for Sands exhibitors. By "small amount," we mean the amount of materials that would typically fit into the trunk of a standard passenger car. Exhibitors can bypass marshalling and go to one of three designated areas for assistance. These areas are

- 1) outside of Freight Door 1 for exhibitors in the LVCC North and Central 1-2 Halls
- 2) outside Freight Door 9 for exhibitors in LVCC Central 3-5
- 3) the east end of the LVCC South Hall for exhibitors in the LVCC South Halls
- 4) and at the Sands – in the parking lot located behind the Sands along Koval Avenue

See the Cart-Load Service information located in the "GES Services" section of your Exhibitor Manual for a map of these areas. Costs are \$40.80 per cart-load for LVCC exhibitors. This service is complimentary for Sands exhibitors.

LVCC Cart-Load service hours: Monday, January 2 through Wednesday, January 4, 8 a.m. - 5 p.m.; 6 - 10 p.m. on Sunday, January 8.



Sands Cart-Load service hours: Tuesday, January 3 and Wednesday, January 4, 8 a.m. - 5 p.m.;
5 - 10 p.m. on Sunday, January 8.

CROWD CONTROL

As a matter of safety and courtesy to others, booth demonstrations must be confined within the exhibit space so as not to interfere with traffic flow in the show aisles or encroach into neighboring exhibits. Booth activity includes sales presentations, product demonstrations, entertainment, celebrity appearances, etc. Exhibitors must contract sufficient space in order to comply with this rule.

If you are planning any type of booth activity for which you anticipate the gathering of a large crowd, you are responsible to assign booth personnel and/or hire security guards to manage crowd control and keep the aisles and neighboring exhibits clear. Show management reserves the right to determine whether excessive crowds are in violation of this rule, and if so, will hire security to manage crowd control at the exhibitor's expense.

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 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 Show Management will take the proper steps to shut down the exhibitor's booth immediately. **Exhibitors will be given one written warning, after which, the violating display will be shut down for the remainder of the show.** This action will be strictly enforced.

Please 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 important regulation.

SECURITY AND EMERGENCY

All emergencies must be reported to the Las Vegas Convention Center and the Sands Expo and Convention Center. The 24-hour security number at the LVCC is (702) 892-7400 and at the Sands is (702) 733-5195. At the Venetian, please call (702) 414-3911. Dialing 911 will delay the response by medical personnel who may not be able to find or get to the location of the emergency.

SES AT THE SANDS

For Sands exhibitors, Specialized Event Services (SES) is the exclusive in-house provider of telecommunications, Internet, electrical, catering, cleaning, hanging applications, video signal distribution, compressed air, water, and drainage.

SES is staffed by technical experts who will assist you with all of your intricate needs. They are pleased to provide a full complement of in-house technical services during the show.

The main SES service desk and business center is located on the lower level, across from room 101. They will also have a satellite service desk located in the Exhibitor Service Center, in the back of Hall B. SES can also be reached by calling (702) 733-5070.

HANGING SIGNS AND TOWER GUIDELINES



LVCC Exhibitors: Please contact Steve Williams with GES Exposition Services for specific questions regarding hanging signs at (702) 515-5716 or e-mail swilliams@ges.com.

Sands Exhibitors: Specialized Event Services (SES) must hang signs that are 200 lbs. or more or any signs require electrical. All other signs can be hung by GES. Please contact SES at (702) 732-5644 or e-mail rigging@sandsexpo.com if SES is hanging your sign. Otherwise, you may direct your questions to Don Newman with GES Exposition Services at (702) 515-5583 or e-mail dnewman@ges.com.

Las Vegas Hilton Exhibitors: Please contact Trisha Allred with Encore Productions at (702) 732-5644 or e-mail tallred@encoreproductions.net.

All hanging signs must adhere to the following regulations:

- Hanging signs and towers are only permitted in island and peninsula booths 400 sq. ft. or larger.
- Hanging signs are not permitted in LVCC and Hilton meeting rooms, in any Venetian Suite or in any place in the Hilton Ballroom.
- Towers may not exceed height limits.
- Height limits are not subject to variances.
- The maximum weight of a hanging sign cannot exceed 1,500 lbs, and the height of the hanging sign from the floor to the top of the sign may not exceed the following height limits:

○ LVCC North Hall	30'
○ LVCC Central Hall 1,2	20'
○ LVCC Central Hall 3, 4, 5	30'
○ LVCC South Hall 1, 2	22'
○ LVCC South Hall 3, 4	22'
○ Sands	25'
○ Hilton Pavilion	20'
○ Hilton Center	20'

For questions regarding acceptable design of double-decker booths at the LVCC, call Mike Massey at (702) 892-7413 or e-mail mmassey@lvcva.com. At the Sands, please contact the Clark County Fire Department at (702) 455-7311 or (702) 226-8991. You may also contact Connie Ahren at (702) 733-5472 or e-mail cahren@sandsexpo.com.

PRODUCT DEMONSTRATIONS

Product demonstrations are permitted. Please abide by the following regulations:

- In booths 10' deep, the demonstration must be set back a minimum of 3' into the booth. For booths greater than 10' in depth, the demonstration must be set back a minimum of 10'. This allows room for the viewing attendees to be contained within the booth limits.
- CES has instituted a No Tolerance policy. Demonstrations found to be objectionable due to noise level or vibration level (dB or SPL) or blocking traffic flow may be closed down at the discretion of CES Operations.
- Exhibitors shall be responsible for supervising the actions of all visitors and employees operating display equipment in their area.
- All product demonstrations must be contained wholly within the purchased exhibit space.



SOUND

A maximum noise level of 85 decibels will be maintained on the exhibit floor.

HALOGEN LIGHTING

The LVCC has issued a ban on certain types of halogen lighting, effective immediately. Please see the ["LVCC Policy On Halogen Lighting"](#) in the *Exhibitor Manual* for more information.

OTHER LIGHTING

Neon is acceptable as long as it is in accordance with local neon regulations. Small flashing-chaser lights are permitted in a booth to a maximum height of 8'. Strobe, rotating and garish neon lighting are not permitted. Lighting should be directed to the inner confines of the booth space and should not project onto other exhibits or show aisles.

PHOTOGRAPHY

Einzig Photographers is the official show photographer of the International CES. See your *Exhibitor Manual* for their information and order forms, or contact them at Oscar/Einzig: (800) 638-0056 or (312) 922-0056 (Chicago), or e-mail mail@oscareinzig.com. No other commercial photographer will be admitted to the exhibits, unless special arrangements are made with Show Management by submitting notification of intent to use an exhibitor-appointed contractor. Only after receiving permission from the exhibitor may members of the working press, badged by CES, take close-up shots of an exhibit or product display. Press is allowed to take overall or general views of the exhibits without restriction.

EQUIPMENT/PRODUCT REMOVAL PASS

Product may be removed from the exhibit floor with a merchandise pass, beginning one hour before show closing. A maximum of five merchandise passes are available only to exhibitors who present the proper exhibitor credentials and personal identification. Merchandise passes are available at CES Floor Manager counters located throughout the exhibit halls.

FOOD & BEVERAGES

The LVCC, Sands Expo, Las Vegas Hilton, the Venetian and Alexis Park have catering services that must be used for all in-house food and beverage; this includes water bottles and food items with your company name or other logo. Refer to the menus and order forms in your *Exhibitor Manual*, or contact a catering manager to discuss your needs.

Las Vegas Convention Center: ARAMARK	(702) 943-6910
Las Vegas Hilton Catering Department	(702) 732-5624
Alexis Park Catering Department	(702) 796-3323
Sands Specialized Event Services	(702) 733-5366
Venetian	(877) 226-8319

RAFFLES/GAMES OF CHANCE

Raffles and giveaways are allowed within your booth; however, Nevada state law prohibits them if money is involved. Exhibitors considering a raffle, game of chance or the use of a slot machine in their booth should contact the Nevada Gaming Control Board at **(702) 486-2000**.

LITERATURE DISBURSEMENTS, GIVEAWAYS, SURVEYS

Literature, samples and giveaways must be disbursed from within your booth. Surveys may not be conducted outside of your booth. Corporate greeter sponsorships are available; call Liz Tardif with the International CES Build Your Brand Promotional Opportunities at (703) 907-7688 or e-mail ltardiff@CE.org.



WIRELESS ACCESS POINTS AT THE LVCC

Smart City has installed a new air-magnet system to help manage the wireless network in the convention center. This air-magnet system will provide numerous reports that inform Smart City how the wireless network is running. It will also indicate when someone brings in their own access point (AP) and a general idea of where it is located inside the exhibit hall. To circumvent disruption, this air-magnet system provides the ability to turn off these APs remotely, known as "blocking."

If your booth requires the use of a wireless router or access point in the convention center, it is imperative that you notify Smart City at least three weeks in advance of the show. This will help to achieve optimum performance and avoid blocking of your access point(s). Contact Smart City at (888) 446-6911 or the on-site team at (702) 943-6CES. You may also e-mail mdworin@smartcity.com. Note: This block will only affect access points, not other products that use the 2.4 frequency.

INTERNET SECURITY – LVCC ONLY

Upgrade Your Software Prior to Showtime

Smart City (LVCC only) also requires exhibitors to use systems with the latest virus definitions and operating system patches. Devices causing network problems will be disconnected from the network until they are free of problems.

Smart City will have automatic port monitoring that will close down ports when it detects a problem and will provide CDs that will help you troubleshoot and upgrade problematic devices.

See the *Smart City Network Security Declaration* at <http://www.cesweb.org/docs/SmartCityNetworkSecurityDeclaration2005InternationalCES.pdf>

WIRELESS ACCESS POINTS AT THE SANDS

SES is proud to be the exclusive provider of wireless Internet services at the Sands Expo and Convention Center. The wireless service offers speeds around 4Mb to the World Wide Web. SES recommends that the wireless service be used for checking e-mail and web surfing. With a Wi-Fi compatible 802.11b or 802.11g card, the wireless service can be utilized in any of the convention halls, meeting rooms, and lobbies.

Due to the fact that wireless service is inherently vulnerable to interference from other devices that transmit radio frequencies, SES does not recommend using your wireless connection for product presentations or demonstrations. If you plan to demonstrate any product or service via the Internet, you should invest in the fast Ethernet line. It is never recommended that you use wireless service for DHCP, VPN, or streaming applications. These needs are best served with the wired Internet line.

If you are unsure which service we offer is best for you, please call our SES Internet Department at (702) 733-5531

LAS VEGAS DTV STATIONS AND HDTV CABLE SERVICE

Exhibitors have two options for ordering HDTV programming:

1. You can order a DTV local over-the-air broadcast from the LVCC Communications Department. This will provide you with eight local Las Vegas DTV stations, with only one broadcasting in HDTV 24/7. Please call Greg McDermott in the LVCC Communications Department at (702) 892-7450, e-mail gmcdermott@lvccva.com, or fill out the following LVCC Cable TV and Las Vegas DTV Stations Service order form.



- OR -

2. You can work directly with Cox Communications to receive full DTV cable station coverage. Please contact Marc Tellez at (702) 384-8084, ext. 1203 or e-mail marc.tellez@cox.com or fill out the enclosed Cox HDTV Cable Service Offering and Pricing Order Form.

SANDS CABLE TV/SATELLITE ANTENNA SERVICE

Specialized Event Services (SES) is the exclusive video signal provider at the Sands. Cable TV and antenna service is available. The antenna drop includes all cable, adapters, service fees and amplification to deliver one feed into your booth. One feed can be distributed throughout the booth on a time and material basis.

All locating of satellite dishes for outside access is done by SES. Please contact SES at (702) 733-5070 if you have any questions regarding this service or if you would like an estimate.

Please see additional information and order forms for Sands services located in the [SES Brochure](#) under tab 13 of your Exhibitor Manual.

HOTEL INFORMATION

Hotels are selling out fast, but there are still some CES hotel rooms available. Visit www.CESweb.org/travel for details, or check out www.lasvegas.com for last-minute deals.

COMPLIMENTARY SHUTTLE BUS SERVICE

Check out the Shuttle Bus Service Schedule at <http://cesweb.org/attendees/travel/shuttle.asp> for a full listing of services and route information.

Shuttle service to and from all official CES hotels the Sands, and the LVCC is provided on Thursday, January 5 and runs through Sunday, January 8. Inbound service begins at 7:30 a.m. with limited mid-day service. Return service is operated from 4 – 6:30 p.m. Thursday through Saturday, and 2 – 4:30 p.m. on Sunday.

To accommodate you on our last day of exhibitor move-in, shuttle service will be provided from 8 a.m. – 6 p.m. on Wednesday, January 4, in 30-minute intervals on bus routes 2-8. Information signs will be posted in hotel lobbies with exact times and boarding locations.

NEW THIS YEAR! Sands Express

If you are at the LVCC, take the Sands Express to visit Innovations Plus at the Sands. The Sands Express will run between the Las Vegas Convention Center and the Sands every 10 minutes Wednesday, January 4 through Sunday, January 8.

PLEASE NOTE! There is no parking at the Sands Expo, but satellite parking with shuttle service will be available if you must drive. The lot is located off of Koval Avenue behind the Sands. The fee is \$5 a day, no in and out privileges.

ALEXIS PARK EXPRESS

Express shuttle service will be provided every 15 minutes between the LVCC and Alexis Park. Service will be provided from 7:30 a.m. – 6:30 p.m. Thursday, January 5 through Saturday, January 7, and 7:30 a.m. – 4:30 p.m. Sunday, January 8.



ALERT:

There will be limited complimentary parking at the Alexis Park for the 2006 International CES. Parking on-site will open up in designated areas at 6 p.m. Thursday, January 5, through Saturday, January 7. Vehicles remaining after 6 p.m. on Saturday, January 7 in the designated areas will be towed to an alternate location. In addition, supplemental complimentary parking will be available January 3-9 and is accessible from the front of the Alexis Park. Ample signage will be provided to direct drivers to this location.

LAS VEGAS CONVENTION CENTER SHUTTLE LOOP

To help you get around the LVCC, shuttle service will be provided every 10 minutes with boarding points at five key locations around the center. The shuttle runs from 8 a.m. – 6:30 p.m. Wednesday through Saturday and 8 a.m. – 4:30 p.m. Sunday.

AIRPORT SHUTTLE SERVICE

Shuttle service to McCarran International Airport will be available every 30 minutes from 10 a.m. to 7 p.m. on Saturday and Sunday, January 7-8. The shuttle service to McCarran is available from the front entrances of the LVCC, the Sands, and Alexis Park. The ticket price for this service is \$5 per person, one-way and can be purchased with cash only.

ADA ACCESS

ADA accessible buses are available for those with special needs. Please call CMAC at (401) 826-4100 or (702) 943-3531 when on-site, to arrange your transportation.

LAS VEGAS MONORAIL



Save time and take the Monorail to the Las Vegas Convention Center and the Las Vegas Hilton. Stopping at the LVCC and six other hotel stations, the monorail travels end-to-end and runs 7- 3 a.m. daily. Tickets start at \$5 1-ride, \$9 2-rides, and \$15 day-pass. Visit www.lvmonorail.com for more details and ticket information. Please note these prices are effective as of December 29, 2005.

Please note, the Monorail does not go to the Sands; take the Sands Express to see Innovations Plus and the latest in emerging technologies.

BADGES

If you did not receive your badge in the mail or need to register on-site, Exhibitor Registration is located in five key locations: at the LVCC in the CES Central Plaza, in the South Hall at the Swenson Street entrance, in the Sands in Hall B, at the Las Vegas Hilton in Ballroom G, and at the Alexis Park in the Alexis Gardens. If you received your badge in the mail, you will find Badge Holder Pick-up desks at all main entrances on-site.

Two forms of identification (one personal, one business) are required when picking up badge holders or when registering on-site. Only exhibitors with proper identification will be permitted to pick up multiple badges or badge holders for their staff. Acceptable forms of business ID include a business card, pay stub or statement on company letterhead indicating that you are representing that company at the International CES.

ALL BAGS ARE SUBJECT TO SEARCH

As another step to heighten security, all bags will be subject to search upon entry into CES show locations starting noon Wednesday, January 4, through the close of show on Sunday, January 8. This includes personal possessions such as purses, laptop cases, and backpacks.



EXHIBITOR WELCOME KIT

Exhibitor welcome kits will be distributed during move-in, and will contain all sorts of useful information such as:

- Floor manager and GES zone managers assigned to your area of the show floor, contact information and where they can be found
- Shuttle bus schedule
- Exhibit hall floor plans
- Security reminders
- And much, much more!

Please take few minutes to familiarize yourself and your staff/EACs with these details, which are all geared to help you have a successful show experience!

BOOTH NUMBER LOCATIONS AND CONTACTS

Questions? Please contact CES Operations as follows:

Show Location	Booth Series	Contact
Las Vegas Convention Center	100-35,999	Gail Sparks-Riegel (703) 907-7786 gsparks@CE.org
Las Vegas Convention Center Central Plaza	CP1-CP20	Gail Sparks-Riegel (703) 907-7786 gsparks@CE.org
Sands Expo and Convention Center	70,000-72,999 IP100-IP299 Venetian Meeting Room Exhibitors	Gaiya Sims (703) 907-7685 gsims@CE.org
Las Vegas Hilton	49,000-61,999	Gail Sparks-Riegel (703) 907-7786 gsparks@CE.org
Trade & Association Booths		Tomi Unglebower (703) 907-7426 tunglebower@CE.org
LVCC Exhibitor Meeting Rooms	Rooms N101-N120 Rooms N201-N251 Rooms S201-S218	Kelly Butler Holtz (503) 296-9321 kbholtz@juno.com
Alexis Park	Suites and Exhibits	Jeri Willingham (816) 697-6621 jwillingham@kc.rr.com
Las Vegas Hilton / Riviera Hotel One-Day Exhibitor Meeting Rooms	Exhibitor Meeting Rooms	Noelle Becker (703) 907-7623 nbecker@CE.org