



Alexis Park Exhibitor Manual



Section 2: Suites Only

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Damage Control

In an effort to minimize damages to the Alexis Park, a Damage Report will again be included in all suites. Inspections and video tapings, conducted by CES and Alexis Park representatives, will take place prior to exhibitor move in and check out.

Upon the initial walk through, any existing damages will be noted on a report and a copy left for exhibitors review. A CES representative will later stop by to make sure you agree, sign the report and discuss your options for the final move-out inspection. You will be given the opportunity to be present during the final move-out inspection but if you choose not to be present, any damages found to be the exhibitor's responsibility will be billed to the exhibitor accordingly.

Suite Signage

CES strives to be fair and offer support to all of its exhibitors. Concerns about exhibitors hanging banners and signage at the Alexis Park outside of their contracted space were voiced to show management. Consequently, at the 2006 International CES, any banners, signage or other promotional items found outside of an exhibitor's officially contracted area, or in a public area, will be immediately removed by CES Operations.

In our continued effort to create the best possible experience for exhibitors, CES has created a special promotional opportunity program to help High Performance Audio exhibitors maximize their presence throughout the Alexis Park. For further information on signage/banner locations, rates and availability, please contact Liz Tardif with CES Promotional Opportunities at (401) 849-9300 or via e-mail at ltardif@CE.org.

As allowed in previous years, signs and banners are permitted to hang outside the exhibit suite on the railing only. Dimensions of the signage for the railing are not to exceed a 15' length or 3' height.

Each exhibit suite has a window adjacent to the front door. You may use this window to display a sign from the interior or exterior of the window as long as it is affixed to the glass in an acceptable manner. The sign must be limited to the dimensions of the window which measure overall 32" x 54" (the window is a double, sliding window, each section measures 15" x 54", with a 2" overlap).

Some suites do not have access to the railings. Please contact Jeri Willingham to verify. For more information on dimensions, regulations or if your suite has a railing please contact Jeri Willingham with CES Operations at (319) 367-5787 or via e-mail at jbwillingham@lisco.com.

Suite Cleaning

Complimentary vacuuming and fresh linens will be provided in all suites during official show days. You may choose to have this service performed either between 6:30 - 9 a.m. (January 5-8) OR between 6:30 - 9 p.m. (January 4-7).

A Suite Cleaning Request is included on the following page, which MUST be completed and returned by Friday, December 2, 2005 to Jeri Willingham with CES Operations at (319) 367-0234 fax.

If you do not respond by the December 2, 2005 deadline a suite cleaning time will be assigned for you. Any changes made to the selected or assigned time slot will result in a \$100 per day fee charged to your credit card by the Alexis Park. Any on-site requests can be made to CES Operations in Suite 2109.

Furniture Removal

Removing furniture is a service provided to exhibitors for maximum display space.

Furniture Removal Forms are included in the following pages, which MUST be completed and returned by December 2, 2005 to Jeri Willingham with CES Operations at (319) 367-0234 fax.

Although there is no charge for this service, a \$225 expedite fee may be charged for orders received after the official deadline of December 2, 2005. A \$1,000.00 fee will be charged to your credit card if furniture is moved or removed by anyone other than Alexis Park Staff. Any on-site requests can be made to CES Operations in Alexis Park, Suite 2109.

A service fee of \$500 will be charged for any on-site requests so please make sure you return your form prior to the deadline

Artwork / pictures, mirrors and headboards are not to be removed from walls in suites.

Questions regarding suite cleaning requests or furniture removal?

Please contact Jeri Willingham at (319) 367-5787 phone or via e-mail at jbwillingham@lisco.com



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Alexis Park Suite Cleaning Request Form SUITES ONLY

Deadline: December 2, 2005

Complete & Return This Form Only if Exhibiting in a Suite.

Parthenon Ballroom Exhibitors:

Complete the GES Booth Cleaning Form, under GES Order Forms Tab of your exhibitor manual.

Company Name:	Suite No.:
Contact Name:	Phone:

Alexis Park will provide daily cleaning and refreshing of your exhibit suite at no cost. You must select one of the following:

_____ Clean & refresh linens in the morning, between 6:30 - 9 a.m., January 5-8

_____ Clean & refresh linens in the evening, between 6:30 - 9 p.m., January 4-7

IMPORTANT:

Suite exhibitors **MUST** complete and return this form by December 2, 2005 in order to receive this service. *If you do not respond by December 2, 2005 a suite cleaning time will be assigned. Any changes to the time you selected or have been assigned will result in a \$100 per day change fee.*

NOTES:

- Fresh linens may be requested on days other than January 5-8 by calling Alexis Park Housekeeping.
- If your exhibit is not available for cleaning upon housekeeping arrival, your suite will not receive service that day.
- Every effort will be made to accommodate special requests, however, a cleaning assessment may be required. Indicate any special requests below:

FAX Completed Form BY December 2, 2005 to:

Jeri Willingham

Fax: (319) 367-0234 Phone: (319) 367-5787

E-mail: jbwillingham@lisco.com