



# Venetian/Palazzo Hospitality Suites Exhibitor Manual

## Section 1: General Information

Thank you for choosing to exhibit at the 2014 International CES, January 7-10 in Las Vegas!

This Venetian/Palazzo Hospitality Suites Manual was created specifically for 2014 exhibitors in the Venetian/Palazzo hospitality suites. It includes information on vendor services and rules and regulations.

If you are an exhibitor in the Venetian exhibit space, which includes the Venetian Ballroom, Hall D and Venetian meeting rooms, please refer to the [Venetian Exhibit Space Manual](#). Likewise, if you are a Venetian Exhibit Suite exhibitor, please refer to the [Venetian Exhibit Suites Manual](#).

Operational questions can be sent to [Gaiya Berube](#), CES operations manager. Be sure to visit [CESweb.org](#) for the latest show news and information.

On behalf of the entire International CES staff, we look forward to seeing you in Las Vegas in January!

### Hospitality Suites

Exhibitors have the opportunity to contract for hospitality suites during CES at the Venetian. Hospitality suites are to be used for meetings or for hospitality purposes only. Absolutely no exhibits may be constructed or installed and Freeman is not permitted to deliver freight to these suites.

### CES Exhibit Hours

Tuesday, January 7	10 a.m.–6 p.m.
Wednesday, January 8	9 a.m.–6 p.m.
Thursday, January 9	9 a.m.–6 p.m.
Friday, January 10	9 a.m.–4 p.m.

### CES Exhibit Venues

#### Las Vegas Convention Center (LVCC)

North Hall	Booth #100-6999
Central Hall	Booth #7000-15999
South Hall 1	Booth #20000-24999
South Hall 2	Booth #25000-25999
South Hall 3	Booth #30000-34999
South Hall 4	Booth #35000-39999
Central Plaza	Booth #CP1-CP30

LVH	Booth #40000-56999
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Venetian	Booth #70000-75999 Meeting Rooms 501-4806 Exhibit and Hospitality Suites
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Renaissance Las Vegas	Hospitality Suites and Meeting Rooms
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Wynn/Encore Las Vegas	Hospitality Suites
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## Venetian/Palazzo Hospitality Suites Exhibitor Manual

### **Floorplans**

Our [Show Locations Map](#) will provide you with a general overview of the CES exhibit venues. If you require a floorplan of your hospitality suite, please contact [Gaiya Berube](#).

### **Hotel and Travel Accommodations**

For information on hotel accommodations, on-site complimentary shuttle service, the Las Vegas Monorail and more, please visit our [Hotel and Travel](#) page.

### **Registration Information**

Be sure to [register](#) your booth personnel before travelling to CES to guarantee a smooth arrival process on-site. Please note that, new this year, CES will not mail badges prior to the 2014 CES. All attendees and exhibitors must pick up their badge on-site at any [badge pickup location](#). In order to do so, you must show a photo ID, such as a driver's license or passport.

For your convenience, you may have one person from your organization pick up all of your company's badges at one time. Simply come to any List Processing counter at [Exhibitor Registration](#) with a list of those people you will be picking up badges for and a government ID, such as a driver's license or passport.

Exhibitor Registration will be located in the Venetian Tower, Floor 29 in Suite 29-209.

### **Promotional and Marketing Opportunities**

Let us help you meet and exceed your company's marketing goals! There are countless promotional opportunities available for CES exhibitors at The Venetian/Palazzo which can enhance your CES exhibit experience and deliver your message to CES attendees, media and guests visiting this venue. All of these opportunities are strategically placed in high-traffic, targeted areas which will provide the most exposure.

To view CES Venetian sponsorship opportunities, please browse the Venetian [PlanTour](#) menu. Additional CES [sponsorship opportunities](#) are also available. Please contact [Liz Tardif](#) with questions.

## Venetian/Palazzo Hospitality Suites Exhibitor Manual

### Section 2: Resources

#### CES Show Office

The CES Show Office will be located on Floor 29 in Suite 29-207.

#### Floor Managers and Exhibitor Hotline

Dedicated CES Floor Managers will be located in Suites 29-207, 30-207 and 31-207 to assist you during move-in, show days and move-out. We also provide a CES Exhibitor Hotline at 702-943-4074 for on-site assistance.

#### Venetian Tower CEA Member Lounge

There will be a CEA Member Lounge in the Venetian Tower on Floor 30 in Suite 30-140. This lounge will be set-up with several computer workstations, business center amenities and a quiet place for you to grab a quick snack or lunch during your busy day. The lounge will be open beginning Monday, January 6 through Friday, January 10.

#### Official Suppliers

In an effort to help you locate information for various services for the Venetian/Palazzo Hospitality Suites, please review our list of [official contractors and their order forms](#).

#### CES Contacts

##### **CES Operations:**

[Laurie Lutz](#) – Vice President, 703-907-7984

[Katie Remuzzi](#) – Senior Manager, LVCC & LVH Exhibits, 703-907-7637

[Christina Corrado](#) – Senior Manager, Registration, 703-907-4352

[Gaiya Berube](#) – Manager, Venetian Exhibits, 703-907-7685

[Noelle Williams](#) – Manager, Transportation and Hotel, 703-907-7623

[Alex Davis](#) – Specialist, CES Meeting Place, TechZones and Turnkey Booth Packages, 703-907-5243

##### **CES Sales & Business Development:**

[Dan Cole](#) – Vice President, 703-907-7987

[Kristen Stake](#) – Director, 703-907-7648

[Tira Gordon](#) – National Account Manager, 703-907-4324

[Shari Sally](#) – National Account Manager, 703-907-7025

[Aurelie Cornett](#) – Account Executive, 703-907-5245

[Stacey Banchek](#) – Senior Sales Coordinator Venetian Hospitality Suites, South Halls 3&4, CES Meeting Place, 703-907-4319

[Pedro Vittes](#) – Senior Sales Coordinator International Gateway, LVCC North Hall & Central Plaza, 703-907-5445

[Sasha Spellman](#) – Sales Coordinator, South 1&2, Central Hall, Eureka Park, 703-907-7758

[Sylvia Solari](#) – Senior Manager, Exhibitor Services, 703-907-7615

[Liz Tardif](#) – Promotional Opportunities, 703-907-7432

[Roz Artis](#) – Contracts Manager, 703-907-7432

[Pam Sydnor](#) – Senior Project Administrator, 703-907-7662



## Venetian/Palazzo Hospitality Suites Exhibitor Manual

### **Questions**

Please refer to your 2014 CES Space Contract Terms and Conditions Addendum for rules, regulations and hotel policies. Questions on the information above can be directed to [Gaiya Berube](#).

## Venetian/Palazzo Hospitality Suites Exhibitor Manual

### Section 3: Hospitality Suite Services

#### **Check-in/Check-out Procedures**

Hospitality suite exhibitors may check-in after 3 p.m. on Sunday, January 5 at the Venetian's front desk or the Invited Guest Check-in desk. Your actual suite number will be assigned at this time. The suite number cannot be assigned prior to January 5. If you are checking in later than January 5, please advise [Gaiya Berube](#) so that your suite is held for you.

Hospitality suite exhibitors must check-out by 11 a.m. on Saturday, January 11 or the exhibitor will be charged for an additional day.

If you require additional nights for your hospitality suite (over and above the six [6] nights), please contact [Stacey Banchek](#). Do not contact the Venetian directly to secure additional nights.

Each exhibitor is responsible for providing Stacey Banchek with the individual names that should be listed on the hospitality suite (who are permitted to check-in to the suite and obtain keys) no later than November 15. Guests authorized to receive suite keys will be responsible for any charges not covered by the Credit Card Authorization on file.

Avoid the long lines at the Venetian Front Desk! As a CES hospitality suite exhibitor, you can check-in at the Invited Guest Check-in Desk, located to the left of the front desk. Room and tax for your contracted suite will be billed to CES and will be paid directly to the Venetian by CES. Each exhibitor is responsible for all other charges including, but not limited to food and beverage, incidentals, gratuities, and show services (electrical, phone, Internet). All orders must be accompanied by a credit card or guaranteed to the exhibitor's approved master account with the Venetian.

Any authorized signer wishing to check-in to a Hospitality Suite for a colleague that will not be present on the day of check-in must complete and submit the [Multiple Guest Authorization Form](#) by November 1. If this form is not completed, only the main booth contact listed on your CES space contract will be permitted to check-in to your assigned suite and pick-up the keys.

#### **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 6:30-8 a.m. (January 7-10) or between 6-9 p.m. (January 6-9).

Please submit the [Suite Cleaning Request Form](#) by November 1. If you do not respond by this deadline, a suite cleaning time will be assigned for you. If you choose to decline cleaning service, you may indicate as such on the form.



## Venetian/Palazzo Hospitality Suites Exhibitor Manual

### **Deliveries and Packages**

No freight shipments are permitted to be delivered to a hospitality suite. Freight, crates, pallets or shipments are not permitted, as hospitality suites cannot be utilized for exhibiting large equipment or products. The Venetian's Package Center will only accept one (1) single box with a weight limit of 50 lbs. and an entire, cumulative shipment cannot exceed 200 lbs. Otherwise, the Package Center will not accept the shipment from UPS, FedEx, etc. Further, Freeman is not permitted to deliver packages or freight to these suites. Please keep this in mind when planning your meetings. The Venetian Package Center is located on Level 1, Galileo Foyer in the Venetian meeting rooms area.

If you need to ship something to your hospitality suite by using your preferred shipper (FedEx, UPS, etc.), you may address your package as such:

Name of Exhibiting Company  
Attn: Your Name (Hotel Guest)  
2014 International CES  
Suite # \_\_tbd upon check-in\_\_, The Venetian  
c/o Venetian Package Center  
3355 Las Vegas Blvd.  
Las Vegas, NV 89109

### **Electrical**

Each suite is equipped with 20 amps. There are two (2) 1,000-watt circuits per standard suite that make up a total 2,000 watts per suite. Exhibitors cannot exceed 1,000 watts per circuit, as the electrical circuits that feed each suite are part of a riser system.

No additional electrical will be available in the Venetian suites. Please contact [Jennifer Guevarra](#), Venetian hospitality manager, with any electrical questions.

### **Food and Beverage**

The Venetian can cater to your food and beverage in-suite needs. Requirements may be arranged through the In-Suite Dining Hospitality Department. Please email requests to [Jennifer Guevarra](#). Be sure to submit your [food and beverage order form](#) by November 1. All orders received after this date will be subject to a \$50 surcharge.

### **In-suite Dining Menus**

### **Furniture Removal or Additions**

The hotel is unable to remove or move any furniture from hospitality suites. Exhibitors may not ship or bring outside furniture (couches, televisions, coffee tables, etc.). Exhibitors are not permitted to move furniture around within the suite. This policy is strictly enforced and, if violated, furniture movement fees (\$450) will apply at the Venetian's discretion.

### **Internet**

In each suite there is an existing Internet and phone connection. The in-suite Internet rate is \$15.95 per 24 hours. There is also an existing phone and fax system in each suite. Prevailing local and long distance Hotel rates will apply.



## Venetian/Palazzo Hospitality Suites Exhibitor Manual

Suite exhibitors also have the option of ordering T-1 Internet service, which can service multiple users. An order form has been provided in this section. The deadline to order these services is November 1.

[Internet Order Form](#)

### **Meeting Services**

The Venetian does offer a limited supply of tables and other rental items that you may require for your suite. A full list of these items and their prices can be found in this section.

[Meeting Equipment Order Form](#)

### **Pictures and Virtual Tours**

Virtual tours and pictures of all suite types can be viewed at <http://www.venetian.com/Las-Vegas-Accommodations/Suites/> and <http://www.palazzo.com/Las-Vegas-Accommodations/Suites/>.

### **Signs**

Exhibitors are permitted to have signs within their assigned hospitality suite but they must be free-standing. Signs are not permitted outside of your suite or in the hallways. Signs cannot be affixed to any walls, doors, artwork, sprinkler systems, doors, fixtures, windows or existing furniture within the suite. Additionally, signage is not allowed to block or otherwise interfere with the fire sprinklers. As a result, the Venetian requires that any free standing sign be less than 6 ft. in height.

Due to local fire codes, exhibitors are not permitted to have signage in the suite hallways, rotundas, or public areas. Signage found in these restricted areas will be removed immediately by hotel security.

Exhibitor hospitality suite numbers will be printed on signage created and placed by CES Operations, as well as distributed at info desks and offices and listed in the online directory. If you do not want your company's suite number published, or prefer to keep your hospitality suite location private, please contact [Stacey Banchek](#) no later than November 15.

There will be an info desk near the Casino Level entrance to the suite elevators to help attendees find the elevator bank, locate exhibitors and suite numbers. An information desk will also be placed on Floors 29, 30 and 31.

## Venetian/Palazzo Hospitality Suites Exhibitor Manual

### Section 4: Show Rules and Regulations

#### **Age Restriction**

No one under the age of 18 is permitted in the exhibit hall at any time. Contact CES Customer Service at [ExhibitorReg@CE.org](mailto:ExhibitorReg@CE.org), 866-233-7968 or +1-703-907-7605 (outside of U.S.) with any questions.

#### **Americans with Disabilities Act**

Exhibitors acknowledge their responsibility under the Americans with Disabilities Act (ADA) to make their booth accessible to handicapped persons. Exhibitors shall indemnify and hold harmless CEA, International CES and the show locations against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to have their booth comply with requirements under the ADA.

ADA accessible buses are available during scheduled shuttle hours. Please request service at least 20 minutes in advance of desired pick up time. To arrange for your transportation, please contact [Kevin Berube](#) at 877-899-0986/401-234-4440 preshow or 702-943-3531 on-site.

#### **Booth Activity/Crowd Control**

Booth activity of any kind must be confined within the exhibitors contracted space so as not to interfere with traffic flow in the aisles or encroach into neighboring exhibits. Exhibitors must contract sufficient space in order to comply with this rule.

If you are planning any type of booth activity where a large crowd occurs, you are required to assign booth personnel and/or hire security guards to manage crowd control and keep the aisles and neighboring exhibits clear. CES Operations 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.

#### **Booth Attire**

CES Show Management reserves the right to make the determinations on appropriate exhibitor/presenter attire. If for any reason an exhibit and/or its contents are deemed objectionable by Show Management, the exhibitor may be asked to alter the attire of its employees, booth staff and/or models. If necessary, the exhibitor may be asked to remove the individual (s) in question at the exhibitor's sole expense. Exhibitors with questions about compliance with these guidelines should consult with Show Management in advance of the show.

#### **Cash and Carry 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 walk the show floor on show days looking for exhibitors violating this policy. Should any exhibitors be found in violation of this policy, CES Show Management will take steps to shut down the exhibitor's booth immediately. This will be strictly enforced.





## Venetian/Palazzo Hospitality Suites Exhibitor Manual

### **Decorative Materials**

All decorations, drapes, hangings, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, curtains, Christmas trees and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited. An official fire resistance certificate must accompany all signage and/or materials.

Hanging items from or off of any of the sprinklers within the suites is strictly prohibited. Additionally, decorations are not allowed to block or otherwise interfere with the fire sprinklers. As a result, the Venetian requires that any decorative materials be less than 6 ft. in height. Any resulting damages will be charged to the primary exhibitor occupying the suite.

Due to regulations either implemented by the Venetian or as a result of local, county, state, or federal requirements, exhibitors agree to abide by any additional policies regarding exhibits or meeting space as they may be in effect at the time of CES.

### **Exhibit Space Contract**

CES exhibitors must abide by the rules set forth in the 2014 International CES Exhibit Space Contract.

### **FCC Requirements**

Most electronic equipment that uses radio frequency energy must meet Federal Communications Commission (FCC) regulations limiting such emissions and must receive a grant of the appropriate equipment authorization from the FCC prior to being manufactured, imported or marketed. Equipment requiring such an authorization, which is displayed at CES, must either have already received the necessary FCC authorization or must be accompanied by the following notice conspicuously displayed:

*"This device has not been approved by the Federal Communications Commission.*

*This device is not, and may not be, offered for sale or lease, or sold or leased until the approval of the FCC has been obtained."*

Radio frequency devices that could not be granted an equipment authorization or operated legally, may not be advertised, displayed or sold. Failure to follow these guidelines, as well as other appropriate FCC rules, is a violation of federal law (47 U.S.C. Section 302(b)). It is anticipated that FCC investigators will attend CES looking for such violations. For further information regarding the types of equipment that require FCC authorization, see the FCC Rules at 47CFR Section 2.803, or contact the FCC Laboratory headquarters at 301-362-3000 or visit them online at [www.fcc.gov](http://www.fcc.gov).

### **Good Neighbor Policy**

CES has a Good Neighbor Policy in regards to booth demonstrations. All audio and video should be appropriate for a general audience. In the event of a complaint from any person on a booth's content, CES Operations will investigate and determine if the content is offensive or inappropriate. Once content is determined to be offensive, the exhibitor must cease use of such content. If the exhibitor refuses, or if another complaint is filed, CES reserves the right to shut off power to the booth until the exhibitor ceases use of the content. Repeated violations of this policy can result in expulsion from CES.

## Venetian/Palazzo Hospitality Suites Exhibitor Manual

When planning booth events and demonstrations you are required to ensure traffic flow can continue on all sides of your booth at all times. Please take your exhibiting neighbors into consideration when positioning hanging signs and exhibit structures that could impede or obstruct lines of sight to them.

### **Intellectual Property**

Exhibitor warrants that it owns the rights to or is licensed for all intellectual property (patent, copyright, trademark, etc.) to be used by Exhibitor for promotion or exhibition at CES, and agrees to defend, at Exhibitor's expense, and to indemnify CEA and/or CES for any action brought against CEA and/or CES and any losses or costs incurred by CEA and/or CES, including court costs and reasonable attorney's fees, arising from or related to any dispute concerning Exhibitor's intellectual property rights.

### **Literature Disbursements, Giveaways, Surveys**

Literature, samples and giveaways must be disbursed from within your booth or contracted area. Surveys may not be conducted outside of your booth. Corporate greeter sponsorships are available. Call Liz Tardif with CES Promotional Opportunities at 401-849-9300 or [ltardif@CE.org](mailto:ltardif@CE.org) for more information.

### **Performance of Music or Motion Picture**

If you plan to play copyrighted music or video in your booth, meeting room or suite, you may need to obtain a license from the copyright owner or licensing agency representing the copyright owner. Music or video being played for the sole purpose of demonstrating a product (speakers, headphones, TVs, monitors, other devices, etc.) is permissible without a license.

Licensing is required when music or video is being played for non-dramatic entertainment purposes (live or recordings such as CDs, DVDs and BluRays). The proper license must be posted in your booth and available for inspection at the request of properly authorized agents of the American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music Inc. (BMI), or SESAC. We strongly advise you to contact one of these agencies to acquire proper licensing.

The International CES has a license with ASCAP which permits the performance of music from the ASCAP repertory at your booth. The license does not permit the broadcast, telecast or transmission of music under any circumstances; nor does it authorize dramatic performances. The International CES does not have similar licenses with BMI or SESAC; therefore, exhibitors wishing to play music from the BMI or SESAC repertory for entertainment purposes are solely responsible for obtaining their own licensing.

Adherence to these federally mandated copyright licensing laws is of critical importance. Please take a few minutes to ensure a hassle-free event by acquiring the proper licenses. If you encounter any difficulty with either BMI or SESAC in your attempt to obtain a license, please contact CES immediately.

### **Photography/Video Regulations**

Cameras and video equipment are allowed on the show floor. Exhibitor and attendees may take pictures/video within the show for purposes of company media pieces, marketing materials, etc. Under no circumstances will anyone be permitted to take pictures/video of an exhibitor's product without permission of the exhibitor. Exhibitors have the right to report to security any instance of inappropriate recording of company products or displays.

### **Private Charters**

Private charters may drop off at the north end of the Venetian's porte cochere. All private charters wishing to drop off or pick up in this area must receive approval from the hotel and CES Operations.



## Venetian/Palazzo Hospitality Suites Exhibitor Manual

Please contact [John Quach](#), Venetian senior catering and conference manager. There is no staging or waiting area for private charters at the Venetian; this area is for drop and go only.

Please note: All private charters and limousines are required to be licensed within the State of Nevada and have a certificate of public convenience according to Nevada statute 706.476. Uncertified vehicles will be removed from CES facility premises and are subject to impoundment by the Business and Industry Department of Transportation Services Authority

If you would like to arrange for charter services, contact RPMs, our official transportation provider at 877-899-0986/401-294-0040 or [kevinb@rp-ms.com](mailto:kevinb@rp-ms.com).

Special arrangements can be made if RPMs (CES' official transportation company) is notified ahead of time. If you would like to charter services, RPMs will make any arrangements necessary to satisfy your on-site transportation needs. Questions regarding this service can be directed to RPMs at 401-234-4440 or [kevinb@rp-ms.com](mailto:kevinb@rp-ms.com).

### **Product/Equipment Removal Pass**

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

### **Raffles/Games of Chance**

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

### **Smoking**

In accordance with the Nevada Clean Indoor Air Act, smoking is strictly prohibited.

### **Sound Restrictions**

A maximum noise level of 85 dB will be maintained on the exhibits floor, in meeting rooms and suites, a standard endorsed by the International Association of Expositions and Events (IAEE)

The CES noise abatement policy is as follows:

- All booth elements must remain within the officially contracted booth space. This includes all truss work, audio equipment, speakers, etc.
- Exhibitors demonstrating audio equipment in an open display should use a sound chamber or acoustically contained area to keep the sound level from intruding on any adjacent exhibits. Speakers of any kind must be directed toward the interior of the demonstrator's booth space. Speakers may not face aisles or neighboring exhibits.
- When demonstrating audio equipment within an enclosed demonstration room, subwoofers must be positioned away from walls that are adjacent to neighboring exhibits.

## Venetian/Palazzo Hospitality Suites Exhibitor Manual

- Sonic vibration and sound complaints will immediately addressed by CES Operations. If a vibration or sound complaint is not resolved by the offending party, CES Operations reserves the right to shut down power immediately until the issue is resolved.
- Exhibitors are responsible for supervising the actions of employees, visitors or spectators testing display equipment located in their exhibit area.

CES Operations will intervene if necessary, and reserves the right to shut down exhibits deemed objectionable. Floor managers in each show location will rove through the exhibit areas monitoring the decibel level during show hours. Measurements will be taken at a distance no greater than 10' from the offending display. After measuring a continuous decibel level of greater than 85 dB, following a complaint being registered by a spectator, a neighboring exhibitor or personal observation by a roving designate, the following procedures will be strictly enforced as follows:

### First Warning:

- Violating exhibitor will be given a written notification of the warning
- Booth power may be turned off for one hour

### Second Warning:

- Violating exhibitor will be given a written notification of the 2<sup>nd</sup> warning
- Booth power may be turned off for one day

### Third Warning (Final):

- Violating exhibitor will be given a written notification of the 3<sup>rd</sup> warning
- Up to five (5) priority points will be deducted from the exhibitor

## Venetian/Palazzo Hospitality Suites Exhibitor Manual

### Section 5: Liability and Insurance

According to the 2014 International CES Space Contract Terms and Conditions, exhibitors seeking to install their own booth/display must comply with all state and federal laws and/or regulations and must comply with any/all laws, rules, or regulations related to booth installation and dismantling. Exhibitors at the Venetian, regardless of their specific exhibit location, must have a commercial general liability policy of no less than \$1,000,000 naming the Consumer Electronics Association and the Venetian Casino Resort, LLC as additional insured.

A certificate of insurance must be made available upon request. Venetian exhibitors and its authorized EAC agree to carry adequate personal and property damage liability and workers' compensation insurance and to indemnify and hold harmless the Consumer Electronics Association and the Venetian Casino Resort, LLC and their contractors, officers, agents and employees against all claims, losses, suits, damages, judgments, expenses, costs and charges of every kind, including attorneys' fees, resulting from, or related to its occupancy of the exhibit space contracted for, including without limitation by reason of personal injuries, death or property damages sustained by any person.

Certificates of insurance must be furnished by Exhibitor if requested by CEA and must be available on-site during the CES. Failure by CEA to request proof of insurance shall not relieve Exhibitor from carrying proper coverage. Exhibitor understands that CEA and the Venetian/Palazzo do not maintain insurance covering Exhibitor's property and it is the sole responsibility of Exhibitor to obtain such insurance.

The CEA and all organizations and individuals employed by or associated with the International CES will not be responsible for injury or damage that may occur to an exhibitor, his/her employees or agents, nor to the safety of any exhibit or other property due to theft, fire, accident, or any other destructive causes.

CEA is not responsible for loss, damage or theft of exhibitor property. Please review the section of your exhibit space contract entitled Responsibility for Property. CEA and its employees or contractors assume no liability for loss or injury due to theft, fire, accident, or any other destructive causes. We strongly suggest that you obtain a rider to your existing insurance policy to protect your booth/product from the time it leaves your warehouse to the time it returns.

[Buttine Insurance Form](#)