

## International CES® Exhibit Space Selection Process

Here are a few helpful hints and tips for your appointment to select your company's 2016 International CES exhibit space on-site during the 2015 CES.

### **Exhibit Space Selection Locations**

LVCC, South Hall Connector, Room S223

Sands, Level 1, Hall G

The Sands Space Selection Room is open on Wednesday, January 7 through Friday, January 9 only.

### **Come Early**

Please arrive at least 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.

### **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.

### **Preview the Floorplans**

Reference the Preview Boards to view available booths and surrounding exhibitors 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.

### **Learn About Membership**

The Consumer Electronics Association (CEA)®, owner and producer of the International CES, offers members additional discounts on exhibit space, as well as other great benefits.

### **Listen For Your 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.

### **Make Your Final Selection**

Once your Selection Number has been called, you will be invited into the Selection Room to make your final exhibit space 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 it on the Selection Room Floor Plans.

### **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). Hard copies of the contract are available on-site, by request.

### **Update to Preview Boards**

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 by a CES representative.