

WELCOME CES EXHIBITORS!

On behalf of the CES Operations team we would like to welcome you to the 2013 International CES! We have created this welcome letter to provide you with contact information so that you know where you can find assistance on-site, key show rules and regulations and other important detail about exhibiting at the show. We are here to make your exhibit experience at the CES seamless, enjoyable and successful. Please do not hesitate to reach out to us immediately if we can help in any way at all.

CES SHOW OFFICES

Las Vegas Convention Center

Front of North 4 Hall	702-943-3540
South Hall Connector, Room S219	702-943-3539

Las Vegas Hotel (LVH)

LVH Paradise Center Foyer	702-892-3485
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CES EXHIBITOR HOTLINE

The CES Hotline is also available if you need a quick answer or are looking for someone to help. Call us anytime at 702-943-4074 during show hours during move-in, show days or move out.

CES FLOOR MANAGERS and GES SERVICE LIAISONS

CES has professional floor managers on-site to provide assistance and act as your primary liaison with all official show contractors. GES also provides additional exhibitor support by pairing each CES floor manager up with a GES service liaison. Look for the Floor Manager desk closest to you – each hall has multiple floor managers so you will find your desk close to your both.

Exhibit Hall	CES Floor Manager/ Cell # (On-site use only)	FM Desk Location/ Desk phone #	GES Service Liaison/ Cell #
LVCC North/Central Hall Facility Manager	Barbara Powell 614-404-2136	Room C106, Central Hall 702-943-3523	North Hall – JT Hannon 407-509-1251 Central Hall – Erich Watson 619-843-6293
LVCC North Hall	Chuck Bierley (N1-2) 303-435-6834 Nancy Needel (N2-3) 617-877-2234 Luann Alesio (N4) 949-683-9982	Next to booth #1801 702-943-3528 Next to booth #4406 702-943-3527 Next to booth #4406 702-943-3527	Doreen Dekens 714-981-0150 Dana Cain 773-619-6607 Dana Cain 773-619-6607
LVCC Central Hall	Kim Dlouhy (C1-2) 702-491-4924 Monte Edralin (C3) 702-491-2222 Mike Marano (C4-5) 312-446-1469	Next to booth #9033 702-943-3533 Next to booth #11738 702-943-3534 Next to booth #13613 702-943-3536	Erika Runolfson TBD Kimberlyn Marion TBD Sylvia Walker TBD
LVCC Meeting Rooms & Grand Concourse	Kelly Butler Holtz 503-358-3425	Next to room N230 702-943-3559	JT Hannon 407-509-1251
LVCC South Hall Facility Manager	Phil Spitale 404-625-3315	Room S219, South Hall Connector 702-943-3541	Ron Dean 702-604-4506
LVCC South Hall	Norm Mayes (S1) 682-429-3140 Frank Glynn (S2) 773-401-8890 Stan Mazyck (S3) 203-767-0925 Scott Bierley (S4) 303-435-6835	Next to booth #20268 702-943-3561 Next to the Exhibitor Servicenter 702-943-3563 Next to booth #30272 702-943-3564 Next to booth #35345 702-943-3713	Mary Barnes 650-333-0589 Cindy Keller 773-447-9952 Phil Burress 678-409-2895 Valencia Dorsey-Johnson 214-243-4003
CES Central Plaza	Leslee Fletcher 702-204-7294	Room S219, South Hall Connector	Mike Tabaka 602-679-3769
Las Vegas Hotel	Mary Ann Schwan 702-994-7684 Patty Reilly 714-402-2405	LVH Pavilion, Next to booth #50000 702-892-3021 LVH Paradise Center, Next to booth #40000 702-892-3020	Donna Haydocy 214-878-0435 Kate Floyd 206-423-0483

EXHIBITOR SERVICENTERS

GES and all other official show contractors will be located to assist you during set-up, show and tear down hours at one of four Exhibitor Servicenters located in each LVCC exhibit hall and at the LVH:

- 1) Back of LVCC North Hall 4
- 2) LVCC Central Hall Tunnel below Central Hall 3 Concourse (Smart City desk located in Central Concourse)
- 3) North alcove of LVCC South Hall 2
- 4) LVCC South 4 Lobby
- 5) LVH between LVH Center and Pavilion

EXHIBIT HOURS

Tuesday, January 8, 2013	10 a.m. – 6 p.m.
Wednesday, January 9, 2013	9 a.m. – 6 p.m.
Thursday, January 10, 2013	9 a.m. – 6 p.m.
Friday, January 11, 2013	9 a.m. – 4 p.m.

WORK HOURS / LATE WORK PASSES

Work hours are 7:30 a.m.-7 p.m. each day. You may obtain these passes from your Floor Manager or CES Show Office by 2:30 p.m. on the day the late work is to occur. You will be asked to provide the booth number, approximate number of workers and the name of the supervisor. During after hours, you and your booth team must remain in your booth at all times. Additional security will patrol the exhibit halls and check that people have passes and are working in the proper booth. Anyone in violation will be escorted out of the exhibit hall for the remainder of the evening.

After 7 p.m., anyone leaving the exhibit hall will not be able to re-enter until the next day. A runner can leave the building to get dinner or supplies via a 24-hour access door. Anyone who must enter the building after hours will be asked to sign in and out, state their business and show identification and their work ID. 24-hour doors will be maintained at the following locations:

North Hall	Freight Door #21
Central Hall	Freight Door #11
South Hall	Freight Door #42
LVH	Ballroom Foyer entrance and South Patio entrance between LVH Center and Pavilion

CLEAN FLOOR POLICY

The following Clean Floor Policy will be strictly enforced:

Sunday, January 6, 2013

- **ASAP** Crates should be unpacked and labeled "empty" for removal from the floor as **soon** as possible.
- **6 p.m.** All crates must be empty and labeled for removal.
- **10 p.m.** All crates will be removed from the building regardless of status.
- **10 p.m.** Visqueen must be removed, rolled and placed in the aisle for removal.

Monday, January 7, 2013

- **1 p.m.** Carton, fiber cases and packing material must be empty and labeled.
- **1 p.m.** Accessible storage items must have a work order submitted for pickup and be labeled for removal.
- **3 p.m.** All booths must be completely set including carpet. (Carpet is **not** mandatory at the Hilton as it already has existing carpet).
- **3 p.m.** Booth space or meeting rooms not occupied by 3 p.m. will revert to CES.
- **7 p.m.** All aisles must be 100% clear of product or any other items that may impede GES in setting down aisle carpet.

Monday, January 7 is scheduled as a product testing, booth touch-up and rehearsal day. These procedures are intended to facilitate the convenience of arrival and set-up for the exhibitor and to ensure that CES opens on schedule.

BOOTH INSTALLATION AND UNIONS

Exhibitors are permitted to set up their own displays, provided full-time, permanent company employees are used. At the request of union officials, CES Operations may request proof of a booth worker's company affiliation. Note: union jurisdictions prohibit exhibitors from using material handling equipment, such as flatbed carts or dollies/hand-trucks, though hand-carrying materials is permitted. Contact CES Operations or GES with questions or concerns. Please see the enclosed flyer for details regarding union rules and work schedule.

ELECTRICIANS

CES Operations works closely with the International Brotherhood of Electrical Workers (IBEW) on improving customer service at CES. Electricians participate in a tradeshow orientation seminar, designed to familiarize them with each facility, how a tradeshow works, working around booth exhibitors, specialized equipment, etc. We welcome your feedback at CESops@CE.org or at one of our on-site Show Offices on your experience at CES this year and any changes you see at the show this year.

LIGHTS OUT PROCEDURE

If you need to adjust the ambient lighting above your booth, a Lights Out Request Form must be completed and turned into GES prior to January 7, or ask a floor manager for assistance. This form is located in Show Utilities section of your CES Exhibitor Manual or you can obtain a form from the service desk during move-in. Based on the location of your booth, a minimal fee may be charged to facilitate your lights out request. Depending on the location and number of lights needing to be turned off, a CES Floor Manager may need to determine if the action will impact neighboring exhibitors.

EXHIBITOR-APPOINTED CONTRACTORS (EACs)

In addition to the LVCVA-required WIS photo ID badge, EAC workers must display an official EAC wristband in order to access the show floor. The wristbands are numbered and there is a different color required each day. Wristbands may be picked up the night before work is to be done from the EAC/security desks outside of Central 1 Hall (Grand Lobby) from December 28-January 13 and South Hall 1 from December 30-January 13. Only EAC supervisors who were listed as primary contacts during EAC registration are permitted to pick up and sign for all worker identification.

IMPORTANT: EQUIPMENT ON THE SHOW FLOOR

These policies and time frames will be strictly enforced so as to ensure a smooth show opening.

- In an effort to improve safety and relieve congestion on the show floor, no electric carts or scooters will be permitted in the building during move-in and move-out at the 2013 CES.
- Exhibitor and EAC (exhibitor appointed contractor) ladders and gang boxes must be removed from the show floor by 10 p.m. on Monday, January 7 and not permitted until the close of show.
- Absolutely no motorized equipment will be allowed on the show floor after 6 a.m. on Tuesday, January 8; this includes all boom, scissor and forklifts and motorized scooters.

SMALL PACKAGE NOTIFICATION POLICY

Starting Sunday, January 6 at 3 p.m. all shipments received by GES will not be delivered to an exhibitor's booth, meeting room or suite during official show hours. The exhibitor will receive a copy of the receiving report along with notification that the package will be delivered after show hours. The exhibitor will be asked to notify GES immediately if they do not recognize the sender or origin of the shipment and do not want it delivered to their booth, meeting room or suite.

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 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 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 Operations will take the proper steps to shut down the exhibitor's booth immediately. This action will be strictly enforced.

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 regulation.

SECURITY

CES provides general perimeter security. Exhibitors are responsible for maintaining the security of their booth contents. Do not leave valuables or equipment that can be hand carried. Utilize security cages or visit the Security Offices in C105 or S219 to store any valuables or discuss options. A list of security tips has been included in this kit for your reference.

IMPORTANT: PROCEDURE FOR MERCHANDISE/PRODUCT REMOVAL

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

ALL BAGS ARE SUBJECT TO SEARCH

All bags will be subject to search upon entry into CES show venues. This includes personal items such as purses, laptop cases and toolboxes.

THEFT

As part of our continued effort to prevent theft, video surveillance cameras will be installed at the main entrances and freight door areas. We ask for your assistance and to be the eyes and ears on the show floor. Please be watchful and vigilant, and if you see or hear of anything suspicious report it immediately to CES Security in S219 at 702-943-3532, C105 at 702-943-4080 or LVCVA Security at 702-892-7400. You can also use the new text alert program at the LVCC by texting keyword LVCC along with your issue and location to 78247.

GES INVOICE REVIEW

A GES Service Liaison will deliver your invoice before the close of the show. All invoices greater than \$25,000 will automatically be reviewed with you in your booth. Exhibitors with invoices less than \$25,000 are encouraged to also request a review with your Service Liaison prior to the close of the show. Note: it is much easier and faster to reconcile a GES billing error while all parties are accessible on-site. Waiting until after the show could result in a much more time consuming process!

MOVE-OUT

A separate bulletin will be distributed to all exhibitors on Thursday, January 10 that will include information on dismantling and moving your booths out of the hall. All exhibitors must keep their display open and manned during the entire show through show break at 4 p.m. on Friday, January 11. Failure to abide by this rule may result in loss of priority points.

IMPORTANT: TARGET FREIGHT MOVE-OUT INFORMATION

The move-out process is a targeted system which provides you with a clear schedule for when your booth needs to be dismantled, packed, and ready for removal and shipping. Please consult the color-coded Target Freight Move-Out information on www.CESweb.org/manual. Select your hall location to download the map and determine your designated day to schedule outbound shipping for your freight. You will also find other details on empty crate return, when to have your booth packed, paperwork turned in and carrier check-in. If you have questions, contact your GES Service Liaison or GES service desk in the Exhibitor Servicenters.

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 Friday, one half hour at the LVH**. 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.

What does this mean for you? If you have labor scheduled for the show break, adjust the start time so that your labor begins one hour after the show break (one half hour at the LVH). 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.).

DON'T MISS OUT! SIGN UP FOR THE 2014 INTERNATIONAL CES

You should have received a packet of information from the CES Sales Department, indicating your 2014 International CES exhibit selection time. Booth selection will take place during your scheduled time at the Exhibit Space Selection Office in LVCC South Hall Connector, Room S223. If you did not receive your packet or have questions about the selection process, please call the LVCC Exhibit Space Selection office at 702-943-3731 beginning on January 5.

Thank you for participating in the 2013 International CES. Have a great show!