

Section 1: General Information

This Cosmopolitan Meeting Space Guide was created specifically for exhibitors at the Cosmopolitan. If you are exhibiting at another CES venue, please refer to the other [exhibitor manuals](#) created for each venue.

This guide was designed to make it easy for you to plan for the show and provide you with important rules and regulations and other information all in one place. Other CES operational questions can be sent to CESops@CTA.tech. Also, be sure to visit CES.tech to keep up with all the latest show information.

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

Meeting Space Usage

Meeting Space at the Cosmopolitan are to be used for meetings and/or exhibit purposes only. However, any exhibits requiring extensive exhibitory building (i.e., walls, flooring, etc.) must be approved by the Cosmopolitan. All plans must be submitted by Oct. 1, 2024. Exhibitor shall assume full responsibility for any damages incurred.

Convention Services Manager

Upon signing the exhibit space contract, Exhibitor will be contacted by the Catering & Convention Services Manager from the Cosmopolitan that is assigned to your group. Please work with this person to arrange for the shipment, move-in and setup of your space, telephone/internet, audio visual and food & beverage needs in the space.

Hotel & Transportation

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

If you plan on having your own transportation, please contact your Convention Services Manager at the Cosmopolitan to arrange for loading and unloading areas.

If you have questions or would like to charter services, contact [Rhode Planning](#), our official transportation provider at 877-725-3398 or 401-294-0040.

Registration & Badges

Those registrants working at a company's booth, suite or meeting space must register for CES as Exhibitor Personnel. Exhibitor Personnel badges include access to the exhibit floor or suite floor during move-in and show hours as well as access to Keynote addresses, Great Minds sessions and select conference programming on a first-come, first-served basis. To attend additional conference programming, individual exhibitor personnel may purchase the enhanced Deluxe Conference Pass or individual tracks to upgrade their CES experience.

Individual exhibitor personnel must work directly with the person managing registration for their company to receive an Exhibitor Personnel badge and should not register as an Industry Attendee under the Exhibits Plus Pass.

Once exhibit space is secured, the Primary Contact will receive an automated email with instructions to sign into the Exhibitor Dashboard from service@mapyourshow.com. Once signed in, the Primary Contact can assign a

Registration Coordinator. This person may be the same or different from the Primary Contact. The Registration Coordinator is responsible for:

- Registering themselves for CES 2025.
- Controlling the company's badge allotment for distribution.
- Initiating registration for all exhibitor personnel to complete their own registration.
- Retrieve customized Top Ten and Customer Invitation promotion codes to invite your guests. Customer Invitation codes offer \$149 off the cost of registration.
- Order lead retrieval (badge scanners) to capture valuable leads on-site.

Refer to the [Badge Policy](#) information below to determine your company's badge allotment. This information will also be displayed within your registration dashboard.

Exhibitor Personnel registration can only be accessed through the Exhibitor Dashboard. The Registration Coordinator must initiate the registration for each registrant. An email will be sent inviting the exhibitor personnel to complete their registration. Individual Exhibitor Personnel must complete their own registration. It is **critical** that the invited registrant uses the email address that the invite was sent to in order to be recognized as part of your company's exhibit and be recognized as Exhibitor Personnel. Exhibitor Personnel who do not use the same email address that was used to initiate their registration will be registered as Industry Attendees and asked to be the Exhibits Plus Pass fee and will not have access to the CES show floor during move-in or dismantle hours on-site.

All completed registrations will receive a confirmation email. Please save the confirmation email QR code for expedited badge pick up on-site.

As a reminder, below are the registration requirements for CES 2025:

- Exhibitor personnel must provide a recent headshot photo that will be printed on their CES badge.
- CES will continue to require date of birth (DOB) and gender for all who register.
- Updating the Registration Coordinator within the Exhibitor Dashboard does not automatically cancel their registration. Please use the features within registration to make additional adjustments.
- We've added tutorial videos to help you through the process, including how to tutorials, best practices and ideas for trouble shooting.
- All registrants must pick up their own badge.

Reminder: Upon arrival to Las Vegas, all CES attendees, including exhibitor personnel, must pick up their badge BEFORE visiting a CES show venue. Badge pickup will not be available on-site at CES venues. Badge pickup is available at Harry J. Reid International Airport baggage claim locations and [several other hotels](#) around the city. All badge pickup locations will be available in the fall.

For registration questions or assistance, please contact exhreg@CTA.tech.

Badge Policy

The Cosmopolitan meeting space exhibitors will receive thirty (30) complimentary exhibitor badges. You may purchase up to 50% more exhibitor badges over this base allotment at \$50 per exhibitor badge.

Section 2: Resources

Official Suppliers

To help you locate information for various services offered at the Cosmopolitan, we have provided a list of official contractors. You can also find links to services below.

- DSV & Exhibitions: [international freight forwarder](#)
- Maritz: [lead retrieval](#) and registration
- Encore: audio visual services
- Freeman Exhibit Transportation: [domestic shipping services](#)
- Rainprotection Insurance: [insurance provider](#)
- Rhode Planning: [transportation & charters](#)

CES Contacts

- CES Operations – CESops@CTA.tech
- Casey Zell, CES Operations – czell@CTA.tech
- CES Sales – ExhibitorSupport@CTA.tech

Section 3: Meeting Space Services

Meeting Space Access

- Meeting Space exhibitors may access your contracted meeting space starting Saturday, Jan. 4 at 6 AM unless specified by their exhibit space addendum.
- Exhibitor may move-in and out only during the hours specified below. No move-in/out activity is permitted during any other dates or time.
 - Move-in: Saturday, Jan. 4 at 6 AM through Monday, Jan.6 at 11:45 PM
 - Move-out: Thursday, Jan. 9 at 5 PM through Friday, Jan. 10 at 5 PM
- Meeting Space exhibitors must be moved out by 5 PM on Jan. 10, 2025. If you are not moved-out by this time, additional charges may apply.
- If you require additional days (over and above your contracted days), you must contact [CES Sales](#) and should not contact the Cosmopolitan directly to secure additional days.
- Exhibitor is responsible for all other charges including, but not limited to food and beverage, incidentals, gratuities and show services (electrical, phone, Internet, AV). All orders must be accompanied by Exhibitor's check or credit card.
- Meeting Space locations will be distributed at info desks and offices and listed in the Exhibitor Directory on [CES.tech](#). If you'd prefer not to have your meeting space listed for privacy reasons, please advise [CES Sales](#).

Audio Visual

Encore is the exclusive provider of audio-visual services at the Cosmopolitan. To ensure availability of equipment and labor, all orders must be received seven (7) days prior to each function. Estimated costs will be provided by Encore once request are submitted. Please refer to the Hotel's production guidelines for additional details.

Group is encouraged to use the services of producers, directors, designers and show staff of its choice. Any equipment or labor that Group proposes to utilize for their program at the Hotel must be provided in detail and approved in advance by Encore, however no equipment or labor may be provided by an outside company for breakout sessions. Please refer to [guidelines for equipment specifications](#) and available audio-visual price packages. Contact your Convention Services Manager with questions and orders.

Carpet

Carpet may be installed on top of existing carpet in the meeting rooms. Visqueen must be placed between the existing carpet and the carpet being installed. Do not use any visqueen with pre-adhesives. Only non-residue tape may be used to secure the carpet in place. Make sure there are no trip hazards. All installed carpeting and visqueen must be removed during move-out.

Cleaning

- Exhibitors are responsible for ordering on-site trash removal. Requirements and questions can be directed to your Convention Services Manager. On-site orders may be subject to an on-site ordering surcharge. Provide your Convention Service Manager with a schedule of your cleaning requirements by Nov. 29, 2024.
- Daily janitorial service is not provided by Hotel in any area that contains exhibits/trade shows, except those areas designated for coffee breaks, etc. Daily booth and aisle clean up must be arranged with your exhibit service.
- Complimentary vacuuming and room refresh will only be provided in all exhibit/production space to maintain a clean condition. This includes exhibit floor, pantry areas, and freight dock areas.
- It is the responsibility of the exhibitor and your decorating/production companies to return these facilities in the same clean condition as received.
- The exhibitor and your decorating/production companies are responsible for maintaining your own dumpsters during the exhibit/production. The hotel dumpsters may not be used under any circumstance.
- The loading dock areas used for move-in and out must be kept clean at all times, including move-in, move-out and during the show. If any unusual cleanup is required, your company will be billed on a cost basis of man-hours required to restore Hotel's property to the same condition in which it existed prior to your convention.

Decorations, Displays, Promotions and Signage

All items pertaining to your meeting space, including food & beverage, registration areas, etc., must be contained within your contracted room. Displays and signage of any kind may not be set up in corridors outside meeting rooms.

Exhibitor is permitted to have free-standing signage within their contracted meeting space. Any displays or exhibits must conform to fire ordinance rules. The Hotel will not permit the affixing of anything to the walls, floors, or ceilings or rooms with nails, staples, tape, or any substance unless the Hotel provides written approval. If this is done without the Hotel's authorization, and any damage is suffered, the cost of repair and/or replacement will be billed to Exhibitor, and Exhibitor agrees to pay the damages.

All items including, but not limited to, signs, banners, decorative materials, structures, etc. must not exceed 6 feet in height. Signs and/or banners that are parallel to and within 12 inches of a wall may go up to a maximum height of 7 feet.

Check-in desk and signage are only permitted outside of your contracted meeting space with written approval from both [CES Operations](#) and your Convention Services Manager and must follow guidelines in place due to local fire codes. Exhibitors are not permitted to have signage and builds that come more than 24" off the wall outside their meeting space. Items found outside your designated areas will be asked to be removed immediately.

Electrical

Electrical usage over and above the voltage that the standard meeting room outlets provide is available at an additional charge. Please contact your Convention Services Manager for and visit [Encore's Cosmopolitan's page](#) for more information.

Exhibitory Construction

- All construction plans must be submitted to the Cosmopolitan for approval by Oct. 1, 2024. When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets or sound outlets. Walls must be 18 inches below automatic fire sprinkler heads. No structures erected in these rooms may have any type of ceiling.
- Fire extinguishers, fire hose cabinets, fire alarm pull stations, and exit signage must not be blocked and must remain visible. There are no storage closets or utility rooms within the meeting rooms.
- Any damages are the sole responsibility of Exhibitor.
- Sample meeting room floor plans are available upon request. Contact your Convention Services Manager for floor plans. Measurements may not be exact. If you are planning a display with specific size requirements, we strongly recommend you or your exhibitor-appointed contractor (EAC) measure the room(s) in person.
- All construction, crates, materials, storage must be kept within your meeting room. Construction or storage on patios, within the public foyers, or in back of house areas is NOT PERMITTED.

Exhibit Floorplan Approval - Clark County Fire Department

- The exhibitor and/or Production Company must submit three sets of floor plans of the proposed exhibit/production layout to the Clark County Fire Marshal's office for approval.
- In accordance with the Clark County Fire Department Ordinance number 2289, all special events, displays, exhibits and functions with attendance greater than 300 require a plan review, accompanied by a permit fee, to be submitted to the Clark County Fire Prevention Bureau thirty (30) working days prior to the first event.
- Instructions for permit application, costs and method of payment are posted on the Clark County Fire Department Web Page at www.co.clark.nv.us or at the fire Prevention Bureau. Encore offers floor plan production assistance and submission services. Please refer to Encore Production Guidelines for current pricing.

Food and Beverage

Outside food and beverage is not permitted. All food and beverage requirements for group events must be pre-ordered through the hotel Catering & Convention Services Department by Nov. 26, 2024. Please call your Catering Manager to arrange your food and beverage requirements.

Freight/Deliveries

All approved shipments through the Cosmopolitan loading docks will require a dock supervisor and an escort provided by the hotel when entering back of house areas. The escorts are required to accompany your staff



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through back of house areas, when applicable. As dock space is limited, confirming dock time in advance will be necessary to secure needed load in times. Please note: All load in must be done from the back of house; nothing may be brought in front of house through the casino or hotel. Contact your Convention Services Manager for more information.

Do not attempt to take any freight, crates, pallets or shipments through the main lobby areas of the hotel beyond three (3) small hand carry boxes. All permitted packages should either be shipped and received through the Business Center or coordinated with your Convention Services contact through the loading dock. Please note, hand carry items may be subject to search upon entry to the hotel.

Furniture Rental

Exhibitor may request banquet furniture for standard rooms sets (tables, chairs) from the Hotel at no charge. For requirements outside of a normal room set (i.e. stage, podium) please contact your Convention Services Manager in the Cosmopolitan Las Vegas Catering and Convention Services Department for availability and additional charges. Décor style furnishings (couches, soft seating) would need to be rented through an outside provider and access for delivery arranged with the Convention Services Manager.

For Tabletop Exhibits, the hotel will provide one 6-ft. draped and skirted table and two chairs for \$100.00 per table, up to twenty (20) tables total. However, if your requirements are larger than hotel supplies, the hotel will not be responsible for renting equipment or for any costs incurred. Please note that the Cosmopolitan's entire inventory of equipment is not available for one single group, but is shared with all other groups on property at the time of your meeting. Please see your Convention Service Manager regarding equipment for your group's specific use. Extraordinary set ups and delays caused by a decorator/production company may incur a labor charge.

Keys

Keys for the meeting rooms are available free of charge. Lost keys incur a \$100 charge per key. Authorization forms for the keys need to be completed and returned to the Cosmopolitan Las Vegas by Nov.29, 2024. Please contact your Convention Services Manager for more information.

Room Drops and Deliveries

Your Convention Services Manager can coordinate all requested room drops or deliveries, including giveaways. Prior written approval from CES Show Management is required. 5 working days prior notice to the hotel is required. The group must provide a complete rooming list in numeric order along with the items to be delivered.

Current rates for in-room deliveries are \$2.50 per generic item or \$3.50 for name specific items. Deliveries will be placed inside guestroom door between the hours of 9:00 am and 9:00 pm. Fee is subject to change. Door hangers and outside room deliveries are not permitted.

Security

Although Exhibitor maintains responsibility of the keys, the Cosmopolitan's in-house services may also have access to these rooms. We strongly encourage Exhibitor to hire security for meeting rooms and secure valuables, specifically during move-in and overnight hours when Exhibitor staff is not present.

Telephone/Internet

Requirements and questions can be directed to your Convention Services Manager. All telecommunication/internet requests will be subject to additional charges. On-site orders will be subject to an on-site ordering surcharge. Visit [Encore's Cosmopolitan's page](#) for more information.

Section 4: Show Rules and Regulations

Age Restriction

CES is a trade-only event for individuals 18 years of age or older and affiliated with the consumer technology industry. No one under the age of 18 is permitted at any time. Contact [CES Customer Service](#) at 866-201-1012 or +1-703-907-7600 (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 CTA, 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 ADA requirements.

ADA accessible buses are available during scheduled shuttle hours. Please request service at least 20 minutes in advance of desired pickup time. To arrange for your transportation, please contact [Kevin Berube](#) at 877-725-3398/401-294-0040 preshow or 702-943-3531 on-site.

Billing

To establish direct billing to a master account, please contact your Convention Services Manager to request a Hotel Credit Application.

- Note a credit application (plus reasonable credit supporting documentation) must be completed and returned no later than 10/07/2024 for approval by Hotel. In the event that credit is not requested or is not approved, payment of Group's total estimated Master Account will be due to the Hotel on 12/05/2024. Group must specify all charges to be applied to the Master Account.
- Failure to remit payment when due will result in cancellation of all arrangements outlined in this Agreement and Group shall be liable for amounts described in the cancellation option provision of this Agreement.
- Credit procedures will be provided to Group by Hotel upon the request for a credit application. Any credit applications submitted within sixty (60) days prior to the program main arrival may be declined for consideration and 100% of all estimated charges will be due no less than thirty (30) days prior to arrival. If credit arrangements are established, Hotel reserves the right and will request a deposit to be made in an amount determined by Hotel, (minimum is 50% of estimated master account charges), due thirty (30) days prior to group's arrival.

Candles

Candles must be battery operated. Open flames are not permitted.

Cash & 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. This will be strictly enforced.

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. If you are found in violation of this policy, CES Show Management will take steps to shut down your exhibit immediately.

Combustible 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.

Flammable or combustible liquids are prohibited inside of buildings except as approved by the office of fire protection and safety. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

Compressed gas cylinders, including lpg, are prohibited unless approved by office of fire protection and safety. Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

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. Due to regulations either implemented by your exhibit location venue 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 Attire

CES is a trade only event and its attendees are business professionals from over 155 countries. To ensure that the show is a welcoming environment for all, Show Management expects that booth personnel/presenters/entertainers will be dressed in clothing considered appropriate and respectful for a professional environment. We recommend business or business casual attire.

Booth personnel must not be dressed in clothing that is sexually revealing or may be interpreted as undergarments, gender notwithstanding. Clothing that reveals an excess of bare skin, specifically genitals, chest or buttocks, must not be worn. Body-conforming clothing that hugs genitals must not be worn. These guidelines are applicable to all booth staff, regardless of gender.

CES Show Management reserves the right to make determinations on appropriate exhibitor/presenter attire. If for any reason an exhibit and/or its contents are deemed objectionable by Show Management, Exhibitor will be issued a warning and asked to alter the attire of its employees, exhibit staff and/or models. If necessary, Show

Management may issue a second warning and the Exhibitor may be asked to remove the individual(s) in question at Exhibitor's sole expense. Failure to comply will result in a loss of three (3) priority points.

Exhibitors with questions about compliance with these guidelines should consult CES Show Management in advance of the show.

Exhibitor Liability

- Group is responsible for obtaining from each Exhibitor (and, if applicable, its third-party representative in charge of providing installation and dismantling services) an executed release of liability containing the following language:
 - “Exhibitor and its third-party representative and agents shall be fully responsible for any and all damages to property owned by Hotel which results from any act or omission of Exhibitor and/or its third-party representative. Exhibitor and/or its third-party representatives agree to defend, indemnify and hold harmless Nevada Property 1 LLC dba The Cosmopolitan of Las Vegas, its owners, officers, directors, managers, employees, agents and affiliates from any losses, damages or charges resulting from Exhibitor’s and/or third-party representative’s use of the property, including all losses, costs, damages or expenses arising from, out of, or by reason of property damage, or bodily injury or death to any person or persons, (including, but not limited to, Exhibitor, its third-party representative, their agents, employees, and business invitees) which arise from or out of the Exhibitor’s occupancy and use of the premises.”
- In addition, Group is responsible for obtaining from each Exhibitor and, if applicable, its third-party representatives and agents, a certificate of insurance evidencing the following coverage’s:
 - Commercial General Liability (on Form CG 0001 or equivalent) in the amount of \$2,000,000 combined single limit. This policy shall name Hotel as additional insured and such coverage shall be primary as respects any insurance coverage’s carried by Hotel.
- Workers Compensation providing statutory coverage and Employers Liability in the amount of \$1,000,000. Such policy shall include a Waiver of Subrogation against Hotel.
- Copies of the release of liability and certificates of insurance shall be provided to Hotel upon request.
- Exhibitor and third-party representatives and agents shall be responsible for damage to their own property while on the premises. Hotel shall not be liable for any damage to such property. If property is insured, exhibitor and third-party representatives hereby waive subrogation against hotel and shall have their insurers agree to such waiver.

Exhibit Space Contract

CES exhibitors must abide by the rules set forth in the [CES Exhibit Space Contract](#).

Firearms & Weapons

Firearms, ammunition or weapons of any kind, including replica, toy or simulated items, are strictly prohibited. Items that CES Show Management deems in violation of this rule must be removed immediately at the exhibitor’s sole expense. Exhibitors with questions about compliance with this policy should contact [CES](#)

[Operations](#) in advance of the show. Exhibitors intending to showcase or demonstrate such items that are gaming/AR/VR-related must contact CES Operations in advance for approval.

Good Neighbor Policy

CES has a Good Neighbor Policy in suites and other exhibit areas. All audio and video should be appropriate for a general audience. In the event of a complaint from any person on an exhibit's content, CES Operations will investigate and determine if the content is offensive or inappropriate. If 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 until the exhibitor ceases use of the content. Repeated violations of this policy can result in expulsion from CES.

When planning events and demonstrations you are required to ensure traffic flow can continue at all times. Please take your exhibiting neighbors into consideration.

Health Protocols

As the proving ground for breakthrough technologies and global innovators, the world's most powerful tech event attracts huge and diverse audiences. The show's many floors are often bustling, and event days move very quickly. The pace is invigorating, and CTA wants to make sure every attendee is taking precautions for a safe and healthy CES.

To stay healthy while you're at the show, please take note of [important safety information](#) and a few best practices as you plan your trip to CES 2025.

Height Limits for Meeting Space

All items including but not limited to, displays, signs, decorative materials, etc. must not exceed 6 feet in height. Signs and/or banners that are parallel to and within 12 inches of a wall may go up to a maximum height of 7 feet.

Hotel Guidelines for Exhibits

- Use of exhibit space does not include drayage, decoration such as tables and chairs, guard service, labor such as carpenters, electricians, plumbers and drapery men, cleaning of booths and aisles, booth and aisle carpeting, storage space for crates.
- Hotel does not have storage space for crates.
- Group agrees on behalf of itself and the Exhibitors to indemnify and hold harmless Hotel and its servicing agents from any and all liability resulting from damage or accident that might ensue from any cause resulting or connected with the transportation, placement, removal or display of exhibits.
- Group agrees to submit to Hotel a copy of the Exhibitor Contract before it is sent to exhibitors.
- Group agrees to be responsible for obtaining any necessary governmental approvals of, and payment of fees for, exhibit plans.

Hoverboards

Wheeled transport devices (with or without motors) are not permitted at any CES venue. This includes Segways, hoverboards, skateboards, uniwheels, scooters and all similar products. Exhibitors are permitted to demo such products within the confines of their suite space.

Segways are permitted for ADA use only at the LVCC and the Venetian Expo (formerly Sands Expo). They are not permitted at any other venues for any purpose.

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 CTA and/or CES for any action brought against CTA and/or CES and any cost incurred by CTA 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 Distribution, Giveaways, Surveys

Literature, samples and giveaways must be distributed from within your booth or contracted area. Surveys may not be conducted outside of your booth. Corporate greeter sponsorships are available. Contact [Liz Tardif](#) at 703-907-7681 with CES Promotional Opportunities for more information.

CES discourages stickers as giveaways. Stickers are not permitted on aisle carpet, facility walls or floors, CES signage or any other space outside of your contracted exhibit area. Any damage caused by stickers is the responsibility of the exhibitor.

Live Animals

Service animals as defined by the ADA and under Nevada's disability law are permitted at CES. Any other live animals, including but not limited to, pets, emotional support animals, therapy animals and animals used for demonstration are prohibited. Show management reserves the right to exclude service animals if they pose a direct threat to the health and safety of attendees at CES (i.e. aggressive behavior, not housebroken, or handler cannot control animal).

Meeting Space Access

All badged CES attendees will have access to meeting space during show hours 9 AM-5 PM on C Space show days, Jan. 7-9. Exhibitor is responsible for providing access to approve guests to your functions outside of show hours.

Meeting Space Capacities

Capacities should be considered when planning functions. Work with your CSM for your meeting space capacity regulations.

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 BluRay device).

CES has licenses with the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music Inc. (BMI) which permit the performance of music from the [ASCAP](#) and [BMI](#) repertoires at your booth. The

licenses do not permit the broadcast, telecast or transmission of music under any circumstances; nor do they authorize dramatic performances. CES does not have a similar licenses with SESAC; therefore, exhibitors wishing to play music from the [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 obtaining the proper licenses or ensuring that your music or video falls under the covered licenses.

Photography/Video Regulations

Cameras and video equipment are permitted in suites. Exhibitors 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.

Product Demonstrations

Product demonstrations are permitted. You are responsible for supervising the actions of all visitors and employees operating display equipment in their area. Activity of any kind must be confined within the suite. You may not set up in areas outside of their contracted space including, but not limited to, lobby space, empty booth space or walkways. Please refer to the [Outboarding Policy](#) for more information.

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 at the discretion of CES Operations.

Please consider the [event health protocols](#) when planning your space.

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.

Service of Legal Documents

Any exhibitor that plans to serve legal documents at CES must contact [CES Show Management](#) for the full policy and to coordinate service or delivery. Service or delivery of legal documents that is not coordinated with Show Management is prohibited on the CES exhibit floor, areas in proximity to the show floor and on the show venue premises and grounds.

Smoking

In accordance with the Nevada Clean Indoor Air Act, smoking or vaping (e-cigarettes) is prohibited in exhibit areas.

Sound Restrictions

A maximum noise level of 85 dB will be maintained on the exhibit 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 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.
- Sonic vibration and sound complaints will be 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 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 2nd warning
- Booth power may be turned off for one day

Third Warning (Final):

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