



VENETIAN EXHIBIT SUITE EXHIBITORS

Welcome to CES® 2025! This welcome letter contains contact information for on-site assistance, key show rules and regulations and other important details about exhibiting at the show.

ACCESS TO YOUR EXHIBIT SPACE FOR YOUR CLIENTS

Please remember that any clients whom you invite to visit your exhibit must have a CES badge. This includes any meetings scheduled before, during or after show hours. Venetian security guards will not allow access to CES exhibit areas to individuals who do not have a CES badge. Please make sure you convey this information to your clients or customers.

BAG SEARCH/SECURITY SCREENING

Exhibitor personnel attending CES will be subject to the same security and safety restrictions and procedures as general attendees with some allowances. All bags, including personal items, are subject to search. Additional details are found on [CES.tech/security](https://ces.tech/security).

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-carry materials are permitted. Contact CES Operations or Freeman with questions or concerns.

BULK TRASH FEES

Exhibitors are responsible for ensuring all items, including bulk trash if generated, are cleared from the suite. This means all items exhibitors ship in must also be shipped out. Any wooden crates, exhibit materials, large containers, furniture, bulk trash, etc. are the exhibitor's responsibility to include in their return shipment.

Any items left behind that are considered trash will incur a trash removal fee of \$450-\$1,500 depending on the item. This will be deducted from your security deposit. This includes all exhibit materials, fixtures, furniture, lamps or any other items left in the suite brought in by the exhibitor.

CES MOBILE APP

The CES 2025 Mobile App is the best way for attendees to make the most out of their CES experience, whether you are in Las Vegas or attending digitally. The app allows attendees to build their daily schedule, connect with exhibitors and attendees, schedule meetings, view livestream and video on demand keynotes and session and navigate the show.

Download the CES Mobile App by searching "CES 2025" in your app store or at [CES.tech/CESApp](https://ces.tech/CESApp).

ELECTRICAL BLUE BOXES



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Venetian Engineering is the exclusive provider of electrical for your exhibit. All suites are required to use the blue box electrical outlet system for all equipment requiring electrical. These boxes prevent power outages in adjoining suites that share the same circuit. If an exhibitor blows a fuse in a blue box, Venetian Engineering will provide a replacement fuse. The exhibitor will have to remove the electrical device(s) causing the overage.

EXHIBITOR APPOINTED CONTRACTORS (EACs)

EAC workers must display an official EAC wristband in order to access exhibit areas. There is a different color wristband required each day. Wristbands will be available for pickup starting on December 28 at the Venetian Expo, Level 2, Hall C entrance. The EAC Desk will open during move-in and move-out beginning at 7 AM and during show hours on show days. Only EAC supervisors who were listed as primary contacts during EAC registration are permitted to pick up and sign for all wristbands.

EXHIBITOR HOTLINE

The Exhibitor Hotline is available if you need a quick answer or are looking for someone to help. Call us at 702-414-1699 during show hours on show days and installation and dismantle hours during move-in and move-out.

EXHIBIT HOURS

Tuesday, January 7	10 AM–6 PM
Wednesday, January 8	9 AM–6 PM
Thursday, January 9	9 AM–6 PM
Friday, January 10	9 AM–4 PM

FOOD OUTLETS

Need to grab a quick bite to eat? There are two convenient Venetian food courts which offer quick options. The first food court is located on Level 3 (Grand Canal Shoppes level) adjacent to the parking garage ramp. The second food court is located on Level 2 (Casino Level) diagonally from the Grand Lux Café.

KEY LOCATIONS

Freeman Service Center	Venetian Tower, Floor 29, Suite 29-205
Show Office	Venetian Tower, Floor 29, Suite 29-207; 702-414-1699
Business Centers	Venetian Expo, Level 1 Lobby Venetian Expo, Level 2, across from Bellini 2006
CTA Member Lounge	Venetian Expo, Level 2, Venetian Ballroom
Customer Service Centers	Venetian Expo, Level 1, Room 301 Venetian Expo, Level 2, Venetian Ballroom
Security Office	Venetian Expo, Level 3, Murano 3205; 702-691-8621

INSTALLATION SCHEDULE AND CLEAN FLOOR POLICY

Exhibitor installation hours are 7:30 AM-6 PM on Jan. 5 and 7:30 AM-6 PM on Jan. 6. The following Clean Floor Policy will be strictly enforced:

Monday, January 6

3 PM Suites not occupied by this time will revert back to CES.

5 PM Cartons, fiber cases and packing material must be empty and labeled for pick-up by Freeman.

Empty cartons, containers, and cases cannot be stored within your suite during the show. You will be responsible for tagging your empty containers with “empty” stickers by 5 PM Jan. 6 so Freeman can retrieve and store them during the show. Any empties found in bathrooms or closets will be immediately removed.

INTELLECTUAL PROPERTY REMINDER

- CTA takes any accusations of intellectual property infringement very seriously.
- Generally, infringement occurs when there is copying or using any intellectual property (patent, copyright, trademark, etc.) of someone else without previous written permission.
- While at CES all exhibitors have agreed to:
 - Only promote products where they own the legal intellectual property rights or products where they have written authorization from the legal owner.
 - Only exhibit products where they own the legal intellectual property rights or products where they have written authorization from the legal owner.
 - Never display, promote, or exhibit, products that infringe on someone else’s intellectual property rights.
- Please be aware that while exhibiting at CES events people are investigating and distributing notifications of possible infringement claims.
- Please see Section 33 of your signed Exhibit Space Contract for complete information.

MOVE-IN SUITE INSPECTION FORM

Be sure to complete your suite inspection form before setting up your exhibit suite. This should be the first thing that you do when you arrive. If you do not have this form on-site, please contact your floor manager. Floor managers are located in Suites 29-207.

MOVE-OUT INFORMATION

A separate move-out notice will be available on January 8. Freeman will return all empty containers to suite exhibitors between 5:30 PM and midnight January 10. All outbound shipments must be packed and labeled for pick-up by 5 PM Jan. 11. If you have outbound shipment questions, please visit Freeman in Suite 29-205.

All exhibitor freight (except for POV freight) will be returned to the warehouse during move-out for re-packing, re-crating, etc. Please refer to your exhibitor manual for additional information at CES.tech/manual.



MOVING FURNITURE AND FLOORPLAN CHANGES

All exhibitors are prohibited from moving any furnishings on their own. Exhibitors must hire Venetian Facility Services to move furnishings. Any violation of this rule will result in a \$468 deduction from the exhibitor’s security deposit, and the exhibitor will be responsible for any damages. This fee will also apply to any exhibitor who tampers with any of the security locks placed on closets.

If you have any last-minute requests or changes to your room, please contact your Venetian Catering/Conference Management contact or visit a CES floor manager in Suite 29-207. There is no guarantee that changes can be accommodated at this point.

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.

ON-SITE ASSISTANCE

CES has floor managers on-site to provide assistance and act as your primary liaison with all official show vendors. Look for the Floor Manager desk closest to you.

Freeman provides exhibitor support with their Freeman Concierge program. Download the free Freeman Concierge Elite mobile app at folmobile.freemanco.com to receive alerts and assistance from Freeman via your mobile device and avoid lines at the Exhibitor Service Center.

Venetian Catering/Conference Management (CCM) is here to assist you through their CCM team. Contact your assigned CCM for catering or suite set-up inquiries.

Exhibit Space	CES Floor Manager	CES Floor Manager Desk Location	Freeman Concierge	Venetian Meetings and Social Groups Management
Suites - Floor 29 - 200 wing & 100 wing odds	Bob Meyncke 619-261-0134	Venetian Tower, Suite 29-207	Valentina Ramirez 469-953-4017	Denisse Ruiz 702-281-6528 Cyndi Zhang 725-274-0050 Sylvia Flores 702-901-1828



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Suites - Floor 29 - 300 wing & 100's wing evens	Donna Hedland 702-525-9819	Venetian Tower, Suite 29-207	Valentina Ramirez 469-953-4017	Denisse Ruiz 702-281-6528 Cyndi Zhang 725-274-0050 Sylvia Flores 702-901-1828
Suites - Floors 34 & 35, Hospitality Suites	Jean Olson 585-704-4925	Venetian Tower, Suite 29-207	Valentina Ramirez 469-953-4017	Sylvia Flores (Floors 34 & 35) 702-901-1828 Heidi Skarr (Hospitality Suites) 702-467-8636

PARKING

All Venetian exhibitors are welcome to park in the Venetian or Palazzo’s paid parking structures. The parking garages will be very busy at the end of each show day. Please plan accordingly.

PERSONAL MOBILITY DEVICES

Personal mobility devices (with or without motors) are not permitted at any CES venue. This includes hoverboards, skateboards, uniwheels and all similar products. Segways are permitted at the LVCC and Sands/Venetian for ADA use only. They are not permitted at any other show venue for any purpose. Hoverboards are not permitted in the Venetian Tower.

PRODUCT DEMONSTRATIONS AND SOUND RESTRICTIONS

A maximum noise level of 85 dB will be maintained in the suites and meeting rooms. Please be aware that you may have neighboring exhibitors on either side of your exhibit. We ask that you are considerate of this and understand that there may be some noise transfer if several demonstrations go on at once.

PROCEDURE FOR MERCHANDISE/PRODUCT REMOVAL

Only CES exhibitors are permitted to remove merchandise/product 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), business card to the security guard upon exiting.

Security guards will cross-check the ID with the exhibitor’s badge for verification. Attendees are prohibited from carrying product outside of the exhibit space at any time.

RESERVE YOUR SPACE FOR CES 2026

If you have questions about selecting exhibit space for CES 2026, please visit the Exhibit Space Selection Office in the Venetian Expo, Level 1, Casanova 501 or call 702-691-8604 beginning Jan. 4.

SLEEPING IN YOUR EXHIBIT SUITE



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CES allows exhibitors to sleep in their assigned suites, but exhibitors must vacate the suite by 5 PM January 11. If you or any members of your staff plan to sleep in your suite, you must provide access to the suite for Freeman to retrieve and deliver empty freight containers and must provide access to Venetian Facilities. Freeman will work late in all suites during move-in and move-out and will require access to these suites up until 2 AM.

SHUTTLE SERVICE

A full schedule of our complimentary shuttle service can be found at [CES.tech/shuttle](https://ces.tech/shuttle) and includes details on hotel shuttles, the Tech Express, the C Space Shuttle and outbound airport shuttle service.

SECURITY APP

CES provides general perimeter security. Exhibitors are responsible for the security of their booth contents. Do not leave valuables or equipment that can be hand carried.

See something, say something: Report tips, call venue security, receive CES security updates directly through the CES Mobile App. Download the CES Mobile App by searching “CES 2025” in your app store or [CES.tech/CESApp](https://ces.tech/CESApp).

SIGNS

Exhibitors are permitted to have signage within their assigned suite, but they cannot be affixed to any walls, artwork, sprinkler systems, doors, fixtures, windows or existing furniture within the suite. Additionally, signage is not permitted to block or otherwise interfere with the fire sprinklers.

All items including, but not limited to, displays, 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.

Foam core and vinyl signs, banners and decorations must be less than ½ inch thick. Thicknesses above ½ inch are not permitted. PVC materials of any type are strictly prohibited.

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

Thank you for your participation in CES® 2025 and we hope you have a great show!