



## LVCC EXHIBITORS

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

### ACCESS TO YOUR EXHIBIT SPACE FOR YOUR CLIENTS

Please remember: 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. Our 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. Additional details can be found at [CES.tech/security](https://ces.tech/security).

Starting on Monday, January 6, Exhibitors will be subject to metal detection upon entry and may only bring two personal bags, each smaller than 12"x17"x6", onto official show premises. Rolling bags and luggage are not permitted and bags will be searched. Beyond this personal bag restriction, exhibitor personnel will be permitted to bring product and display materials, hand-carried or on wheels, onto CES show premises before 8 AM. This equipment will be subject to search and then tagged as approved for entry.

### BOOTH DONATION PROGRAM

Freeman is once again partnering with Opportunity Village and Goodwill Industries to turn exhibitor materials into much-needed donations that support these valuable charities. And new this year we will have an e-waste pick up during move out where exhibitors can drop off monitors, appliances, computers cables and more.

If you anticipate having materials such as electronics, furniture or booth materials in good condition, please fill out this [form](#) or contact Craig Garcia at [cgarcia@hcsustainability.com](mailto:cgarcia@hcsustainability.com). More information on how to reduce your footprint can be found in the [exhibitor manual](#).

### 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 Freeman with questions or concerns.

### 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 sessions and navigate the show.



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

**CLEAN FLOOR POLICY**

The following Clean Floor Policy will be strictly enforced:

**Sunday, January 5**

**ASAP** Crates should be unpacked and labeled "empty" for removal from the floor as soon as possible.

**6 PM** All crates must be empty and labeled for removal.

**10 PM** All crates will be removed from the building regardless of status.

**10 PM** Visqueen (lightweight plastic covering) must be removed, rolled and placed in the aisle for removal.

**Monday, January 6**

**1 PM** Cartons, fiber cases and packing material must be empty and labeled.

**1 PM** Accessible storage items must have a work order submitted for pickup and be labeled for removal.

**3 PM** All booths must be completely set.

**3 PM** Booth space not occupied by 3 PM will revert to CES.

**7 PM** All aisles must be 100% clear of product or any other items that may impede setting down aisle carpet. This includes exhibitor products, contractor equipment such as saws, ladders, storage boxes or any other items that may impede Freeman’s ability to lay aisle carpet.

Monday, Jan. 6 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. In order to facilitate the efficient delivery of your freight, please contain your crates to your room or booth.

**EXHIBIT DATES/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

**EXHIBITOR APPOINTED CONTRACTORS (EACs)**

EAC workers and supervisors must display an official EAC wristband to access the show floor. There is a different color wristband required each day. Wristbands may be picked up from the EAC desk outside of Central Hall 2 lobby and West Hall Customer Service (adjacent to W102) from December 27 to January 6. Only EAC supervisors who were listed as primary contacts during EAC registration are permitted to pick up and sign for all wristbands.

**Note:** At the LVCC, all EAC workers and supervisors must also have a Worker Identification System (WIS) photo ID badge.



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**EXHIBITOR HOTLINE**

The Exhibitor Hotline is available if you need a quick answer or are looking for someone to help. Call us at 702-943-3509 during show hours on show days and 8AM to 6PM during move-in or move-out.

**FLOOR MANAGERS**

CES Floor Managers will be located in each hall to assist exhibitors during move-in, show days and move-out.

**Floor Manager Office phone – 702-943-3509**

<b>Exhibit Hall</b>	<b>CES Floor Manager</b>	<b>Desk Location</b>	<b>Freeman Concierge</b>
<b>LVCC, West/North Hall</b> Facility Manager	Barbara Powell	Floor Mgr Office   Front of N4 P: 702-943-3509	Freeman Service Center P: 855-591-7957
<b>LVCC, West Hall</b> Booth #s 3000-4499	Chuck Bierley	Front of 4000 aisle P: 702-943-3581	Sheri Thompson C: 469-953-4010
Booth #s 4500-5999	Tom Mulrenan	Front of 5200 aisle P: 702-943-3582	Gail Mayhugh C: 469-953-4066
Booth #s 6000-7450	Thomas Pivarnik	Front of 6600 aisle P: 702-943-3586	
<b>West Meeting Rooms</b>	Luann Alesio	Across from Room W311 P: 702-943-3588	Gail Mayhugh C: 469-953-4066  Sheri Thompson C: 469-953-4010
<b>LVCC, North Hall</b> Booth #s 8000-9399	Louie Cacchioli	Front of 8505 aisle P: 702-943-3567	Shay Clark C: 253-778-3907
Booth #s 9400-10099	Patty Reilly	Front of booth 9815 P: 702-943-3579	
Booth #s 10100-11199	Mike Horan	Front of booth 9815 P: 702-943-3579	
<b>LVCC, Central Hall</b> Booth #s 14000-16199	Phil Spitale (C1-2)	Next to booth #15830 P: 702-943-3702	Celene Camacho C: 615-982-9510
Booth #s 16200-19899	Pam Stubbs (C3)	Next to booth #19448 P: 702-943-3706	
Booth #s 19900-22099	Lena Murata (C4-5)	Across from booth #20017 P: 702-943-3705	
<b>North Meeting Rooms &amp; Grand Concourse</b>	Patty Reilly	Desk at escalator near N220 P: 702-943-3580	Shay Clark



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			C: 253-778-3907
<b>LVCC, South Hall</b> Booth #'s 3000-36700  Booth #'s 40100-42499	Mary Ann Schwan  Annie Der	Across from booth 30200 P: 702-994-7684  Across from booth 40708 P: 646-325-7888	Yvone Fitterer C: 469-953-4026  Zachary Mills C: 702-379-8748
<b>LVCC, Diamond Lot</b>	Rich Iniguez	P: 702-491-1316	
<b>LVCC, Central Plaza</b>	Leslee Fletcher	Call or text, 702-204-7294	Luz Ponce C: 502-802-4035

**FREEMAN CONCIERGE ELITE**

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

**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 34 of your signed Exhibit Space Contract for complete information.

**KEY LOCATIONS**

**Business Centers**

FedEx - 702-733-2898:  
 Grand Lobby – across from C3 entrance  
 South Hall Lobby – adjacent to Aces Food Court  
 West Hall Lobby – across from W2 entrance

**Exhibitor Service Centers**

West Hall aisles 3000-7400 – Lobby Outside W4



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North Hall aisles 8000-11100 – Front of N4  
Central Hall aisles 14000-23000 – Central Hall 3 Tunnel  
South Hall aisles 30000-42500 South Hall 2, North Perimeter

**Show Office** LVCC, North Level 2, N254; 702-943-3543

**Security Office** LVCC, North Level 2, N252; 702-943-3532

### **LABOR AT SHOW BREAK**

As an additional safety and security measure to allow attendees to exit the floor, no workers will be permitted on the show floor on Friday, January 10 until one hour after the show closes at the LVCC. This includes installation and dismantling labor, electricians, stagehands, cleaners, vendors and EAC workers. The only exception is teamster labor to roll aisle carpet one half hour after the show breaks.

### **MOVE-OUT INFORMATION**

All exhibitors must keep their display open and staffed during the entire show through show break at 4 PM Friday, January 10. Failure to abide by this rule may result in loss of priority points.

The move-out process is a targeted system which provides a date and time when your freight must be cleared from the exhibit hall. Please refer to the Target Freight Move-Out information in the freight section of the Exhibitor Manual at [CES.tech/manual](http://CES.tech/manual) to determine your target move-out deadline. If you have questions, contact your Freeman Concierge or your CES floor manager.

A move-out bulletin will be distributed on Thursday, January 9 that will include information on dismantling, empty return and return shipping. If you have questions, contact your Freeman Concierge or visit a Freeman service desk.

### **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.

### **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.



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## **PRODUCT DEMONSTRATIONS AND SOUND RESTRICTIONS**

A maximum noise level of 85 dB will be maintained in all exhibits 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 are going on at once.

## **RESERVE YOUR SPACE FOR CES 2026**

You should have received a packet of information from the CES Sales Team, indicating your CES 2026 exhibit space selection time. Space selection will take place during your scheduled time at the Exhibit Space Selection Office LVCC, South Hall, Room S219. If you did not receive your packet or have questions about the selection process, please call the LVCC Exhibit Space Selection office at 702-943-3574 beginning January 5.

## **SECURITY**

We encourage all exhibitors to hire security for their booths and meeting rooms and remember to secure valuables, specifically during move-in and move-out and overnight hours when exhibit staff are not present.

See something, say something: New this year you can 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).

## **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.

## **WORK HOURS/LATE WORK PASSES**

Installation and dismantle hours are 7:30 AM-6:00 PM each day. You may obtain late work passes from your floor manager or CES Show Office by 2:30 PM 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. After 6 PM, you and your team must remain in your booth at all times and anyone leaving the exhibit hall will not be able to re-enter until the next day. 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 6 PM, 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 & Central Halls	C5 Lobby, Door 9
West Hall	Main Lobby, East Side
South Hall	S1 Lobby