

CES 2027 Exhibitor Guide: Fontainebleau Hospitality Suites

Section 1: General Information

This Hospitality Suites Guide was created specifically for suite exhibitors at Fontainebleau. 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. 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!

Suite Activations or Exhibits

Hospitality suites at the Fontainebleau are to be used for meetings or for hospitality purposes only. In-suite activations or exhibits may not be displayed or constructed unless and until the Fontainebleau has provided written approval. If approved, Exhibitor agrees to be responsible for any damage caused to the suite during the contracted dates and times. Freeman is not permitted to deliver freight or furnishings to these suites.

Please keep the following in mind when planning for your suite:

- Large receptions or meetings are not permitted.
- Music or entertainment must be kept to a volume that does not disturb surrounding guests and must end by 10 PM.
- Dance floors are not permitted.
- Doors may not be propped open at any time.
- Build-outs over or around existing furniture are not permitted.
- The taping, tacking, or affixing of any materials to walls, floors, or ceilings is not permitted.
- Any decorations within suites must be pre-approved in writing by Fontainebleau Las Vegas prior to arrival.
- Fontainebleau Las Vegas is unable to remove or dismantle furniture in guest rooms.
- Supplemental furniture is permitted on case-by-case basis. Fees will apply including, but not limited to, setup fees and additional room night charges, plus taxes and fees if needed.
- Additional fees may be charged for excessive cleanup or trash removal.
- Third-party massage vendors are prohibited and will not be granted access to guest rooms.

Hotel & Transportation

For information on hotel accommodations, onsite 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 [Sasha Kumar](#) or [Samantha Navarro](#) to arrange for loading and unloading areas.

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

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Registration & Badges

Registrants working at a company's booth or exhibit suite must register for CES as Exhibitor Personnel. Exhibitor Personnel badges include access to the exhibit 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 Premium Pass or customize their experience by adding conference tracks or other partner programming 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.

Once exhibit or suite space is secured, the Primary Contact will receive an automated email with instructions to sign into the Exhibitor Dashboard from service@mapyoursnow.com. Once signed in, the Primary Contact can assign a Registration Coordinator. If a Registration Coordinator is not selected the primary contact will be the default contact. The Registration Coordinator is responsible for:

- Register themselves for CES 2027
- Control 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. These codes will be valid through December 31, 2026
- Order lead retrieval (badge scanners) for capturing valuable leads on-site

Refer to the Badge Policy information below to determine your company's free or paid 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 same 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 pay the Standard Pass fee and will not have access to the CES show floor, exhibit suites or hospitality suites 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 2027:

- Exhibitor personnel must provide photo identification that will be printed on their CES badge. This is a mandatory requirement.
- 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.

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- We've added tutorial videos to help you through the process, including how to tutorials, best practices and ideas for trouble shooting.

Reminder: Upon arrival in Las Vegas, all CES attendees, including exhibitor personnel, must pick up their badge BEFORE visiting a CES show venue. Limited badge pickup options will be available on-site at CES venues. Badge pickup is available at Harry J. Reid International Airport baggage claim locations and [several hotels](#) around the city. All [badge pick up locations](#) will be available in the fall.

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

Badge Policy

Fontainebleau suite exhibitors will receive ten (10) complimentary exhibitor badges. You may purchase up to 50% more exhibitor badges over this base allotment at \$50 per exhibitor badge.

Section 2: Resources

CES General Information

CES dates:

- Jan. 6, 10 AM-6 PM
- Jan. 7, 9-6 PM
- Jan. 8, 9-6 PM
- Jan. 9, 9-6 PM

Exhibitor planning: ces.tech/exhibitor-guides/

Services

The Fontainebleau can provide the following services for your hospitality suite by request:

- Audio Visual
- Food & Beverage
- Cleaning
- Branding

CES Contacts

CES Operations – CESops@CTA.tech

Gaiya Berube, CES Operations – gberube@CTA.tech

CES Sales – ExhibitorSupport@CTA.tech

Section 3: Hospitality Suite Services

Check-In/Check-Out

- Hospitality suite exhibitors may check-in after 3 PM on Jan. 5. Early arrival time is subject to availability and cannot be guaranteed.
- Hospitality suite exhibitors must check-out by 11 AM on Jan. 10. If you do not check out by this time, additional charges may apply.
- The hotel has blocked specific suite types for CES use, but cannot provide a specific suite number until on-site check-in. Exhibitor is given a TBA number when contracted and will receive the assigned hospitality suite number upon check-in on Jan. 5. If you are checking in after Jan. 5, please advise [CES Operations](#) so your suite is held for you.
- The hotel will do their best to honor requests for suites on the same floor and specific suite layouts based on availability but cannot guarantee this. Please communicate any such requests upon contracting with CES Sales.
- If you require additional nights for the suite (over and above the five [5] nights), exhibitors must contact [CES Sales](#) and should not contact the hotel directly to secure additional nights.
- Exhibitor is responsible for providing the hotel with individual names of all people to be listed on the suite reservation to obtain keys and check into the suite by Dec. 1. If you do not inform the hotel of who can check-in, only the main booth contact listed on the CES space contract can check-in to your suite and obtain the keys. Please note, for security purposes, the hotel will only distribute up to (6) keys to the suite.
- Room and tax for the suite contracted per the Exhibit Space Contract will be billed to the Consumer Technology Association (CTA) and will be paid directly to the hotel by CTA. Exhibitors are responsible for all other charges including food and beverage, incidentals, gratuities, and show services (electrical, phone, internet). All orders must be accompanied by an exhibitor's check or credit card. A minimum daily deposit of \$150 per day is required for incidentals payable by credit card or cash upon arrival. Checks are not accepted at the time of check-in.
- Hospitality suite numbers 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 suite listed for privacy reasons, please advise [CES Sales](#) by Nov. 3.

Audio Visual

Encore is the exclusive provider of audio-visual services. Contact [Patrick Sterrett](#) to order and with questions.

Cleaning

Complimentary vacuuming and fresh linens will be provided in all suites during official show days. This includes common area trash removal. If preferred timing is requested, please submit this request two weeks prior to ensure it is updated on the schedule.

Damages

Exhibitors are financially responsible for any damage to the suites during move-in, show dates, or move-out.

Electrical

Exhibitor is not permitted more than 120V / 60Hz per circuit.



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Food and Beverage

Requirements must be arranged through [FBLV In-room Dining](#), the exclusive food and beverage providers. Orders must be submitted by Dec. 1 and are subject to availability after this date and may incur late and/or pop-up fees. Outside food and beverage is not permitted. Contact FBLV In-room Dining at 702-678-9480 or inroomgroupdining@fblasvegas.com with questions.

Freight/Deliveries

No freight shipments are permitted to be delivered to hospitality suites. Freight, crates, pallets or shipments are not permitted, as hospitality suites cannot be utilized for exhibiting equipment or products. Freight should not be shipped to the Freeman advance warehouse as Freeman is not permitted to deliver packages or freight to hospitality suites.

When planning meetings in Exhibitor's suite, please note the FedEx Office and Package Center will only accept one (1) single box with a weight limit of 50 lbs. and an entire, cumulative shipment cannot exceed 200 lbs. Otherwise, the Package Center will not accept the shipment from UPS, FedEx, etc. Please refer to the FedEx flyer at the end of this document and contact usa2949@fedex.com with questions.

Furniture Removal or Additions

The hotel is unable to remove any furniture from hospitality suites. Further, Exhibitor is not permitted to move existing furniture around within the suite. This policy is strictly enforced and, if violated, furniture movement fees will apply at Fontainebleau's discretion.

Internet

Complimentary WiFi is included as part of the resort fee within rooms. The hotel cannot host a dedicated WiFi network or hardlines in suites.

Signage

Exhibitor is permitted to have signs within the confines of the suite, but they must be free-standing. The signs may not be affixed to, hung on, set on or set up against anything in the suite including the door to the suite and sprinkler heads. Absolutely nothing can be hung on or from the fire sprinklers in your suite.

Exhibitor is not permitted to place easels and signage outside the suite in the guest room hallways and elevator banks or anywhere in the Casino and hotel lobbies. Signage found in these restricted areas will be removed immediately by hotel security.

In-suite signage of any kind may not be displayed unless and until the Fontainebleau has provided written approval. If approved, Exhibitor agrees to be responsible for any damage caused to the Suite during the contracted dates and times.

No branding may be affixed to or hung on existing fixtures within the suite. Soft branding may include branded pillows, tent cards, beverage napkins/cups, paper hand towels, and free-standing displays that do not interfere with existing furniture or existing.

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 pick up time. To arrange for your transportation, please contact [Kevin Berube](#) at 877-725-3398/401-294-0040 preshow or 702-943-3531 on-site.

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 booth immediately.

Elevator Access

All badged CES attendees will have access to hospitality suites from the elevators during show hours 9 AM-6 PM on CES show days. However, each floor will be key carded for access. Exhibitors are responsible for providing (2) staff members stationed at the elevators to grant elevator access and to direct attendees to exhibitor hospitality suites.

Exhibitors also have the option of hiring (2) Fontainebleau security officers to fulfill this role. The fee is \$65/hour, with a (4)-hour minimum. If exhibitors choose this option, the security order and a guest list must be sent to the assigned Fontainebleau Event Manager at least (45) business days prior to arrival. For security purposes, each guest is required to present a valid ID that matches the name on the guest list and must have a CES badge.

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.

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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.

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.

Fire Regulations

Hanging items from or off any of the sprinklers within a suite is strictly prohibited. Additionally, decorations are not permitted to block or otherwise interfere with fire sprinklers. Any resulting damages will be charged to the primary exhibitor occupying the suite. A 6-inch clearance is required around all sprinkler units.

Fire Safety

Flammable or combustible liquids are prohibited inside buildings, except as approved by the Office of Fire Protection and Safety. Flammable thinners, solvents and paints, including aerosol cans, are strictly prohibited.

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 protected against physical damage.

All materials used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant, or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.

Contact [CES Operations](#) with questions.



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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 exhibitor'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 consider your exhibiting neighbors.

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.

Height Limits for Suites

All equipment, free-standing signs, and any items brought into the room for the purpose of a demo, etc. must not exceed six (6) feet in height throughout the entire suite.

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 on the Venetian Expo show floor. 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 disbursed from within your booth or contracted area. Surveys may not be conducted outside of your exhibit space. Corporate greeter sponsorships are available. Contact [Liz Tardif](#) with CES Promotional Opportunities at 703-907-7681 for more information.



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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).

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 down 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 CES 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 exhibits 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 in each show location 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:

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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

Suite Capacities

Maximum capacities in suites are as follows:

- Royal Suite: 8 guests
- Noble Suite: 8 guests
- Executive Suite: 15 guests
- Panorama Suite: 25 guests
- Grand Panorama Suite: 30 guests



Fontainebleau Las Vegas Shipping Instructions

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office business center at 702.789.3027. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at Fontainebleau Las Vegas
2777 S. Las Vegas Blvd.
Las Vegas, NV, 89109
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center

Fontainebleau Las Vegas
2777 S. Las Vegas Blvd.
Las Vegas, NV, 89109

Phone: 702-789-3027

Fax: 725-291-0053

Email: usa2949@fedex.com

Operating Hours

Mon.–Fri.: 7:00 a.m. - 6:00 p.m.

Saturday: 7:00 a.m. - 2:00 p.m.

Sunday: 10:00 a.m. - 4:00 p.m.

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Fontainebleau Las Vegas Shipping Instructions

Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **702.789.3027** ; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling and Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$7.00	\$10.00
0.0–1.0 lb.	\$7.00	\$10.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$25.00	\$30.00
30.1–40.0 lbs.	\$30.00	\$36.00
40.1–50.0 lbs.	\$35.00	\$42.00
50.1–75.0 lbs.	\$55.00	\$66.00
75.1–100.0 lbs.	\$65.00	\$80.00
100.1–150.0 lbs.	\$90.00	\$110.00
Pallets & crates*	–	\$250.00 or \$0.80/lb. > 312 lbs.

Package weights will be rounded up to the nearest pound.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.80/lb. > 312 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	\$5.00
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. **OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING.** Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.