



Show Information

General Show Information

Exhibit Hours & Venues

Exhibit Hours

Tuesday, January 8	10 AM-6 PM (C Space 9 AM-5 PM)
Wednesday, January 9	9 AM-6 PM (C Space 9 AM-5 PM)
Thursday, January 10	9 AM-6 PM (C Space 9 AM-5 PM)
Friday, January 11	9 AM-4 PM (C Space Closed)

Tech East

Las Vegas Convention Center (LVCC)

North Hall	Booth #s 3000-9999
Central Hall	Booth #s 10000-19999
South Hall 1	Booth #s 20000-22999
South Hall 2	Booth #s 25000-27999
South Hall 3	Booth #s 30000-32999
South Hall 4	Booth #s 35000-37999
Central Plaza	Booth #s CP1-CP40
South Plaza	Booth #s 60000-65999
	North Meeting Rooms - Lower Level N101-N119
	North Meeting Rooms - Upper Level N201-N249
	South Meeting Rooms - Lower Level S101-S118
	South Meeting Rooms - Upper Level S201-S218
Platinum Lot	Booth #s PL1-PL10

Renaissance Las Vegas Hospitality Suites and Meeting Rooms

Westgate

Paradise Center	Booth #s 300-1299
Pavilion	Booth #s 1300-2099
Ballroom	Booth #s 2100-2999
	Conference Rooms 1-14
	Hospitality Suites

Tech West

Sands Expo

Halls A-D	Booth #s 40000-46999
Hall G	Booth #s 50000-53999
	Meeting Rooms 101-407

The Venetian Meeting Rooms 501-4806
Exhibit and Hospitality Suites

The Palazzo Hospitality Suites

Tech South

ARIA

East Convention Space

Plaza Level

C Space Meeting Rooms

Levels 1-3

Individual Meeting Rooms

Booth #s CS-1 - CS-25 (Mariposa Ballroom, Level 2)

West Convention Space

Levels 1-3

Individual Meeting Rooms

Vdara

Hospitality Suites

Exhibitor Service Center Hours

There will be four Exhibitor Service Centers located at the LVCC as follows:

North Hall:	Front of North Hall 4
Central Hall:	Central Hall 3 Tunnel
South Hall:	South Hall 2 North Alcove adjacent to 25200 aisle South Hall 4 Lobby
South Plaza	Southeast Corner of the hall near booth 64632

Freeman will have staff available as follows:

Friday, December 28	7 AM-5 PM	North and Central Hall Only
Saturday, December 29	7 AM-7 PM	North and Central Hall Only
Sunday, December 30	7 AM-7 PM	All Halls except South Plaza
Monday, December 31	7 AM-2 PM	All Halls except South Plaza
Tuesday, January 1	Dark Day	
Wednesday, January 2	7 AM-7 PM	
Thursday, January 3	7 AM-7 PM	
Friday, January 4	7 AM-7 PM	
Saturday, January 5	7 AM-7 PM	
Sunday, January 6	7 AM-7 PM	
Monday, January 7	7 AM-7 PM	
Tuesday, January 8	7 AM-7 PM	
Wednesday, January 9	8 AM-6 PM	
Thursday, January 10	8 AM-6 PM	
Friday, January 11	8 AM-8 PM	
Saturday, January 12	8 AM-6 PM	
Sunday, January 13	8 AM-6 PM	
Monday, January 14	8 AM-5 PM	

Move-In/Move-Out Hours

Please refer to [target freight move-in floorplans](#) to determine the day your freight may be delivered to your booth. Exhibit installation and dismantle hours are 7 AM-7 PM. If you wish to work between 7 PM and 7 AM you may arrange for a late work pass with your floor manager.

Please note the LVCC will close at 3 PM on December 31, and remain closed January 1.

Please also refer to our [Clean Floor Policy](#). All exhibits must be set up by 3 PM on Monday, January 7. Work will not be permitted on incomplete exhibits during show hours.

On-Site Services

CES Show Offices

CES Show Offices at the LVCC will be located in S219 in the South Hall Connector as well as the front of North Hall 4.

Floor Managers and Exhibitor Hotline

Dedicated CES Floor Managers will be located in each hall to assist exhibitors during move-in, show days and move-out. We also provide a CES Exhibitor Hotline, 702-943-4074, for on-site assistance.

Freeman Concierge

In addition to Freeman Service Centers, Freeman features Concierge in each hall to assist with all questions and services. You will see the Concierge representatives on the show floor. They will introduce themselves during the move-in of the show.

Exhibitor Deadline Checklist

Please refer to the [Exhibitor Deadline Checklist](#) for a full list of all upcoming deadlines.

Floorplans

Our [Show Locations Map](#) will provide you with a general overview of the CES exhibit venues.

Exhibit Hall Floorplans

Interactive floorplans will be available online in October. If you need to access plans prior to that time, you can view our [target freight floorplans](#) for the latest information.

Target Freight Floorplans

CES follows a targeted freight move-in and move-out system whereby all exhibits are assigned a specific date and time for freight to arrive and to be removed from the exhibit venue. Please refer to the Shipping & Material Handling section for [target freight move-in and move-out floorplans](#). Please review them carefully to determine your specific freight move-in and move-out schedule. Missing your target schedule will delay your freight and may result in additional charges. If you have questions, please contact [Freeman](#).

Booth Inclusions

All exhibitors receive four (4) nights of complimentary booth cleaning beginning Monday night, January 7, which includes nightly vacuuming and emptying wastebaskets at the edge of the booth.

Linear booths less than 400 sq. ft. at the LVCC receive:

- Standard booth drape with 8' silver and white back drape and 3' silver side drape.
- One (1) 7"x44" identification sign including your company name and booth number as printed on your contract. If you would like to add your company logo or have a custom-made identification sign, please use the [Freeman Graphics and Signs Order Form](#).
- Two (2) hours of complimentary electrical labor. Both the [Freeman Electrical Order Form](#) and [Electrical Labor Order Form](#) must be completed and received by December 1 in order to receive this complimentary service.

Peninsula and island booths 400 sq. ft. or greater at the LVCC will receive:

- One (1) hour of hanging sign labor. All applicable forms and deadlines listed below must be met in order to receive the complimentary service.
 - Hanging sign requests must be submitted to Freeman by November 30. Please use the [Hanging Sign Labor Order Form](#).
 - All signs, with the exception of lightweight cloth or vinyl banners, must have structurally engineered rigging points as well as blueprints displaying a current structural engineer stamp.
 - Hanging signs must be received at the Freeman advance warehouse by November 30 in order to receive the advance rate. Use the [Hanging Sign Labels](#).
 - Questions? Contact [Freeman](#) at 702-579-1700

Turnkey Booth Packages

Turnkey Booth Packages

If you purchased a CES turnkey booth package, please see below for the special items included in each package:

- [Turnkey Package A100 – 10'x10'](#)
- [Turnkey Package A150 – 10'x15'](#)
- [Turnkey Package A200 – 10'x20'](#)
- [Turnkey Package A400 – 20'x20'](#)
- [Turnkey Package B100 – 10'x10'](#)
- [Turnkey Package B150 – 10'x15'](#)
- [Turnkey Package B200 – 10'x20'](#)
- [Turnkey Package B400 – 20'x20'](#)
- [Turnkey Package C100 – 10'x10'](#)
- [Turnkey Package C150 – 10'x15'](#)
- [Turnkey Package C200 – 20'x20'](#)
- [Turnkey Pod](#)
- [Turnkey Hardwall Booth – 10'x10'](#)
- [Turnkey Meeting Room Package Order Form](#)

Exhibit Hall Colors

Exhibit Hall	Aisle Carpet Color	Back Drape Color	Side Drape Color
LVCC	Midnight Blue	Silver and White	Silver

Note: Only aisles are carpeted. Exhibitors are required to carpet their exhibit space. Booths lacking carpet or floor covering by 3 PM on the day prior to show opening will have carpet installed at the exhibitor's expense. If you are shipping your own carpet, you must send it to the warehouse by November 30 so that it can be in your booth by your target date.

Registration Information

Be sure to [register](#) all exhibitor personnel before traveling to CES to guarantee a smooth arrival process on-site. Exhibitor coordinators will receive an automated email prior to registering with instructions to sign into the Exhibitor Dashboard. Registration can only be accessed through the Exhibitor Dashboard. Exhibitor coordinators will have several options to control their exhibitor personnel allotment by providing all required registration details, or entering minimal information including a unique email address allowing each person to complete their own registration. As part of our enhanced security measures, date of birth will be required. Exhibitors will also have the option to include a headshot photo on their badge, but it will not be required.

Once on-site, exhibitor personnel may go to any of the [badge pickup locations](#) to retrieve their CES badge. Refer to the [Badge Policy](#) information to determine free or paid allotment which will also be shown in your exhibitor dashboard.

Promotional & Marketing Opportunities

Let us help you meet and exceed your company's marketing goals. There are countless promotional opportunities available for CES exhibitors at the LVCC which can enhance your CES exhibit experience and deliver your message to CES attendees, media and guests visiting this venue. All of these opportunities are strategically placed in high-traffic, targeted areas which will provide the most exposure.

To view CES LVCC sponsorship opportunities, please browse the LVCC [PlanTour](#) menu. Additional [CES sponsorship opportunities](#) are also available. Please contact [Liz Tardif](#) with questions.

Hotel & Travel

You can find all the information you need to plan your trip on [CES.tech](#). For specific information, please visit [hotel accommodations](#) and [travel tips and discounts](#).

Transportation/Private Charters

We offer a [variety of transportation](#) services at CES for both exhibitors and attendees, including hotel shuttle buses from all official CES hotels in Las Vegas to Sands/Venetian. For a full list of the services we provide, visit our [website](#).

If you plan on having your own transportation, there are only two locations where passenger pickup and drop-off is permitted at the LVCC; Central 5 Lobby off of Joe W. Brown Drive for the North/Central Halls and at the South 2 Lobby on Swenson Street for South Hall. These areas are for loading and unloading only; vehicles cannot stage (wait) here for passengers.

Please note, all private charters and limousines are required to be licensed within the State of Nevada and have a certificate of public convenience according to Nevada statute 706.476. Uncertified vehicles will be removed from CES facility premises and are subject to impoundment by the Business and Industry Department of Transportation Services Authority.

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

Contacts & Suppliers

We are here to assist you in anything you may need in preparation for CES.

Official Suppliers

In an effort to help you locate information for various services at the LVCC, we have provided a list of official contractors. You can also find links to services below.

Agility Fairs & Events: [International Freight Forwarder](#)

Centerplate: [Catering Services](#)

CompuSystems: [Lead Retrieval](#), [Registration](#)

Cox Business Services: [Internet](#), [Voice & Video](#)

FedEx Office: [Business Services](#)

Freeman: [Booth Packages](#), [Carpet](#), [Booth Material Donations](#), [Electrical](#), [Furnishings](#), [Labor](#), [Official Services Contractor](#), [Rigging](#), [Signs & Graphics](#)

Freeman Audio Visual: [Audio Visual Services](#)

Freeman Exhibit Transportation: [Domestic Shipping Services](#)

JVA, Inc.: [Models & Booth Talent](#)

Oscar & Associates: [Photography](#), [Videography](#)

Rainprotection Insurance: [Insurance Provider](#)

Scoutaround Mobility Services: [ADA Services](#)

Spring Valley Floral: [Floral & Plant Services](#)

SOA / Pro-Tect / COP Security: [Security](#)

RPMs: [Transportation & Charters](#)

CES Contacts

CES Operations:

CES Operations Email – CESops@CTA.tech

[Kevin Murphy](#) – Director, CES Operations 703-907-7637

CES Sales & Business Development:

Sales Email – CESSales@CTA.tech

Sales Line – 703-907-7645

Liability & Insurance

According to the [CES Exhibit Space Contract](#), Exhibitors at the LVCC, regardless of their specific exhibit location, must have a commercial general liability policy of no less than \$2 Million naming the Consumer Technology Association and the Las Vegas Convention & Visitors Authority as additional insured. A [certificate of insurance](#) must be made available upon request.

Exhibitors seeking to install their own booth/display must comply with all state and federal laws and/or regulations and must comply with any/all laws, rules, or regulations related to booth installation and dismantling. LVCC exhibitors and their authorized EAC agree to carry adequate personal and property damage liability and workers' compensation insurance and to indemnify and hold harmless the Consumer Technology Association and the Las Vegas Convention & Visitors Authority and their contractors, officers, agents, and employees against all claims, losses, suits, damages, judgments, expenses, costs, and charges of every kind, including attorneys' fees, resulting from, or related to its occupancy of the exhibit space contracted for, including without limitation by reason of person injuries, death or property damages sustained by any person. Certificates of insurance must be furnished by exhibitor if requested by CTA and must be available on-site at CES. Failure by CTA to request proof of insurance will not relieve Exhibitor from carrying proper coverage.

Exhibitor understands that CTA and the LVCC do not maintain insurance covering Exhibitor's property. It is the sole responsibility of Exhibitor to obtain such insurance.

CTA and all organizations and individuals employed by or associated with CES will not be responsible for injury or damage that may occur to an exhibitor, his/her employees or agents, nor to the safety of any exhibit or other property due to theft, fire, accidents, or any other destructive causes.

CTA is not responsible for loss, damage, or theft of exhibitor property. Please review the section of your exhibit space contract entitled Responsibility for Property. CTA and its employees or contractors assume no liability for loss or injury due to theft, fire, accident, or any other destructive causes. It is strongly recommended that you obtain a rider to your existing insurance policy to protect your booth/product from the time it leaves your warehouse to the time it returns.

Exhibitor Appointed Contractors (EACs)

Exhibitor Appointed Contractors (EACs) are independent contractors hired by exhibiting companies. They can include booth builders, supervisors, or designers, independent display companies, delivery personnel or technicians, etc.

EACs must abide by the [EAC Rules and Regulations](#) and are not permitted to provide any work that is exclusive to the vendors or general contractor within their venue.

In addition to exclusive contractors, CES designates [official show contractors](#) for various services. Any company not on this official list must follow the EAC approval process.

EAC Approval Process

An EAC will be granted access to the CES exhibit floor to service an exhibitor only if all of the following criteria are met:

- Register as an EAC for CES - EACs must [register online](#) Monday, December 3 to be approved as an official EAC at CES. EAC will be required to upload a certificate of insurance and agree to the [EAC Rules and Regulations](#).

Please note: Exhibitors will receive notification confirming the EAC that has registered to perform work for them at the show. Exhibitors should contact [CES Operations](#) if an error has been made.

- Satisfy all current requirements to work in the appropriate CES Venues.

Please note:

- The LVCC requires all show-appointed and/or exhibitor-appointed companies to submit an application annually.
- The LVCC requires all laborers to display as ESCA Exhibition Industry Worker Identification System (WIS) Badge at all times. Visit www.ESCA.org for more information on this program.
- To view all LVCC contractor regulations we encourage you to review the [LVCC Building User's Manual](#).

Certificate of Insurance

EAC must maintain the following insurance from the first day of their move in to the last day of their move out at CES. No access to the floor will be granted without insurance coverage. Such insurance shall include contractual liability and product liability covered with the following limits:

- a. Comprehensive General Liability insurance with amounts no less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage including coverage for personal injury, contractual, and complete operations coverage included.
- b. Comprehensive Automobile Liability coverage with limits no less than \$2,000,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.
- c. Workers' Compensation, Employee and Employers' Liability coverage in full compliance with all laws covering clients' employees.
- d. For exhibits at the LVCC, EACs must name Consumer Technology Association and the Las Vegas Convention & Visitors Authority as additional Insured.
- e. EACs must name Consumer Technology Association as the certificate holder. The address is 1919 S Eads St, Arlington, VA 22202.

Exhibit Floor Access

Wristbands are required each day to access the CES exhibit floor. This is in addition to the LVCVA-required ESCA badge. EACs must request CES wristbands in advance through the online EAC tool and designate one to three (1-3) people to pick up wristbands for the entire group. Wristbands are a different color each day and must be picked up on the afternoon prior to each work day.

Wristbands will be available for pickup starting on December 28 at the EAC/Security Desk outside of Central Hall in the Grand Lobby. Only EAC supervisors designated to pick up wristbands through our online EAC tool may do so.

Access on Show Days

If an EAC requires access to the show floor during show hours, it must obtain an official CES exhibitor badge from the exhibitor it is servicing. If an EAC needs access to the show floor before or after show hours on show days, the EAC is allowed two (2) wristbands for each exhibitor booth it is servicing that are valid two (2) hours prior to the show floor opening and two (2) hours after the floor closes. No access is permitted during show hours.

Freeman Information

Dear CES 2019 Exhibitor:

Welcome to CES 2019! We look forward to assisting you with the planning of your exhibit space and participation in CES.

The Exhibitor Manuals have been compiled to furnish you with all of the information needed for the event. However, we also know sometimes you simply need to talk to a real person.

If you have any questions or concerns please reach out to Freeman Las Vegas Exhibitor Services at 702-579-1700. You may also contact Freeman's Customer Support Center at 888-508-5054 Toll Free US & Canada at 817-607-5000 Local & International with any requests.

Please note we offer translation services available for the planning process. When you are in contact with Freeman, simply let us know on the call that you would prefer to speak to us with an interpreter and we will add them to the call free of charge.

We are encouraging all exhibitors to download our free Freeman Online mobile app - that provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. Easily view show information, quickly track freight, sign-up for the notifications that are important to you, shop for last minute items, request help through Concierge Services and check-out of the show with a simple tap. Please visit folmobile.freemanco.com for more information.

Finally, look for our Concierges onsite at each venue or anyone with a Freeman name badge. Everyone at Freeman is here to assist you and ensure you have a flawless experience.

We wish you tremendous success!

Freeman

Payment Information

All orders placed through Freeman must be accompanied by a [Method of Payment](#). If you are an Exhibitor Appointed Contractor (EAC), paying for Freeman services as a third party for an exhibiting company, you must complete a [Third Party Billing Authorization](#) for each exhibitor you are servicing at CES. Please make sure you view the [Payment and Labor Terms and Conditions](#).

Translation Service

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Las Vegas Exhibitor Services at 702-579-1700 or Freeman's Customer Support Center at 888-508-5054 Toll Free US & Canada or 817-607-5000 Local & International.

Save Money

Order early to take advantage of available discounts. Save up to 40% by placing your order through [Freeman Online](#) by December 14. Mail, fax, or phone orders will save up to 30% if received by December 14. All orders received after December 14 will be charged the Standard Price.

Safety Tips

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out.

Pay attention. Look for obstacles, machinery, and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

Freeman does not ship or handle hazardous materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation.

Green Tips for Exhibitors

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Donation Program

- Participate in the exhibit donation program by providing materials that are eligible for donation to [local charities](#), such as pens, bags, and notepads. Donate or recycle building materials used to create the exhibit booth and signage by completing the [donation form](#) and return it to your Freeman Concierge or the Freeman Service Center in your area.

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping costs and emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling request via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.

- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions - and cost of transportation.

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.