CES 2027 Exhibitor Guide: Westgate Hospitality Suites

Section 1: General Information

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

Suite Activations or Exhibits
Hospitality suites at the Westgate are to be used for meetings or hospitality purposes only. Limited exhibitry may be constructed or installed if freight dimensions and delivery items are approved by your assigned Convention Services Manager. Freeman is not permitted to deliver freight or furnishings to these suites.

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 Renee Watwood at the Westgate 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
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 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. 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.
- 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

Westgate hospitality 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/

Event Schedule at a Glance
Please refer to the schedule at the end of this guide.

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

- Audio visual
- Internet
- Food & beverage
- Cleaning
- Furniture

Please see more information and the hotel contacts outlined in section 3 to arrange for these services.

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

- Standard check-in after 3 PM on Jan. 5. Early arrival time is subject to availability and cannot be guaranteed. As suite exhibitor, you may check in at the Diamond Lounge located to the left of the front desk. If you are checking in later than Jan. 5, please advise CES Operations so that your suite is held for you.
- Standard check-out is by 11 AM on Jan. 10. If you do not check out by this time, additional charges may apply.
- **Important:** standard check-in and check-out times do not allow for any movement or removal of furniture. They also do not account for additional nights you may have contracted for your suite. See Furniture Removal section below for further information.
- Westgate has blocked specific suite numbers for CES, but the suite number assigned when contracting with CES Sales cannot be guaranteed due to unforeseen circumstances which may occur prior to check-in. If this occurs, the Westgate will make its best effort to assign Exhibitor a suite of comparable type and size.

- If you require additional nights for the suite (over and above the five [5] nights), you must contact the CES Sales department and should not contact Westgate directly to secure additional nights.
- Exhibitor is responsible for providing the hotel with individual names of all persons 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 is permitted to check-in, only the main booth contact listed on the CES space contract will be permitted to check-in to your suite and obtain the keys.
- Room, tax, and daily resort fee for the suite contracted per the Exhibit Space Contract will be billed to and paid directly to Westgate by CES. Exhibitor is responsible for all other charges including, but not limited to food and beverage, incidentals, gratuities, and show services (electrical, phone, internet). All orders must be accompanied by a credit card. A minimum daily deposit of $50 per day is required for incidentals payable by credit card or cash upon arrival. Guests who have been authorized to receive suite keys will be responsible for any charges not covered by the credit card authorization on file. 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 online exhibitor directory on CES.tech. If you'd prefer not to have your suite listed for privacy reasons, please advise CES Sales by Nov. 2.

Audio Visual
The exclusive in-house audio-visual Department can provide a variety of equipment. Call 702-732-5644 or email Carmen Nevarez or Kevin Hansen for all your audiovisual needs and price list prior to Dec. 11. Outside audio visual companies are strictly prohibited. Any request received while on property will incur additional charges and may take up to forty-eight (48) hours to accommodate.

Cleaning
Complimentary vacuuming and room refresh will be provided in all suites during official show days. You may choose to have this service performed either between 6:30-8 AM on Jan. 6-9 or between 7-9 PM on Jan. 5-8. Please contact Renee Watwood by Dec. 11 to select your time. If you do not respond by this deadline, a suite cleaning time will be assigned for you. Once time has been confirmed or assigned, no changes will be permitted.

Please note that the hotel will not be responsible for discarding any large trash items during move-in and move-out. If you have hired a production/exhibit general contractor, please inform them that they are not permitted to discard any construction materials, large crates, packing materials, carpet scraps, or remnants into the hotel dumpsters. Your production/exhibit general contractor will need to ensure all trash is removed promptly off the hotel premises prior to the show opening. At the conclusion of the show, it will be your or your production/exhibit general contractor's responsibility to ensure all left over trash is removed from the building and not thrown in the hotel dumpsters.

Damages
Exhibitors are financially responsible for any damage to the suites during move-in, show dates, or move-out. Pre- and post-occupancy inspection reports will be conducted by the hotel.

Electrical
Electrical usage over and above the standard guest room outlets is not available. Each suite has two (2) standard 110-volt 20-amp outlets.

Food and Beverage
All food and beverage must be arranged through the Westgate Room Service Department. They can be reached at 702-732-5246 or contact Shannon Athanas. All orders must be received by Dec. 11. Any requests received while on property will incur additional charges and Westgate cannot guarantee the delivery time requested. Cancellation on confirmed orders, less than seventy-two (72) hours prior to arrival will be charged full amount. Outside food and beverages are not permitted.

Freight/Deliveries
The on-site FedEx Office Business center handles all packages shipped directly to Westgate and serves as a convenient resource for exhibitors throughout the event. In addition to shipping and receiving services, they can assist with a variety of business and event support needs, including printing, signage and in-suite branding solutions. Their order form can be found at the end of this guide.

The Business Center is in the Westgate Convention Area, just past Ballroom A.

Freight shipments are not permitted to be delivered to the suite. Freight shipments are classified as freight, crates, pallets, and skids.

Please make sure all packages are clearly marked as CES 2027 Hospitality Suite Exhibitor, including company/individual name, suite number, and phone number.

Exhibitors arranging truck deliveries cannot unload materials through valet. All truck deliveries must be directed to the Ballroom loading dock, where FedEx will receive and securely store shipments until your arrival. Please note that applicable handling fees will apply and are based on the weight of each package.

For additional details regarding shipping, receiving, or material handling charges, please contact the on-site FedEx Office team, Heather Davies at heather.davies@fedex.com and Erica Burnett at erica.burnett@fedex.com.

Do not ship anything directly to Freeman as they do not receive freight for suites, and it will be refused.

Furniture Removal or Additions
Furniture and other décor in the suite may not be removed, moved, or altered without prior written consent from Westgate. The hotel cannot guarantee the removal of furniture from suites but may at their discretion for an additional fee. The following suites **cannot** have any furniture removed from them: 2910, Napa Suites, Park Avenue Suites, Bahamas Suite, Gold Coast Suite, Country Club Suite, Santa Fe Suite, Silver Suite, Desert Suite, the Ambassador Villa, and the European Villa.

If furniture removal is required, exhibitor must add additional nights on the front and back of the contracted suite. Exhibitor may move-in after 3 PM the day after the reservation's contracted check-in date and must move-out by 3 PM the day before the reservation's contracted check-out date. This means the suite must be free and clear of all exhibitry, freight, and exhibitor personnel by this date and time.

The bed removal fee is $275 per bed. The fee to have other furnishings (tables, desks, couches, etc.) removed is $325 per room.

There is very limited space to add furniture. Requests for additional items, such as tables, chairs and easels may be ordered. Please reach out to Renee Watwood by Dec. 11 for these services. Any request received while on property will incur additional charges and may take up to forty-eight (48) hours to accommodate. Cancellation on confirmed orders, after Dec. 15 will be charged full amount.

Any damage due to said activity is at the sole expense of the Exhibitor. Exhibitor may not ship or bring outside furniture in (couches, televisions, coffee tables, etc.); however, banquet and other rental furniture is available through Westgate. This policy is strictly enforced.

Internet
The basic wireless in-suite internet allows up to three devices. The speed of basic Wi-Fi is contingent on the number of overall users, and you may experience unusually slow speeds during peak hours. Suite exhibitors have the option of ordering upgraded high-speed internet service. Please contact Renee Watwood by Dec. 11. Requests received after this date will be handled on a first come first serve basis and there may be delays and additional charges if ordered during event. Orders cancelled after Dec. 15 will be billed the full amount.

Signage
Exhibitor is permitted to have free-standing signage within their assigned suite. Signs may not be affixed to, hung on, set on or set up against anything in the Suite including, but not limited to any walls, artwork, sprinkler systems, doors, fixtures, windows, or existing furniture within the Suite. Absolutely nothing can be hung on or from the fire sprinklers in your suite.

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.

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, rotundas, hotel lobby, elevator banks or casino. Signage found in these restricted areas will be removed immediately by hotel security.

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.

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 regulators protected against physical damage.

Hanging items from or off any of the sprinklers within the suites is strictly prohibited. Additionally, decorations are not allowed to block or otherwise interfere with 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.

Elevator Access
All badged CES attendees will have access to hospitality suites from the elevators during show hours 9 AM-6 PM on show days, Jan. 6-9. Exhibitor is responsible for providing an elevator attendant to approve guest access to suites for functions outside of show hours.

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.

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 to the exhibit 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.

Height Limits for Suites
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.

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.

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).

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 repertories 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 license 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. See Sound Restrictions below.

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

CES®

Westgate Hospitality Suite Exhibitors

EVENT SCHEDULE AT A GLANCE

SUITE FLIPS BEGIN

JAN. 4

Furniture movement services begin after 3 PM*.

- *Furniture movement services can only begin on this date if the additional night of Jan. 4 was purchased through CES Sales.
- If furniture movement services are ordered, the night of Jan. 4 must be added to your contract.
- Exhibitors do not have access to the suite until after 3 PM on Jan. 5 or once the furniture movement services are complete.

JAN. 5

Standard check-in date.

- If Jan. 4 was not purchased, standard check-in and move-in is after 3 PM on Jan. 5.
- Activations must be set by 6 PM.

SHOW DAYS

JAN. 6 Day 1: 10 AM-6 PM

JAN. 7 Day 2: 9 AM-6 PM

JAN. 8 Day 3: 9 AM-6 PM

JAN. 9 Day 4: 9 AM-4 PM

CES®

Westgate Hospitality Suite Exhibitors

EVENT SCHEDULE AT A GLANCE

MOVE-OUT

JAN. 9

Exhibitor move-out begins at 4 PM.

JAN. 10

- If furniture movement services are ordered, the night of Jan. 10 must be added to your contract through CES Sales.
- If the additional move-out night of Jan. 10 was purchased, exhibitor move-out continues from 8 AM to 3 PM. Suites must be free and clear of all exhibitry, usage, freight, trash, decor, buildouts, and exhibitor and/or EAC personnel by 3 PM.
- If the night of Jan. 10 was not purchased due to no furniture movement or services, exhibitor and/or EAC personnel must be clear of the suite by 11 AM.

Westgate Las Vegas
FedEx Office Business Center
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 **702.862.4104** 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 Westgate
3000 Paradise Rd.
Las Vegas, NV 89109
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Westgate Las Vegas
3000 Paradise Rd.
Las Vegas NV, 89109
Phone: 702.862.4104
Fax: 702.862.4915
Email: usa5711@fedex.com

Operating Hours
Mon.–Fri.: 8:00 a.m. - 6:00 p.m.
Saturday: 8:00 a.m. - 4:00 p.m.
Sunday: 8:00 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.

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Westgate Las Vegas
FedEx Office Business Center
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 **702.862.4104** ; 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	$25.00
20.1–30.0 lbs.	$20.00	$30.00
30.1–40.0 lbs.	$25.00	$35.00
40.1–50.0 lbs.	$30.00	$40.00
50.1–75.0 lbs.	$40.00	$50.00
75.1–100.0 lbs.	$50.00	$60.00
100.1–150.0 lbs.	$70.00	$80.00
Pallets & crates*	–	$250.00 or $0.80/lb. > 333 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 $0.75/lb. > 333 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
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.

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