



CES 2027 Exhibitor Dashboard User Guide

Use this guide to access and update the Exhibitor Dashboard, manage users, review checklist items and find exhibitor resources.

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Accessing the CES 2027 Exhibitor Dashboard

How to Access the Exhibitor Dashboard

► Visit <https://ces27.exh.mapyourshow.com/> and log in using your CTA/CES Account credentials.

► If you need help with your CTA/CES Account, visit the [CTA/CES Account FAQs](#) and follow the support steps.

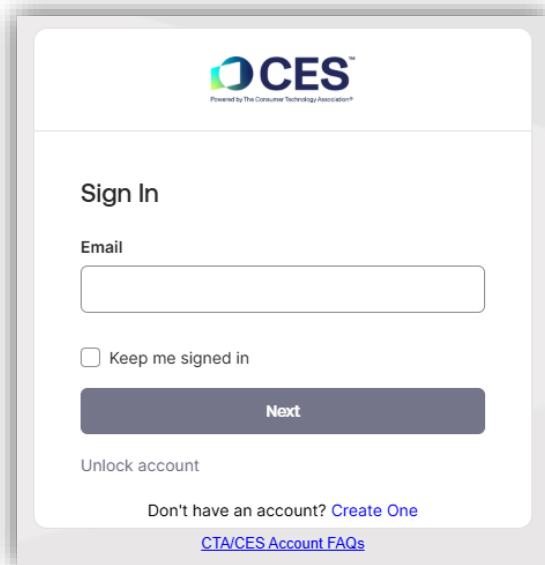
Access is granted to the exhibiting company's **Primary Contact one (1) business day after CTA countersigns the exhibit space contract.**

Before access is granted, the Primary Contact may see an error message stating the account is not associated with an active exhibitor record.

► Exhibitor Dashboard access information is emailed from service@mapyourshow.com. Check your spam / junk folders.

► If it has been **longer than one (1) business day since the contract was countersigned** and you have not yet received this email or if you continue to receive an error message, **contact CES Exhibitor Support at ExhibitorSupport@CTA.tech.**

 **Tip:** You can verify that your contract has been countersigned by checking your email for a verification email from DocuSign.



Who Has Access to the Exhibitor Dashboard

The CES 2027 Exhibit Space Contract's **Primary Contact** receives initial access to the Exhibitor Dashboard one (1) business day after CTA countersigns the exhibit space contract.

After logging in, the Primary Contact should add any additional dashboard users who need access. This may include **Secondary Contact, Registration Coordinator, PR Contact and other assigned users.**

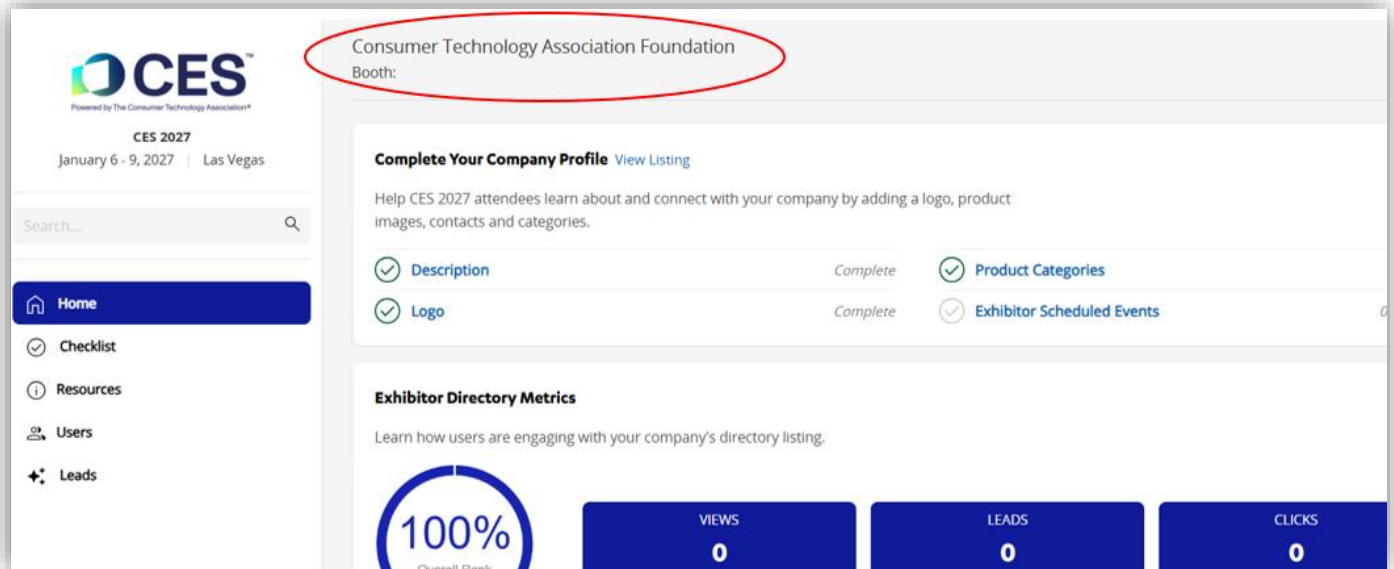
► Once added, each user will receive dashboard access information from service@mapyourshow.com. For step-by-step instructions on adding or updating users, see the [USERS section](#) in this document.

► To update your company's Primary Contact, contact CES Exhibitor Support at ExhibitorSupport@CTA.tech.

Home Screen

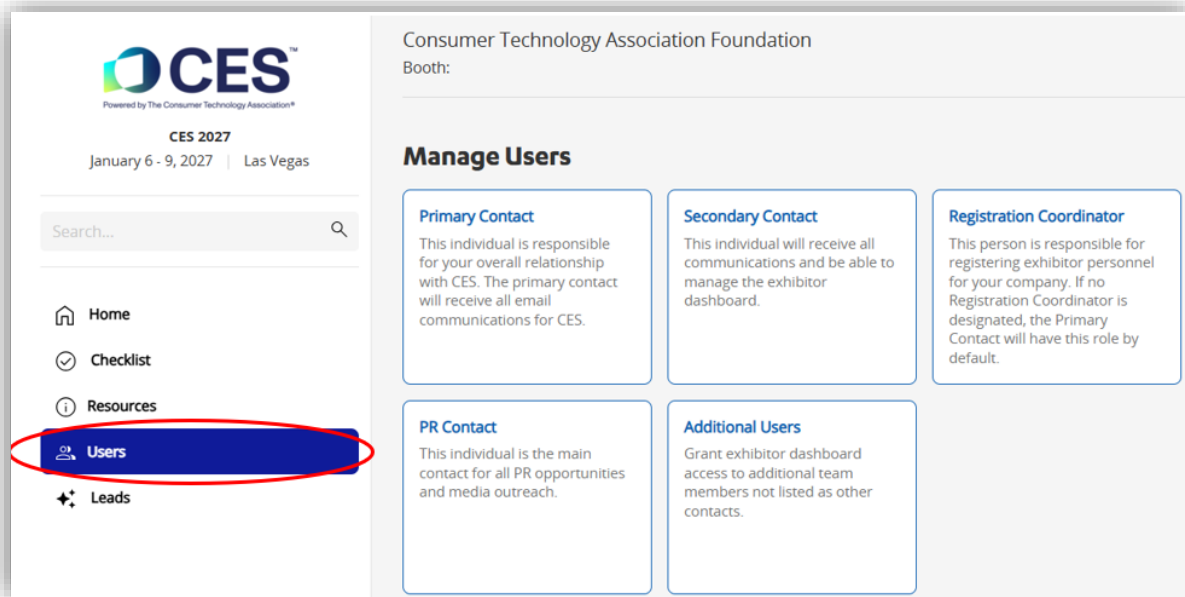
Your **company name and booth number** appear at the top of the home screen on your dashboard.

► If your company name is misspelled or your booth number appears to be incorrect, **contact CES Exhibitor Support** at ExhibitorSupport@CTA.tech to update.



Users

After logging in, the **Primary Contact** should review the dashboard user roles and assign access based on who needs to manage each area of the Exhibitor Dashboard.



Manage User Roles

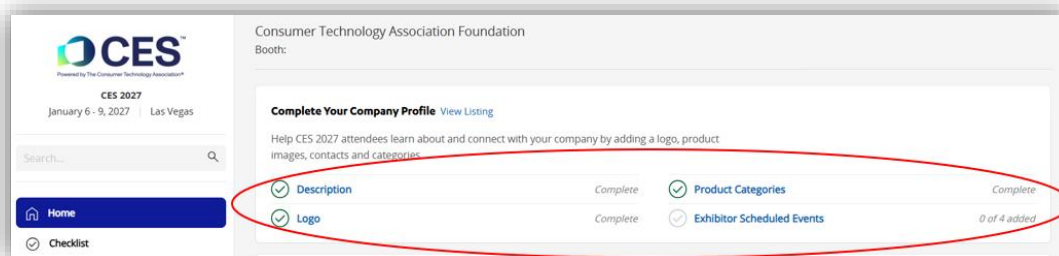
- Select **Users** from the left-side navigation.
- Select the **contact role you want to assign or update**.
- **Assign a Registration Coordinator.** This role is required. If the Primary Contact will not manage registration, reassign this role to the team member responsible for registration.
 - The Registration Coordinator has access to registration features only. Additional roles are required to update company information or manage users.
 - **Important:** *If you do not assign a Registration Coordinator, the role defaults to the Primary Contact.*
- **Optional User Roles — Assign Only as Needed**

Optional user roles are not required, but they can help additional team members support Exhibitor Dashboard updates leading up to CES 2027.

 - **Secondary Contact:** Can update company information, review checklist items and assign additional user roles.
 - **PR Contact:** Will receive access to the Media List when it is released to exhibitors. Follow the Exhibitor Dashboard prompts once **available on December 1, 2026**.
 - **Additional Users:** Additional Users can help with dashboard management tasks, such as uploading assets and reviewing checklist items. They cannot assign or reassign dashboard users.

Complete Your Company Profile

A **green checkmark** will appear when you have fully completed each of the sections below.



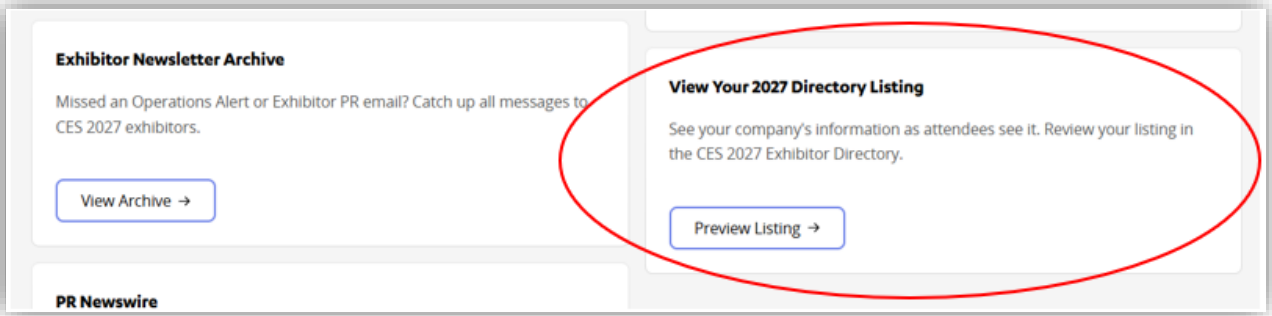
⚠ Important Information

If you previously attended CES, your company profile information may have been imported automatically. **Check all entries for accuracy.** You can update your profile at any time before or during CES 2027.

- **Select Description** to add a brief description of your company (up to 340 characters) and to review the Company Information we currently have.
Note: Changes made here will appear in the CES 2027 Exhibitor Directory and Mobile App but will **not** be reflected elsewhere in CTA records. **To change your Company Name or update your Company Address for invoicing, registration, etc., contact ExhibitorSupport@CTA.tech.**
- **Select Logo** to upload your company logo. Verify that logo matches the specifications shown (600 x 200 px, .jpg and .png files only).
Note: If you uploaded a logo for CES 2026, select **'Yes, copy my logo'** to re-use the same logo.
- **Select Product Categories** to choose up to five (5) categories that best fit your company. Close the list using the 'X,' and then select the **'Update Product Categories'** button to save.
Note: Your company will appear in an Exhibitor Directory search in each selected category; *Please note that the category/categories you select may not reflect your location on the show floor.*
- **Select Exhibitor Scheduled Events** if you are hosting events in your booth at CES 2027. Add up to four (4) events. When finished, select the **'Submit Exhibitor Scheduled Events'** button.
- **Complete the Funding fields** to make your company visible to potential investors via the CES Investor Program (IP), which offers exhibitors the chance to connect and engage with the investment community by sharing curated funding insights through their Exhibitor Dashboard.

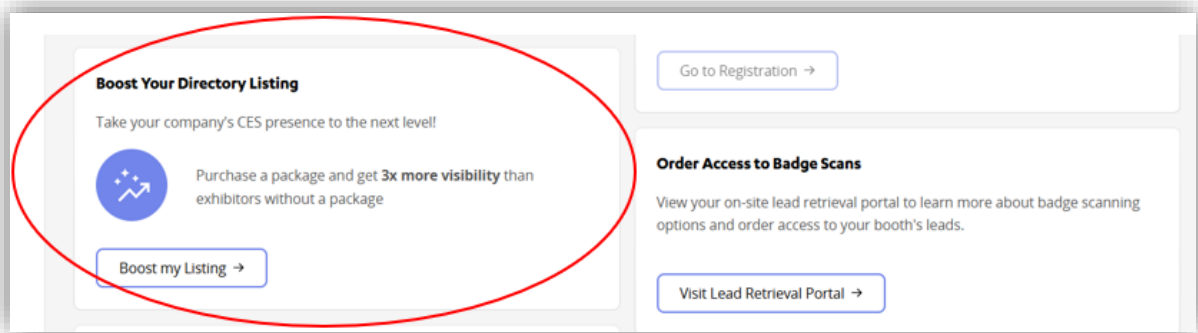
View Your Directory Listing

View Your CES 2027 Exhibitor Directory Listing: Select **'Preview Listing →'** from the home screen to view your company's listing as attendees will see it.



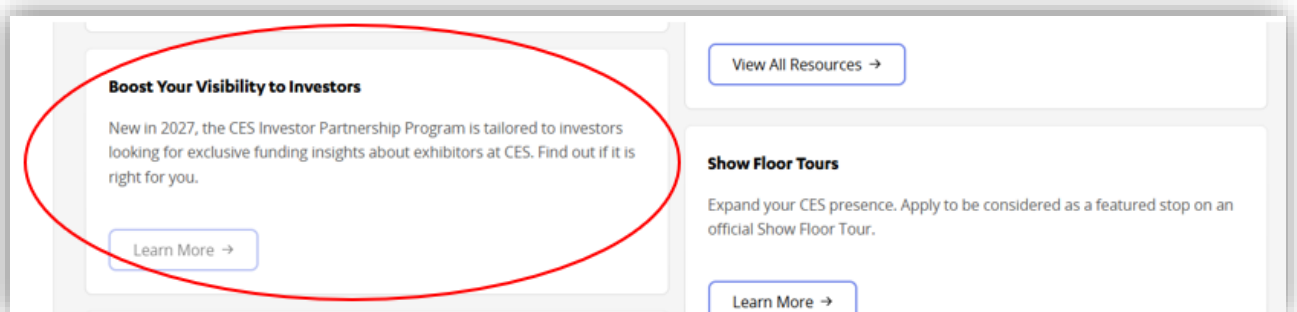
Boost Your Directory Listing

Boost Your Directory Listing: Select '**Boost my Listing →**' from the home screen to purchase a variety of upgrade packages for additional visibility.



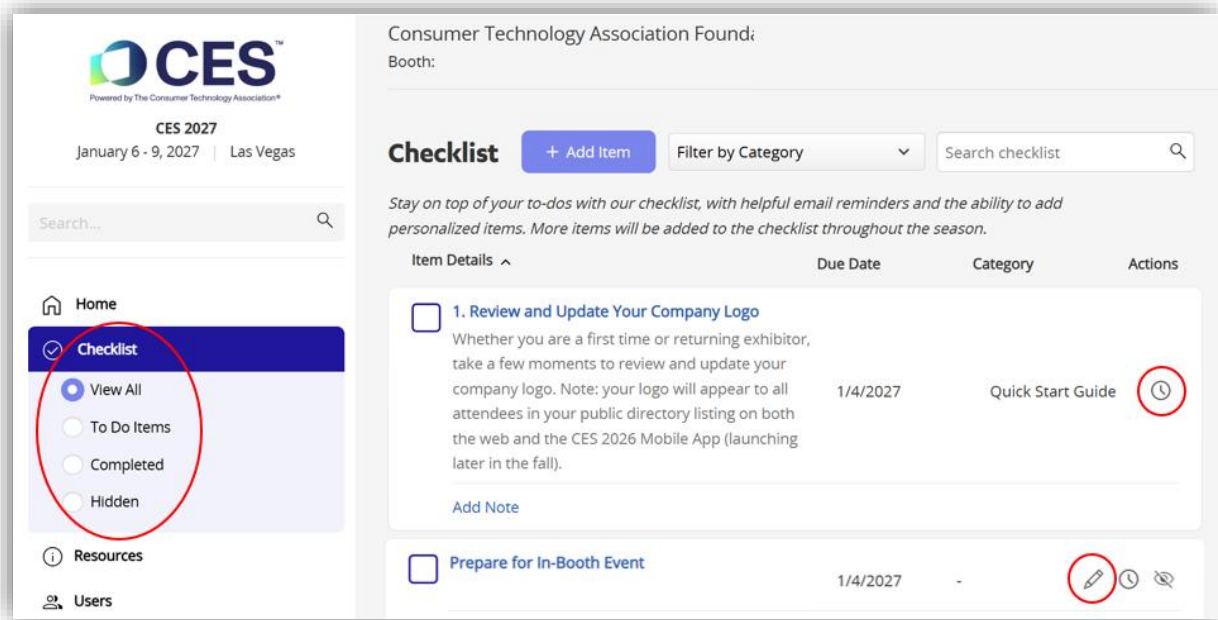
Boost Your Visibility to Investors

Enroll in the CES Investor Program: Select '**Learn more →**' from the home screen to learn about connecting with funders.



Checklist

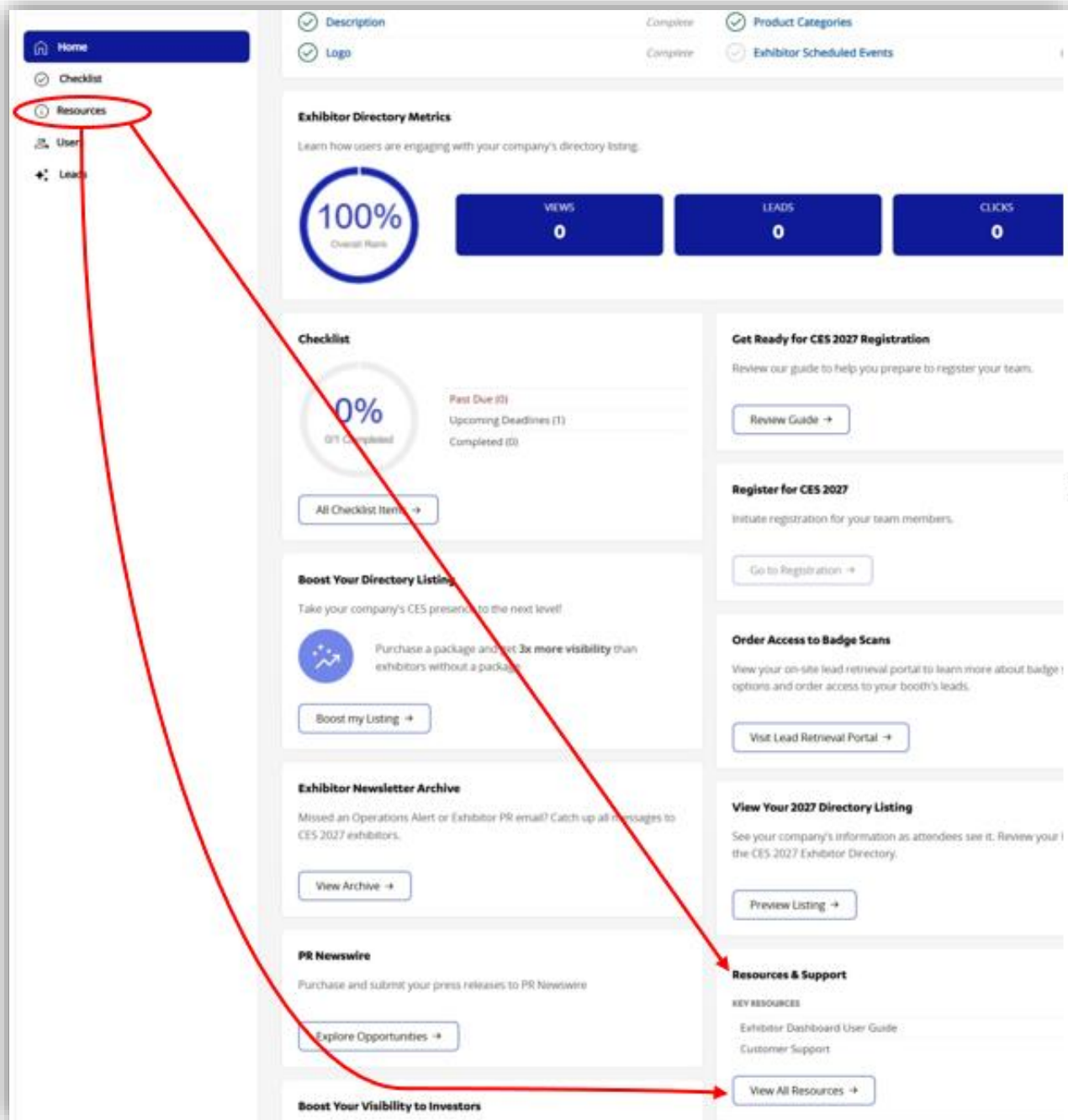
Use the checklist to view upcoming deadlines and past-due items. Filter visible items using the left-side navigation: View All, To Do Items, Completed and Hidden.



- **Add your own custom checklist items** by selecting the blue **'+ Add Item'** button.
 - Edit custom checklist items by selecting the pencil icon. The pencil icon only appears next to custom checklist items.
- **Receive an email reminder** to complete tasks by selecting the **alarm icon**.
 - Send reminders to multiple email addresses by using a comma between each address.
 - Two reminders are sent: one five days before the due date and another on the due date.
- **Hide checklist items** by selecting the **eye icon**.
 - View hidden items by selecting 'Hidden' from the left side navigation.

Resources

Use **Resources & Support** to find Exhibitor Dashboard materials organized by topic. New resources will be added over the summer and fall.



Find Resources

- Select **Resources** from the left-side navigation to view available topics and resources.
- You can also select '**View All Resources →**' to see the full resource list.
- If you know what you need, select the appropriate topic under **Resources & Support**.

Exhibitor Manuals

Access the [CES 2027 Exhibitor Manuals](#) directly from the Exhibitor Dashboard. Each manual is venue-specific and includes order forms, shipping rates, rules and regulations and more for CES 2027 planning. *Exhibitor Manuals will be available in September.*

Resources & Support

KEY RESOURCES

[Exhibitor Dashboard User Guide](#)

[Customer Support](#)

[View All Resources →](#)

Registration Guide(s)

Use the [CES 2027 Registration Guide\(s\)](#) for step-by-step directions on registering Exhibitor Personnel and sending customer invitation codes for free or discounted attendee registration.

Important Information for Exhibitor Personnel Badges

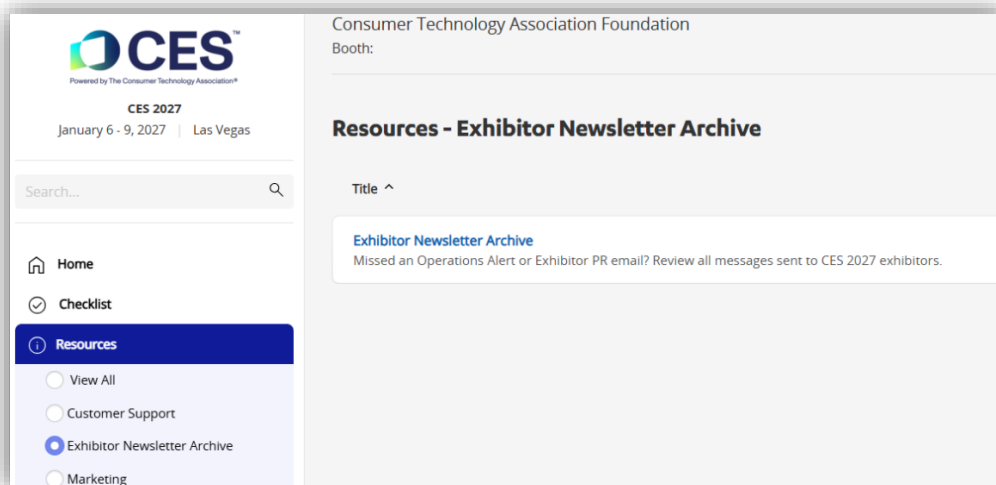
To receive an Exhibitor Personnel Badge, registration must be initiated through the Exhibitor Dashboard.

- ▶ The **Registration Coordinator** must initiate exhibitor personnel registration through the Exhibitor Dashboard's Registration Portal.
- ▶ The system will send an email with an exhibitor registration invitation link.
- ▶ Each person must complete registration using that invitation link and the same email address used for the invitation.

Important: Registering for CES another way or using a different email address, may create an attendee registration instead of an Exhibitor Personnel Badge. If you registered as an attendee or started attendee registration but did not complete it, **contact** exhreg@CTA.tech for help switching to an Exhibitor Personnel Badge. *Registration will open in early September.*

Exhibitor Newsletter Archive

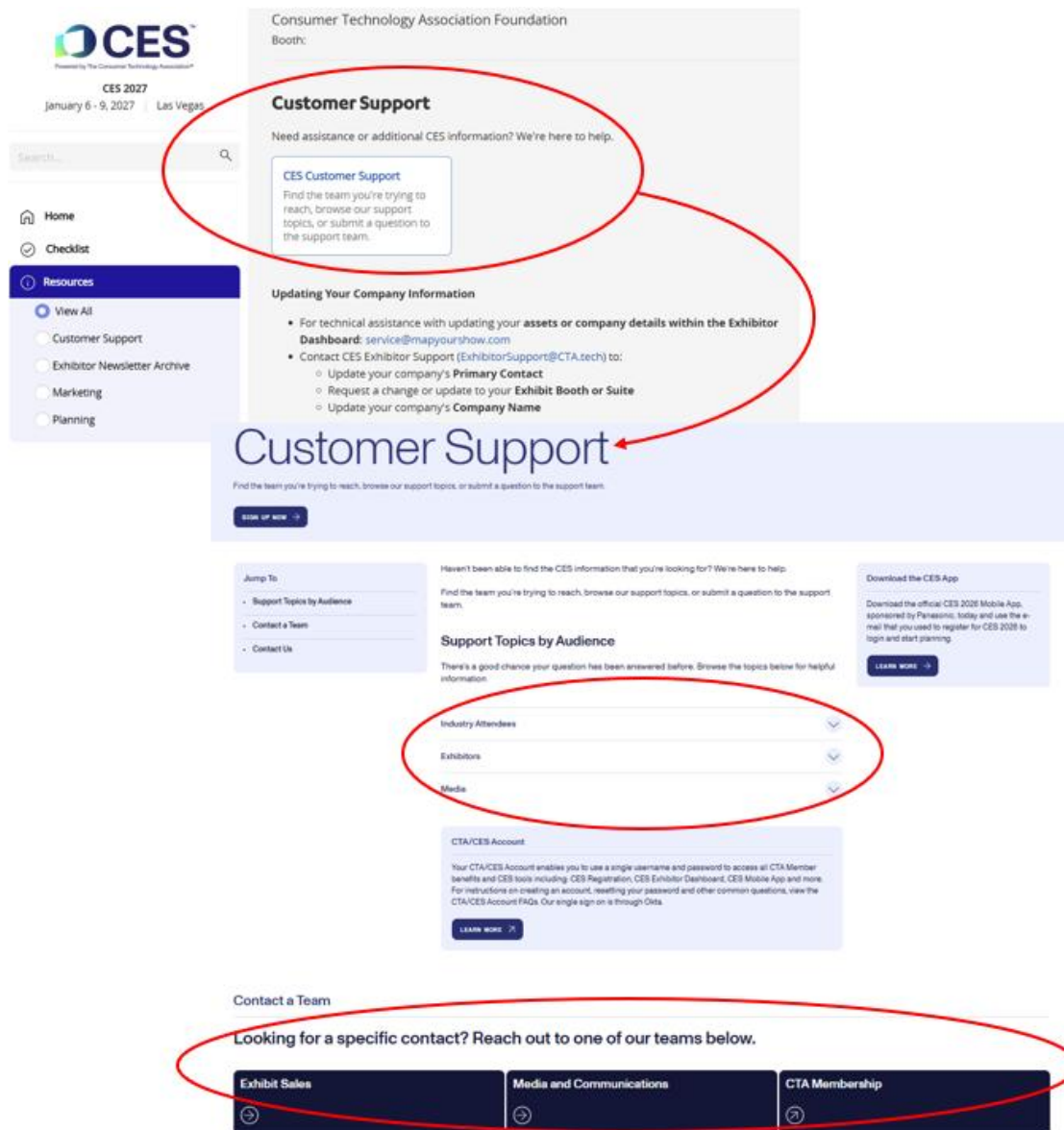
Access CES Operations Alerts, Exhibitor PR Newsletters and other CES 2027 exhibitor news and updates. If you think you missed an email, check this archive.



Customer Support

Use the [Customer Support Page](#) to browse Support Topics or contact the appropriate team for any questions.

- For **exhibit space** questions, reach out to Exhibit Sales.
- For **press releases, press conference opportunities and media kits**, contact Media and Communications.
- For **CTA membership information and benefits**, contact CTA Membership.



The screenshot shows the CES 2027 Customer Support page. A red circle highlights the 'Customer Support' section, which includes a search bar and a link to 'CES Customer Support'. Another red circle highlights the 'Support Topics by Audience' section, which lists 'Industry Attendees', 'Exhibitors', and 'Media'. A third red circle highlights the 'Contact a Team' section, which lists 'Exhibit Sales', 'Media and Communications', and 'CTA Membership'. The page also features a sidebar with navigation links, a 'Jump To' section, and a 'Download the CES App' button.

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