

Section 1: General Information

This Hospitality Suites Guide was created specifically for exhibitors at Wynn/Encore. 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

Wynn and Encore hospitality suites are to be used for meetings, small demos, 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 your assigned Convention Services Manager. If you have not heard from your contact by November 1, please contact [Alyssa Garamendi](#) at the Wynn 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 Deluxe Conference Pass or individual tracks 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 under the Exhibits Plus Pass.

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 2026.
- 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, 2025.
- 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 Exhibits Plus 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 2026:

- 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

Wynn/Encore 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

Services

The Wynn and Encore can provide the following services for your hospitality suite by request:

- Audio Visual
- Internet
- Food & Beverage
- Cleaning
- Furniture

Please contact 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, 2026. Early arrival time is subject to availability and cannot be guaranteed. As a suite exhibitor you may check in at the Wynn or Encore Tower Suites front desk. Please check in at the front desk of the property in which you booked your suite.
- 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 later than Jan. 5, please advise [CES Operations](#) so your suite is held for you.
- Wynn/Encore 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.
- Standard check-out by 12 PM 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.
- If you require additional nights for the suite (over and above the five [5] nights), you must contact [CES Sales](#) and should not contact Wynn or Encore directly to secure additional nights.
- Exhibitor is responsible for providing 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. Please note due to security purposes, the hotel will only distribute up to six (6) keys to the suite.

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- Room and tax for the suite contracted per the Exhibit Space Contract will be billed to and paid directly to Wynn/Encore by CES. Exhibitor is responsible for all other charges including, but not limited to food and beverage, incidentals, gratuities, show services (electrical, phone, internet). All orders must be accompanied by Exhibitor check, or credit card. A minimum daily deposit of \$150 is required for incidentals payable by credit card or cash upon arrival. Checks are not accepted at the time of check-in. Please note if a debit card is used for this daily deposit, it will be withdrawn directly from your bank account and will take additional time for any unused funds to be returned upon check out.
- Hospitality suite numbers will be distributed at info desks and offices and listed in the online Exhibitor Directory on [CES.tech](https://ces.tech). If you'd prefer not to have your suite listed for privacy reasons, please advise [CES Sales](#) by Nov. 3.

Audio Visual

Wynn and Encore have an exclusive in-house audio-visual (AV) department. You may rent AV equipment for an additional fee. Please work directly with your dedicated Entertainment Production Manager for any AV rentals. On-site orders will be subject to an on-site ordering surcharge. If you have not been contacted by your Event Production Manager by Nov. 3, contact [Alyssa Garamendi](#).

Cleaning

Complimentary vacuuming and suite refresh will only be provided during official show days if a cleaning schedule is submitted in advance. Please contact your dedicated Convention Services Manager by Dec. 19 to coordinate the cleaning of your suite. If you have not heard from them by Nov. 3, please contact [Alyssa Garamendi](#). If you do not respond by this deadline, housekeeping services during show dates may be limited and specific times may not be guaranteed.

Please note 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.

Housekeeping can assist with day-to-day residential trash items. Additional trash bags are provided in the suites. If a large amount of trash is left behind, a cleaning fee will be incurred at the hotel's discretion.

If refreshes are needed during breaks or during lunch, your Convention Services Manager will need to be advised ahead of time to secure housekeeping staff. Please note, pop up calls and housekeeping service at specific times may not be available on site due to staffing. Any excessive requests for multiple refreshes may incur additional labor fees.

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

The total power in each suite is approximately 20 amps. Exhibitors are not permitted more than 1000-watts per circuit.

Edlen Electrical will handle any major power in villas or suites for any type of equipment, display, demo or build out type as the power in the suites is limited.

The in-house Entertainment Production Services Department will handle any power that is for a laptop type setup to an existing TV, small hospitality setup or pop-up requests when needed. Please reach out to your Convention Services Manager to get in contact with your dedicated Entertainment Production Manager.

Food and Beverage

Outside food and beverage is not permitted. All food and beverage should be coordinated directly with [Claudia Ayala](#), 702-770-3686, in the In Room Dining department. All orders must be placed by **December 15**. Please note this deadline does not include designated staff stationed in the suites. Please reach out to Claudia prior to the deadline if dedicated hourly staff are needed for the suites.

- December 15 by 5 PM: last day to place the order using the CES menu
- December 16–21: last week to use CES menu with \$300 per request late penalty
- December 29 by 5PM: last day to cancel pre-planned events without penalty
- December 30: no additional contracted events. Any additional requests can be ordered directly from IRD after arrival using our limited on-site menu.

Freight/Deliveries

No freight shipments are permitted to be delivered to suite unless pre-approved and coordinated through the Wynn/Encore Las Vegas Convention Services team. Freight, crates, pallets or shipments are not permitted, as suites cannot be utilized for exhibiting equipment or products. The Wynn and Encore Business Services Centers will only accept five (5) single boxes with a weight limit of 50 lbs. each and total weight of 250 lbs. per suite. Please ship packages to the Business Center in the Tower in which your suite is located. For delivery of packages and any other questions, please contact the Business Center at 702-770-2370.

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Use of the Wynn or Encore loading docks for approved freight shipments will require a dock supervisor and an escort provided by the hotel. Escorts are required to accompany their staff on every trip to/from the suite(s) and loading dock.

Furniture Removal or Additions

Furniture and other décor in the suite may not be removed, moved or altered without prior consent from Wynn/Encore. This policy is strictly enforced and, if violated, furniture movement fees will be assessed at the discretion of Wynn/Encore. The hotel cannot guarantee the removal of furniture from suites but may at their discretion perform this service for an additional fee. Please contact your dedicated Convention Services Manager for a fee estimate.

If furniture movement is approved by the hotel, furniture items will be stored in the suite's bathroom (or massage room if applicable). At the Wynn, beds cannot be removed and there is limited ability to move furniture in the living rooms due to permanent placement. Additionally, here is a list of fixed items at both Wynn and Encore:

- Credenzas cannot be moved as these house wireless cords, etc.
- Headboards are mounted to the wall
- All wall fixtures
- Marble coffee table must stay in living area
- Dining table must remain in its location
- Beds (Wynn only)
- Marble credenza behind couches (Wynn only)

If furniture movement or removal is required, exhibitor must add an additional night on the front of the contracted suite. You may move-in after 3 PM the day after the reservation's contracted check-in date and must move-out by 9 AM the day of 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.

Any damage due to said activity is at the sole expense of the exhibitor. Exhibitors may not ship or bring outside furniture (couches, televisions, coffee tables, etc.), however banquet tables and chairs (no soft furniture) are available for a rental fee through the hotel.

In instances in which suite furniture movements have been agreed upon with the hotel, the suite may **NOT** be used as a sleeping room.

Wynn furniture movement prices (roundtrip):

- Couch: \$400 per couch (must stay in living room)
- Desk: \$350 per desk (if hardline is needed the desk cannot be moved)
- Marble coffee table or sofa tables: \$200 per item
- Marble side tables: \$100 per item
- Chairs: \$100 per item
- Room décor items (includes anything setting on the tables, phones, or Crestron): \$50 per room

Encore furniture movement prices (roundtrip):

- Bed: \$700 per bed
- Couch: \$400 per couch
- Desk: \$250 per desk
- Credenzas or nightstands: \$150 per item
- Marble coffee table or sofa tables: \$100 per item (Note: in Apartments and Duplexes, these items must stay inside the living room.)
- Marble side tables: \$50 per item
- Chairs: \$50 per item
- Room décor items (includes anything setting on the tables, phones, or Crestron): \$30 per room

Villa furniture movement prices (roundtrip):

- Bed: \$900 per bed
- Couch: \$400 per couch
- Desk: \$250 per desk (if hardline is needed the desk cannot be moved)
- Credenzas or nightstands: \$150 per item
- Marble coffee table or sofa tables: \$100 per item (these items must stay inside living room)
- Marble side tables: \$50 per item
- Chairs: \$50 per item
- Elliptical and weight bench: \$600 total
- Room décor items (includes anything setting on the tables, phones, or Crestron): \$30 per room

The set-up of additional tables and chairs at Wynn and Encore are provided by the banquets team (furniture would match the existing guestroom furniture). Prices for tables/chairs is as follows:

- \$75 per table
- \$35 per chair
- \$10 per easel; for in suite use only and not permitted in guestroom hallways

Internet

Four complimentary basic internet connections are provided in your suite per day at a max speed of 7MB. If you require higher speed or additional internet needs, please contact Wynn and Encore's preferred provider, COX directly. Contact your Convention Services Manager with questions and pricing.

Upgrade options through the hotel are available as follows:

Speed	Resort Fee
Max 7 MB	Free
7.1MB – 12MB	\$7.99
12.1MB – 20MB	\$14.99

Security

Please note that outside security is not permitted in the hospitality suites. Should you need security within your suite, this must be coordinated through your Convention Services Manager utilizing the hotel's preferred provider. ALL security must stay within the hospitality suite and is not permitted to stand or roam the hallway spaces.

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 or in the rotundas. 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 regulator 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 the 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 and Brand Ambassadors

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 provide guests with access to suites for functions outside of show hours. Escorts, brand ambassadors, etc. are not permitted in the Wynn or Encore Tower Suites lobby areas and signage is prohibited in this area, as well.

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 always continue. 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 2026.

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.

Segways are permitted for ADA use only at the LVCC and the Venetian Expo (formerly Sands Expo). 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 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](#) 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 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 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

Suite Capacities

The following suite capacities should be considered when planning hospitality suite functions:

- Wynn 1 Bedroom Parlor = 12 people
- Wynn 1 Bedroom Salon = 25 people
- Encore 1 Bedroom Parlor = 12 people
- Encore 1 Bedroom Salon = 30 people
- Fairway Villa 1 Bedroom = 30 people
- Fairway Villa 2 Bedroom = 40 people
- Encore 2 Bedroom Apartment = 35 people
- Encore 3 Bedroom Duplex = 60 people

ADD ON SERVICES		
Description	Price	Quantity
SSID	\$600.00	
IP Address	\$196.80	
Access Point Rental	\$270.00	
Additional Dedicated Location	\$690.00	
DRY (Layer 2) Vlan	\$690.00	
Dedicated Vlan	\$690.00	
Fiber Point to Point	\$2,154.00	
Ethernet Cat 5 Cable	\$96.00	
Special Location Outside Convention Area	\$600.00	
Switch Rental (Managed)	\$270.00	
Switch Rental (Unmanaged)	\$150.00	
MISC SERVICES		
Labor (per hour)	\$150.00	
Overtime Labor (per hour)	\$228.00	

PAYMENT INFORMATION

BY CREDIT CARD

After processing you will receive an email which contains a weblink to enter your credit card information on a secure site.

Sub-Total

Tax (8.25%)
(excluding refresh fees)

TOTAL AMOUNT DUE

The undersigned represents that he/she is the Customer or is the Authorized Customer Representative identified above and is authorized to sign this Agreement on behalf of Customer for the services in this Agreement. The undersigned further represents that the Customer Information and the Authorized Customer Representative Information is true and correct. This Agreement binds Customer to the Rates, Terms and Conditions of Service applicable to each of the services selected above, including any termination penalties that may apply. All Services are subject to the Terms and Conditions on Pages 3 & 4 attached hereto. Internet, Data, Web Hosting and/or Web Conferencing, CoxMail(sm) E-Mail Services, if selected by Customer, are subject to Acceptable Use Policies located at www.coxbusiness.com/acceptableusepolicy.pdf and Customer acknowledges receipt of these by signing below. Prices listed do not include applicable taxes, fees, assessments or surcharges. Until this Agreement is signed by Customer, it serves as a proposal which may be withdrawn or changed at any time by Cox. Cox will honor the prices in this proposal provided Customer delivers a signed contract to Cox within thirty days from the contract date above. If Customer terminates any Service that is part of a bundle offering, the remaining Services shall be subject to price increase for the remaining Service term. Customer agrees that Cox may execute this agreement using an electronic signature.

Customer's Signature

Customer's Name (print)

Please fax completed order form to: 702-823-3705
If you have any questions, please call our Sales & Support Line: 702-545-1225

Notes

Please attach floor plan(s) and/or booth layout with specified Internet drop location to avoid installation delays to your order.

TERMS AND CONDITIONS

a. Service and Installation - Cox shall provide Customer with the Services and Equipment identified on the first page of this Agreement. Customer is responsible for damage to any Cox equipment. Customer may use the Services for any lawful purpose, provided that such purpose (a) does not interfere or impair the Cox network, equipment or facilities and/or (b) complies with the applicable Acceptable Use Policies ("AUP") which are incorporated herein by reference. Customer shall use the equipment only for the purpose of receiving the Services. Unless provided otherwise herein, Cox shall use reasonable efforts to maintain the Services in accordance with applicable performance standards. For Cox Internet Services, bandwidth speed options may vary. Customer may not always receive or obtain optimal 5 bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services shall be subject to the Cox AUP and the AUP is available online at www.coxbusiness.com/acceptableusepolicy.pdf. Web hosting Customers may view their AUP by clicking on the Control panel. The AUPs may be amended from time to time during the Term of this Agreement. Customer's continued use of the Services following an amendment shall constitute acceptance.

b. Service Date and Term - This Agreement shall be effective upon execution by the parties. Services shall be provided for the applicable term set forth on the first page of this Agreement and such term shall begin upon installation of Service. Cox shall use reasonable efforts to make the Services available by the requested service date. Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays resulting from construction or for reasons beyond its control.

c. Customer Responsibilities - Customer is responsible for arranging all necessary rights of access for Cox including space for cables, conduits, and equipment as necessary for Cox-authorized personnel to install, repair, inspect, maintain, replace or remove any and all facilities and equipment provided by Cox. Customer shall provide a secured space with electrical power, climate control and protection against fire, vandalism, and other casualty for Cox's equipment. Customer shall use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer engages in a public performance of any copyrighted material contained in any of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Customer is responsible for ensuring that Customer's equipment is compatible for the Services selected and with the Cox network.

d. Equipment - Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and equipment installed by Cox thereunder and that Customer shall not create or permit to be created any liens or encumbrances on such equipment. Internal Wiring shall not be considered equipment and shall become the property of Customer upon initiation of Service. Cox shall install equipment necessary to furnish the video Services to Customer. Customer shall not modify or relocate equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the equipment by any person other than Cox's authorized personnel. For Cox-owned equipment, Customer shall, at the expiration or termination of this Agreement, return the equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such equipment. Cox shall repair any equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence of Customer. If additional equipment, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

e. Resale of Service - Unless authorized in writing by Cox, Customer may not resell any portion of the Service to any other party; provided, however, Customer may, with Cox's prior written consent, resell web hosting for third parties through the Services. Customer shall be responsible for any software and content displayed and distributed by Customer or Customer's web hosting customers, if any.

f. Default - If Customer fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by tariff or applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

g. IP Address and Domain Name Registration - Cox will allocate IP addresses to Customer according to InterNIC guidelines. All IP addresses assigned by Cox must be relinquished by Customer upon the expiration, termination or cancellation of this Agreement. IP address shall be subject to the IP policy in the AUP. If Customer requests, Cox will register an available domain name on behalf of Customer, and such registration shall be subject to rules promulgated by the domain name registrar, which may be amended from time to time and are presently posted at Register.com <http://www.register.com/retail/policy/servicesagreement.rcmx> or Verisign at http://www.netsol.com/en_US/legal/static-service-agreement.jhtml. Customer is responsible for payment and maintenance of domain name registration.

h. Termination - A 10% fee will be applied to all orders canceled between the date the order is placed, and the installation date. No refunds will be provided to orders which have been installed. If Cox is delivering Services via wireless network facilities and there is signal interference with such Service, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts.

i. LIMITATION OF LIABILITY - COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

j. Assignment - Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

k. WARRANTIES - EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

l. INDEMNITY - Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees or agents harmless (including payment of reasonable attorney's fees) from and against any claim, actions or demands relating to or arising out of Customer's use of the Service including without limitation

- (i) any content or software displayed, distributed or otherwise disseminated by the Customer, its employees, or users of the Services,
- (ii) any claim that Customer's use of the Service including the registration and maintenance of Customer's selected domain name(s), infringes on the patent, copyright, trademark or other intellectual property right of any third party;
- (iii) any malicious act or act in violation of any laws committed by Customer, its employees or users using the Services; and/or
- (iv) violation by Customer, its employees or authorized users of the Cox AUPs.

m. Viruses, Content, Customer Information - Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting its network, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

n. Miscellaneous - This Agreement, the tariffs, the documents referenced herein, and the AUPs constitute the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written instrument signed by the parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed.

o. **Regulatory Authority-Force Majeure** - This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

p. **Web Hosting Servers** - Cox reserves the right to select the server for Customer's web site for best performance. The Customer understands that the Services provided by Cox may be provided on a shared server. This means that one web site cannot be permitted to overwhelm the server with heavy CPU usage, for example from the use of highly active CGI scripts or chat scripts. If the Customer's web site overwhelms the server and causes complaints from other users, the Customer has outgrown the realm of shared services and will be required by Cox to relocate its web site. If the Customer refuses to comply with this Section, then Cox has the right to terminate the Services. Cox will use reasonable efforts to maintain a full time Internet presence for the Customer. The Customer hereby acknowledges that the network may, at various time intervals, be down due, but not restricted to, utility interruption, maintenance equipment failure, natural disaster, acts of God, or human error and Cox shall not be liable to customer for such outages or server downtime.

q. **Digital Millennium Copyright Act** - Cox is registered under the Digital Millennium Copyright Act of 1998. Pursuant to 17 U.S.C. Section 512(c)3, if you believe that a Web page hosted by Cox is violating your rights under U.S. copyright law, you may file a complaint with Cox's designated agent. Please contact DMCA@Cox.com for information necessary to file your complaint with Cox.

WynnEncore Business Services Center

Wynn:

Monday through Friday 7:00am – 6:00pm

Saturday & Sunday 9:00am – 5:00pm

Phone: (702) 770-2370

businesscenter@wynnlasvegas.com

Encore:

Monday through Sunday 9:00am – 5:00pm

Phone: (702) 770-2370

businesscenter@wynnlasvegas.com

Wynn - Encore Package & Freight Room

Monday through Friday 7:30am – 7:30pm

Saturday and Sunday 7:30am – 5:30pm

Phone: (702) 770-2399

businesscenter@wynnlasvegas.com

All Inbound and Outbound Packages are subject to a handling, x-raying and storage fees based on the weight of each package.

Inbound/Outbound Handling fees are based on the following sliding weight scale:

Packages:

Envelopes up to 1lb	\$10.00
0 - 1 lb	\$10.00
2 - 10 lbs	\$15.00
11 - 20 lbs	\$25.00
21 - 30 lbs	\$30.00
31 - 40 lbs	\$35.00
41 - 50 lbs	\$40.00
51 - 60 lbs	\$50.00
61 - 70 lbs	\$60.00
71 - 80 lbs	\$70.00
81 - 90 lbs	\$80.00
91 - 100 lbs	\$90.00
Over 100.1 lbs (\$85.00 per hundred pounds)	\$85.00

** Minimum charge for a pallet or Crate** \$350.00

“Storage fees apply to shipments over 100 lbs. or multiple package shipments totaling over 100 lbs.” - Storage fees are assessed at \$10 per 100 lbs. per day

Inbound Shipments should be addressed as follows:

WYNN:

Recipient's First and Last Name (Hotel Guest/Non Registered Guest)
Name of Group (Event Dates)
Wynn Las Vegas
3131 Las Vegas Blvd. South
Las Vegas, Nevada 89109

ENCORE:

Recipient's First and Last Name (Hotel Guest/Non Registered Guest)
Name of Group (Event Dates)
Encore Las Vegas
3131 Las Vegas Blvd. South
Las Vegas, Nevada 89109

- Please be advised that a package(s) will only be released to the recipient if prior written authorization is received via e-mail within 24 hours of arrival
- Freight and/or multiple package shipments arriving at the hotel; please provide the date; time; and location at least 72 hours in advance of the arrival
- Please allow (2) hours for the delivery of a pallet; crate and/or multiple packages to your location
- "The Authorized Signer or the recipient needs to be present at the time of delivery, unless prior written authorization has been received"
- Please contact the Business Services Center Freight and Package department at **(702) 770-2399** for further assistance and instructions

Courier Services

UPS
FedEx
Air-group Express (Freight)

- Please contact the Business Services Center Freight and Package area to coordinate all inbound and outbound shipments at **(702) 770- 2399**
- Outbound Freight Shipments require at least 24 hours advance notice
- All outgoing shipments must be received by **1:30PM - Monday to Friday**
- **Saturday shipments** must be received by **11AM**

Professional Packing Services

- 24-hour advanced notification is required for packing service
- All items that require packing service, will be shipped the following business day

Restricted items

- Medication, alcohol, marijuana, currency and jewelry are restricted items and cannot be shipped

Email Services for Wynn or Encore: businesscenter@wynnlasvegas.com

- Incoming e-mails -8.5 X 11 copy paper
 - \$1.00 per page for black and white
 - \$2.50 per page for color

Copy Services:

- Regular standard 8.5 X 11 Paper
 - .25 cents per page Black and white
 - \$2.00 per page color
- Legal size 8.5 X 14 Paper
 - .50 cents per page Black and white
 - \$2.50 per page color

***** Special pricing for all other copy jobs.**

Internet stations

- Computers; restricted access to the Internet; Microsoft Office; Printer
- Minimum Charge of \$15 for 15 minutes/\$1 per minute for each additional minute
- Complimentary printing of boarding passes only

Conference Rooms (Encore Only)

- Tabletop data, power, telephone/speaker phone and Internet access
- 65" Interactive white boards
- Multi-functional device with Print/Scan/Copy
- Accommodates 4 to 8 people (120 to 180 sq. ft.)
- Catering options are available upon request

Notary Service

Notary Service is available by appointment with 4 hours advanced notification

Please contact the Business Center (702) 770-2370