

# CES Exhibitor Dashboard User Guide

## ACCESSING THE EXHIBITOR DASHBOARD

### How to Access Exhibitor Dashboard

- ⇒ Visit <https://ces26.exh.mapyourshow.com/> to access the Exhibitor Dashboard and log in using your CTA/CES Account credentials.
  - If you need help with your account, visit the [CTA/CES Account FAQs](#) and follow the support steps.

**Exhibitor Dashboard access is granted to an exhibiting company's Primary Contact one (1) business day after the exhibit space contract is countersigned by CTA.** Prior to that, a Primary Contact who tries to access the Exhibitor Dashboard may receive an error message indicating that your account is not currently associated with an active exhibitor record.

- ⇒ Exhibitor Dashboard access information is emailed from the sender [service@mapyourshow.com](mailto: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](mailto:ExhibitorSupport@CTA.tech).
  - **Tip:** You can verify that your contract has been countersigned by checking your email for a verification email from DocuSign.

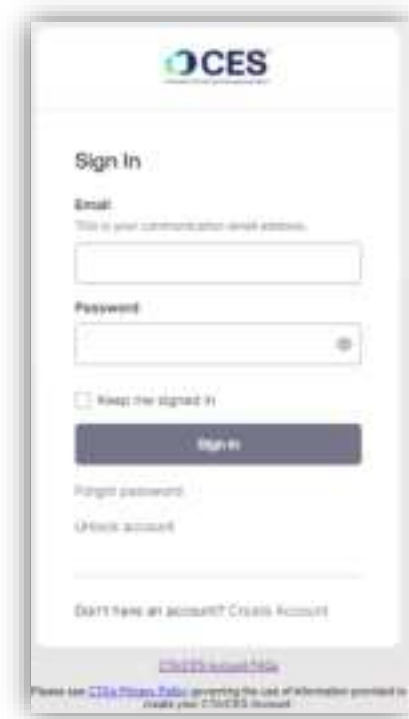
Other types of dashboard users, such as Secondary Contacts, Registration Coordinator, PR Contact, and others, will receive an email about Dashboard Access from the same sender ([service@mapyourshow.com](mailto:service@mapyourshow.com)) when they are added to the Dashboard. For more information, refer to the USER section of this document.

### Who Has Access to Exhibitor Dashboard

The CES 2026 Exhibit Space Contract's **Primary Contact** will receive initial access to the Exhibitor Dashboard. The **Primary Contact** may assign additional Exhibitor Dashboard users. See the USER section of this document for details.

- ⇒ **To update your company's Primary Contact**, you must contact CES Exhibitor Support at [ExhibitorSupport@CTA.tech](mailto:ExhibitorSupport@CTA.tech).

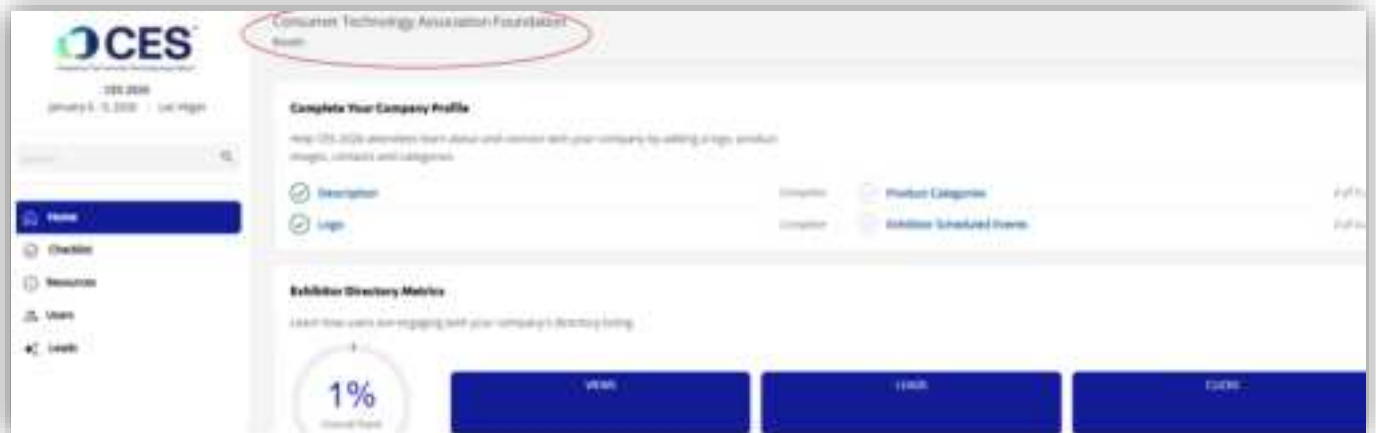
**The following pages walk you through each section of the Exhibitor Dashboard.....**



## HOME SCREEN

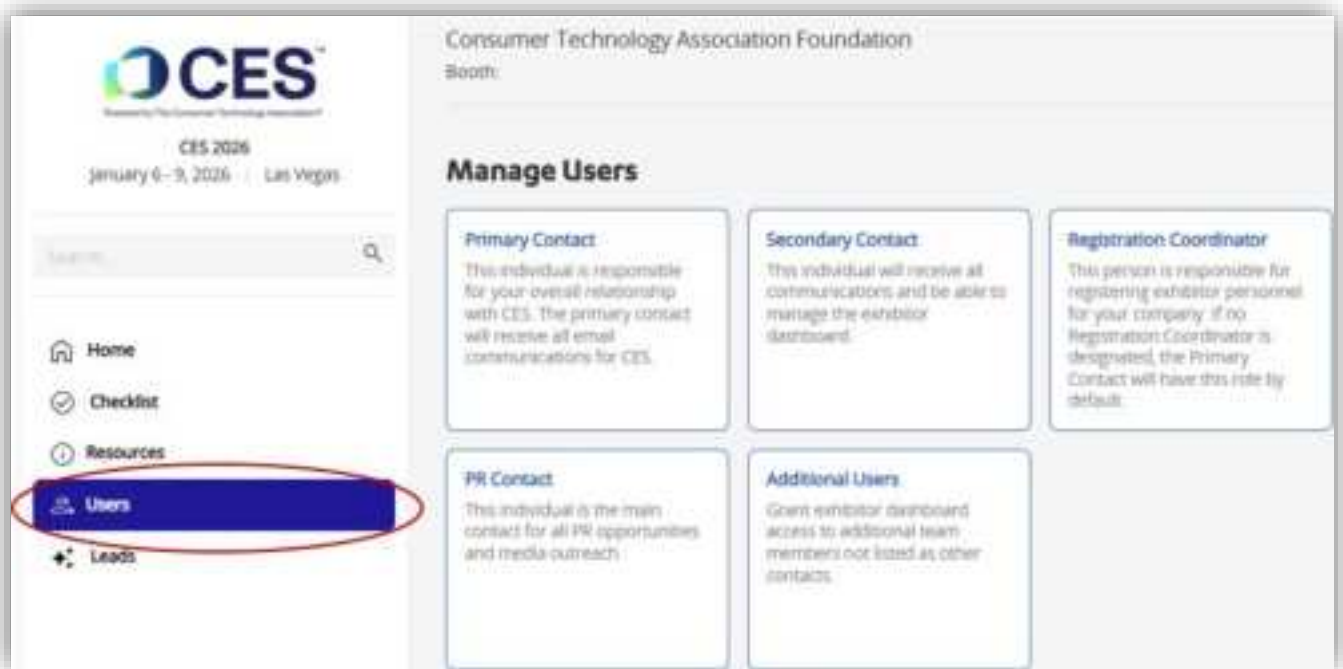
Your **company name** and **booth number** appear at the top of the home screen on your dashboard.

⇒ **If your company name is misspelled or your booth number appears to be incorrect**, contact CES Exhibitor Support at [ExhibitorSupport@CTA.tech](mailto:ExhibitorSupport@CTA.tech) to update.



## USERS

Once logged in to the Exhibitor Dashboard, **Primary Contact** should assign or reassign the remaining dashboard user roles according to your team's needs.



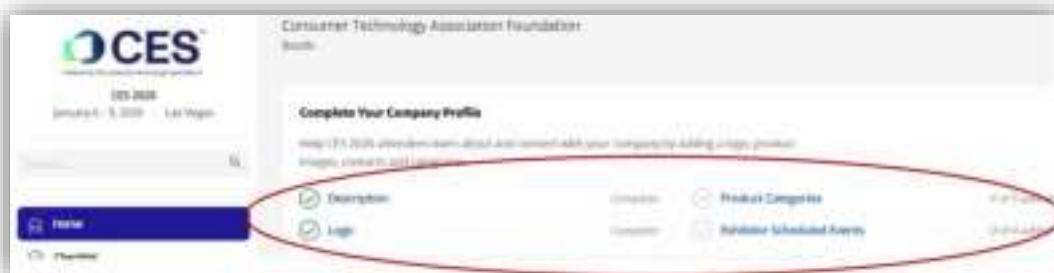
⇒ Select **Users** from the left-side navigation

⇒ Select the **contact role you would like to assign**

- **Registration Coordinator** is a required role and MUST be reassigned if the Primary Contact does not manage registration.
  - Only the Registration Coordinator has access to the Registration Dashboard and registration features. The Registration Coordinator is unable to change company information or manage users unless they are assigned additional roles.
  - **Important:** if no Registration Coordinator is assigned, this will default to the Primary Contact.
- All other user roles listed below are optional; however, assigning additional users and roles to your dashboard will help with management during the season.
  - **Secondary Contact** can make changes to the company information, review checklist items, and assign or reassign additional user roles.
  - **PR Contact** will receive access to the Media List when it is released to exhibitors. Follow the prompts within the Exhibitor Dashboard once this is released (*December 1, 2025*).
  - **Additional Users** may be added to support Exhibitor Dashboard management tasks, such as uploading assets and reviewing checklist items. These users are not permitted to assign or reassign other individuals.

## COMPLETE YOUR COMPANY PROFILE

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



⇒ **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 to Company Information made on this page will appear in the Exhibitor Directory and the CES 2026 mobile app but will **not** be reflected elsewhere in our records. To make changes to your Company Name or update your Company Address for invoicing, registration, etc., contact [ExhibitorSupport@CTA.tech](mailto: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 2025, select '**Yes, copy my logo**' to re-use the same logo.

⇒ **Select Product Categories** to choose up to five (5) product categories that best fit your company. When finished, close the list using the 'X' and then select the blue '**Update Product Categories**' button to save your selection(s).

- Your company will appear in an Exhibitor Directory search in each of the selected categories; *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. Add up to four (4) events. When finished, select the blue '**Submit Exhibitor Scheduled Events**' button.

⇒ **Complete the Funding fields** to make your company visible to potential investors via the CES Investor Partnership Program (IPP), which offers exhibitors the chance to connect and engage with the investment community by sharing curated funding insights through their Exhibitor Dashboard.

**Note:** If you previously attended CES, your company profile information (Description, Logo, and/or Product Categories) may have been imported automatically. Please check all entries for accuracy. You can update your profile at any time before or during CES 2026.

## VIEW YOUR DIRECTORY LISTING

**View Your CES 2026 Directory Listing:** Check your listing in the CES 2026 Exhibitor Directory to see your company's information as attendees see it by selecting '[Preview Listing →](#)' from your home screen.



## BOOST YOUR DIRECTORY LISTING

**Boost Your Directory Listing:** Take advantage of additional visibility by purchasing an upgrade package. Choose from a variety of package options by selecting '[Boost my Listing →](#)' from your home screen.



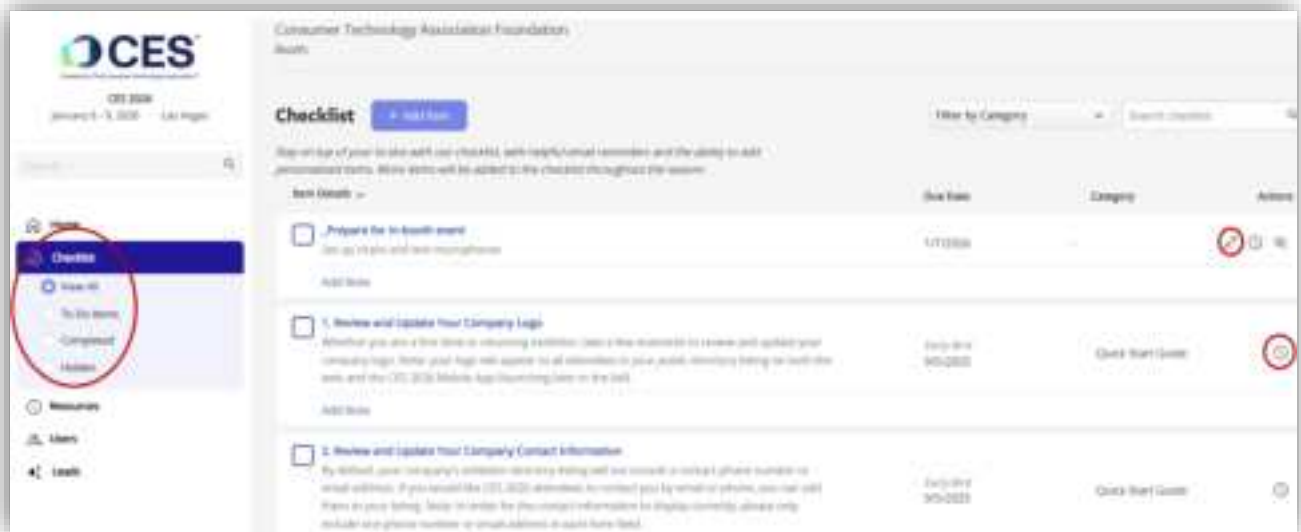
## BOOST YOUR VISIBILITY TO INVESTORS

**Enroll in the CES Investor Partnership Program:** Participating exhibitors have the opportunity to connect with funders by selecting '[Learn more →](#)' from your home screen.



## CHECKLIST

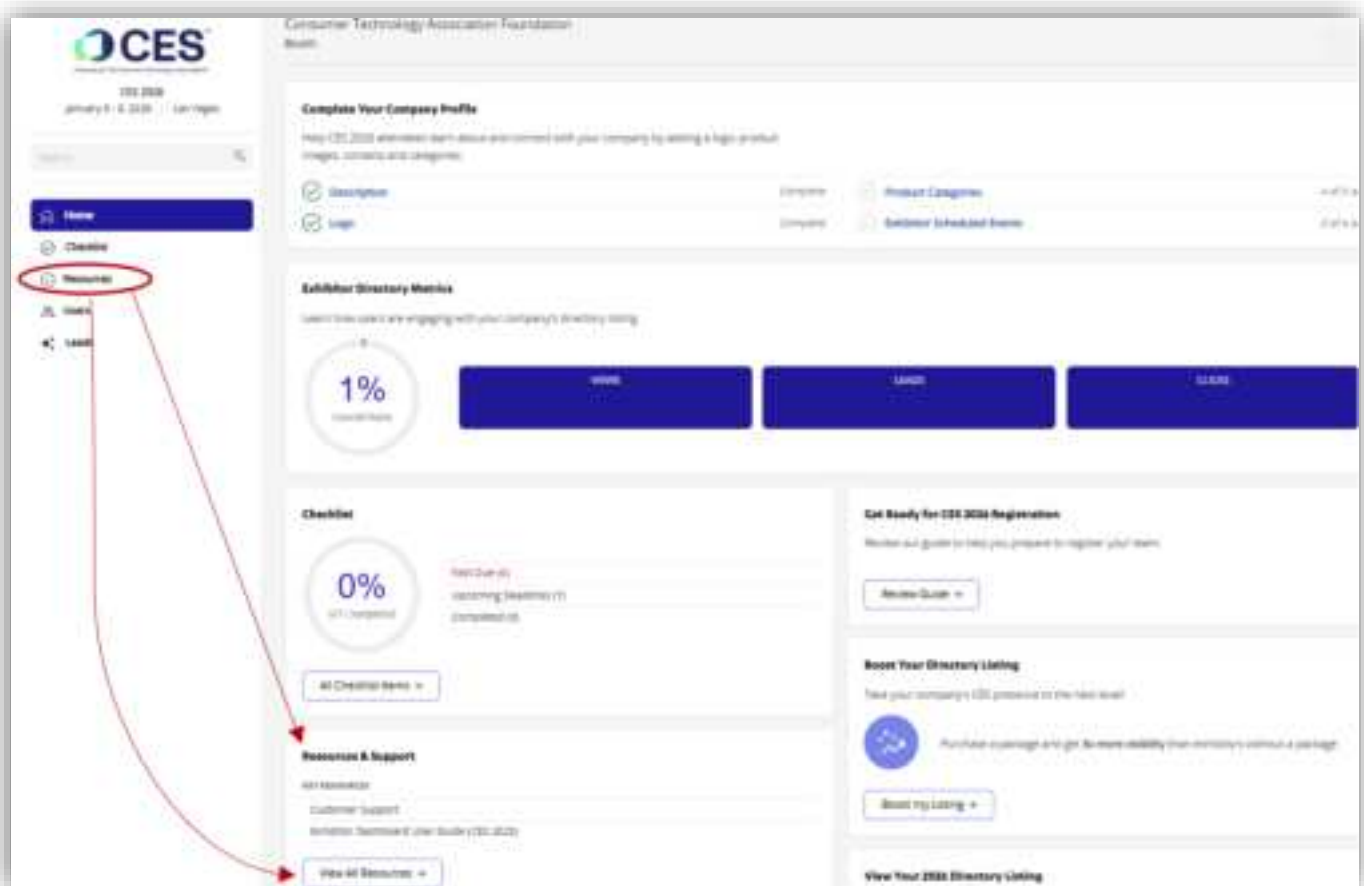
Use the checklist to easily view upcoming deadlines and any past-due items you may have missed. Filter checklist items to view by selecting one of the categories indicated in the left side navigation (View All, To Do Items, Completed, and Hidden).



- ⇒ **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

Find answers quickly with **Resources & Support** materials organized in your Exhibitor Dashboard. New resources will be added over the summer and fall.

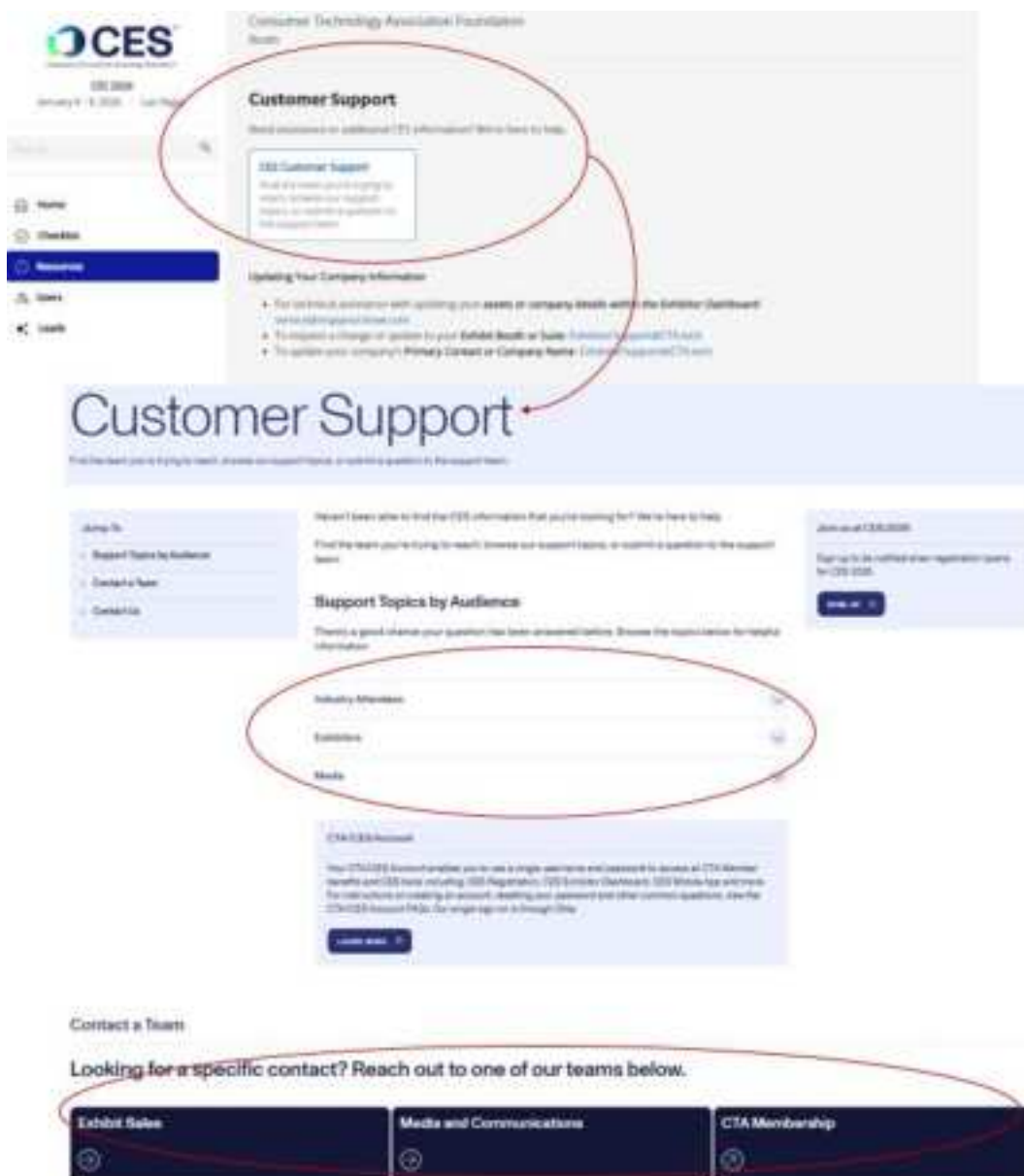


- ⇒ Select **Resources** from the left side navigation OR the '**View All Resources →**' button for a comprehensive list of topics and available resources.
- Alternately, if you know what you are looking for, you can **select the appropriate topic** under **Resources & Support**.

## Resources → Customer Support

The [Customer Support Page](#) is a great place to start to find answers to many of our most frequently asked questions. Browse our Support Topics or reach out directly to the right team for 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.



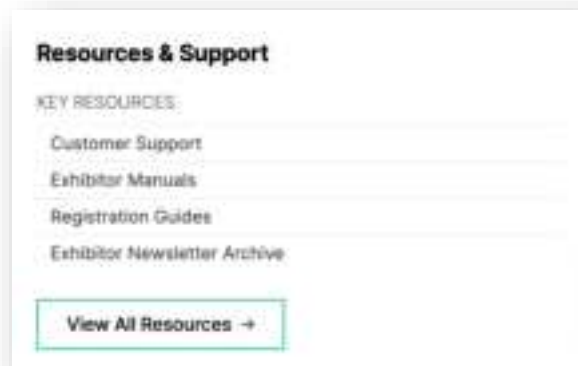


## Resources → Exhibitor Manuals

Access the [Exhibitor Manuals](#) directly from your Exhibitor Dashboard. Each manual is tailored to its venue, so select the one for your exhibit space. You'll find order forms, shipping rates, rules and regulations, and more - everything needed to plan for CES 2026. *Exhibitor Manuals will be available in September.*

## Resources → Registration Guide(s)

Detailed, step-by-step directions for registering your Exhibitor Personnel and sending customer (Attendee) invitation codes for free or discounted attendee registration. *Guide(s) will be available in late-September.*



### **\*IMPORTANT INFORMATION FOR EXHIBITOR PERSONNEL BADGES:**

The Registration Coordinator for your company **MUST** initiate exhibitor personnel registration via the Exhibitor Dashboard's Registration Portal. This will generate an email containing an exhibitor registration invitation link. **To receive your Exhibitor Personnel Badge, you must complete registration using this link and use the same email address.**

- Registering for CES by any other means, or with any other email address, will create an account for Attendee registration. Contact [exhreg@CTA.tech](mailto:exhreg@CTA.tech) if you have registered (\*or initiated registration but did not complete the process) as an Attendee but require an Exhibitor Personnel badge.
- *Registration will open in mid-September.*

## Resources → Exhibitor Newsletter Archive

Access messages such as CES Operations Alerts, Exhibitor PR Newsletters and other news and updates sent to CES 2026 exhibitors. If you think you missed an email, this is where to find it.

