



CES 2025 Exhibitor Guide: Cosmopolitan Hospitality Suites

Section 1: General Information

This Hospitality Suites Guide was created specifically for exhibitors at The Cosmopolitan. 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. Be sure to visit CES.tech to keep up with the latest show news and information.

On behalf of the entire CES staff, we look forward to seeing you in Las Vegas in January!

Suite Usage

Hospitality suites at The Cosmopolitan are to be used for meetings or for hospitality purposes only. Exhibits may not be constructed or installed, and 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 [Nicole Rafle](#) to arrange for loading and unloading areas.

If you have questions or would like to arrange for 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. This person may be the same or different from the Primary Contact. 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 2025.
- 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.
- Order lead retrieval (badge scanners) for capturing valuable leads on-site.



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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 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 2025:

- 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. Badge pickup will not be available on-site at CES venues. Badge pickup is available at Harry J. Reid International Airport baggage claim locations and [several other 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

Cosmopolitan 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 Cosmopolitan can provide the following services for your hospitality suite by request:

- Audio Visual
- Food & Beverage
- Cleaning
- Branding

CES Contacts

CES Operations – CESops@CTA.tech

Gaiya Berube, Hospitality Suite Manager, CES Operations – gberube@CTA.tech

CES Sales – ExhibitorSupport@CTA.tech

Section 3: Hospitality Suite Services

Check-In/Check-Out

- Hospitality suite exhibitors may check-in after 3 PM on Jan. 5. Early arrival time is subject to availability and cannot be guaranteed.
- 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 after Jan. 5, please advise [CES Operations](#) so your suite is held for you.
- The hotel 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.
- Hospitality suite exhibitors must check-out by 11 AM on Jan. 10. If you do not check out by this time, additional charges may apply.
- If you require additional nights for the suite (over and above the five [5] nights), exhibitors must contact [CES Sales](#) and should not contact the hotel directly to secure additional nights.
- Exhibitor is responsible for providing the hotel with individual names of all people to be listed on the suite reservation to obtain keys and check into the suite via the form at the end of this document by Dec. 1. If you do not inform the hotel of who can check-in, only the main booth contact listed on the CES space contract can check-in to your suite and obtain the keys. Please note, for security purposes, the hotel will only distribute up to 10 keys to the suite.
- Room and tax for the suite contracted per the Exhibit Space Contract will be billed to the Consumer Technology Association (CTA) and will be paid directly to the hotel by CTA. Exhibitors are responsible for all other charges including food and beverage, incidentals, gratuities, and show services (electrical, phone, internet). All orders must be accompanied by an exhibitor's check or credit card. A minimum daily deposit of \$1000 per day is required for incidentals payable by credit card or cash upon arrival. Checks are not accepted at the time of check-in.



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- Hospitality suite numbers will be distributed at info desks and offices and listed in the 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](mailto:CES_Sales) by Nov. 1.

Audio Visual

Encore is the exclusive provider of audio-visual services. Contact mandi.rose@encoreglobal.com to order and with questions.

Cleaning

Complimentary vacuuming and fresh linens will be provided in all suites during official show days. This includes common area trash removal. If preferred timing is requested, please submit this request two weeks prior to ensure it's updated on the schedule.

Electrical

Each outlet in the Suite is equipped with 20 amps. Exhibitor is not permitted more than 1000-watts per circuit.

Food and Beverage

Requirements may be arranged through Restaurant Sales by contacting restaurantsales@cosmopolitanlasvegas.com. Orders must be submitted by December 16. Orders received after this date may incur late and/or pop-up fees. Outside food and beverage is not permitted. Contact your assigned Conference Services Manager for further information.

Freight/Deliveries

All shipments to suites must go through FedEx Office Print and Ship Center, including load out. Freight shipments are not permitted and are classified as crates, pallets and skids. The FedEx Office Print and Ship Center will accept only boxes with a maximum weight of 150LB each.

Furniture Removal or Additions

The hotel is unable to remove any furniture from hospitality suites. Further, Exhibitor is not permitted to move existing furniture around within its Suite. This policy is strictly enforced.

In-suite fixtures of any kind may not be displayed unless and until the Cosmopolitan of Las Vegas has provided written approval. If approved, Exhibitor agrees to be responsible for any damage caused to the Suite during the contracted dates and times.

Internet

Complimentary WiFi is included as part of the resort fee within rooms. The hotel cannot host a dedicated WiFi network or hardlines in suites.

Signage

Exhibitor is permitted to have signs within the confines of the Suite but they must be free-standing.



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The signs may not be affixed to, hung on, set on or set up against anything in the Suite including the door to the Suite and sprinkler heads. Absolutely nothing can be hung on or from the fire sprinklers in your Suite. The Cosmopolitan is unable to provide easels for use within the suite.

Exhibitor is not permitted to place easels and signage outside the Suite in the guest room hallways and elevator banks or anywhere in the Casino and hotel lobbies. Signage found in these restricted areas will be removed immediately by hotel security.

In-suite decorations or signage of any kind may not be displayed unless and until the Cosmopolitan has provided written approval. If approved, Exhibitor agrees to be responsible for any damage caused to the Suite during the contracted dates and times. FedEx has exclusivity for branding within the suites.

Suite Guidelines

To ensure the integrity and quality of the Hotel's Suites, Exhibitor agrees to utilize these suites solely for intimate gatherings and will not host large receptions, social functions or general session/breakout meetings. These gatherings may be conducted between 8 AM-10 PM over the event dates of Jan. 7-9. Exhibitor agrees to seek Hotel's written approval for any additional meetings to be held outside of the hours of 8 AM-10 PM. Additionally, please note the following:

- Music is welcomed via any portable device but must follow existing hotel rules pertaining to volume and must be shut off entirely by 10 PM.
- Dance floors are not permitted.
- In-suite decorations or branding are not permitted unless approved by Hotel in writing prior to program dates. Whether or not approved, the client agrees to be responsible for any damage caused to the Suite during the period the premises are reserved. Exhibitor is not permitted to use decorations with adhesives or construct buildouts of any kind within the Suite.
- Placement of all directional signage or branding must be approved, in writing, by Hotel at least sixty (60) days prior to event.
- No ushers to guest rooms or public distribution of room details are permitted.
- No outside food and beverage is permitted.
- Any equipment delivered, with approval by Hotel, will have a \$500.00 labor/setup fee posted to the room, per delivery.
- Additional terms and conditions can be viewed here: cosmopolitanlasvegas.com/terms-conditions

Reception Suite Specifics

Hotel understands that Reception Suites will be utilized as meeting space by Exhibitor. Exhibitor understands that the existing furniture must remain inside the Reception Suite and the room will not be able to be utilized for sleeping accommodation. Exhibitor understands that there is a one-time set up fee of \$500 for each Reception Suite utilized as a meeting space with maximum meeting attendance of 10 people. Exhibitor understands that use of the screen inside the Reception Suite is only permitted with the assistance of our in-house production company, Encore, and a connection charge of \$100 will apply.



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Suite Terraces

Exhibitor acknowledges that certain assigned rooms may have an attached terrace. Exhibitor understands that throwing, dropping or otherwise causing the release of any object from a terrace is a CRIMINAL OFFENSE in violation of Nevada Revised Statute Sections 200.471; 200.481; 202.470; and 202.595. Exhibitor acknowledges such action may constitute a felony, which may result in a six (6) year prison sentence and/or a \$5,000.00 fine. Exhibitor also acknowledges that it may be held liable for any personal injuries and/or property damage caused by the release of such objects from any guest room terrace either by Exhibitor's principal(s) or by other occupants or guests using Exhibitor's room. To the fullest extent of the law, Exhibitor hereby expressly releases, indemnifies and holds harmless The Cosmopolitan of Las Vegas and the Consumer Technology Association, their respective employees, officers and affiliates, for any injuries, damages, claims, costs, and attorneys' fees caused by the release of any objects from any terrace attached to Exhibitor's assigned room.

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 pick up 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 booth immediately.



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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. Exhibitor is responsible for providing an elevator attendant to approve guests 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.

Fire Regulations

Hanging items from or off any of the sprinklers within a suite is strictly prohibited. Additionally, decorations are not permitted to block or otherwise interfere with fire sprinklers. Any resulting damages will be charged to the primary exhibitor occupying the suite. A 6-inch clearance is required around all sprinkler units.

Fire Safety

Flammable or combustible liquids are prohibited inside buildings, except as approved by the Office of Fire Protection and Safety. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited.



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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 protected against physical damage.

All materials used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant, or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.

Contact [CES Operations](#) with questions.

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 exhibitor'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 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 consider your exhibiting neighbors.

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 2025.

Height Limits for Suites

Height limits vary by suite. Please contact your Convention Services Manager for information on your specific suite type.

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 on the Venetian Expo show floor. They are not permitted at any other venues for any purpose.



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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 disbursed from within your booth or contracted area. Surveys may not be conducted outside of your exhibit space. Corporate greeter sponsorships are available. Contact [Liz Tardif](#) with CES Promotional Opportunities at 703-907-7681 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.

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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 down at the discretion of CES Operations.

Please consider the [event health protocols](#) when planning your space.

Raffles & Games of Chance

Any game of chance or raffle must be approved by the Venetian Resort Compliance Department. Nevada state law prohibits any raffle or game of chance if money is involved. Exhibitors considering a raffle, game of chance or slot machine in their booth should contact their assigned Convention Services Manager at the Venetian for more information and approval.

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 CES 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 exhibits 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.

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- 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 in each show location 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:

- Reception Suite: 10 guests maximum for an in-suite meeting; 15-20 guests for a reception
- Penthouse Suite: 20 guests maximum