



SHOW INFORMATION

DEADLINES

DUE DATE	THINGS TO DO	SECTION	SUBMIT TO
ASAP/varies	Look over sponsorship opportunities	Show Information	Your Account Executive
January 19	First Discount Deadline- Lead Retrieval	Additional Show Services	ITN
January 24 – February 22	Advance shipments may begin arriving at warehouse M-F 8am-3pm	Shipping, Drayage & Material Handling	GES
January 25	Two-Story Booth/Exceed Height Restriction Requests	Rules & Regulations	meredith.omori@ubm.com
January 25	Submit Variance Request Form	Rules & Regulations	meredith.omori@ubm.com
January 25 & February 3	Submit Hanging Sign Request Form	Rules & Regulations	meredith.omori@ubm.com & GES
January 25	Submit Peninsula Booth design for approval	Rules & Regulations	meredith.omori@ubm.com
January 25	Submit Lights Out Request Form	Rules & Regulations	meredith.omori@ubm.com
January 25	Submit Automobile Request Form	Rules & Regulations	meredith.omori@ubm.com
January 25	Submit Sellers Permit if selling at event	Rules & Regulations	meredith.omori@ubm.com
January 25	Submit Exhibitor Appointed Contractor Form & Certificate of Insurance if not using GES	Exhibitor Appointed Contractors	GES and CertFocus
January 25	Submit Photography Orders	Additional Show Services	The Photo Group
January 30	Deadline for Catering Orders	Booth Catering	Savor...San Francisco
February 10	Discount deadline – Computer/Audio Visual Equipment	Additional Show Services	Event Technology Services (ETS)

GDC

February 3	Hotel Cut-off Date	Additional Show Services	http://www.gdchotels.com
February 3	Discount Deadline-GES orders received with payment	Booth Furnishings	GES
February 16	Second Discount Deadline- Lead Retrieval	Additional Show Services	ITN
February 17	Discount Deadline -Internet Service	Additional Show Services	San Francisco Convention Center Facilities, Moscone
February 13	Discount Deadline - Individual Booth Security	Additional Show Services	Maloney Security, Inc.
February 22	Last Day for Shipments to arrive at Advance Warehouse without surcharges by 3pm	Shipping, Drayage & Material Handling	GES
See Target Floorplan	Direct Shipments can start arriving	Shipping, Drayage & Material Handling	GES