



SHOW INFORMATION

DEADLINES – BY TYPE or FUNCTION

TO DO	SUBMIT TO	DEADLINE
Make Hotel Reservations- Book your hotel room ASAP to ensure receiving the GDC discounted hotel rate. Go to HTTP://WWW.GDCHOTELS.COM for a listing of GDC hotels, their details, and the room rates.	Convention Housing Partners (CHP)	FEBRUARY 3

EXHIBITOR REGISTRATION DEADLINES

TO DO	SUBMIT TO	DEADLINE
Register all Exhibitor Staff for Badges- Information on exhibitor registration is located the Show Information Section	HTTPS://GDC.TECH.UBM.COM/ 2017/EXHIBITORREG	FEBRUARY 17

BOOTH VARIANCE DEADLINES

TO DO	SUBMIT TO	DEADLINE
Submit Two-Story Booth/Exceed Height Restriction Requests- Any two story booth or booth designs exceeding 12' must be approved. See Booth Rules and Regulations	EMAIL: Meredith Omori meredith.omori@ubm.com	JANUARY 25
Submit Hanging Sign Request Form- All exhibitors planning to hang a sign must submit the Hanging Sign Request Form. See Booth Rules and Regulations	EMAIL: Meredith Omori meredith.omori@ubm.com	JANUARY 25
Submit Variance Request Form- Exhibitors wanting to exceed the 12' height limit for floor supported structures must submit the Variance Request Form. See Booth Rules and Regulations	EMAIL: Meredith Omori meredith.omori@ubm.com	JANUARY 25
Lights Out Request Form- Exhibitors wanting permission to turn off lights over their booth must submit the Lights Out Request Form. See Booth Rules and Regulations	EMAIL: Meredith Omori meredith.omori@ubm.com	JANUARY 25
Automobile Request Form- Exhibitors planning to bring an automobile into their booth must submit the Automobile Request Form. See Booth Rules and Regulations	EMAIL: Meredith Omori meredith.omori@ubm.com	JANUARY 25



HANGING SIGN DEADLINES

TO DO	SUBMIT TO	DEADLINE
Submit Hanging Sign Request Form- All exhibitors planning to hang a sign must submit the Hanging Sign Request Form. See Booth Rules and Regulations	EMAIL: Meredith Omori meredith.omori@ubm.com	JANUARY 25
Order Approved Hanging Sign / Truss Labor order form and ship banner. Once you receive approval from Show Management, please submit GES order for hanging and labor and use the provided labels to ship your sign.	GES PHONE: 800-475-2098 FAX: 866-329-1437 www.ges.com/contact	FEBRUARY 3

EXHIBITOR APPOINTED CONTRACTOR DEADLINES

TO DO	SUBMIT TO	DEADLINE
Submit Exhibitor Appointed Contractor Authorization (EAC) Form and Certificate of Insurance- If you are using an EAC you must supply both forms GES. You can find EAC forms, information and an example of a Certificate of Insurance in the section Exhibitor Appointed Contractor Section. EAC's will not be allowed on show floor if these forms are not submitted.	GES / CertFocus Phone: 800-475-2098 Please see EAC Section for info.	JANUARY 25

DECORATOR, LABOR, AND ELECTRICAL DEADLINES

TO DO	SUBMIT TO	DEADLINE
Order Electrical Services- Electric is not provided and must be ordered through Trade Show Electrical. Please review the electrical information form in the Utilities Section and submit both the Electrical Needs order form and the Electrical Labor order form.	TSE / GES PHONE: 800-475-2098 FAX: 866-329-1437 www.ges.com/contact	FEBRUARY 3
Order Decorator Rental Services- Booth Layout, Carpet, Cleaning, Furniture & Accessories, Standard Exhibit Order Form, Specialty Package Order Forms, Graphics & Signage, and Payment Forms.	GES PHONE: 800-475-2098 FAX: 866-329-1437 www.ges.com/contact	FEBRUARY 3
Order Decorator Storage Services- Skid Accessible Storage Order Form located in Labor Equipment & Storage.	GES PHONE: 800-475-2098 FAX: 866-329-1437 www.ges.com/contact	FEBRUARY 3
Order Decorator Labor Services- Installation and Dismantling Order Form, In-Booth Forklift & Labor located in Labor Equipment & Storage.	GES PHONE: 800-475-2098 FAX: 866-329-1437 www.ges.com/contact	FEBRUARY 3



SHIPPING DEADLINES

TO DO	SUBMIT TO	DEADLINE
Advanced Shipping to Warehouse See Shipping Drayage and Material Handling for further information on shipping options.	SHIPMENT ADDRESS: c/o GES Game Developers Conference 2017 Company Name/ Booth Number YRC 201 Haskins Way South San Francisco, CA 94080	JANUARY 24 – FEBRUARY 22
Submit GES Shipping Forms- Transportation Plus & Material Handling, Logistics & Shipping, Outbound Material Handling Request form located in Shipping Drayage and Material Handling Section.	GES PHONE: 800-475-2098 FAX: 866-329-1437 www.ges.com/contact	FEBRUARY 3
Direct Shipping to Exhibit Site See Shipping Drayage and Material Handling Section for further information on shipping options.	SHIPMENT ADDRESS: c/o GES Game Developers Conference 2017 Company Name/ Booth Number Moscone Center – ALL HALLS 747 Howard Street San Francisco, CA 94103	REFER TO TARGET FLOOR PLAN

SHOW MANAGEMENT DEADLINES

TO DO	SUBMIT TO	DEADLINE
Submit Sellers Permit- See #29 in Show Rules & Regulations for selling on the show floor. You must provide Show Management with a valid California Seller's Permit.	EMAIL: Meredith Omori meredith.omori@ubm.com	JANUARY 25



OPTIONAL SERVICES DEADLINES

TO DO	SUBMIT TO	DEADLINE
<p>Place Plumbing Order- See order form in Utilities Section</p>	<p>TSE / GES PHONE: 800-475-2098 FAX: 866-329-1437 www.ges.com/contact</p>	<p>FEBRUARY 3</p>
<p>Submit Lead Retrieval Order Form- advanced deadline for discount, after this date you must order onsite.</p>	<p>ITN PHONE: 801-676-7933 FAX: 801-406-0040 EMAIL: exhibitors@itn-international.com</p>	<p>DISCOUNT DEADLINES: JANUARY 19 AND FEBRUARY 16</p>
<p>Order AV and Computers- ETS is our AV contractor. Please see Additional Services for form to access information, pricing, and order form.</p>	<p>ETS PHONE: 972-756-0100 FAX: 972-756-0123 ONLINE: www.ets-av.com/orders</p>	<p>FEBRUARY 10</p>
<p>Order Booth Security- 24hr perimeter access (only) will be provided by Show Management. For additional protection you may wish to hire a security guard through our contracted vendor Maloney Security. See Additional Services for form and further information.</p>	<p>Maloney Security PHONE: 650-593-0163 FAX: 650-593-1101 EMAIL: EVENTS@MALONEYSECURITYINC.COM</p>	<p>FEBRUARY 13</p>
<p>Order Internet/Telephone Service- Internet services are not provided by Show Management on the expo floor and must be ordered. Moscone is our Internet/Telecom provider. See Additional Services for form and further information.</p>	<p>San Francisco Convention Center Facilities, Moscone PHONE: 415-974-4080 FAX: 415-974-4065</p>	<p>FEBRUARY 17</p>
<p>Order Plant & Floral- See order form in Additional Services.</p>	<p>ORGANIZED EVENTS PLANT & FLORAL PHONE: 423-756-9835 FAX: 423-756-4743 EMAIL: ORGANIZEDEVENTS@COMCAST.NET</p>	<p>FEBRUARY 14</p>
<p>Order Editorial/Event Photography- See order form in Additional Services.</p>	<p>THE PHOTO GROUP PHONE: 800-752-6913 FAX: 707-474-3832 EMAIL: NICOLE@THEPHOTOGROUP.COM</p>	<p>JANUARY 25</p>