



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 GDC HOTELS for a listing of GDC hotels, their details, and the room rates (subject to availability).	Convention Housing Partners (CHP)	ASAP

EXHIBITOR REGISTRATION DEADLINES

TO DO	SUBMIT TO	DEADLINE
Register all Exhibitor Staff for Badges - Information on exhibitor registration is located the Show Information Section	EXHIBITOR PORTAL	TBD

BOOTH VARIANCE DEADLINES

TO DO	SUBMIT TO	DEADLINE
Submit Two-Story Booth/Exceed Height Restriction Requests - Any two story booth or booth designs exceeding 18' must be approved. See Booth Rules and Regulations	HEIGHT VARIANCE REQUEST FORM QUESTIONS? EMAIL: danielle.tempesta@ubm.com	FEBRUARY 7
Submit Hanging Sign Request Form - All exhibitors planning to hang a sign must submit the Hanging Sign Request Form. See Booth Rules and Regulations	HANGING SIGN REQUEST FORM QUESTIONS? EMAIL: danielle.tempesta@ubm.com	FEBRUARY 7
Submit Variance Request Form - Exhibitors wanting to exceed the 18' height limit for floor supported structures must submit the Variance Request Form. See Booth Rules and Regulations	HEIGHT VARIANCE REQUEST FORM QUESTIONS? EMAIL: danielle.tempesta@ubm.com	FEBRUARY 7
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	LIGHTS OUT REQUEST FORM QUESTIONS? EMAIL: danielle.tempesta@ubm.com	FEBRUARY 7
Automobile Request Form - Exhibitors planning to bring an automobile into their booth must submit the Automobile Request Form. See Booth Rules and Regulations	AUTOMOBILE REQUEST FORM QUESTIONS? FORM: danielle.tempesta@ubm.com	FEBRUARY 7



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	HANGING SIGN REQUEST FORM QUESTIONS? EMAIL: danielle.tempesta@ubm.com	FEBRUARY 7
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 24

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 to EACA. 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.	EACA Phone: 541-317-8768 Please see EAC Section for info.	JANUARY 24

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) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact	FEBRUARY 24
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) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact	FEBRUARY 24
Order Decorator Storage Services - Skid Accessible Storage Order Form located in Labor Equipment & Storage.	GES Phone: (800) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact	FEBRUARY 24
Order Decorator Labor Services - Installation and Dismantling Order Form, In-Booth Forklift & Labor located in Labor Equipment & Storage.	GES Phone: (800) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact	FEBRUARY 24



SHIPPING DEADLINES

TO DO	SUBMIT TO	DEADLINE
Advanced Shipping to Warehouse See Shipping Drayage and Material Handling for further information on shipping options.	GES Shipment Address: c/o GES Game Developers Conference Company Name/ Booth Number YRC 499 Valley Drive Brisbane, CA 94005 United States of America	FEBRUARY 11 – MARCH 11
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) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact	FEBRUARY 24
Direct Shipping to Exhibit Site See Shipping Drayage and Material Handling Section for further information on shipping options.	GES Shipment Address: c/o GES Game Developers Conference Company Name/ Booth Number Moscone Center 747 Howard Street San Francisco, CA 94103-3118 United States of America	Refer to Target Floor Plan

SHOW MANAGEMENT DEADLINES

TO DO	SUBMIT TO	DEADLINE
Submit Sellers Permit - See #35 in Show Rules & Regulations for selling on the show floor. You must provide Show Management with a valid California Seller's Permit.	EMAIL: Danielle Tempesta danielle.tempesta@ubm.com	FEBRUARY 7



OPTIONAL SERVICES DEADLINES

TO DO	SUBMIT TO	DEADLINE
<p>Place Plumbing Order - See order form in Utilities Section</p>	<p>TSE / GES Phone: (800) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact</p>	<p>FEBRUARY 24</p>
<p>Submit Lead Retrieval Order Form - advanced deadline for discount, after this date you must order onsite.</p>	<p>Aventri Phone: 801-676-7933 Fax: 801-406-0040 Email: aes-exhibitorservices@aventri.com</p>	<p>DISCOUNT DEADLINES: FEBRUARY 6 and MARCH 5</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 21</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. See Additional Services for form and further information.</p>	<p>TBD</p>	<p>TBD</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>MARCH 2</p>
<p>Order Plant & Floral - See order form in Additional Services.</p>	<p>TBD</p>	<p>TBD</p>
<p>Order Editorial/Event Photography - See order form in Additional Services.</p>	<p>TBD</p>	<p>TBD</p>