



SHOW INFORMATION

DEADLINES

DUE DATE	THINGS TO DO	SECTION	SUBMIT TO
ASAP/varies	Look over sponsorship opportunities	Show Information	Your Account Executive
ASAP	Book hotel rooms	Additional Show Services	GDC Hotels
January 24	Submit Exhibitor Appointed Contractor Form & Certificate of Insurance if not using GES	Exhibitor Appointed Contractors	EACA + GES
February 6	First Discount Deadline- Lead Retrieval	Additional Show Services	Aventri
February 7	Two-Story Booth/Exceed Height Restriction Requests	Rules & Regulations	Height Variance Request Form
February 7	Submit Variance Request Form	Rules & Regulations	Height Variance Request Form
February 7 & February 24	Submit Hanging Sign Request Form	Rules & Regulations	Hanging Sign Request Form & GES
February 7	Submit Peninsula Booth design for approval	Rules & Regulations	Booth Design Form
February 7	Submit Lights Out Request Form	Rules & Regulations	Lights Out Request Form
February 7	Submit Automobile Request Form	Rules & Regulations	Automobile Request Form
February 7	Submit Sellers Permit if selling at event	Rules & Regulations	danielle.tempesta@ubm.com
February 11- March 11	Advance shipments may begin arriving at warehouse M-F 8am-3pm	Shipping, Drayage & Material Handling	GES
February 21	Discount Deadline – Computer/Audio Visual Equipment	Additional Show Services	Event Technology Services (ETS)
February 24	Discount Deadline-GES orders received with payment	Booth Furnishings	GES

GDC

TBD	Submit Photography Orders	Additional Show Services	TBD
February 28	Deadline for Catering Orders	Booth Catering	Savor...San Francisco
March 2	Discount Deadline -Internet Service	Additional Show Services	San Francisco Convention Center Facilities, Moscone
March 5	Second Discount Deadline- Lead Retrieval	Additional Show Services	Aventri
TBD	Discount Deadline - Individual Booth Security	Additional Show Services	TBD
March 11	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