



March 16–20, 2020  
San Francisco, CA

## **SPONSOR DEVELOPER SUMMITS**

If you have a Sponsor Developer Summit (previously known as Developer Day Sessions) at GDC this year, the following information and deadlines pertain to you:

### **MOVE-IN:**

- If your summit is on Monday, March 16, move-in is at **6:00pm on Sunday, March 15**
- If your summit is on Tuesday, March 17, move-in is at **7:30pm on Monday, March 16**

### **MOVE-OUT:**

- **Move-out must be 100% complete by 7:30pm sharp the day-of your summit.** All materials, buildouts, attendees, etc. must vacate the room by this time. No exceptions can be accommodated.

### **INCLUDED DELIVERABLES:**

- (2) 8'x18" tables and (4) chairs for outside of the room to be used for check-in/registration tables.
- Room set theater style
- Mobile session evaluation form during session to be run by Show Management (Results will be provided by Show Management approx. 2 weeks post-show)
- (2) Conference Associates (CAs) to scan badges at the door
- **Standard conference A/V set** is provided which includes: (1) screen, (2) wireless microphones, (1) podium mic, (1) aisle mic, and (1) LCD projector

### **ROOM SETUP:**

- Please request your specific room drawing from [elizabeth.frias@informa.com](mailto:elizabeth.frias@informa.com)
- **January 17:** Deadline to request any changes to the room are due. Email these requests to [elizabeth.frias@informa.com](mailto:elizabeth.frias@informa.com).

### **ADDITIONAL LABOR/EACs:**

- **January 24:** If you are hiring an outside vendor/additional labor, please review our EAC process [here](#) and submit the requested paperwork by this date. Those who do not submit proper paperwork will not be allowed on-site.



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#### MARKETING & BAG DISTRIBUTION:

- **February 7:** Let [elizabeth.frias@informa.com](mailto:elizabeth.frias@informa.com) know if you would like to distribute a Sponsor Developer Summit bag to each of your attendees by this date.
- GDC will offer the services of our Conference Assistants (CAs) by inserting up to **(5) small items within the bags**.
- CAs will also assist with the distribution of the Sponsor Developer Summit bags at the door of the classroom. To ensure timely delivery and coordination of your bags, Sponsors must ship both the bags as well as insert items to the GES advance warehouse by the shipping deadlines (noted in shipping section below).

#### AUDIO VISUAL:

- **February 21:** Deadline for any A/V requests outside of the standard conference A/V set (outlined above). Additional AV needs will be at the Sponsor's cost. Contact Rusty Havener at [rhavener@ets-av.com](mailto:rhavener@ets-av.com) regarding this.
- If you would like to do a technical rehearsal or require A/V support the day of your move-in, you must coordinate directly with our A/V vendor ETS, as there are costs associated with this. Please note that ETS will arrive at 8:30am the day your Sponsor Developer Summit, which will allow you to rehearse, at no extra cost.

#### RECORDING:

- **February 21:** If you would like to record your program, the following two options are due by this date:
  1. Purchase a Vault recording package from your account rep (if you haven't already).
  2. If you prefer to hire your own film crew, you **must** hire a union shadow
- **Recording your session(s) is not permitted without authorization.** We must adhere to strict union labor rules at the Moscone center. Unauthorized recording will be stopped immediately.

#### ON-SITE RESTRICTIONS:

- **February 28:** Entry to the Moscone before 8:00am and after 6:00pm will require additional security measures. Please send a list of names to [elizabeth.frias@informa.com](mailto:elizabeth.frias@informa.com) of who will need Moscone access outside 8:00am to 6:00pm.

#### INTERNET:

- Please note - internet is **not included** in your package. We recommend you do NOT rely on the onsite Wi-Fi for your presentations. The best option is to embed pre-recorded videos into presentations and play them during the presentation.
- **March 2:** If you would like to order internet you will need to order directly through The Moscone Center by this date: <https://www.moscone.com/mtgplanners/facsvcs/internet.shtml> If you have any questions, contact Mike Montes with The Moscone center at [MMontes@moscone.com](mailto:MMontes@moscone.com).



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#### SPEAKERS:

- All sponsored session speakers will be registered for an Expo Plus Pass to gain access to the full Sponsor Developer Summit.
- Speakers must arrive at least 15 minutes prior to the session start time to allow time for A/V staff to mic them.
- **All speakers/presenters must bring their own laptop(s) and dongle(s).** We do not pre-load presentations or provide laptops. You will need to bring your own laptop and the A/V tech will assist with setup.

#### SHIPPING:

**\*\*All large materials and equipment for your session(s) must be shipped to the GES Advanced Warehouse, within the provided dates with guidelines below.**

- **Shipping Dates** - Advance shipments sent to the warehouse must arrive between Tuesday, February 11, 2020 and Wednesday, March 11, 2020 only. Shipments arriving before Tuesday, February 11 will incur a storage fee, and shipments arriving after March 11 will incur a Late to Warehouse Fee.
- **GES Advance Warehouse Receiving Hours:** Monday - Friday, 8:00am to 3:00pm; Closed 12:00pm to 1:00pm and Holidays.
- **NEW for 2020! – Custom Shipping Labels for Sponsored Rooms**
  - To ensure your boxes are delivered to the correct room, please affix the appropriate shipping labels to your boxes:
    - Sponsored Room – [Advance Shipping Label](#)
    - Sponsored Room – [Direct Shipping Label](#)
  - It is crucial for sponsors to indicate Sponsor Developer Summit, company name, room number, date of move-in, and Moscone Hall location on the labels.
- **Tracking Information** - once your items have shipped, please send your tracking information to [elizabeth.frias@informa.com](mailto:elizabeth.frias@informa.com). This will ensure it is delivered in a timely manner.
- **Outgoing Shipments** - If these are not coordinated prior to the show, GES provides onsite services for outgoing shipments. The GES service desks are located in the back of the Expo Halls.

#### HELPFUL LINKS:

- Additional information on services as well as our general services contractor, GES, please click [here](#).
- Questions for GES? Feel free to contact them by calling 800.801.7648 (702.515.5970 for International) or instant live chat [here](#).
- Contact [elizabeth.frias@informa.com](mailto:elizabeth.frias@informa.com) for general questions regarding of your session.
- Feel free to view the GDC 2020 sponsorship opportunities [here](#)