



SHOW INFORMATION

DEADLINES – BY TYPE or FUNCTION

HOTEL RESERVATIONS

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 in 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: Matthew.Flemming@informa.com	FEBRUARY 10
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: Matthew.Flemming@informa.com	FEBRUARY 10
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: Matthew.Flemming@informa.com	FEBRUARY 10
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: Matthew.Flemming@informa.com	FEBRUARY 10
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? Email: Matthew.Flemming@informa.com	FEBRUARY 10

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: Matthew.Flemming@informa.com	FEBRUARY 10
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 27

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.	NOI EAC Form + EACA Phone: 541-317-8768 Please see EAC Section for info.	FEBRUARY 10

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 27
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 27
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 27
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 27

SHIPPING DEADLINES

GDC

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 Palmisano Delivery Service 365 East Grand Avenue South San Francisco, CA 94080 United States of America	FEBRUARY 14 – MARCH 16
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 27
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 Maps

SHOW MANAGEMENT DEADLINES

TO DO	SUBMIT TO	DEADLINE
Submit Seller's 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.	Seller's Permit Form Email: Matthew.Flemming@informa.com	FEBRUARY 10

OPTIONAL SERVICES DEADLINES



TO DO	SUBMIT TO	DEADLINE
<p>Place Plumbing Order - See order form in Utilities Section</p>	<p style="text-align: center;">TSE / GES Phone: (800) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact</p>	<p>FEBRUARY 27</p>
<p>Submit Lead Retrieval Order Form - This year, you will be able to use your own smartphone/tablet to scan attendee badges onsite at GDC 2023. With the purchase of the scanning functionality, your entire team will receive access to badge scanning functionality within the Swapcard mobile app. Options for lead scanning device rentals are also available.</p>	<p style="text-align: center;">Swapcard Submit order form via Exhibitor Portal *Link Coming Soon*</p>	<p>TBD</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 style="text-align: center;">ETS Phone: 972-756-0100 Fax: 972-756-0123 Online: www.ets-av.com/orders</p>	<p>FEBRUARY 24</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 style="text-align: center;">Michael Bacon Michael.bacon@pinkerton.com</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 style="text-align: center;">Moscone Facility Services Phone: 415-974-4080 Fax: 415-974-4065 Email: internet@moscone.com</p>	<p>FEBRUARY 21</p>
<p>Order Catering – SAVOR.../FMIC holds the exclusive rights to all food and beverage within the San Francisco Convention Facilities (SFCF). No one is allowed to bring food or beverage into the facility without the express written approval of SAVOR.../FMIC. See Additional Services for form and further information.</p>	<p style="text-align: center;">Savor...San Francisco Contact: Janice Vargas Phone: 415-974-4048 Email: jvargas@Moscone.com</p>	<p>MARCH 7</p>
<p>Order Plant & Floral - See order form in Additional Services.</p>	<p style="text-align: center;">Organized Events Phone: 423-290-6010 Email: michael@organizedeventsfloral.com</p>	<p>FEBRUARY 28</p>