



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 20, move-in is at **6:00pm on Sunday, March 19**
- If your summit is on Tuesday, March 21, move-in is at **7:30pm on Monday, March 20**

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,
 - podium mic, (1) aisle mic, and (1) LCD projector

ROOM SETUP:

- Please request your specific room drawing from maria.chalautre@informa.com.
- **January 30:** Deadline to request any changes to the room are due. Please send any requests to maria.chalautre@informa.com.

MARKETING & BAG DISTRIBUTION:

- **February 6:** Let maria.chalautre@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).

ADDITIONAL LABOR/EACs

- **February 10:** 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.



RECORDING:

- **February 20:** 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.

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.
- **February 21:** If you would like to order internet you will need to order directly through The Moscone Center by this date: <https://www.moscone.com/internet-telecom>
- If you have any questions, contact internet@moscone.com.

AUDIO VISUAL:

- **February 24:** 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 exhibits@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.

ON-SITE RESTRICTIONS:

- **February 27:** Entry to the Moscone before 8:00am and after 6:00pm will require additional security measures. Please send a list of names to maria.chalautre@informa.com of of who will needMoscone access outside 8:00am to 6:00pm.whom will need Moscone access outside 8:00am to 6:00pm.



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's 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 14, 2023 and Wednesday, March 16, 2023 only. Shipments arriving before Tuesday, February 14 and after March 16 will be refused.
- **GES Advance Warehouse Receiving Hours:** Monday - Friday, 8:00am to 3:00pm; Closed Holidays.
- **Shipping Address:**
 - c/o GES Game Developers Conference 2023
Sponsor Developer Summit
(Your Company Name, Room Number, Date of Move-In, & Moscone Hall Location)
Palmisano Delivery Service
365 East Grand Avenue
South San Francisco, CA 94080
United States of America
 - 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.
 - Please see the attached shipping label template.
- **Tracking Information** - once your items have shipped, please send your tracking information to maria.chalautre@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 maria.chalautre@informa.com for general questions regarding your session.
- Feel free to view the GDC 2023 sponsorship opportunities [here](#).

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RUSH!

SPONSORED ROOM

FROM:

A

RUSH!

SPONSORED ROOM

FROM:

ADVANCE SHIPMENT

TO:

COMPANY

GAME DEVELOPERS CONFERENCE 2023

NAME OF EXHIBITION

ROOM NUMBER

C/O Global Experience Specialists
Palmisano Delivery Service
365 East Grand Ave
South San Francisco, CA 94080 USA

DATE OF MOVE-IN

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, February 14 – Wednesday, March 15, 2023

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$25.75 fee will be charged per shipment.

Carrier _____

Number _____ of _____ pieces



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COMPANY

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