



## SHOW INFORMATION

# DEADLINES – BY TYPE or FUNCTION

### HOTEL RESERVATIONS

| TO DO  | SUBMIT TO   | DEADLINE |
|--|---|----------|
| <b>Make Hotel Reservations</b> - Book your hotel room ASAP to ensure receiving the GDC discounted hotel rate. Go to <a href="#">GDC HOTELS</a> for a listing of GDC hotels, their details, and the room rates (subject to availability). | <a href="#">Convention Housing Partners (CHP)</a> | ASAP     |

### EXHIBITOR REGISTRATION DEADLINES

| TO DO  | SUBMIT TO        | DEADLINE |
|--|------------------|----------|
| <b>Register all Exhibitor Staff for Badges</b> - Information on exhibitor registration is located in the Show Information Section. | Exhibitor Portal | TBD      |

### BOOTH VARIANCE DEADLINES

| TO DO  | SUBMIT TO  | DEADLINE    |
|--|--|-------------|
| <b>Submit Two-Story Booth/Exceed Height Restriction Requests</b> - Any two story booth or booth designs exceeding 18' must be approved. See Booth Rules and Regulations.                       | <a href="#">Height Variance Request Form</a><br>Questions? Email: <a href="mailto:Meg.Leighton.US@informa.com">Meg.Leighton.US@informa.com</a> | FEBRUARY 11 |
| <b>Submit Hanging Sign Request Form</b> - All exhibitors planning to hang a sign must submit the Hanging Sign Request Form. See Booth Rules and Regulations.                                   | <a href="#">Hanging Sign Request Form</a><br>Questions? Email: <a href="mailto:Meg.Leighton.US@informa.com">Meg.Leighton.US@informa.com</a>    | FEBRUARY 11 |
| <b>Submit Variance Request Form</b> - Exhibitors wanting to exceed the 18' height limit for floor supported structures must submit the Variance Request Form. See Booth Rules and Regulations. | <a href="#">Height Variance Request Form</a><br>Questions? Email: <a href="mailto:Meg.Leighton.US@informa.com">Meg.Leighton.US@informa.com</a> | FEBRUARY 11 |
| <b>Lights Out Request Form</b> - Exhibitors wanting permission to turn off lights over their booth must submit the Lights Out Request Form. See Booth Rules and Regulations.                   | <a href="#">Lights Out Request Form</a><br>Questions? Email: <a href="mailto:Meg.Leighton.US@informa.com">Meg.Leighton.US@informa.com</a>      | FEBRUARY 11 |
| <b>Automobile Request Form</b> - Exhibitors planning to bring an automobile into their booth must submit the Automobile Request Form. See Booth Rules and Regulations.                         | <a href="#">Automobile Request Form</a><br>Questions? Email: <a href="mailto:Meg.Leighton.US@informa.com">Meg.Leighton.US@informa.com</a>      | FEBRUARY 11 |



## **HANGING SIGN DEADLINES**

| TO DO   | SUBMIT TO  | DEADLINE    |
|---|--|-------------|
| <b>Submit Hanging Sign Request Form</b> - All exhibitors planning to hang a sign must submit the Hanging Sign Request Form. See Booth Rules and Regulations.  | <a href="#">Hanging Sign Request Form</a><br>Questions? Email:<br><a href="mailto:Meg.Leighton.US@informa.com">Meg.Leighton.US@informa.com</a> | FEBRUARY 11 |
| <b>Order Approved Hanging Sign / Truss Labor order form and ship banner.</b> Once you receive approval from Show Management, please submit GES order for hanging and labor and use the provided labels to ship your sign. | <a href="#">GES</a><br>Phone: 800-475-2098<br>Fax: 866-329-1437<br><a href="http://www.ges.com/contact">www.ges.com/contact</a>                | FEBRUARY 28 |

## **EXHIBITOR APPOINTED CONTRACTOR DEADLINES**

| TO DO  | SUBMIT TO  | DEADLINE    |
|--|--|-------------|
| <b>Submit Exhibitor Appointed Contractor Authorization (EAC) Form and Certificate of Insurance</b> - 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. | <a href="#">NOI EAC Form</a><br>+<br>EACA<br>Phone: 541-317-8768<br>Please see EAC Section for info. | FEBRUARY 11 |

## **DECORATOR, LABOR, AND ELECTRICAL DEADLINES**

| TO DO  | SUBMIT TO  | DEADLINE    |
|--|--|-------------|
| <b>Order Electrical Services</b> - 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. | <a href="#">TSE / GES</a><br>Phone: (800) 801-7648 US<br>Phone: (702) 515-5970<br><a href="http://www.ges.com/contact">www.ges.com/contact</a> | FEBRUARY 28 |
| <b>Order Decorator Rental Services</b> - Booth Layout, Carpet, Cleaning, Furniture & Accessories, Standard Exhibit Order Form, Specialty Package Order Forms, Graphics & Signage, and Payment Forms.   | <a href="#">GES</a><br>Phone: (800) 801-7648 US<br>Phone: (702) 515-5970<br><a href="http://www.ges.com/contact">www.ges.com/contact</a>       | FEBRUARY 28 |
| <b>Order Decorator Storage Services</b> - Skid Accessible Storage Order Form located in Labor Equipment & Storage.   | <a href="#">GES</a><br>Phone: (800) 801-7648 US<br>Phone: (702) 515-5970<br><a href="http://www.ges.com/contact">www.ges.com/contact</a>       | FEBRUARY 28 |
| <b>Order Decorator Labor Services</b> - Installation and Dismantling Order Form, In-Booth Forklift & Labor located in Labor Equipment & Storage.   | <a href="#">GES</a><br>Phone: (800) 801-7648 US<br>Phone: (702) 515-5970<br><a href="http://www.ges.com/contact">www.ges.com/contact</a>       | FEBRUARY 28 |



## SHIPPING DEADLINES

| TO DO  | SUBMIT TO   | DEADLINE                             |
|--|---|--------------------------------------|
| <b>Advanced Shipping to Warehouse</b><br>See Shipping Drayage and Material Handling for further information on shipping options.   | <a href="#">GES</a><br>Shipment Address:<br>c/o GES<br>Game Developers Conference<br>Company Name/ Booth Number<br>Palmisano Delivery Service<br>365 East Grand Avenue<br>South San Francisco, CA 94080<br>United States of America | FEBRUARY 15<br>– MARCH 16            |
| <b>Submit GES Shipping Forms</b> - Transportation Plus & Material Handling, Logistics & Shipping, Outbound Material Handling Request form located in Shipping Drayage and Material Handling Section. | <a href="#">GES</a><br>Phone: (800) 801-7648 US<br>Phone: (702) 515-5970<br><a href="http://www.ges.com/contact">www.ges.com/contact</a>  | FEBRUARY 28                          |
| <b>Direct Shipping to Exhibit Site</b><br>See Shipping Drayage and Material Handling Section for further information on shipping options.  | <a href="#">GES</a><br>Shipment Address:<br>c/o GES<br>Game Developers Conference<br>Company Name/ Booth Number<br>Moscone Center<br>747 Howard Street<br>San Francisco, CA 94103-3118<br>United States of America                  | Refer to <a href="#">Target Maps</a> |

## SHOW MANAGEMENT DEADLINES

| TO DO  | SUBMIT TO  | DEADLINE    |
|--|--|-------------|
| <b>Submit Seller's Permit</b> - See #35 in Show Rules & Regulations for selling on the show floor. You must provide Show Management with a valid California Seller's Permit. | <a href="#">Seller's Permit Form</a><br>Email:<br><a href="mailto:Meg.Leighton.US@informa.com">Meg.Leighton.US@informa.com</a> | FEBRUARY 11 |



## **OPTIONAL SERVICES DEADLINES**

| TO DO  | SUBMIT TO  | DEADLINE    |
|--|--|-------------|
| <b>Place Plumbing Order</b> - See order form in Utilities Section  | <a href="#">TSE / GES</a><br>Phone: (800) 801-7648 US<br>Phone: (702) 515-5970<br><a href="http://www.ges.com/contact">www.ges.com/contact</a> | FEBRUARY 28 |
| <b>Submit Lead Retrieval Order Form</b> - This year, you will be able to use your own smartphone/tablet to scan attendee badges onsite at GDC 2022. 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. | Swapcard<br>Submit order form via<br><a href="#">Exhibitor Portal</a>  | TBD         |
| <b>Order AV and Computers</b> - ETS is our AV contractor. Please see Additional Services for form to access information, pricing, and order form.  | ETS<br>Phone: 972-756-0100<br>Fax: 972-756-0123<br>Online: <a href="http://www.ets-av.com/orders">www.ets-av.com/orders</a>                    | FEBRUARY 25 |
| <b>Order Booth Security</b> - 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.   | TBD  | TBD         |
| <b>Order Internet/Telephone Service</b> - 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.   | Moscone Facility Services<br>Phone: 415-974-4080<br>Fax: 415-974-4065<br>Email: <a href="mailto:internet@moscone.com">internet@moscone.com</a> | FEBRUARY 21 |
| <b>Order Catering</b> – 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.  | Savor...San Francisco<br>Contact: Janice Vargas<br>Phone: 415-974-4048<br>Email: <a href="mailto:jvargas@Moscone.com">jvargas@Moscone.com</a>  | MARCH 7     |
| <b>Order Plant &amp; Floral</b> - See order form in Additional Services.   | Organized Events<br>Phone: 423-290-6010<br>Email: <a href="mailto:michael@organizedeventsfloral.com">michael@organizedeventsfloral.com</a>     | FEBRUARY 28 |