



SHOW INFORMATION

DEADLINES – BY DATE

| 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 |
| February 11 | Submit Exhibitor Appointed Contractor Form & Certificate of Insurance if not using GES | Exhibitor Appointed Contractors | EACA + GES NOI EAC Form |
| February 11 | Two-Story Booth/Exceed Height Restriction Requests | Rules & Regulations | Height Variance Request Form |
| February 11 | Submit Variance Request Form | Rules & Regulations | Height Variance Request Form |
| February 11 & February 28 | Submit Booth & Hanging Sign Request Form | Rules & Regulations | Booth & Hanging Sign Request Form & GES |
| February 11 | Submit Peninsula Booth design for approval | Rules & Regulations | Booth Design Form |
| February 11 | Submit Lights Out Request Form | Rules & Regulations | Lights Out Request Form |
| February 11 | Submit Automobile Request Form | Rules & Regulations | Automobile Request Form |
| February 11 | Submit Sellers Permit if selling at event | Rules & Regulations | Seller's Permit |
| February 15 - March 16 | Advance shipments may begin arriving at warehouse M-F 8am-3pm | Shipping, Drayage & Material Handling | GES |
| February 21 | Discount Deadline -Internet Service | Additional Show Services | Moscone Facility Services |
| February 25 | Discount Deadline – Computer/Audio Visual Equipment | Additional Show Services | Event Technology Services (ETS) |
| February 28 | Discount Deadline-GES orders received with payment | Booth Furnishings | GES |

GDC

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|---------------------------------|--|---------------------------------------|-----------------------|
| March 7 | Deadline for Catering Orders | Booth Catering | Savor...San Francisco |
| March 16 | Last Day for Shipments to arrive at Advance Warehouse without surcharges, by 3pm | Shipping, Drayage & Material Handling | GES |
| TBD | Deadline for Lead Retrieval | Additional Show Services | Swapcard |
| TBD | Discount Deadline - Individual Booth Security | Additional Show Services | TBD |
| See Target Maps | Direct Shipments can start arriving | Shipping, Drayage & Material Handling | GES |