

Blank Footprint Sponsor Check-List

Hello!

This checklist is designed to ensure a smooth and successful pre-production and on-site experience for you as a valued Blank Footprint Sponsor. The document includes information specific to Blank Footprint Sponsors, including production dates and deadlines, pre-show logistics reminders and important rules and regulations specific to the event and venue.

Please contact Katie Clavette [kclavette@agencyea.com] with any questions.

Important:

Be sure to reference the [Sponsor Manual](#) and [Exhibitor Resources Site](#) for additional details.

Production Dates and Deadlines

The dates outlined below are related to your footprint build and key production elements. Please see the list below for important deadlines for footprint production. Refer to the ["Important Dates and Deadlines"](#) document for a complete list of all sponsor deadlines for the entire show.

- **June 13:** Submit Final Footprint Plan (DWG file) for Fire Marshal Approval
- **July 11:** Submit Flooring Order through GES (optional)
- **July 28:** Submit Exhibitor Appointed Contractor (EAC) Forms and Certificate of Insurance (COI) for EAC
- **July 31:** Submit Monitor Order Form
- **August 8:** Submit Supplemental Power Order Form
- **August 11:**
 - Submit order for Material Handling and Shipping Services
 - Submit order for Show Site Storage for Large Items
 - Submit order for Labor and Equipment
 - Price Increase: AV/Monitors, Labor and Equipment, Electrical, Storage
- **August 21st:** Submit Internet Upgrade Order Form

Pre-Show Logistics

These items are to be completed before arriving on-site. Additional information and order forms can be found on [The Exhibitor Resources Site](#).

- **Exhibitor Appointed Contractor Forms (EAC)**

Due Date: July 28th

- ☐ Submit Notice of Intent to hire EAC Form
- ☐ Submit Agreement for Rules and Regulations between GES and EAC
- ☐ Submit EAC Certificate of Insurance (COI)

NOTE:

For all blank space areas, exhibit construction requires a registered Exhibitor Appointed Contractor (EAC) that is signatory to the relevant city union. If an exhibitor does not have an EAC, union labor can be arranged through the show's GSC, GES, which will review designs and provide a cost estimate.

- **Power and AV:**

Monitor Order Due Date: July 31st

Power Order Due Date: August 8th

- ☐ Order power for all electrical needs within your footprint
- ☐ Submit Electrical Layout Submission detailing all power requirement and outlet locations
- ☐ Submit a monitor order if needed

- **Material Handling & Shipping:**

Due date (price increase): August 11th

- ☐ Pre-order material handling/drayage for:
 - Exhibit Material (pallets, crates, large boxes)
 - Small Packages
 - Carpet

- **Shipping to Show:**

- ☐ Complete the [advance shipping form](#) with all shipment details
- ☐ Print provided address labels and securely attach one to each shipment

- **Labor and Equipment:**

Due Date (price increase): August 11th

- ☐ Order labor for installation of your footprint

- **Show Site Storage:**

Due Date (price increase): August 11th

- ☐ Order Show Site Storage for items needed for load-in/out only and NOT during the show, such as:
 - Pallets, Crates, Large Items

On-Site Rules and Regulations

All sponsors must adhere to these regulations at all times

- **Fire Marshal Approval:**

DWG File Submission Due Date: June 13th

- **Final Plan Approval:** All final footprint plans and designs are subject to review and approval by the Fire Marshal. Obtaining this approval is the sole responsibility of the sponsor. The sponsor will be responsible for any costs incurred due to modifications or changes.
- **Engineering:**
 - Stamped engineered drawings are required for all structures.
 - DWG files of your footprint builds should be submitted to the show team, so that they can be added to master floorplan files for Fire Marshall submission.
 - Where possible, please indicate the locations of power drops in your DWG files

- **Booth Specifications:**

Flooring Due Date (optional): July 11th

- **Footprint Compliance:** Your exhibit footprint must not expand beyond the agreed-upon square footage of your designated space
- **Build Height Limit:** All walls and structure within your footprint must NOT exceed 10ft in height, with the exception of a single branding opportunity or signage that can extend to 11' 9" in height.
- **Hanging Elements:** Hanging elements or rigging, including signage and lighting, are prohibited
- **Flooring:** Sponsors may bring in their own carpet or flooring, or order it through GES. Flooring that is ordered through GES will be installed in advance of the sponsor's designated load-in hours.

- **Operational Guidelines:**

- **Audio Restrictions:** amplified audio (music, announcements, presentations) is strictly prohibited within your individual footprint.
- **Food & Beverage:** All food and beverage served or distributed from your booth must be sourced exclusively through the Moscone Center's preferred vendor. Should you want to place an order, please reach out to Kclavette@agencyea.com to facilitate.
- **Direct Billing:** Please note that all services provided by GES will be billed directly to the Sponsor. This includes:
 - Installation & Dismantle labor, Material Handling Fees, Carpeting, Printing, and any other services ordered directly with GES