



**SHOW INFORMATION**

**DEADLINES**

<b>DUE DATE</b>	<b>THINGS TO DO</b>	<b>SECTION</b>	<b>SUBMIT TO</b>
ASAP/varies	Look over sponsorship opportunities	Show Information	Your Account Executive
ASAP	Book hotel rooms	Additional Show Services	<a href="http://www.gdchotels.com">http://www.gdchotels.com</a>
January 25	Submit Exhibitor Appointed Contractor Form & Certificate of Insurance if not using GES	Exhibitor Appointed Contractors	GES and CertFocus
February 7	First Discount Deadline- Lead Retrieval	Additional Show Services	ITN
February 8	Two-Story Booth/Exceed Height Restriction Requests	Rules & Regulations	<a href="mailto:nelia.nunes@ubm.com">nelia.nunes@ubm.com</a>
February 8	Submit Variance Request Form	Rules & Regulations	<a href="mailto:nelia.nunes@ubm.com">nelia.nunes@ubm.com</a>
February 8 & February 25	Submit Hanging Sign Request Form	Rules & Regulations	<a href="mailto:nelia.nunes@ubm.com">nelia.nunes@ubm.com</a> & GES
February 8	Submit Peninsula Booth design for approval	Rules & Regulations	<a href="mailto:nelia.nunes@ubm.com">nelia.nunes@ubm.com</a>
February 8	Submit Lights Out Request Form	Rules & Regulations	<a href="mailto:nelia.nunes@ubm.com">nelia.nunes@ubm.com</a>
February 8	Submit Automobile Request Form	Rules & Regulations	<a href="mailto:nelia.nunes@ubm.com">nelia.nunes@ubm.com</a>
February 8	Submit Sellers Permit if selling at event	Rules & Regulations	<a href="mailto:nelia.nunes@ubm.com">nelia.nunes@ubm.com</a>
February 12- March 11	Advance shipments may begin arriving at warehouse M-F 8am-3pm	Shipping, Drayage & Material Handling	GES
February 25	Discount Deadline-GES orders received with payment	Booth Furnishings	GES
TBD	Submit Photography Orders	Additional Show Services	TBD

# GDC<sup>19</sup>

March 1	Deadline for Catering Orders	Booth Catering	Savor...San Francisco
March 1	Discount deadline – Computer/Audio Visual Equipment	Additional Show Services	Event Technology Services (ETS)
March 1	Discount Deadline -Internet Service	Additional Show Services	San Francisco Convention Center Facilities, Moscone
March 7	Second Discount Deadline- Lead Retrieval	Additional Show Services	ITN
TBD	Discount Deadline - Individual Booth Security	Additional Show Services	TBD
March 11	Last Day for Shipments to arrive at Advance Warehouse without surcharges by 3pm	Shipping, Drayage & Material Handling	GES
See Target Floorplan	Direct Shipments can start arriving	Shipping, Drayage & Material Handling	GES