

Exhibitor Services Manual Table of Contents

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

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Show Organizer Information and Forms



Dear Exhibitor:

Welcome to the Game Developers Conference (GDC) 2019, taking place March 18, 2019 to March 22, 2019, at the Moscone Convention Center in San Francisco, California. This conference welcomes thousands of game development professionals from around the world and hundreds of innovative companies in game development.

This manual includes important deadlines, rules & regulations, and order forms that will help make the event a success for all exhibitors.

WHERE DO I BEGIN?

- **Review the Deadlines and all of the Show Information-** Depending on your booth structure this will help determine which items pertain to your booth and this will also give you a brief outline of show hours and information. Please note that there are both new and updated rules for GDC 2019.
- **Read the Frequently Asked Show Management Questions** - This section may answer many of your questions, or direct you to further information.
- **Review the Included in Your Booth Space Information** - You may also need to look on your contract if you have ordered a Career Pavilion Package, Turnkey, or Business Meeting Room Package. This will help you determine what must be ordered.
- **NEW FOR 2019:** If you are using an outside security company or are planning on having overnight security, you must fill out the Security Form located in the [Show Information section](#).
- **Read the Shipping, Drayage and Material Handling Information** - This will provide you with deadlines and guidance on receiving your booth on show site.
- **Read through the Frequently Asked Labor Questions** - You will need to decide if you are using GES for labor or if you will be bringing in an Exhibitor Appointed Contractor (EAC). The process for 2019 has changed, so make sure to read over this section carefully.
- **Career Pavilion and Business Center Participants should review the dedicated Section** –Move-in Information, Hours, and Rules & Regulations can be found here.
- **GDC Play Participants should review the dedicated Section** –Move-in Information, Hours, and Rules & Regulations can be found here.
- **Optional Services such as Audio Visual, Internet and Catering can be found in Additional Show Services. Electrical and Plumbing will be found in the Utilities Section.**



- **Reserve your hotel rooms.** Go to <http://www.gdconf.com/attend/travel.html> for up to date housing information and to book your hotel. Hotels do sell out - so book now!

Don't forget to bring copies of all your orders, approved booth drawings with the proper official stamps, as well as proof of payment to the show for reference. If you have any questions about this exhibitor service manual, please contact me at nelia.nunes@ubm.com. We are excited about the upcoming show and are dedicated to making this year's event successful for everyone! I look forward to seeing you in San Francisco!

Sincerely,

Nelia Nunes
Operations Manager
nelia.nunes@ubm.com



SHOW INFORMATION

DEADLINES

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	http://www.gdchotels.com
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	nelia.nunes@ubm.com
February 8	Submit Variance Request Form	Rules & Regulations	nelia.nunes@ubm.com
February 8 & February 25	Submit Hanging Sign Request Form	Rules & Regulations	nelia.nunes@ubm.com & GES
February 8	Submit Peninsula Booth design for approval	Rules & Regulations	nelia.nunes@ubm.com
February 8	Submit Lights Out Request Form	Rules & Regulations	nelia.nunes@ubm.com
February 8	Submit Automobile Request Form	Rules & Regulations	nelia.nunes@ubm.com
February 8	Submit Sellers Permit if selling at event	Rules & Regulations	nelia.nunes@ubm.com
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



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



SHOW INFORMATION

DEADLINES – BY TYPE or FUNCTION

TO DO	SUBMIT TO	DEADLINE
Make Hotel Reservations- Book your hotel room ASAP to ensure receiving the GDC discounted hotel rate. Go to HTTP://WWW.GDCHOTELS.COM for a listing of GDC hotels, their details, and the room rates (subject to availability).	Convention Housing Partners (CHP)	ASAP

EXHIBITOR REGISTRATION DEADLINES

TO DO	SUBMIT TO	DEADLINE
Register all Exhibitor Staff for Badges- Information on exhibitor registration is located the Show Information Section	TBD	TBD

BOOTH VARIANCE DEADLINES

TO DO	SUBMIT TO	DEADLINE
Submit Two-Story Booth/Exceed Height Restriction Requests- Any two story booth or booth designs exceeding 12' must be approved. See Booth Rules and Regulations	EMAIL: Nelia Nunes nelia.nunes@ubm.com	FEBRUARY 8
Submit Hanging Sign Request Form- All exhibitors planning to hang a sign must submit the Hanging Sign Request Form. See Booth Rules and Regulations	EMAIL: Nelia Nunes nelia.nunes@ubm.com	FEBRUARY 8
Submit Variance Request Form- Exhibitors wanting to exceed the 12' height limit for floor supported structures must submit the Variance Request Form. See Booth Rules and Regulations	EMAIL: Nelia Nunes nelia.nunes@ubm.com	FEBRUARY 8
Lights Out Request Form- Exhibitors wanting permission to turn off lights over their booth must submit the Lights Out Request Form. See Booth Rules and Regulations	EMAIL: Nelia Nunes nelia.nunes@ubm.com	FEBRUARY 8
Automobile Request Form- Exhibitors planning to bring an automobile into their booth must submit the Automobile Request Form. See Booth Rules and Regulations	EMAIL: Nelia Nunes nelia.nunes@ubm.com	FEBRUARY 8



HANGING SIGN DEADLINES

TO DO	SUBMIT TO	DEADLINE
Submit Hanging Sign Request Form- All exhibitors planning to hang a sign must submit the Hanging Sign Request Form. See Booth Rules and Regulations	EMAIL: Nelia Nunes nelia.nunes@ubm.com	FEBRUARY 8
Order Approved Hanging Sign / Truss Labor order form and ship banner. Once you receive approval from Show Management, please submit GES order for hanging and labor and use the provided labels to ship your sign.	GES PHONE: 800-475-2098 FAX: 866-329-1437 www.ges.com/contact	FEBRUARY 25

EXHIBITOR APPOINTED CONTRACTOR DEADLINES

TO DO	SUBMIT TO	DEADLINE
Submit Exhibitor Appointed Contractor Authorization (EAC) Form and Certificate of Insurance- If you are using an EAC you must supply both forms GES. 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.	GES / CertFocus Phone: 800-475-2098 Please see EAC Section for info.	JANUARY 25, 2019

DECORATOR, LABOR, AND ELECTRICAL DEADLINES

TO DO	SUBMIT TO	DEADLINE
Order Electrical Services- 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.	TSE / GES Phone: (800) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact	FEBRUARY 25
Order Decorator Rental Services- Booth Layout, Carpet, Cleaning, Furniture & Accessories, Standard Exhibit Order Form, Specialty Package Order Forms, Graphics & Signage, and Payment Forms.	GES Phone: (800) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact	FEBRUARY 25
Order Decorator Storage Services- Skid Accessible Storage Order Form located in Labor Equipment & Storage.	GES Phone: (800) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact	FEBRUARY 25
Order Decorator Labor Services- Installation and Dismantling Order Form, In-Booth Forklift & Labor located in Labor Equipment & Storage.	GES Phone: (800) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact	FEBRUARY 25



SHIPPING DEADLINES

TO DO	SUBMIT TO	DEADLINE
Advanced Shipping to Warehouse See Shipping Drayage and Material Handling for further information on shipping options.	Shipment Address: c/o GES Game Developers Conference Company Name/ Booth Number YRC 499 Valley Drive Brisbane, CA 94005 United States of America	FEBRUARY 12 – MARCH 11
Submit GES Shipping Forms- Transportation Plus & Material Handling, Logistics & Shipping, Outbound Material Handling Request form located in Shipping Drayage and Material Handling Section.	GES Phone: (800) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact	FEBRUARY 25
Direct Shipping to Exhibit Site See Shipping Drayage and Material Handling Section for further information on shipping options.	Shipment Address: c/o GES Game Developers Conference Company Name/ Booth Number Moscone Center 747 Howard Street San Francisco, CA 94103-3118 United States of America	Refer to Target Floor Plan

SHOW MANAGEMENT DEADLINES

TO DO	SUBMIT TO	DEADLINE
Submit Sellers Permit- See #35 in Show Rules & Regulations for selling on the show floor. You must provide Show Management with a valid California Seller's Permit.	EMAIL: Nelia Nunes nelia.nunes@ubm.com	FEBRUARY 8



OPTIONAL SERVICES DEADLINES

TO DO	SUBMIT TO	DEADLINE
Place Plumbing Order- See order form in Utilities Section	TSE / GES Phone: (800) 801-7648 US Phone: (702) 515-5970 www.ges.com/contact	FEBRUARY 25
Submit Lead Retrieval Order Form- advanced deadline for discount, after this date you must order onsite.	ITN Phone: 801-676-7933 Fax: 801-406-0040 Email: exhibitors@itnint.com	DISCOUNT DEADLINES: FEBRUARY 7 and MARCH 7
Order AV and Computers- ETS is our AV contractor. Please see Additional Services for form to access information, pricing, and order form.	ETS Phone: 972-756-0100 Fax: 972-756-0123 Online: www.ets-av.com/orders	MARCH 1
Order Booth Security- 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
Order Internet/Telephone Service- 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.	San Francisco Convention Center Facilities, Moscone Phone: 415-974-4080 Fax: 415-974-4065	MARCH 1
Order Plant & Floral- See order form in Additional Services.	Organized Events Plant & Floral Phone: 423-756-9835 Fax: 423-756-4743 Email: organizedevents@comcast.net	N/A
Order Editorial/Event Photography- See order form in Additional Services.	TBD	TBD



SHOW INFORMATION

GENERAL OVERVIEW

1. SHOW LOCATION

Moscone Convention Center
747 Howard Street
San Francisco, CA 94103

Hall ABCDEF – Expo Hall, GDC Play, Business Center

2. SHOW HOURS

Wednesday, March 20	10:00 am – 6:00 pm
Thursday, March 21	10:00 am – 6:00 pm
Friday, March 22	10:00 am – 3:00 pm

3. EXHIBITOR REGISTRATION HOURS

Located in South Hall Upper Lobby and West Hall

Sunday, March 17	3:00 pm – 7:00 pm
Monday, March 18	7:30 am – 5:00 pm
Tuesday, March 19	8:00 am – 6:00 pm
Wednesday, March 20	8:00 am – 6:00 pm
Thursday, March 21	8:30 am – 6:00 pm
Friday, March 22	8:30 am – 3:00 pm

4. MOVE-IN/INSTALLATION OF EXHIBITS

Check the [Target Maps](#) to see which day and time you can move in. Because of the limited dock space, we can only allow certain booths to move in on certain days. Deliveries can only arrive on the allowable day without incurring extra charges. Please note: If your booth location or size changes this may affect your targeted move in date. Please check with Show Management if you have any questions or concerns: nelia.nunes@ubm.com.

Sunday, March 17	8:00 am - 10:00 pm (No in and out after 10 pm)
Monday, March 18	8:00 am - 10:00 pm (No in and out after 10 pm)
Tuesday, March 19	8:00 am - 10:00 pm (No in and out after 10 pm)

The hall will be open on Wednesday, March 20th at 8:00 am for exhibitors to finish last minute details to their booth.

All booths must be show-ready by 8:00 am on opening day of show (Wednesday, March 20th).

All booths must be in place and all materials must be uncrated and tagged for removal by 4:00 pm on Tuesday, March 19th, so we may remove empty containers, clean aisles, and lay aisle carpeting.

5. MOVE-OUT/DISMANTLING OF EXHIBITS

Friday, March 22	3:01 pm – 11:55 pm
Saturday, March 23	6:00 am – 12:00 pm



Check the [Target Maps](#) in the Target Maps and Targeted Freight Information section to see which day and time you can move out. Because of the limited dock space, we can only allow certain booths to move out on certain days. Please note your freight must be removed by your Target Time. Please check with Show Management if you have any questions or concerns: nelia.nunes@ubm.com.

All bills of lading must be completed and turned into the GES Service Desk by 10:00 am on Saturday, March 23rd. All materials must be removed by 12:00 pm on Saturday. **Absolutely no tear down is permitted prior to the close of the show.**

***Please Note that this event moves in and out on overtime, all applicable surcharges will apply.**



SHOW INFORMATION

INCLUDED IN YOUR EXHIBIT SPACE

Show Management is pleased to provide you with the following complimentary items with your contracted exhibit space:

- 8' High Back Wall Drape (black) (not included in island booths)
- 3' High Side Wall Drape (black) (not included in island booths)
- 11" X 17" Booth Identification Sign (inline booths only)
- Exhibitor listing, link and 50 word description on the GDC SF 2019 website
- Exhibitor Staff Passes (*Number of passes is based on Sponsorship or Allotted Amount in Agreement)
- Expo Passes to distribute to clients or guests (*Number of passes is based on Sponsorship or Allotted Amount in Agreement)

The following items are NOT included in your space:

- **Carpet** - Exhibitors **MUST** provide carpeting for their booth (this does not apply to career centers, turnkeys, GDC Play or business meeting rooms). If you do not have carpeting for your booth please order Carpet from GES. Styles and colors can be found in the Booth Furnishings Section of this website. If you need help ordering the correct size, please contact GES at (800) 475-2098.
- **Electricity and other Utilities** - These services can be ordered using the appropriate order form in the Additional Show Services Section of this Manual.



SHOW INFORMATION

IMPORTANT CONTACTS SHOW MANAGEMENT

THE GAME DEVELOPERS CONFERENCE SHOW MANAGEMENT STAFF MAY BE CONTACTED AT:

UBM LLC

303 SECOND STREET, SUITE 900 – SOUTH TOWER
SAN FRANCISCO, CA 94107

KATIE STERN GENERAL MANAGER (415) 947-6209 KATIE.STERN@UBM.COM

OPERATIONS STAFF:

JESSICA DE ROBINSON OPERATIONS MANAGER JESSICA.DEROBINSON@UBM.COM

THOMAS AMARAL DIRECTOR OF OPERATIONS (415) 947-6271 THOMAS.AMARAL@UBM.COM

MEREDITH OMORI OPERATIONS MANAGER (415) 947-6379 MEREDITH.OMORI@UBM.COM

MICHELLE MONTOYA OPERATIONS SPECIALIST (415) 947-6393 MICHELLE.MONTOYA@UBM.COM

DEANNA MARANKIE SPONSORSHIPS SPECIALIST (650) 521-7686 DEANNA.MARANKIE@UBM.COM

NELIA NUNES EXPO OPERATIONS MANAGER (415) 990-1187 NELIA.NUNES@UBM.COM

CHANCE SHAW DIRECTOR OF REGISTRATION (325) 370.1377 CHANCE.SHAW@UBM.COM

ROSA YEE HOUSING COORDINATOR (415) 947-6293 ROSA.YEE@UBM.COM

CONFERENCE CONTENT:

VICTORIA PETERSEN SENIOR CONFERENCE MANAGER (415) 947-6282

VICTORIA.PETERSEN@UBM.COM

MEGAN BUNDY CONFERENCE MANAGER (415) 947-6043 MEGAN.BUNDY@UBM.COM

ASHLEY CORRIGAN CONFERENCE COORDINATOR ASHLEY.CORRIGAN@UBM.COM

REGISTRATION:

CONFERENCE & EXPO REGISTRATION (415) 947-6926 OR TOLL FREE: 866-535-8997

MON – FRI FROM 9:00AM – 4:00 PM PT



SALES STAFF:

MICHAEL LEAHY VICE PRESIDENT OF SALES, UBM TECHNOLOGY GROUP (630) 481-1408

MICHAEL.LEAHY@UBM.COM

NICHOLAS GEIST HEAD OF SALES (415) 947-6224 NICHOLAS.GEIST@UBM.COM

DEBORAH BEAM SENIOR SALES MANAGER, EAST COAST (785) 424-3592 DEBORAH.BEAM@UBM.COM

LUUK FOKKE SALES MANAGER, EUROPE AND ASIA +49 6051 977 1 577 LUUK.FOKKE@UBM.COM

BRENNER FULLER GDC PLAY ACCOUNT MANAGER, INTERNATIONAL, GOVERNMENT PAVILIONS, U.S. EAST COAST & MID-WEST (603) 746-3057 BRENNER.FULLER@UBM.COM

JAMES XIAO ACCOUNT MANAGER, CHINA +86 10 6562 3326 JAMES.XIAO@INFORMA.COM

CATHY SANASSARIAN SENIOR SALES MANAGER, WEST COAST (415) 947-6365

CATHY.SANASSARIAN@UBM.COM

YU SUEDA SALES OPERATIONS SPECIALIST (415) 947-6151 YU.SUEDA@UBM.COM

WALLY KOVAL SALES OPERATIONS SPECIALIST (929) 302-2841 GDCSALESHELP@UBM.COM

KELLY O'LEARY SALES OPERATIONS SPECIALIST 415-947-6042 KELLY.OLEARY@UBM.COM



SHOW INFORMATION

IMPORTANT CONTACTS- OFFICIAL SHOW CONTRACTORS

AUDIO/VISUAL & COMPUTER EQUIPMENT

ETS

EVENT TECHNOLOGY SERVICES
2051 West Walnut Hill Lane
Irving, TX 75038
(972) 756- 0100
(877) 387-2850

BOOTH CLEANING

GLOBAL EXPERIENCE SPECIALISTS (GES)
(See Decorator)

CATERING

MOSCONE CONVENTION CENTER - CATERING BY
SMG
Contact: Robert Duncan
Phone: (415) 267-6427
Fax: (415) 974-4074
WWW.SAVORSSMGSF.COM

DECORATOR

GLOBAL EXPERIENCE SPECIALISTS (GES)
7050 Lindell Road
Las Vegas, NV 89118
Phone: (800) 801-7648 US
Phone: (702) 515-5970

DRAYAGE, SHIPPING & HANDLING

GLOBAL EXPERIENCE SPECIALISTS (GES)
(See Decorator)

ELECTRICAL

GLOBAL EXPERIENCE SPECIALISTS (GES)
(See Decorator)

FLORIST

ORGANIZED EVENTS PLANT & FLORAL
(423) 756-9835
organizedevents@comcast.net
organizedeventsfloral.com

FREIGHT- AIR & GROUND

GLOBAL EXPERIENCE SPECIALISTS (GES)
(See Decorator)

FURNITURE

GLOBAL EXPERIENCE SPECIALISTS (GES)
(See Decorator)

HOTEL ACCOMMODATIONS

CONVENTION HOUSING PARTNERS LLC
Phone: (415)-813-6088 Office
Toll Free: (800) 216-4916
[HTTP://WWW.GDCHOTELS.COM](http://WWW.GDCHOTELS.COM)

INTERNET SERVICE

MOSCONE CONVENTION CENTER
TELECOMMUNICATIONS DEPARTMENT
747 Howard Street
San Francisco, CA 94103
Phone: (415) 974-4080
Fax: (415) 974-4065

LABOR

GLOBAL EXPERIENCE SPECIALISTS (GES)
(See Decorator)

LEAD RETRIEVAL

ITN INTERNATIONAL
2822 South Redwood Rd.
Salt Lake City, UT 84119
Phone: (801) 336-0050 x104
Fax: (801) 406-0040

PHOTOGRAPHER

TBD

REGISTRATION

(415) 947-6926
Toll Free: (866) 535-8997
Monday – Friday: 8:00 AM – 6:00 PM CST

SECURITY

TBD

TELEPHONE SERVICE

MOSCONE CONVENTION CENTER
TELECOMMUNICATIONS DEPARTMENT
747 Howard Street
San Francisco, CA 94103
Phone: (415) 974-4080
Fax: (415) 974-4065



SHOW INFORMATION

FREQUENTLY ASKED SHOW MANAGEMENT QUESTIONS

Q: Will my exhibitor badges be mailed to me?

A: Badges will not be mailed in advance of the event and will need to be collected on-site. To collect your badge, please present your photo ID (Government issued photo id or exhibiting company issued ID card) and claim your badge at any of the self-check in terminals.

Q: When do exhibitors have access to the show floor?

A: Exhibitors with the appropriate exhibitor badge will be allowed access to the Exhibit Hall starting at 8:00 am, Sunday, March 17th for move-in. Since registration will not be open at this time, please see security for temporary work passes or wristbands that are good during move-in only.

On Show days, exhibitor staff can come on the floor starting at 8:00 am each day. Since not all of your company's staff and attendees will have appropriate badges for early access to the show floor, **please do not schedule staff meetings or press conferences on the show floor before it opens.** Everyone, including exhibitors, must clear the show floor within 15 minutes after the posted show floor closing time. Do not schedule meetings in your booth after the show floor closes.

Q: What is Drayage/Material Handling?

A: Drayage and Material Handling is the same thing. It is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event. For more information see the Shipping, Drayage & Material Handling Section of this website.

The unloading of trucks/trailers/vans must be done by Union personnel. The only exception is when the material can be hand-carried through the front door of the hall by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

SAVE money on drayage by shipping through GES Logistics. For more information see the Shipping, Drayage & Material Handling Section of this website.

Q: How do I know if I need to order labor for my booth?

A: A 10' X 10" display ("pop-ups") may be set up by an exhibitor if one person can accomplish the task within no more than 30 minutes (including crating and uncrating) and without the use of any tools. A pop-up booth is an exhibit of 10 linear feet or less that can be carried and set-up without tools or a ladder. The Union steward reserves the right to determine whether or not union labor is required to set-up the exhibitor's booth. Anything over 30 minutes to set up, needing tools or a ladder will require labor to be hired.

Q: What do I need to do if I want to hang a banner above my exhibit space?

A: Show Management approval for hanging signs will be considered for peninsula booths or island booths (20' X 20' space or larger) only, provided the sign is not objectionable in content and there are no physical constraints at the facility. GES is responsible for the supervision, assembly, installation and



removal of all hanging signs. The Hanging Sign Request Form can be found in the Regulations & Guidelines Section of this website.

Q: Can I hand carry items onto the floor?

A: Yes, one load per employee per day is allowed. See the Labor, Equipment and Storage section of this website more information.

Q: Can I install my own carpet?

A: No. Only Union labor may lay the flooring—either GES labor or an EAC.

Q: I want to use an Exhibitor Appointed Contractor- what do I need to do?

A: Submit GDC Notice of Intent to Use an Exhibitor Appointed Contractor from to Show Management in writing and Certificate of Insurance by January 25, 2019.

Q: If I am having difficulties with the show rules, a contractor, or union labor, whom should I contact?

A: Prior to arriving on-site, you may contact Nelia Nunes, Expo Operations Manager – nelia.nunes@ubm.com or phone (415) 990-1187. On-site, Show Management will be accessible at all times. If you do not find someone in your immediate area, you may find us in the registration area or in our onsite Show Management office. Please feel free to contact us at anytime.

Q: How do I ship my freight to the event?

A: There are two ways to ship your freight to the event:

1) Ship in Advance to the GES Warehouse. This is the preferred way of shipping your materials! By shipping in advance to the warehouse you avoid possible off-target surcharges. Freight can start arriving Tuesday, February 12th, and must arrive at the warehouse by Monday, March 11th.

2) Ship directly Onsite (Marshaling Yard.) Deliveries will be accepted according to the Target Floorplan. The Target Floorplan can be found in the Shipping, Drayage & Material Handling section of this website. We will be using a Marshaling Yard to accept deliveries directed Onsite. The Marshaling Yard was established to ease congestion and to better utilize the available dock space at the Moscone Convention Center. Here is a brief description of how it works:

All carriers and vehicles must check in at the Marshaling Yard at the time that corresponds to their position on the Targeted Freight Floor plan. For example, if you are in the Yellow area, your Marshaling Yard Freight Check-in time is on Monday, March 18 from 6:30am-2:00pm. This means that your carrier must check in between those times or they will be assessed an off-target charge by GES. If you are in the Yellow area, your Approximate Unload Time is 8:00am-5:00pm. Labor should not be scheduled before this time, as your freight might not yet be in your booth. For more detailed information, please see “Marshaling Yard & Direct Deliveries Information” in the Shipping, Drayage & Material Handling Section of this website.

All inbound shipments will be weighed at the Yard and must be accompanied by a certified weight certificate and Bill of Lading.

At the Yard, drivers will be assigned a number and dispatched to the appropriate dock at the convention center as space is available. **Waiting time at the Marshaling Yard should be anticipated by your carrier!**



SHOW INFORMATION

SECURITY TIPS

Show Management will provide 24-hour perimeter access control throughout the show, but **assumes no liability for loss or damage to exhibitor's property**. Show Management does not carry insurance on exhibitor's materials or displays.

Exhibitors are responsible for extending a rider on their present insurance policy to cover damage or theft of their materials or displays while in transit to and from, and during the show. For additional protection, you may wish to hire a security guard for your booth.

Any booth security at GDC must be approved in writing by Show Management. Please fill out this form to request approval. The security vendor must submit their Certificate of Insurance (see Exhibitor Appointed Contract Information in the [Exhibitor Appointed Contractors and Third Parties Section](#) for specifics on COI requirements. Please note that if you are using sub-contractors, one form should be submitted per sub-contractor.

Here are more suggestions on protecting your display:

- Do not mark the outside of your shipping cartons with the contents—use a code.
- Secure all personal, expensive, or irreplaceable items during the show hours.
- Furnish your shipping company with an accurate and complete bill of lading.
- Do not leave materials in containers to be stored with empties.
- Whenever the show is closed or your booth is unattended, remove valuable items or secure them in a safe place.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed.
- When the show closes, pack as quickly as possible and do not leave your display unattended.
- During move-out remain with your display and equipment until it has been packed and is ready to ship.
- Prior to shipping be sure to insure your shipment with your designated shipper.

If you are planning on having security, you must fill out the Security Form that follows.



SHOW INFORMATION
SECURITY FORM

DEADLINE: February 8, 2019

PLEASE RETURN THIS FORM TO:

Nelia Nunes
Operations Manager
nelia.nunes@ubm.com

All booth security at GDC must be approved in writing by Show Management. Please fill out this form to request approval. The security vendor must submit their Certificate of Insurance (see Exhibitor Appointed Contract Information in the [Exhibitor Appointed Contractors and Third Parties Section](#) for specifics on COI requirements. Please note that if you are using sub-contractors, one form should be submitted per sub-contractor.

Exhibiting Company _____

Booth Number _____

Exhibitor Contact (Please Print) _____

Fax _____ Phone _____ Email _____

Proposed Security Company _____

Security Company Contact Name _____

Security Company Phone _____ Email _____

Security Company Onsite Contact Name + Phone Number _____

Please outline the proposed security plan (dates, times, number of guards). Please also list where the guards will be stationed. Please note that guards are only allowed inside of the contracted booth space.

Exhibitor Signature _____ Date _____

PLEASE NOTE:

All security requests must be approved by Show Management.



SHOW INFORMATION

GLOSSARY OF TRADESHOW TERMS

ADVANCE ORDER - An order for show services sent to the contractor prior to the discount deadline date

ADVANCE WAREHOUSE – Shipments sent to the GES warehouse for up to 30 days prior to move-in

AIR FREIGHT - Materials shipped via an airplane

AIR WALLS - Movable barriers that partition large areas. May be sound resistant, but not necessarily soundproof

AISLE CARPET – Carpet laid in aisles between booths. Color to be determined by Show Management

AISLE SIGNS - Signs, usually suspended, indicating aisle numbers or letters

ARM LIGHTS – A light with an extended arm, typically clamp on

AUDIOVISUAL (AV) - Equipment, materials and teaching aids used in sound and visual

BACKLOADER - Truck which loads from back opening door

BACKWALL - Panel arrangement at rear of booth area

BACKWALL BOOTH - Perimeter booth

BAFFLE - Partition to control light, air, sound or traffic flow

BANNER – A horizontal or vertical sign made out of foam core, vinyl or magnetic materials, hung over a structure for promotional purposes

BILL OF LADING - Document or form listing goods to be shipped

BLANKET WRAP - Non-crated freight shipped via van line covered with protective blankets or padding

BONE YARD - Equipment storage area at show site



BOOTH CARPET / PADDING – Carpet and padding purchased by the exhibitor, used to enhance the exhibit look and feel

BOOTH NUMBER - Number designated to identify each exhibitor's space

CANOPY - Drapery, awning or other roof-like covering

CAPACITY - Maximum number of people allowed in any given area

CARTLOAD SERVICE - the amount of materials that would fit into the trunk of a standard passenger car and has a total weight of less than 250 lbs

CHERRY PICKER (also Condor Lift, Scissor Lift) - Equipment capable of lifting a person(s) to a given height

COLUMN - A pillar in an exposition facility that supports the roof or other structures

COMMON CARRIER – Transportation Company, which handles crated materials

CONSIGNEE - Person to whom goods are shipped

CONTRACTOR - One who contracts to supply certain services or materials

CORKAGE - The charge placed on beer, liquor and wine brought into the facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers

CRATED FREIGHT – Containerized freight, items shipped in protective containers

CROSS BAR - Rod used in draping or as a support brace

CUT & LAY - Installation of carpet other than normal booth or aisle size

CWT. – Hundred weight. Weight measurement for exhibit freight. Usually 100 pounds

DECORATING - Dressing up exhibition with carpet, draping, plants, etc.

DECORATOR - General Contractor or Service Contractor

DIRECT BILLING - Accounts receivable mailed to individuals or firms with established credit

DIRECT TO SHOWSITE – Shipments sent directly to GDC show location



DISMANTLE - Take-down and removal of an exhibit

DISPLAY BUILDER - Company that fabricates displays

DOCK - A place where freight is loaded onto and taken from vehicles. (also see LOADING DOCK)

DOLLY - Low, flat, usually two feet square platform on four wheels used for carrying heavy loads

DRAYAGE – See “Material Handling”

DUPLEX OUTLET - Double electrical outlet

EAC – Exhibitor Appointed Contractor; a third party contractor performing services like installation, dismantling, booth design, etc.

ELECTRICAL CONTRACTOR - Company contracted by show management to provide electrical services to the exhibitors

EXCLUSIVE CONTRACTOR - Contractor appointed by show or building management as the sole agent to provide services (also see OFFICIAL)

EXHIBIT BOOTH - Individual display area constructed to exhibit products or convey a message

EXHIBIT DIRECTORY - Program book for attendees listing exhibitors and exhibit booth location

EXHIBIT MANAGER - Person in charge of an individual exhibit booth

EXHIBITOR SERVICES EXECUTIVE – GES Exhibitor Services personnel responsible for pre-show contact with exhibitors and on-site service

EXHIBITOR SERVICE CENTER – A centralized area where representatives of various show services can be contacted or located

FIRE EXIT - Door, clear of obstructions, designated by local authorities for egress

FIRE RETARDANT - Term used to describe a finish (usually liquid) which coats materials with a fire resistant cover

FLAME PROOF - Term used to describe material, which is or had been, treated to be fire retardant



FLOOR MANAGER - Person retained by show management to supervise exhibit area and assist exhibitors

FLOOR MARKING - Method of marking booth space

FLOOR ORDER - Goods and/or services ordered on-site **FLOOR PLAN** - A map showing layout of exhibit spaces

FOAM CORE - Lightweight material with a styrofoam center used for signs, decorating and exhibit construction

FORK LIFT - Vehicle with power- operated pronged platform for lifting and carrying loads

FREIGHT - Exhibit properties, products and other materials shipped for an exhibit

FREIGHT DOOR – A large door located on the perimeter of an exhibit hall that accommodates large trucks and freight management operations

FREIGHT FORWARDER – Shipping company

FULL BOOTH COVERAGE – Carpet covering entire area of booth

GARMENT RACK - Frame that holds apparel

GEM WALL – Temporary wall panels used to build booths, rooms and custom structures

GENERAL CONTRACTOR – Company that provides all services to exhibition management and exhibitors: Global Experience Specialists (GES) is the official general service contractor

GOBO LIGHT- A stenciled light which projects an image on to a wall or other surface

GUARANTEE - The number of food/beverage servings to be paid for, whether or not they are actually consumed: usually required 48-72 hours in advance

HAND TRUCK - Small hand-propelled implement with two wheels and two handles for transporting small loads

HARDWALL BOOTH – Booth constructed with plywood or similar material as opposed to booth formed by drapery only

HEADER - 1. Fascia. 2. Overhead illuminated display sign



HOSPITALITY SUITE - Room or suite used to entertain guests

I & D - Install and Dismantle

I.D. SIGN - Booth identification sign

ILLUMINATIONS - Lighting available in hall, built into exhibit or available on a rental basis

INFRINGEMENT - Use of floor space outside exclusive booth area

INHERENT FLAME PROOF – Material that is permanently flame resistant without chemical treatment

INVOICE – Itemized list of goods and services specifying the price and terms of sale

INSTALLATION - Setting up exhibit booth and materials according to instructions and drawings

ISLAND BOOTH - An exhibit space with aisles on all four sides

KIOSK - Free standing pavilion or light structure

LABOR - Refers to contracted workers who perform services

LABOR DESK - On-site area from which service personnel are dispatched

LEADMAN – Teamster or Electrician supervising a crew

LIGHT BOX - Enclosure with lighting and translucent face of plastic or glass

LINEAR BOOTH - Any booth that shares a common back wall and abuts other exhibits on one or two sides

LOADING DOCK - Area on premises where goods are received

LOCK-UP - Storage area which can be locked up

LTL – Less than truckload

MARSHALING YARD - Check-in area for trucks delivering exhibit material



MATERIAL HANDLING - The unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons and reloading your shipment at the close of the show (also called Drayage)

MEANS OF EGRESS – An approved stairway or ramp constructed to the specification of the fire code used for access and exiting

MODULAR EXHIBIT – Exhibit constructed with interchangeable components

MOVE-IN - Date set for installation. Process of setting up exhibits

MOVE-OUT - Date set for dismantling. Process of dismantling exhibits

MYLAR - Trade name for plastic material

NET SQUARE FEET - The amount of space occupied by exhibits in a facility, not including aisles, columns, registration area, etc.

NO FREIGHT AISLE - Aisle that must be kept clear at all times during set-up and dismantles. Used to deliver freight, remove empty boxes and trash, and in case of emergency.

NOISE DECIBEL – A unit for measuring the relative loudness of sounds.

OFFICIAL CONTRACTOR – General contractor or decorator

OFF-TARGET – Move in date that is before or after the officially assigned target date

ON-SITE ORDER - Floor order placed at show site

ON-SITE REGISTRATION - Process of signing up for an event on the day of, or at the site of the event

O.T. LABOR - Work performed on overtime. Work performed before 8 a.m. and after 5 p.m., Monday through Friday and all hours on Saturday, Sunday and Holidays

PAD-WRAPPED (BLANKET WRAP) – Non-crated freight shipped via van line covered with protective padding or blankets

PADDED VAN SHIPMENT – Shipment of crated or uncrated goods such as product or display material.



PALLET - Wooden platform used to carry goods (Also SKID)

PEGBBOARD PANEL - Framed panel of perforated hardboard

PENINSULA BOOTH - Exhibit space with aisles on three sides

PERIMETER BOOTH - Exhibit space located on an outside wall

PIPE AND DRAPE - Tubing with drapes which separate exhibit booths

PRE-REGISTERED - Reservation that has been made in advance with necessary paperwork

PRESS ROOM - Space reserved for media representatives

PRIVATE SECURITY – Security personnel hired from a privately operated company

PROMOTIONAL OPPORTUNITY – The ability to use advertising to create additional publicity

PRO-NUMBER - Number assigned by the freight forwarders to a single shipment used in all cases where reference is made to the shipment

QUAD BOX - Four electrical outlets in one box

RAIL - Low drape divider between exhibit booths (also see SIDE RAIL)

REAR-LIT - Method of lighting transparency from behind
REGISTRATION - Process by which an individual indicates their intent to attend a tradeshow

RENTAL BOOTH - Complete booth package offered to exhibitors on a rental basis

RISER - A platform for people or product

SECURITY CAGES - Cages rented by exhibitors to lock up materials

SCRIM – Light weight, loosely woven covering or cloth used for decorative purposes

SERVICE CHARGE - Charge for the services of waiters, waitresses, housemen, technicians and other food function personnel

SHOP - Service contractor's main office and warehouse



SHOWCARD - Material used for signs

SHOWCASE - Glass enclosed case for articles on display

SHOW MANAGER - Person responsible for all aspects of exhibition

SHOW OFFICE - Management office at exhibition

SHRINK-WRAP - Process of wrapping loose items on pallet with transparent plastic wrapping

SIDE RAIL - Low divider wall in exhibit area

SKIRTING - Decorative covering around tables and risers

SPACE ASSIGNMENT - Booth space assigned to exhibiting companies

SPACE RATE - Cost per square foot for exhibit area

SPECIAL HANDLING - Applies to display and/or product shipment requiring extra labor, equipment or time in delivery to booth area

STAGING AREA - Area adjacent to main event area for setup, dismantling and temporary storage

STANCHIONS - Decorative posts that hold markers or flags to define traffic areas. Ropes or chain may be attached

S.T. LABOR – Work performed on straight-time. Work performed 8 a.m. to 5 p.m. Monday through Friday

SUPPLEMENTAL INVOICE – An additional invoice for services after initial invoicing has taken place

TARGET DATE – Move-in date assigned to exhibitors by GES

TARGET FREIGHT FLOORPLAN- Color-coded floor plan indicating freight delivery for individual booths

TEAMSTER – Union member that handles all material in and out of the hall for all non-electrical functions

TENT – Portable canvas shelter for outside



TIME & MATERIALS – Method of charging for services on a cost-plus basis

TRAFFIC FLOW - Movement of people through an area

TRUSS – A collection of structural beams forming a rigid framework

TURN KEY BOOTH - A pre-packed, linear booth consisting of standard furniture, sign and carpet.

UNCRATED FREIGHT – Items shipped outside of protective containers, typically shipped either loosely loaded and/or pad wrapped in trailers

UNION - An organization of workers formed for mutual protection and for the purpose of dealing collectively with their employer in wages, hours, working conditions and other matters pertaining to their employment

UNION STEWARD - On-site union officials

VELCRO - Material used for fastening

VISQUEEN - Transparent plastic cover

WASTE REMOVAL - Removal of trash from the building



SHOW INFORMATION

EXHIBITOR REGISTRATION INFORMATION

To register your exhibitor booth staff, please see step 4 in your exhibitor portal:

<https://gdc.tech.ubm.com/2019/exhibitorreg/Login>

Registrants must use a unique email address for each registration. You will not be able to register multiple people with one email address. To collect your badge, you will need to check in using the email address used when you registered for your badge.

Badges will not be mailed in advance of the event and will need to be collected on-site. To collect your badge, please present your photo ID (Government issued photo id or exhibiting company issued ID card) and claim your badge at any of the self-check in terminals.

ONSITE EXHIBITOR REGISTRATION LOCATION:

NORTH HALL – UPPER LOBBY + WEST HALL

ONSITE EXHIBITOR REGISTRATION HOURS:

SUNDAY, MARCH 17	3:00 PM – 7:00 PM
MONDAY, MARCH 18	7:30 AM – 5:00 PM
TUESDAY, MARCH 19	8:00 AM – 6:00 PM
WEDNESDAY, MARCH 20	8:00 AM – 6:00 PM
THURSDAY, MARCH 21	8:30 AM – 6:00 PM
FRIDAY, MARCH 22	8:30 AM – 3:00 PM

Please do not register your customers as booth staff as they will be asked to provide proper company ID to collect their badge which shows employment with your firm. Each registered attendee will be allowed to pick up their own badge only - not for friends, colleagues, etc. **SORRY, NO EXCEPTIONS.**

Please care for your badge. A non-refundable replacement fee will apply to all lost, misplaced, stolen, forgotten and duplicate badge requests.

No one under the age of 18 (including infants in strollers) will be permitted on the show floor at any time during the event.

All exhibit staff on the expo floor will be required to wear closed toed shoes during move-in and move-out.



SHOW INFORMATION

REGISTRATION HOURS & LOCATION

EXHIBITOR REGISTRATION

SOUTH HALL UPPER LOBBY AND WEST HALL LOBBY

LOCATED IN NORTH HALL - UPPER LOBBY OF MOSCONE CONVENTION CENTER

SUNDAY, MARCH 17	3:00 PM – 7:00 PM
MONDAY, MARCH 18	7:30 AM – 5:00 PM
TUESDAY, MARCH 19	8:00 AM – 6:00 PM
WEDNESDAY, MARCH 20	8:00 AM – 6:00 PM
THURSDAY, MARCH 21	8:30 AM – 6:00 PM
FRIDAY, MARCH 22	8:30 AM – 3:00 PM



SHOW INFORMATION

HOTEL INFORMATION

Convention Housing Partners (CHP) is our official housing company.

All GDC exhibitors and attendees are asked to book their hotel rooms online at:
<http://www.gdconf.com/attend/travel.html>

Or by calling Convention Housing Partners at: 1-800-216-4916.

For Questions, please email: gdc@chphousing.com

SPECIAL BULLETIN REGARDING HOUSING AT GDC 2019

As GDC 2019 draws closer, exhibitors and attendees are from time to time subjected to improper solicitation from unaffiliated hotels or third-party housing agencies.

Hotels listed on the GDC 2019 website are the sole UBM-approved Hotel(s) for the event. UBM, in our efforts to provide exhibitors and attendees with a quality event, encourages you to book your housing accommodations using the reservation phone numbers and/or links provided to attendees.

Any offers from other hotels and/or housing agencies are not endorsed by GDC 2019.

You may advise UBM of any unauthorized solicitations via email to rosa.yee@ubm.com



SHOW INFORMATION

GDC SPONSORSHIP OPPORTUNITIES

Please use the following link to access GDC Exhibit and Sponsorship Opportunities for 2019.

<http://ubmtechnow.com/view/new/mail?iID=GDJmxgn4tC6fgKkdvbFk>

Committed to a sustainable events industry



At UBM AMERICAS we achieve sustainable commercial success through thoughtful market focus and superior results for our customers. Being a sustainable business is central to how we run our events, how we make decisions and how we do business every day.

Our continuing evolution is fueled by insight, innovation, and collaboration. We are proud of our commitment to having a positive environmental and social impact on both the communities and industries we work within.

**We are committed to achieving a sustainable events industry,
and will continue to be at the forefront of driving change.**



What type of booth will you have?

One of our key issues remains the amount of waste created at our events. A key part of this is the building of space only booths.

There are two ways to build a booth:

ONE

The structure is made using a system designed to be able to be used again and again in different formats to suit the client.

TWO

The structure is usually made from MDF (Medium Density Fibreboard) to be used only once, and then demolished and disposed of at the end of the event.

We realize that many of our exhibitors are not aware of the difference between these two types of booths, and how much of an impact this decision has on both the health & safety of our show, and the environmental impact.

We want to encourage all of our exhibitors to find out which of the two types of build they use and consider taking advantage of the many benefits associated with using a system build booth.

For more information please contact show management.

WILL IT COST MORE?

No. Booths which use system build come in all shapes, sizes, level of complexity, and therefore importantly prices, so there is the option to fit any budget.

WILL IT LOOK IMPRESSIVE?

Yes. A large majority of the most impressive booths at our show are already taking advantage of using system builds, to achieve a quality finish and higher return on investment. Any desired look, feel, design and style is achievable with a system build.



Exhibitor sustainability check list



10 things to remember

1

Ensure your booth is designed so that it will be used again

4

Reduce your paper handouts by switching to digital options

5

For any paper you do use, reduce its carbon impact by a third by choosing recycled paper

7

Think about what you buy for the event, such as promotional items and catering, is there a sustainable option? Such as paper rather than plastic cups, or pens from recycled plastic

2

Promote your company's and products sustainability credentials



3

Be energy efficient by using LED lights, and energy efficient equipment such as computers, and TVs

10

Think about what waste your booth will create and try to minimize it as much as possible. For what waste you do have try and ensure it is recyclable

6

One of the biggest environmental impacts of our events is travel and transport. Choose public transport, and logistic companies with sustainable credentials

9

Check out our event charity partner, how could you support them?

8

Make sure you and your contractor is aware and compliant with all Health and safety requirement

CO₂e





GES

SUSTAINABILITY

Corporate and Social Responsibility

TALK TO A SHOW EXPERT



SGS

Certificate No GB11/83808

**GES is the first and only global,
full-service events provider to earn**

APEX/ASTM Level 2 Certification and ISO 20121.

It's an unfortunate truth that events can be wasteful. But they don't have to be. With sustainable event planning services with GES, you can rest assured that we consider sustainability through every step of the process, and streamline the experience with attendees. Reducing waste and lessening environmental impact is at the forefront of what we do.

We plan our events with the goal of minimizing waste while promoting actions that benefit the environment. This is more than just recycling; it's a systemic effort that looks at the flow of resources and the best ways to conserve them. At GES Events, we not only aim to reduce the amount of resources we use for each event; we also try to reuse or repurpose as often as possible.

Sustainability is one of our core values. Since our first certification in 2011, GES has led the way for Certified Sustainable Practices in the events and exhibitions industry. Achieving this certification is an example of our commitment to living out our values in a palpable way every single day.

Our commitment to sustainability means that when you choose GES as your event partner, you'll have the best resources and practices for achieving your sustainability goals right at your fingertips. It also means your event will be run with sustainability measures in mind every step of the way, minimizing your impact on the environment.

Sustainability is more than just responsible; it's the right thing to do. When you coordinate an event with GES, you have peace of mind knowing that you're reducing waste and the impact of an event on the environment.



GES IS THE FIRST AND ONLY

global, full-service events provider to earn
APEX/ASTM Level 2 Certification and ISO 20121



PAPERLESS ORDERS

Through our Espresso ecommerce, mobile app, & onsite service, GES has processed nearly 210,000 previously printed orders



GRAPHICS

- Several substrates (bioboard, styrene, coroplast) 100% recyclable
- No Volatile Organic Compounds (VOC) in inks



FURNITURE

High quality furniture reused 6X then refurbished/customer sale



GEM FIT 2.0

100% recyclable, LEED compliant system for modern look that's sustainable



TRANSPORTATION

- 97% of our carriers participate in the EPA's SmartWay Transport Partnership
- 95% GES lifts & riggers powered by natural gas



FLOORING

- 100% recyclable plush carpet in booths
- Padding and plastic covering (viqueen) 100% recyclable
- ECHO aisle carpet recycled



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More than just “going green”

Years of intense effort often go into making an event happen. But once everyone has packed up and gone home, there's still work to be done. The uncomfortable truth is that events are extremely wasteful. Materials that could be recycled, or even reused, end up being disposed of or destroyed – often at considerable cost to the environment, the local community and the bottom line.

The time has come to take a stand and put an end to unnecessary waste. That's why we're working hard to create a legacy of sustainability for the entire events industry. That means not just evolving our own processes, practices and materials, but educating others too.

Need help from GES Customer Support?

Service is at the heart of everything we do. No problem is too big or too small so please feel free to get in touch.

One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

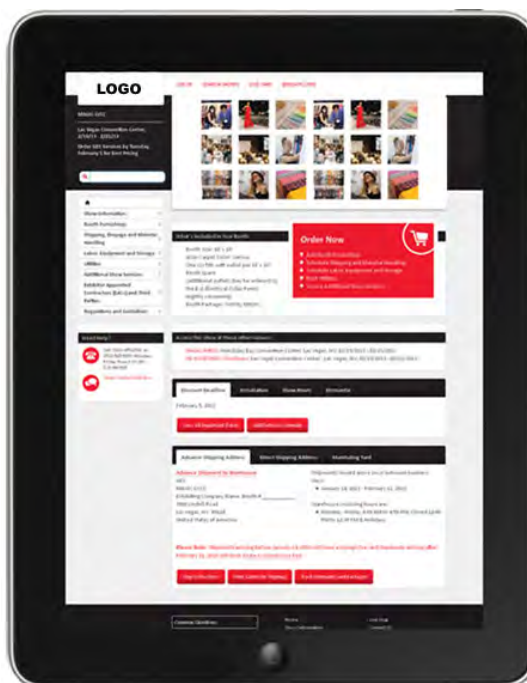
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National ServicerSM

Order Everything You Need for Your Show



- Go to <https://e.ges.com/024670164/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



Show Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center
March 20 - 22, 2019

Questions?



Contact

- Chat with us: <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/024670164/contactus/esm>

Official Service Provider

GES
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970
FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520

GES will be onsite to assist you in coordinating any last-minute services, order additional products and to answer any questions you may have.

Show Information

Booth Size: 10' x 10'
Backwall Drape: Black
Sidewall Drape: Black
Facility Carpeted: No
Aisle Carpet Color: Pepper
NOTE: Carpet is required

Discount Deadline Date

Monday, February 25 GES orders must be received with payment by this date.

Exhibitor Move In

Sunday,	March 17	8:00 AM - 10:00 PM	Reference Targeted Floorplan for Dates & Times.
Monday,	March 18	8:00 AM - 10:00 PM	Reference Targeted Floorplan for Dates & Times.
Tuesday,	March 19	8:00 AM - 10:00 PM	Reference Targeted Floorplan for Dates & Times.

Please take notice - this event moves in on overtime, all applicable surcharges will apply.

Show Hours

Wednesday,	March 20	10:00 AM - 6:00 PM
Thursday,	March 21	10:00 AM - 6:00 PM
Friday,	March 22	10:00 AM - 3:00 PM

Exhibitor Move Out

Friday,	March 22	3:00 PM - 11:55 PM	Reference Targeted Floorplan for Dates & Times.
Saturday,	March 23	8:00 AM - 2:00 PM	Reference Targeted Floorplan for Dates & Times. Moscone E&F Moscone West Levels 2 & 3-Including Lobbies
Sunday,	March 24	8:00 AM - 2:00 PM	Reference Targeted Floorplan for Dates & Times. Moscone ABCD, Moscone South, North Upper and Lower Lobbies

Please take notice - this event moves out on overtime, all applicable surcharges will apply.

Chat with us <http://www.ges.com/chat>



Carrier Check-in Post-Show

Saturday, March 23 10:00 AM Carriers post-show must be checked-in by this time.
 Sunday, March 24 10:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Saturday, March 23 12:00 PM All exhibitor materials must be removed. North
 Sunday, March 24 2:00 PM All exhibitor materials must be removed. South

Shipping Addresses: Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling.

Advance Shipments to Warehouse:

c/o GES
 Game Developers Conference
 (Your Company Name & Booth Number)
 YRC
 499 Valley Drive
 Brisbane, CA 94005
 USA

Shipments should arrive on or between:

February 12 - March 11, 2019
 Hours for receiving are Monday - Friday, 8:00 AM - 3:00 PM
 Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Direct Shipments to Show Site:

c/o GES
 Game Developers Conference
 (Your Company Name & Booth Number)
 Moscone Center
 747 Howard St
 San Francisco, CA 94103
 USA

Shipments should arrive on:

March 17, 2019, 8:00 AM - 10:00 PM
 March 18, 2019, 8:00 AM - 10:00 PM
 March 19, 2019, 8:00 AM - 10:00 PM
 Reference Targeted Floorplan for Dates & Times.

Marshaling Yard Site Address:

Game Developers Conference
 (Your Company Name & Booth Number)
 Pier 80
 San Francisco, CA 94124
 USA

G-1 013019 030719 024670164

General Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center
March 20 - 22, 2019

What is an Official Service Provider?

- GES has been selected as the Official Service Provider by the show organizer to design and produce your show.
- We can save you time and money with our insight and experience of the show process. As the Official Service Provider, GES will assist you in your pre-show planning from start to finish.
- We are at your service for all your exhibiting needs.

GES Show Services

- Carpet
- Booth Furniture and Accessories
- Custom Exhibits and Rental Exhibits
- Graphics
- Installation and Dismantle Services
- Overhead Lighting and Rigging
- Electrical Services
- Plumbing Services

Work Zone



- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present on the show floor at their own risk.

How Can I Order My Show Services?



Expresso is GES' planning, ordering and management system. Order everything you need for your tradeshow exhibits, view account order history, download the show schedule and more.

- Go to <https://e.ges.com/024670164/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



GES National Servicenter® provides consistency and continuity of customer service for exhibitors at shows:

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/024670164/contactus/esm>

GES Servicenter® is on-site to place any last-minute orders and provide show information while at show site.

Exhibitor Services

- Our Exhibitor Services team is responsible for answering exhibitor questions, processing your orders and handling any special requests.

Chat with us <http://www.ges.com/chat>



Tips for New Exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center
March 20 - 22, 2019

First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of February 25, 2019 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/024670164/esm>

Details Matter When Shipping

Material Handling is the unloading of your exhibit materials. The service includes delivery to your booth, handling of empty containers to and from storage and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/024670164/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/024670164/shippinghandling/esm>

Dot Your I's and Cross Your T's

Please be aware that a valid credit card is required for all forms of payment. We require your credit card charge authorization to be on file with GES even if you are paying by check or wire transfer.

- Make sure your credit card information is complete and correct, including the expiration date.
- Review GES Payment Policy and the Terms and Conditions of Contract.
- Clearly indicate when paying by check. All check payments should be returned to:

GES
Bank of America
P.O. Box 96174
Chicago, IL 60693

Bank ACH/wire transfer payment information

Beneficiary:	GES	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA
c/o Bank of America	Account #: 7188101819	
901 Main Street,	Wire ABA Routing #: 026009593	
TX1-492-07-14	ACH ABA Routing #: 071000039	
Dallas, TX 75202-3714 USA	SWIFT Address: BOFAUS3N	
Telephone # (702) 263-2795 or	CHIPS Address: 0959	
(702) 914-5112		

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility
- Date and amount of wire transfer
- Bank and country where transfer originated

Chat with us <http://www.ges.com/chat>



No Tipping

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is prohibited.

Where Did My Crates Go?

After your exhibit is set-up and your products displayed, you must place "empty" stickers on your empty containers for storage during the show. At show site a kiosk with a floor plan and color coded "empty" stickers will be available. Crews will clear the floor of all "empty" stickered containers to clear room for other freight.

- Simply write your booth number, company and show name on the sticker and place the container in the aisle. It will be stored throughout the exposition and then returned to your booth upon show close.
- Place stickers on all four (4) sides of the crate.
- Please label your empty containers as soon as possible to keep your area clear and make it easier to prepare your booth.

Don't Forget to Take Out the Trash

Exhibitors planning on disposing of booth properties and/or floor covering at the end of the show should pre-order this service. In the event that excessive booth properties and/or floor covering are abandoned/left on the floor at the conclusion of a move-out, a dumpster fee will be billed to the exhibiting company.

Keeping Up Appearances

Pay close attention to your booth size when ordering items based on booth sq. footage or quantity of decorating items. Please do not order more than what will comfortably fit in your space.

- Exhibitors that order two (2) standard pre-cut carpet pieces should keep in mind that there will be a visible seam where the pieces of carpet are placed together. GES cannot guarantee that carpet colors will be an exact match due to dye lot differences.
- Order just enough carpet to fit your standard booth space. A 10' x 10' booth should not order 10' x 20' carpet.
- We custom cut carpet to fit your needs.

It's All About the Padding

Ordering carpet for your booth? Think about the kind of padding you need if you are going to be on your feet all day. That little extra cushion can make all the difference at the end of the day.

Carpet and Padding: <http://e.ges.com/024670164/carpet/esm>

Electrical Outlets Not Included

Need power for that lamp or arm light in your booth? Electrical outlets must be ordered separately for your booth space through the electrical service provider. Be sure to indicate if the wiring should run under your booth carpet or not.

Electrical Equipment Rental: <http://e.ges.com/024670164/electrical>



Reminder

- Booth Layout is required to process your electrical orders.
- Carefully read the electrical labor rules. Some outlets do not include labor in pricing.

What Goes Up Must Come Down

If labor is needed for your booth space at the time of move-in, you will also need labor for move-out. Remember, what you put up must be taken down.

- See Labor Information form for rules specific to the show. Work rules can vary based on show location.
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.
- All rates are subject to change if necessitated by increased labor and material costs.
- Pre-order labor to save.

Labor Services: <http://e.ges.com/024670164/LaborandEquipment/esm>

Chat with us <http://www.ges.com/chat>



Payment and Credit Card Charge Authorization

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Form Deadline Date:
February 25, 2019

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/024670164/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary:
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # (702) 263-2795
or (702) 914-5112

GES
Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Please
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

MM/DD/YY

Check Dated

Total Check
Payment

Total Credit
Card Payment

\$
\$

Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520
Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693

Chat with us <http://www.ges.com/chat>



Domestic Third Party Billing Request

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Form Deadline Date:
February 25, 2019

Company Name Email Phone Number Booth Number

Return this form when a Third Party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

Please
Sign

X

Exhibiting Company Authorized Signature

I agree in placing this order that I have accepted
GES Payment Policy and GES Terms &
Conditions of Contract, including authorization for
GES to retain personal information to better serve
my need for GES services at future events.

Exhibiting Company Authorized Name - Please Print

Date

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services", please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if Third Party is not to be invoiced for all services.

☐ Booth Cleaning

☐ Electrical Outlets

☐ Electrical Labor

☐ Exhibit Systems

☐ GES Logistics

☐ I & D Labor

☐ Forklift Labor

☐ Material Handling

☐ Plumbing

☐ Rental Carpet

☐ Rental Furniture

☐ Signs

☐ Other (Please Specify)

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

MM/YY

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

Please
Sign

X

Third Party Cardholder's Signature

I agree in placing this order that I have accepted
GES Payment Policy and GES Terms &
Conditions of Contract, including authorization for
GES to retain personal information to better serve
my need for GES services at future events.

Third Party Cardholder's Name - Please Print

Date

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Form Deadline Date:
February 25, 2019

Return this form when a Third Party (any party other than exhibiting company) ("AGENT") should be billed for services.

Exhibiting Company Name

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

Exhibiting Company Authorized Signature

I agree in placing this order that I have accepted
GES Payment Policy and GES Terms &
Conditions of Contract, including authorization for
GES to retain personal information to better serve
my need for GES services at future events and
have advised all of my AGENTS of the same.

Date _____

☐ **All Services** If the Third Party is not to be invoiced for "All Services", please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if Third Party is not to be invoiced for all services.

☐ Other (Please Specify)

Third Party Company Name _____

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

Cardholder Name - Please Print

Third Party Cardholder's Signature

I agree in placing this order that I have accepted
GES Payment Policy and GES Terms &
Conditions of Contract, including authorization for
GES to retain personal information to better serve
my need for GES services at future events and
have advised all of my AGENTS of the same.

Date _____

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520



Target Maps

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center

March 20 - 22, 2019

Click the link below for target maps:

Target Maps:

<http://e.ges.com/024670164/targetmaps>



GDC Play

GDC Play – Tabletop Package

Each GDC Play Tabletop Booth Includes the Following:

- 6' x 8' Space (The back 8' wall will have 8' high black drape and the side walls will be 3' high black drape)
 - Company ID Sign with text only
 - Black Carpet
 - 6' Black Draped counter-height table with black drape
 - (2) Counter-Height Side Chairs
 - (1) 5 AMP/ 500 Watt Electrical Drop
 - (1) Wastebasket
 - (AV package with monitor, mouse, and keyboard
 - Wi-Fi login for 1 device
-
- Each GDC Play Exhibitor must stay within their 6' x 8' designated area.
 - “Pop-ups” (no larger than 6 feet wide and 8 feet tall) will be permitted.
 - Retractable Banners will be permitted.
 - Additional Furnishings can be ordered directly through GES and are permitted.
 - Exhibitors must be set-up and show ready no later than 8:00 am on Wednesday, March 20th.

The following options are not included and must be ordered if desired: booth cleaning, phone lines, lighting, additional graphics, additional AV, computers, security, food and beverage.



GDC Play

GDC Play 10 x 10 Meeting Room Package

Each 10' x 10' Meeting Room Package located in GDC Play Pavilion Includes:

- Carpet
- (1) 40" Round Table
- 4 chairs
- Gem Room with lockable door (Black walls)
- 11" x 14" ID Sign with Company Name (Black Text)
- 5 AMP / 500 Watt Electrical drop
- 1 wastebasket
- Wi-Fi login for 1 device

There are no additions or changes allowed to the GDC Play Meeting Room structure.

The following options are not included and must be ordered if desired: booth cleaning, phone lines, lighting, additional graphics, AV, computers, security, food and beverage



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER

C/O GES
YRC
499 Valley Drive
Brisbane, CA 94005 USA

Shipment Should Arrive on or Between:
Tuesday, Feb 12, 2019 - Monday, March 11, 2019

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.

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER

C/O GES
YRC
499 Valley Drive
Brisbane, CA 94005 USA

Shipment Should Arrive on or Between:
Tuesday, Feb 12, 2019 - Monday, March 11, 2019

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.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible



FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER


C/O GES
Moscone Center
747 Howard St
San Francisco, CA 94103 USA

Shipment Should Arrive on or Between:

Sunday, March 17, 2019 after 8:00 AM - Tuesday, March 19, 2019 by 10:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces 



FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER


C/O GES
Moscone Center
747 Howard St
San Francisco, CA 94103 USA

Shipment Should Arrive on or Between:

Sunday, March 17, 2019 after 8:00 AM - Tuesday, March 19, 2019 by 10:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces 

Please print this label on a color printer if possible

Please print this label on a color printer if possible



GDC Play

VR Play – Tabletop Package & Information

Each VR Play Tabletop Booth Includes the Following:

- 6' x 8' Space (The back 8' wall will have 8' high black drape and the side walls will be 3' high black drape)
- Company ID Sign with text only
- Black Carpet
- 6' Black Draped counter-height table with a black skirt
- (2) Counter-Height Side Chairs
- (1) 5 AMP/ 500 Watt Electrical Drop
- (1) Wastebasket
- (AV package with monitor, mouse, and keyboard
- Wi-Fi login for 1 device

All VR Play exhibitors must adhere to our Show Rules and Regulations, found in this Exhibitor Service Manual.

- Each VR Play Exhibitor must stay within their 6' x 8' designated area.
- "Pop-ups" (no larger than 6 feet wide and 8 feet tall) will be permitted.
- Retractable Banners will be permitted.
- Additional Furnishings can be ordered directly through GES and are permitted.
- Exhibitors must be set-up and show ready no later than 8:00 am on March 20th.

The following options are not included and must be ordered if desired: booth cleaning, phone lines, lighting, additional graphics, additional AV, computers, security, food and beverage.

Move-In for VR Play Exhibitors:

Tuesday - March 19

8:00 am – 5:00 pm

*All Tabletop Booths will be set by 8:00 AM on Tuesday Morning. All exhibits must be show ready by 8:00 am on Wednesday, March 20th.

Move-Out for VR Play Exhibitors:

Friday - March 22

3:01 pm – 11:59 pm

*Tear down prior to the close of the show on Friday, March 22nd at 3:01 pm is **NOT** permitted.

Advanced Shipments:



Advance shipments will be accepted at the warehouse Monday through Friday, 8:00am to 3:00pm. Advance shipments sent to the GES warehouse must only arrive Tuesday, February 12th through Wednesday, March 11th. Please note that the warehouse will not accept shipments before these dates.

Advance shipments should be addressed as follows:

c/o GES
Game Developers Conference 2019/ VR Play
(Your Company Name & Booth Number)
YRC
499 Valley Drive
Brisbane, CA 94005
United States of America

*Please be sure to use the proper GDC VR Play Shipping Labels included in this Section of the Exhibitor Service Manual.

Direct Shipments:

Direct Shipments will be accepted at The Moscone starting on Saturday, March 16th. The Moscone Convention Center will not accept any deliveries made prior to this time. Packages shipped earlier than Saturday, March 16th will be returned to sender.

Direct shipments should be addressed as follows:

c/o GES
Game Developers Conference 2019/ VR Play
(Your Company Name & Booth Number)
Moscone Convention Center, North Hall
747 Howard Street
San Francisco, CA 94103

* GES is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made one way from the dock to your booth or your booth to the dock. Please check out the R-14 form in the Shipping, Drayage, and Material Handling Section of this Manual.

All questions regarding VR Play should be sent directly to Nelia Nunes –
nelia.nunes@ubm.com



Career Center & Business Center Suites

BUSINESS CENTER SUITES & MEETING ROOM RULES & REGULATIONS

GDC Business Center Suites and Meeting Rooms are a great way to gain flexibility and privacy at the event. You can Hold private meetings, demo your company's latest tech to an exclusive audience, host networking events and receptions - all in the privacy of your own Business Center Suite or Meeting Room.

All Business Center Suite & Meeting Room exhibitors must adhere to our Show Rules and Regulations, found in this Exhibitor Service Manual.

Business Center Suites and Meeting Rooms will be located at the Moscone Convention Center – North Hall:

Wednesday, March 20, 2019	10:00 am – 6:00 pm
Thursday, March 21, 2019	10:00 am – 6:00 pm
Friday, March 22, 2019	10:00 am – 3:00 pm

Move-In for Business Suite Exhibitors:

Monday, March 18, 2019	8:00 am – 5:00 pm
------------------------	-------------------

*All structures will be built and ready by Monday morning.

Move-Out for Business Suite Exhibitors:

Friday, March 22, 2019	3:01 pm – 11:59 pm
Saturday, March 23, 2019	6:00 am – 12:00 pm

* Please take notice – this event moves out on overtime, all applicable surcharges will apply.



BUSINESS SUITES

The costs for Business Suite build outs are not included in your contract. All Business Suites need to be purchased directly from GES.

80% of all Business Suites must be fully enclosed and are available in either gem walls with no ceiling or acoustic rooms with ceilings. (Only 20% of Suite may be open).

- Light boxes are NOT allowed along the outside walls of the suites.
- Hanging signs are allowed for any Suite 20x20 or larger.
- Attaching graphics to the suite walls is allowed.
- Attaching plasma screens with audio are NOT allowed (Audio May be turned off).
- No loud noise or bright lights on the outside of the rooms of any kind are allowed.
- Exhibitors must stay within their allocated space: flower boxes, pedestals, & kiosks, must be within the footprint of the booth.

To be put in touch with a GES representative for build-out requests or information on the types of suites available, please email Nelia Nunes: nelia.nunes@ubm.com. This section also includes all Business Center Suite Order Forms.

The following services are not included and must be ordered directly from our vendors if desired: booth cleaning, Internet, phone lines, extra furniture, additional lighting, additional graphics, AV, computers, additional security, food and beverage – these Order Forms can be found in this Exhibitor Service Manual.

BUSINESS MEETING ROOMS

Business Meeting Rooms are 10 x 10 or 10 x 20 enclosed meeting spaces. The costs for a Business Meeting Room include the following:

- 1 GEM room with black walls
- ID Sign On Door (Text Only)
- Black Carpet
- Lockable Door
- (1) Starbase Round Table
- (4) Chairs
- (1) Wastebasket
- (1) 5 AMP/ 500 Watt Electrical Drop

The following services are not included and must be ordered directly from our vendors if desired: booth cleaning, Internet, phone lines, extra furniture, additional lighting, additional graphics, AV, computers, additional security, food and beverage – these Order Forms can be found in this Exhibitor Service Manual.



Business Center Suites

10 x 10 MEETING ROOM PACKAGE

Each GEM10' x 10' Meeting Room Package Includes:

- 1 GEM room with black walls
- ID Sign On Door (Text Only)
- Black Carpet
- Lockable Door
- (1) Starbase Round Table
- (4) Chairs
- (1) Wastebasket
- (1) 5 AMP/ 500 Watt Electrical Drop

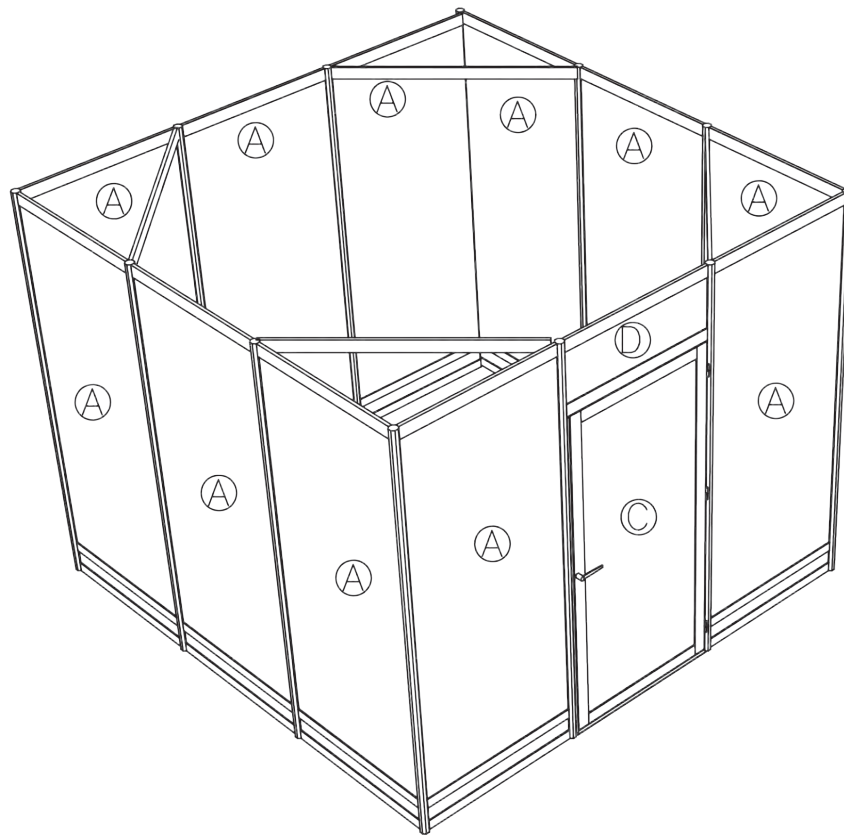
There are no additions or changes allowed to the Meeting Room structure. All change requests must be sent directly to GES.

*In most situations the orientation of the meeting room will be pre-selected.

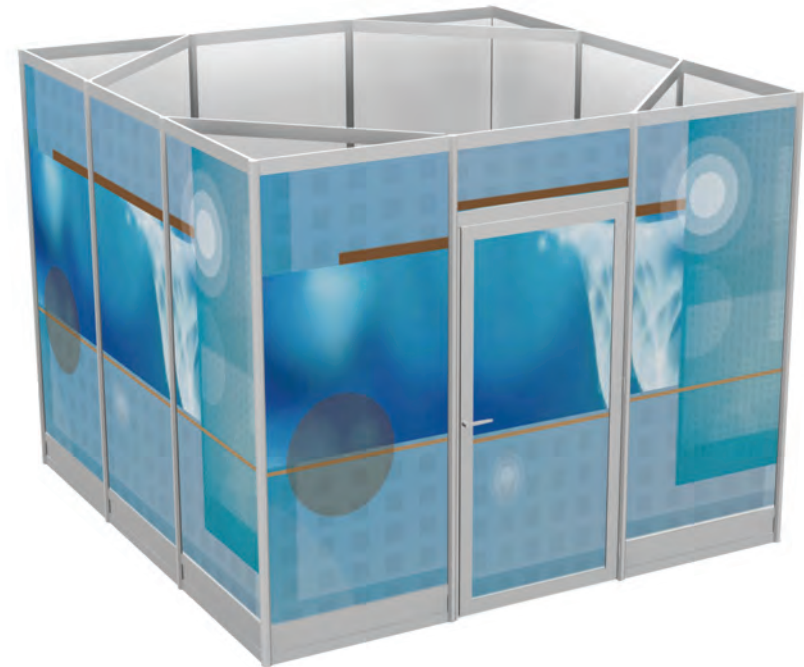
GDC

19





PERSPECTIVE VIEW



1/8" WHITE KOMATEX INSERTS

A Panel 1Meter Panel -- 38-1/8"W X 86-1/4"H
C Panel Door -- 32"W X 68-3/8"
D Panel Door Header -- 38-1/8"W X 12"H

Order Submission/Pricing

Discount Price:

\$427.00/Per Panel
\$320.25/Per Panel
\$106.50/Per Panel

Regular Price:

\$593.50/Per Panel
\$445.25/Per Panel
\$148.30/Per Panel

Please post all artwork to the following ftp site and label it with your company name and booth number:

<https://file.ges.com>

Recipient Email Address: wanderson@ges.com

For Information, please contact Wallace Anderson at 702.210.2234

Client: CGDC

Show: GAME_DEVELOPERS

Facility: MOSCONE_CENTER

Design No: DE-0005893

Description: MEETING_ROOM_10X10

-

Project No: 24-1803-600513

Requestor: IRENE_KENNEDY

Concept: LETTER

Date: 02/16/18

Designer: SA

Detailer: TBD

Page No: #

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FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER

C/O GES
YRC
499 Valley Drive
Brisbane, CA 94005 USA

Shipment Should Arrive on or Between:
Tuesday, Feb 12, 2019 - Monday, March 11, 2019

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.

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER

C/O GES
YRC
499 Valley Drive
Brisbane, CA 94005 USA

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Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible



FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER


C/O GES
Moscone Center
747 Howard St
San Francisco, CA 94103 USA

Shipment Should Arrive on or Between:

Sunday, March 17, 2019 after 8:00 AM - Tuesday, March 19, 2019 by 10:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces 



FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER


C/O GES
Moscone Center
747 Howard St
San Francisco, CA 94103 USA

Shipment Should Arrive on or Between:

Sunday, March 17, 2019 after 8:00 AM - Tuesday, March 19, 2019 by 10:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces 

Please print this label on a color printer if possible

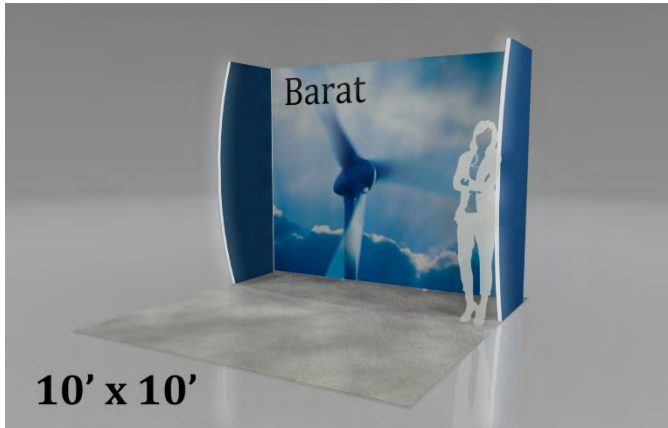
Please print this label on a color printer if possible

If you like any of these designs or if you don't see what you are looking for please feel free to contact us so we can further discuss your design needs.

Corporate Account Team

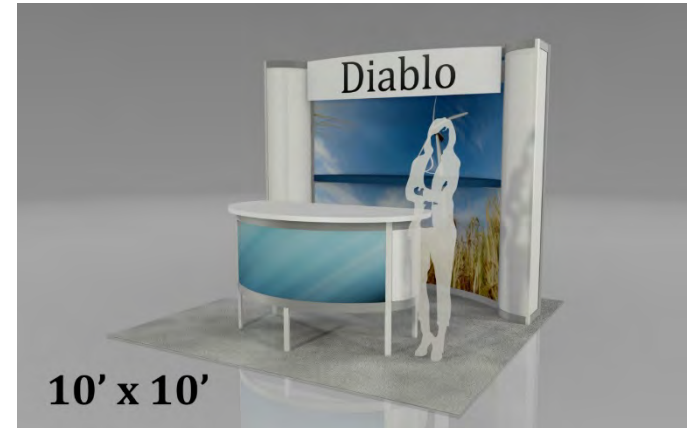
Main 800-801-5180

Email: advantage@ges.com



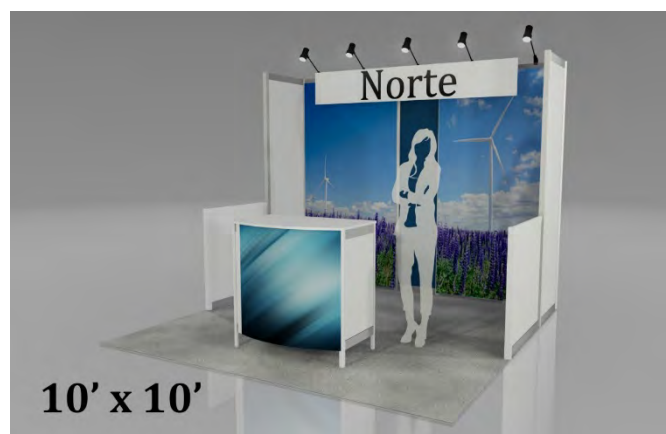
Barat - Key Features Included:

- Bold graphic covers entire backwall
- Sidewalls with curved front edge
- Stem lights
- Installation & Dismantle
- Material Handling
- Electrical
- Carpet with padding and visqueen
- **Price: \$ 10,620.00**



Diablo - Key Features Included:

- Curved counter with branding and storage
- Curved backwall for feature graphics
- Curved side columns
- Curved header with branding
- Installation & Dismantle
- Material Handling
- Electrical
- Carpet with padding and visqueen
- **Price: \$ 9,758.00**



Norte - Key Features Included:

- Counter with branding and storage
- Bold backwall graphics
- Full height return walls
- Low sidewalls
- Stem lights
- Installation & Dismantle
- Material Handling
- Electrical
- Carpet with padding and visqueen
- **Price: \$7,879.00**

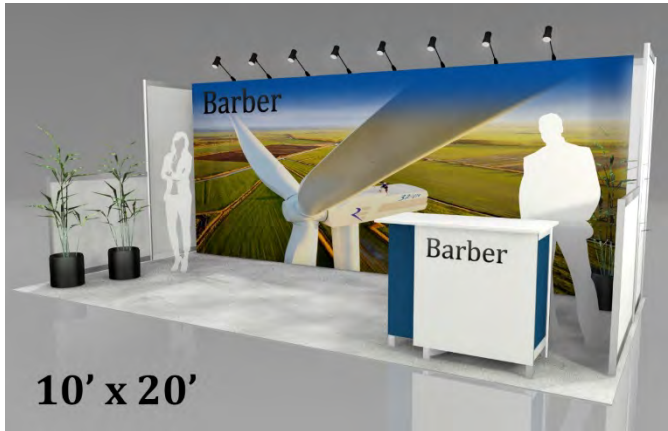
* These custom designs are compliant with GDC show rules and regulations

If you like any of these designs or if you don't see what you are looking for please feel free to contact us so we can further discuss your design needs.

Corporate Account Team

Main 800-801-5180

Email: advantage@ges.com



Barber - Key Features Included:

- Counter with branding and storage
- Bold graphic covers entire backwall
- Full height return walls
- Low sidewalls
- Stem lights
- Installation & Dismantle
- Material Handling
- Electrical
- Carpet with padding and visqueen
- **Price: \$11,539.00**



Ostria - Key Features Included:

- Counter with branding
- Bold framed wall panels
- Open frame canopy
- Large format graphic panels
- Full height side frames
- Low sidewall frames
- Track lights
- Installation & Dismantle
- Material Handling
- Electrical
- Carpet with padding and visqueen
- **Price: \$16,676.00**



Sumatra - Key Features Included:

- Counter with branding
- Bold framed wall panels
- Open frame canopy
- Large format graphic panels
- Full height side frames
- Low sidewall frames
- Track lights
- Installation & Dismantle
- Material Handling
- Electrical
- Carpet with padding and visqueen
- **Price: \$16,660.00**

* These custom designs are compliant with GDC show rules and regulations

To see additional options available, please go to our [Exhibitors Catalog](#).
Shipping to San Francisco, CA for the show is included in the pricing.

Deadline for ordering Feb 26.

Backlit Display Wall



Key Features – Price Point - \$2,776.00

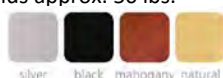
- 10' full height standard backlit display with end caps. Includes OCX molded case, rear diffuser panel, LED lights (one year limited warranty) and power supply and fitted graphic
- Backlit option only available in curved design
- Code: HOP-BL4x3FGE-C
- Dims: 119.25" w x 89.5" h x 12.25" d

Collapsible Display Counter



Key Features - Price point: \$460.00

- Collapsible display counter, includes clear internal shelf, graphic. Top available in four laminate finish options. Holds approx. 50 lbs.
- Code: HOP-CT-2



Shark Fin - Banner Display



Key Features

- Simply slip the fabric graphic over the frame and you have an instant display. Includes travel case (OCB), hardware and graphics.
- Dims: 70" w x 86" h x 17.7" h
- **Single Sided Graphic - \$1,390.00**
- **Double Sided Graphic - \$1,974.00**

Chip-Shaped Wall



Key Features

- Curved wall stands 6'4" tall and 9'5" wide. It is ideal for semi-private conference meeting area or projection wall within a space. Available as a single sided or double sided graphic
- Dims: 91/2" w x 6'4" h
- **Single Sided Graphic - \$2,924.00**
- **Double Sided Graphic - \$4,838.00**

10' Display with Shelf Ladder



Key Features

- 10' horizontally curved back wall (also available as straight back wall) with multi-shelf ladder
- Includes travel cases, ladder display hardware and graphics
- Additional accents available: [counters](#), [kiosks](#), [fitted table cover](#) (that fit our standard rental tables)
- Dims: 112/06" w x 92.76" h x 40.38" d
- **Curved Back Wall - \$3,692.00**
- **Straight Back Wall - \$3,582.00**

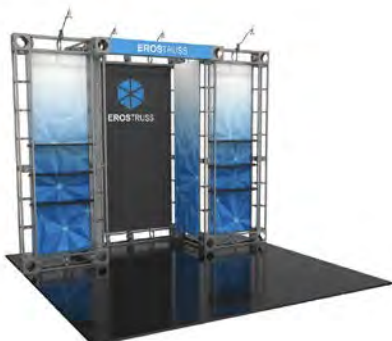
Monitor Kiosk



Key Features - \$7,442.00

- Monitor kiosk holds a max 42" monitor (additional cost), includes 2-120w floodlights, graphic backwall. Includes 2 rolling cases and graphics.
- Additional accents available: [counters](#), [kiosks](#), [fitted table cover](#) (that fit our standard rental tables)
- Dims" 117.5w x 96" h x 27" d

10 x 10 Eros



Key Features - \$8,372.00

- Basic back wall created from truss and framing fabric graphic panels. Includes all truss, bases, 6 shelves, travel case and 4- 50w spotlights (monitor/ mounts available at additional cost)
- Dims: approx. 101.25" w x 8' h

10 x 10 Juno



Key Features - \$5,832.00

- Curved back wall created from truss and framing fabric graphic panels. Includes all truss, bases, 1 adjustable tabletop, 3 internal shelves, travel case, 2 - 50w spotlights and 1 small monitor mount (for 13" - 39" monitor, additional cost)
- Dims: approx. 111.75" w x 8' h

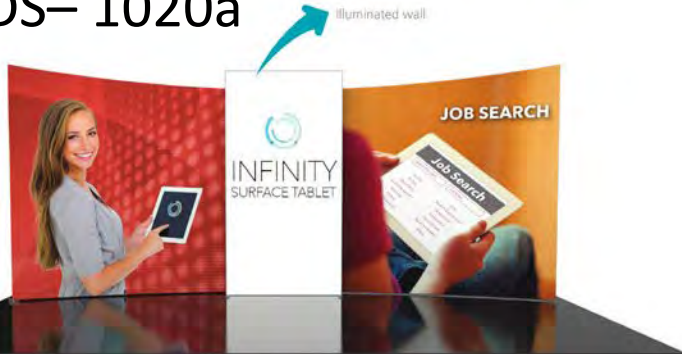
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[Main 800-801-5180](#)
[Email: advantage@ges.com](mailto:advantage@ges.com)

To see additional options available, please go to our [Exhibitors Catalog](#).
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Deadline for ordering Feb 26

DS- 1020a



Key Features – Price Point - \$7,596.00

- 20' backwall with an illuminated wall panel in the center, includes travel cases and graphic panels
- Dims: 237.42" w x 98.14" h x 36.23" d
- Code: FMLT-DS-20-02

DS- 1020b



Key Features – Price Point - \$12,226.00

- 20' backwall with 2-L'shaped canopies and 2 medium monitor mounts (fits 40" monitor – additional cost), and travel cases (monitors additional cost)
- Dims: 228" w x 98" h x 20" d
- Code: FMLT-DS-20-07

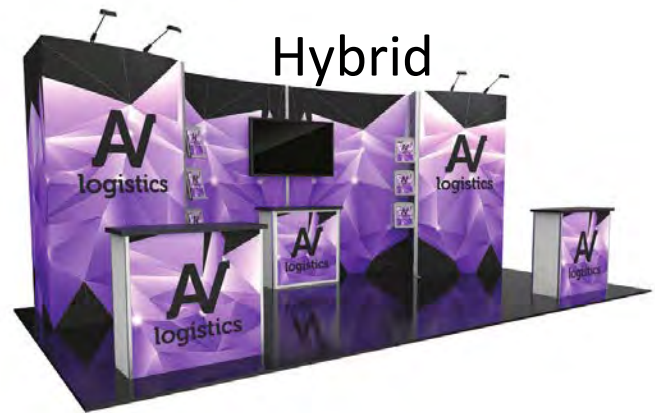
Orbea



Key Features – Price Point - \$13,100.00

- Truss backwall with fabric panels, 4 – internal shelves, 1 curved truss counter, 7- 50w spotlights and travel cases]
- Dims: approx. 20' w x 8' h
- Code: OR-K-0B1

Hybrid



Key Features – Price Point - \$15,176.00

- Sophisticated feature rich exhibit with 1-counter against the backwall, 1 – medium monitor mount (monitor additional cost), 6 – literature holders, 4 – 200 LED floodlights, graphics and travel cases (front counters not included, but available at an additional cost)
- Dims: 229.25" w x 94.5" h x 42.88" d
- Code: HP-K-10 – Kit 10

Vector



Key Features – Price Point - \$8,402.00

- Display includes 7 graphic panels, 6-120w floodlights, 1 graphic graphic counter and travel cases.
- Dims: 221.77" w x 94.5" h x 21.66" h
- Code: VF-K-05 (Kit 5)

Epsilon



Key Features – Price Point - \$11,634.00

- Reconfigurable exhibit that can grow as you do. Large areas for graphics, 4-50w spotlights, graphics, and travel cases.
- Furniture and media attachments are not included
- Dims: approx. 20' w x 8' h
- Code: OR-K-EP1

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[Email: advantage@ges.com](mailto:advantage@ges.com)

When purchasing a hanging sign, you own it! If your branding changes, just change the graphic the hardware remains the same. Hanging hardware is included with every frame. Liners and carry bag included with every graphic.

To see additional options available, please go to our [Exhibitors Catalog](#).
Shipping to San Francisco, CA for the show is included in the pricing.

Hanging Sign – Four-Sided Pyramid



Key Features - Price point: Based on Dimensions

- Hardware and Single Sided Graphics included
- 10w x 5'h - \$6,436.00
- 12'w x 6'h - \$8,430.00
- 16'w x 8'h - \$14,484.00
- 20'w x 10'h - \$20,912.00

Hanging Sign - Square Funnel



Key Features - Price point: \$5,890.00

- Hardware and Single Sided Graphics included
- SQF - 1005 - 10'w x 5'h

Hanging Sign - Round Funnel



Key Features - Price point: \$5,622.00

- Hardware and Single Sided Graphics included
- RNF-1005 - 10'w x 5'h

Designer Series Hanging Sign Square Mobile



Key Features - Price point: \$17,752.00

- Hardware and Double Sided Graphics included
- Mobile-15 = 15'w x 13'h

Designer Series Hanging Sign Square Mobile

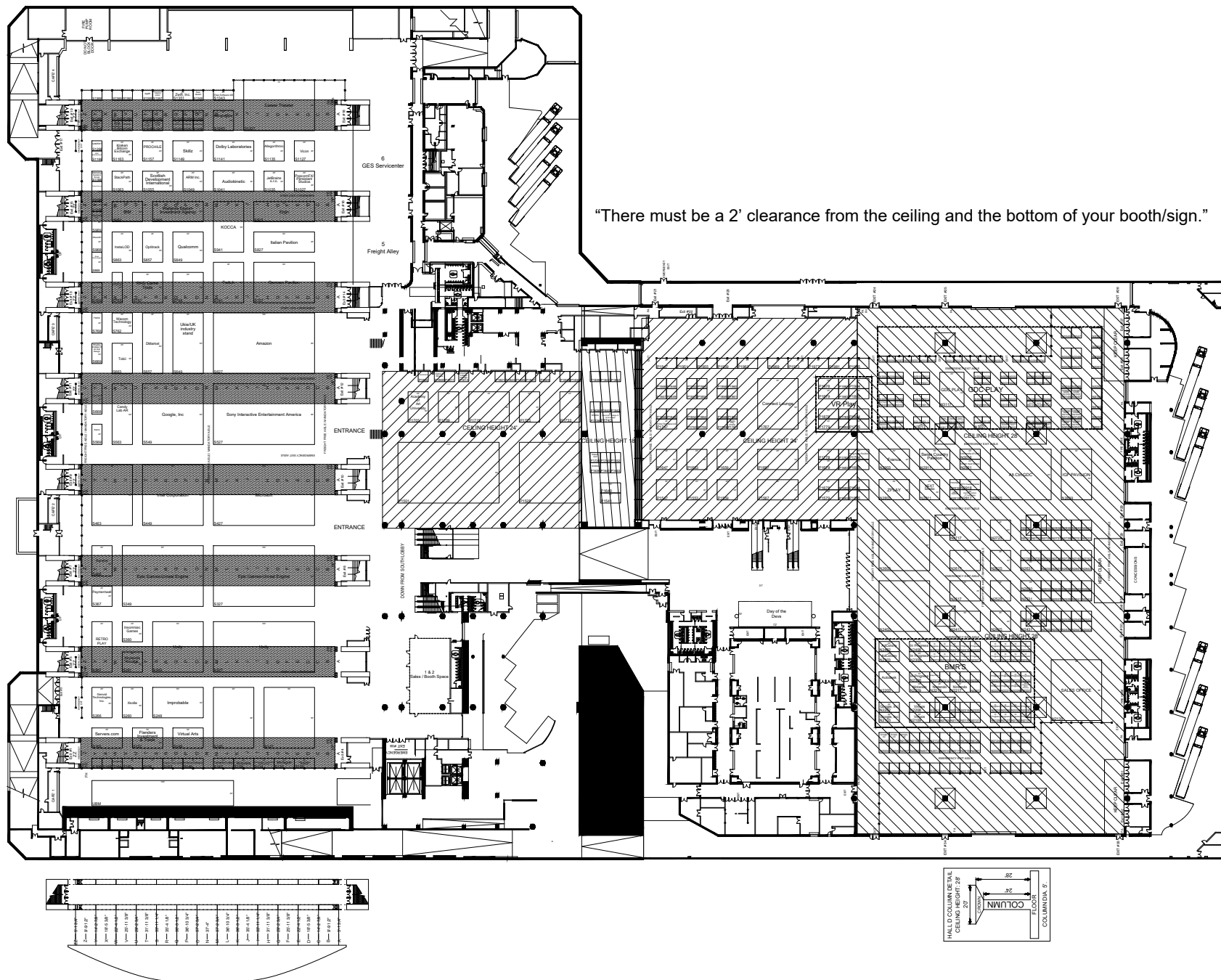


Key Features - Price point: Based on Dimensions

- Hardware and Graphics included
- 10 - 10'w x 3'h - Single Sided - \$5,096.00 Double Sided - \$6,356.00
- 14 - 14'w x 4'h - Single Sided - \$9,706.00 Double Sided - \$11,894.00
- 18 - 18'w x 6'h - Single Sided - \$13,488.00 Double Sided - \$16,884.00

If you like any of these designs or if you don't see what you are looking for please feel free to contact us so we can further discuss your design needs.

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WITHOUT EXPRESS WRITTEN CONSENT OF GLOBAL EXPERIENCE SPECIALISTS.

GDC

Game Developers Conference 2019
March 20-22, 2019
Moscone Center
San Francisco, CA

CONFIDENTIAL PROPERTY OF GES
File: cgdc-1903-moscon.dwg
Plotted: Oct 19, 2018
By: MCDERD
EVERY EFFORT HAS BEEN MADE TO INSURE THE ACCURACY OF ALL
INFORMATION CONTAINED ON THIS FLOOR PLAN. HOWEVER, NO WARRANTIES,
EITHER EXPRESSED OR IMPLIED, ARE MADE WITH RESPECT TO THIS FLOOR
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THE CONSTRUCTION OR USAGE OF AN EXHIBIT, IT IS THE SOLE
RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE FACILITY
TO VERIFY ALL DIMENSIONS AND LOCATIONS.

Carpet

Standard

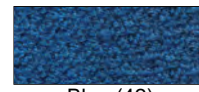
Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

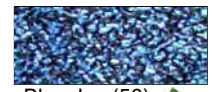
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



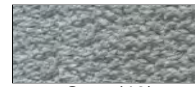
Black (41)



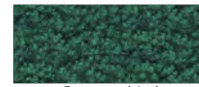
Blue (42)



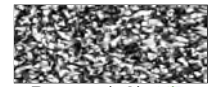
Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



Red (49)

Plush

Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

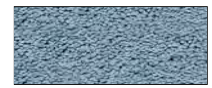
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



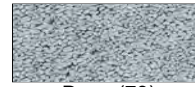
Cement (70)



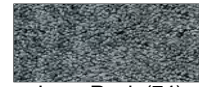
Charcoal (71)



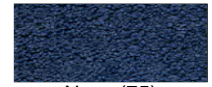
Cobalt (72)



Dove (73)



Lava Rock (74)



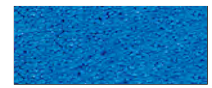
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

Ultra Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



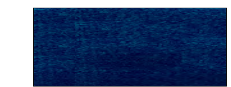
Cabernet (82)



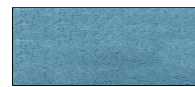
Graphite (83)



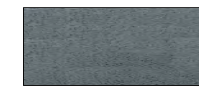
Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturer's specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Carpet Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



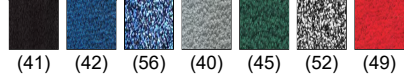
Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Due to dye lot differences and unsightly seams, please do not order multiple Pre-Cut pieces for a single booth.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.

Carpet

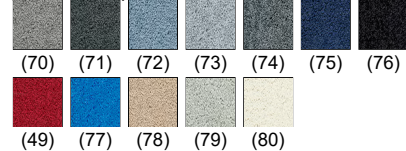
Standard Color Options

(Gray will be provided if no color is indicated below)



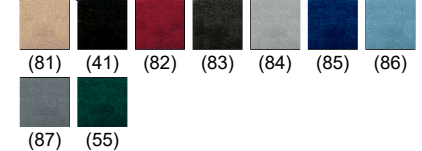
Plush Color Options

(Dove will be provided if no color is indicated below)



Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
5001	Pre-Cut Standard Carpet 10'x10'		224.50	312.00		\$
5002	Pre-Cut Standard Carpet 10'x20'		450.00	625.50		\$
5003	Pre-Cut Standard Carpet 10'x30'		648.75	901.75		\$

Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq. Ft.

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total	
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		5.70	8.00		\$	
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		8.15	11.35		\$	
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		9.20	12.75		\$	
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Total	
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		2.88	4.00		\$	
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		0.58	0.80		8.5	\$

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of original price after installation.

Chat with us <http://www.ges.com/chat>



Furniture and Accessories

Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

Tables



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

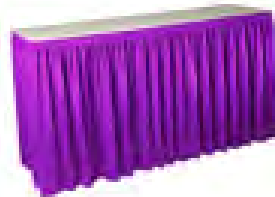
Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors



Beige (54)



Black (41)



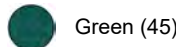
Blue (42)



Gold (46)



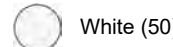
Gray (40)



Green (45)



Red (49)



White (50)

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Furniture and Accessories

Display Furniture



Full View



Half View



Vertical

Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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Furniture and Accessories Order Form

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Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name

Email

Phone Number

Booth Number



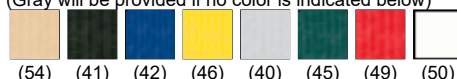
Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/024670164/BoothFurnishingsRental/esm>

Furniture and Accessories

Skirt and Drape Color Options

(Gray will be provided if no color is indicated below)



Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300050	Chair, Plastic Contour, Black	78.50	109.00		\$
300052	Padded Chair	124.75	173.25		\$
300053	Padded Stool	124.75	173.25		\$

Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300059	Table, Starbase, 30" Diameter x 40" High	329.00	457.25		\$
300058	Table, Starbase, 40" Diameter x 30" High	211.00	293.50		\$

Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		141.75	197.00		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		173.50	241.25		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		197.75	274.50		\$
3003	Table Skirt Only		65.40	65.40		\$
3007	Table, Skirt 4th Side		70.50	98.25		\$



Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	113.50	157.50		\$
300600	Table 6', Unskirted, 24" x 30" High	138.75	193.00		\$
300800	Table 8', Unskirted, 24" x 30" High	158.00	219.75		\$

Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		150.50	209.00		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		178.50	248.00		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		198.50	276.00		\$
3013	Counter Skirt Only		65.40	65.40		\$
3017	Counter, Skirt 4th Side		70.50	98.25		\$



Select size: 6' Counter _____ 8' Counter _____

Form Continues on Next Page



Furniture and Accessories Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	120.25	167.25		\$
301600	Counter 6', Unskirted, 24" x 42" High	142.50	198.25		\$
301800	Counter 8', Unskirted, 24" x 42" High	159.00	221.00		\$

Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	144.75	201.00		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	123.00	171.25		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	166.25	231.00		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	144.75	201.00		\$

Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		22.10	30.75		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		28.50	40.00		\$
3019	Drape, 12' High, Per Foot		8.95	8.95		\$

Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300082	Display Case 6', Full View	434.00	603.25		\$
300083	Display Case 6', Half View	434.00	603.25		\$
300088	Display Case 7', Vertical	698.00	970.25		\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	11.90	16.60		\$
300127	Aisle Stanchion, Tensa	42.75	59.50		\$
300123	Aisle Stanchion, without Chain	64.50	89.75		\$
300103	Aluminum Easel	62.25	86.75		\$
300111	Bag Stand	95.00	132.00		\$
300102	Coat Rack	67.00	93.00		\$
300104	Garment Rack	92.00	127.75		\$
300106	Literature Rack	150.50	209.00		\$
300201	Pegboard, White, 4'x8'	218.00	303.00		\$



Select alignment: Horizontal _____ Vertical _____

300107	Refrigerator	424.50	424.50		\$
300015	Rod, 6' to 10' Telescopic	14.30	19.85		\$
300131	Security Cage, Large, without Lock	586.00	814.25		\$
300132	Security Cage, Small, without Lock	190.50	264.75		\$
300120	Sign Holder, Bell Base	190.50	264.75		\$
300108	Sign Holder, Chrome, 22"x28"	85.00	118.25		\$
300211	Tackboard	218.00	303.00		\$



Select alignment: Horizontal _____ Vertical _____

300112	Ticket Tumbler, Small, Table Top	96.50	134.25		\$
300113	Wastebasket	34.50	47.75		\$

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Furniture and Accessories Order Form

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Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
300118	Waterfall Stand	77.25	107.25

Electrical Outlets Not Included

Need power for that display case or refrigerator in your booth? Order electrical outlets separately for your booth space through GES.

Electrical Equipment Rental: <http://e.ges.com/024670164/electrical/esm>



Reminder

- Electrical Booth Layout is required to process your electrical orders.
- Read carefully electrical labor rules. Some outlets do not include labor in pricing.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cancellation Policy: Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

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Furniture Package Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.

Furniture Package

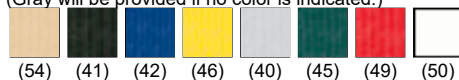


Furniture Package 1

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
4906	Furniture Package 1		328.50	456.30		\$
Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24\"X30\", (1) Wastebasket.						

Skirt Color Options

(Gray will be provided if no color is indicated.)



Furniture Package 2

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
490012	Furniture Package 2	670.05	930.83		\$
Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40\"X30\", (1) Wastebasket.					

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

Cancellation Policy: Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

Chat with us <http://www.ges.com/chat>



Specialty Furniture

Seating - Sofas and Loveseats



305226 - Baja Loveseat, 61"L 30.5"D 28"H



305180 - Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H



305049 - Hopi Loveseat, Gray Linen, 48"L 25"D 34"H



305321 - Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H



305322 - Key Largo Sofa, Black Fabric, 79"L 35"D 34"H



305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H



305104 - Munich Armless Loveseat, 45"L 27"D 28.5"H



305106 - Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H



305364 - Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H



305362 - Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H



305217 - Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H



305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H



305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H



305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H

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Specialty Furniture



305268 - Sofa, Tangiers, 78"L 37"D 36"H



305240 - Tangiers Loveseat, 57.5"L 37"D 37"H

Seating - Club Chairs



305225 - Baja Chair, 36"L 30.5"D 28"H



305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H



305072 - Chair, Barcelona, Black, 30"L 31"D 35"H



305073 - Chair, Barcelona, White, 30"L 30"D 31"H



305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H



305269 - Chair, Tangiers, 34"L 37"D 36"H



305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"H



305102 - Munich Corner Chair, 26"L 27"D 28.5"H



305363 - Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H



305222 - Roma Chair, Powered White Vinyl, 37"L 31"D 33"H

Seating - Chairs



305152 - Chair, Altura, Guest, 25"L 20"D 34"H



305041 - Chair, Berlin, Black/White, 18"L 22"D 32"H



305110 - Chair, Brewer, Black, 20"L 20"D 32"H



305260 - Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H



305285 - Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H



305232 - Chair, Fusion, Red/White, 19"L 21"D 32"H



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D



305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H



305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H



305178 - Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H



305047 - Hopi Chair, Gray Linen, 21"L 25"D 34"H



305442 - Laguna Chair, 18"L 19"D 34"H



305076 - Lucent Chair, 19.5"L x 19.75"D x 32.5"H



305420 - Malba Chair, Gray, 20"L 20"D 32"H

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Specialty Furniture



305421 - Malba Chair, Green, 20"L 20"D 32"H



305103 - Munich Armless Chair, 22.5"L 27"D 28.5"H



305441 - Zenith Chair, 19"L 22"D 32"H

Seating - Ottomans



305057 - Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H



305058 - Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H



305059 - Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H



305060 - Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H



305061 - Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H



305063 - Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H



305064 - Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H



305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H



305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H



305280 - Ottoman, Endless Square, Black, 34"L 34"D 15"H



305279 - Ottoman, Endless Square, White, 34"L 34"D 15"H



305086 - Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H



305360 - Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H



305352 - Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H



305353 - Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H



305358 - Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H



305359 - Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H



305357 - Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H



305354 - Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H



305355 - Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H



305356 - Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H



305351 - Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H



305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H



305246 - Ottoman, Vibe Cube, Blue Vinyl, 18"L 18"D 18"H

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Specialty Furniture



305242 - Ottoman,
Vibe Cube,
Champagne, Vinyl,
18"L 18"D 18"H



305243 - Ottoman,
Vibe Cube, Gold/
Bronze, Vinyl, 18"L
18"D 18"H



305241 - Ottoman,
Vibe Cube, Green,
Vinyl, 18"L 18"D
18"H



305248 - Ottoman,
Vibe Cube, Orange,
Vinyl, 18"L 18"D
18"H



305244 - Ottoman,
Vibe Cube, Pink,
Vinyl, 18"L 18"D
18"H



305245 - Ottoman,
Vibe Cube, Red,
Vinyl, 18"L 18"D
18"H



305247 - Ottoman,
Vibe Cube, Yellow,
Vinyl, 18"L 18"D
18"H

Seating - Office and Utility Seating



305325 - Chair,
Executive, Black,
25"L 24"D 48"H



305305 - Chair,
Executive, Pro,
White, 27.5"L 27.5"D
45.7"H



305309 - Meeting
Chair, White Vinyl,
25.5"L 23.5"D 34"H



305307 - Pro
Executive Mid Back
Chair, Black Vinyl,
24"L 22"D 40"H



305308 - Pro
Executive Mid Back
Chair, White, 24"L
22"D 40"H

Seating - Barstools



305370 - Apex
Barstool, Black
Vinyl, 21"L 21"D
33"H



305371 - Apex
Barstool, Blue
Ultra Suede,
21"L 21"D 33"H



305372 - Apex
Barstool, Red
Vinyl, 21"L 21"D
33"H



305373 - Apex
Barstool, White
Vinyl, 21"L 21"D
33"H



305012 -
Barstool,
Banana, Black,
21"L 22"D 30"H



305013 -
Barstool,
Banana, White,
21"L 22"D 30"H



305289 -
Barstool, Lift,
Chrome/Black
Seat, 15" Round
23-33.5"H



305292 -
Barstool, Lift,
Chrome/Gray
Seat, 15" Round
23-33.5"H



305291 -
Barstool, Lift,
Chrome/Red
Seat, 15" Round
23-33.5"H



305290 -
Barstool, Lift,
Chrome/White
Seat, 15" Round
23-33.5"H



305008 -
Barstool, Oslo,
White, 17"L 20"D
30"H



305288 -
Barstool,
Rustique,
Gunmetal, 13"L
13"D 30"D



305206 -
Barstool, Shark
Swivel, White/
Chrome Base,
22"L 19"D 34"-
44"H



305207 -
Barstool, Zoey
Swivel, White/
Chrome Base,
15"Lx17"Dx31"-3
5"H

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Specialty Furniture



305259 - Christopher Barstool, 19"L 15"D 41"H



305443 - Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H



305075 - Lucent Barstool, 22"L x 22.5"D x 45.5"H



305440 - Zenith Barstool, 19"L 20"D 44"H



305208 - Zoey Barstool, Black, 15"L 16"D 30-34.75"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red

Tables - Cafe



305406 - 30" Round Madison Cafe Table w/ Standard Black Base, Gray Acajou



305084 - Café Table w/ Standard Black Base, 30"RND 29"H



305428 - Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H



305429 - Madison Cafe Table/Hydraulic Base, 30"RND 29"H



305085 - Round Café Table w/ Hydraulic Base, 30"RND 29"H



305153 - Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H



305167 - Table, Cafe, Graphite/Black, 36" Round 29"H



305156 - Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H



305159 - Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H



305165 - Table, Cafe, Maple/Black, 30" Round 29"H



305168 - Table, Cafe, Maple/Black, 36" Round 29"H



305157 - Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H



305160 - Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H



305161 - Table, Cafe, Red/Black, 30" Round 29"H



305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H



305299 - Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H



305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H



305301 - Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H

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Specialty Furniture

Tables - Bar



305315 - 30"
Round Madison
Bar Table w/
Hydraulic Base,
Gray Acajou



305083 - Bar
Table w/
Hydraulic Base,
30"RND 45"H



305082 - Bar
Table w/
Standard Black
Base, 30"RND
42"H



305405 -
Madison Bar
Table/Black
Base, 30"RND
42"H



305162 -
Rustique Square
Metal Bar Table,
23.75"L 23.75"D
41.25"H



305139 - Table,
Bar, Brushed
Red/Hydraulic
Chrome Base,
30" Round 45"H



305133 - Table,
Bar, Graphite/
Black, 30" Round
42"H



305136 - Table,
Bar, Graphite/
Black, 36" Round
42"H



305142 - Table,
Bar, Graphite/
Hydraulic
Chrome Base,
30" Round 45"H



305145 - Table,
Bar, Graphite/
Hydraulic
Chrome Base,
36" Round 45"H



305134 - Table,
Bar, Maple/Black,
30" Round 42"H



305137 - Table,
Bar, Maple/Black,
36" Round 42"H



305143 - Table,
Bar, Maple/
Hydraulic
Chrome Base,
30" Round 45"H



305146 - Table,
Bar, Maple/
Hydraulic
Chrome Base,
36" Round 45"H



305130 - Table,
Bar, Red/Black,
30" Round 42"H



305286 - Table,
Bar, Silver
Textured Grain/
Black Base, 30"
Round 42"H



305302 - Table,
Bar, Silver
Textured Grain/
Hydraulic
Chrome Base,
30" Round 45"H



305287 - Table,
Bar, White
Laminate/Black
Base, 36" Round
42"H



305303 - Table,
Bar, White
Laminate/
Hydraulic
Chrome Base,
36" Round 45"H



305030 - Ventura
Communal Bar
Table w/
Grommet Holes,
Maple Top,
72.25"L 26.25"D
42"H



305032 - Ventura
Communal Bar
Table w/
Grommet Holes,
White Top,
72.25"L 26.25"D
42"H



305031 - Ventura
Communal Bar
Table, Black Top,
72.25"L 26.25"D
42"H



305033 - Ventura
Communal Bar
Table, Maple
Top, 72.25"L
26.25"D 42"H



305034 - Ventura
Communal Bar
Table, White
Top, 72.25"L
26.25"D 42"H



305020 - Ventura
Communal Black
Bar Table,
Powered,
72.25"L 26.25"D
42"H



305022 - Ventura
Communal White
Bar Table,
Powered,
72.25"L 26.25"D
42"H

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Specialty Furniture

Tables - Cocktail



305430 - Alondra Cocktail Table, Glass, 47"L 24"D 16"H



305433 - Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H



305435 - Geo Cocktail Table, Wood, 47"L 24"D 17"H



305113 - Regis Table/Bench, 47"L 15.5"D 16"H



305188 - Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H



305187 - Sydney Powered Cocktail Table, White, 48"L 26"D 18"H



305014 - Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H



305210 - Table, Cocktail, Oliver, 47"L 27"D 19"H



305016 - Table, Cocktail, Silverado, 36" Round 17"H



305025 - Table, Cocktail, Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail, Sydney White, 48"L 26"D 18"H

Tables - End Tables



305431 - Alondra End Table, Glass, 20"L 20"D 20"H



305432 - Alondra End Table, Wood, Chrome, 20"L 20"D 21"H



305436 - Geo End Table, Wood, 20"L 20"D 21"H



305112 - Regis End Table, 16"L 15.5"D 16.5"H



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



305044 - Table, End, Geo, Chrome, 26"L 26"D 20"H



305211 - Table, End, Oliver, 22" Round 22"H



305046 - Table, End, Silverado, 24" Round 22"H



305050 - Table, End, Sydney, Black, 27"L 23"D 22"H



305048 - Table, End, Sydney, White, 27"L 23"D 22"H



305275 - Table, Timber, Wood, 16" Round 17"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture

Conference Tables



305402 - 10' Madison Table, 120"L 48"D 29"H



305400 - 5' Madison Table, 60"L 48"D 29"H



305401 - 8' Madison Table, 96"L 60"D 29"H



305001 - Atomic Table, 36"RND 30"H



305002 - Atomic Table, 42"RND 30"H



305410 - Madison Conference Table, 42"RND 29"H



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H



305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



305281 - Table, Conf., White Laminate, 42" Round 29"H

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Specialty Furniture

Tables - Martini Bar



305121 - Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H



305123 - Midtown Bar, Unlighted, 60"L x 18"D x 42"H



305124 - Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H



305125 - Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H

Product Display



305415 - Madison Bookcase, 36"L 12"D 72"H



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 36"H



305295 - Pedestal, Powered Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered Locking, White, 24"L 24"D 36"H

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Specialty Furniture



305296 - Pedestal, Powered
Locking, White, 24"L 24"D 42"H



305045 - Posh Shelving, 36"L
18"D 72"H

Office and Utility Furniture



305294 - Desk, Writing/Work
Table, White Laminate/White,
48"L 24"D 30"H



305416 - Madison Credenza,
60"L 20"D 29"H



305417 - Madison Executive
Desk, 60"L 30"D 29"H



305129 - Tech 3 Drawer File
Cabinet on Castors, Black, 16"L
20"D 28"H



305128 - Tech Desk, Powered
w/ 3 Drawer File Cabinet, Black
Metal, 60"L 30"D 30"H



305127 - Tech Desk, Powered,
Black Metal, 60"L 30"D 30"H

Lamps



305204 - Lamp, Floor,
Mason, Silver, 18" Round
55"H



305205 - Lamp, Table,
Mason, Silver, 16" Round
26"H

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Specialty Furniture Order Form

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Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/024670164/BoothFurnishingsRental/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305226	Baja Loveseat, 61"L 30.5"D 28"H	921.75	1,281.00		\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	853.75	1,186.50		\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	339.25	471.50		\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	755.00	1,049.50		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	817.25	1,135.75		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	962.75	1,338.50		\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	830.75	1,155.00		\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	2,047.25	2,845.50		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,359.25	1,889.50		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,578.25	2,193.50		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,578.25	2,193.50		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,577.25	2,192.50		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	933.25	1,297.00		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	1,035.50	1,439.50		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	717.50	997.25		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	890.25	1,237.25		\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	830.75	1,155.00		\$

Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305225	Baja Chair, 36"L 30.5"D 28"H	748.75	1,040.50		\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	731.00	1,016.25		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	872.75	1,213.25		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	872.75	1,213.25		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	732.50	1,018.00		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	618.25	859.50		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	421.25	585.75		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	657.25	913.50		\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	654.25	909.25		\$

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Specialty Furniture Order Form

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Seating - Club Chairs

305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	1,019.50	1,417.25		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	1,019.50	1,417.25		\$

Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	341.50	474.75		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	151.75	211.00		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	171.25	237.75		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	164.00	228.00		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	115.75	161.00		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	188.25	261.75		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	706.50	981.75		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	272.00	378.00		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	480.75	668.00		\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	630.75	876.75		\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	260.00	361.25		\$
305442	Laguna Chair, 18"L 19"D 34"H	346.25	481.50		\$
305076	Lucent Chair, 19.5"L x 19.75"D x 32.5"H	196.25	273.00		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	266.00	369.50		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	266.00	369.50		\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	654.25	909.25		\$
305441	Zenith Chair, 19"L 22"D 32"H	337.50	469.25		\$

Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	571.75	794.75		\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	571.75	794.75		\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	571.75	794.75		\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	571.75	794.75		\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	571.75	794.75		\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	571.75	794.75		\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	571.75	794.75		\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	560.00	778.25		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	560.00	778.25		\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	432.00	600.50		\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	432.00	600.50		\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	410.25	570.25		\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	260.00	361.25		\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	260.00	361.25		\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	260.00	361.25		\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	260.00	361.25		\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	260.00	361.25		\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	260.00	361.25		\$

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Seating - Ottomans

305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	260.00	361.25	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	260.00	361.25	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	260.00	361.25	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	260.00	361.25	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	274.25	381.25	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	164.00	228.00	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	164.00	228.00	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	164.00	228.00	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	164.00	228.00	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	177.50	246.75	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	164.00	228.00	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	164.00	228.00	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	164.00	228.00	\$

Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305325	Chair, Executive, Black, 25"L 24"D 48"H	531.75	739.25		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	468.50	651.25		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	382.75	532.00		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	742.00	1,031.25		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	550.25	765.00		\$

Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	400.50	556.75		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	400.50	556.75		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	400.50	556.75		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	400.50	556.75		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	178.00	247.25		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	178.00	247.25		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	191.75	266.50		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	191.75	266.50		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	191.75	266.50		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	191.75	266.50		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	324.00	450.25		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	242.50	337.25		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	489.75	681.00		\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	446.75	621.00		\$
305259	Christopher Barstool, 19"L 15"D 41"H	404.50	562.25		\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	362.50	504.00		\$
305075	Lucent Barstool, 22"L x 22.5"D x 45.5"H	402.75	559.75		\$
305440	Zenith Barstool, 19"L 20"D 44"H	440.25	612.00		\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	484.75	674.00		\$

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Specialty Furniture Order Form

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Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Acajou	362.50	504.00		\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	362.50	504.00		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	399.50	555.50		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	622.50	865.00		\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	421.50	586.00		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	347.25	482.75		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	273.00	379.25		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	332.75	462.50		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	290.50	404.00		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	249.75	347.00		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	273.00	379.25		\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	332.75	462.50		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	290.50	404.00		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	261.00	362.75		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	378.75	526.50		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	483.25	671.75		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	346.25	481.50		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	472.75	657.00		\$

Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	421.50	586.00		\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	421.50	586.00		\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	362.50	504.00		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	620.75	862.75		\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	421.50	586.00		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	339.75	472.00		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	260.00	361.25		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	319.50	444.00		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	339.75	472.00		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	398.75	554.50		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	260.00	361.25		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	319.50	444.00		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	339.75	472.00		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	398.75	554.50		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	260.00	361.25		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	400.50	556.75		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	497.75	691.75		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	382.75	532.00		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	473.50	658.00		\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.25"L 26.25"D 4	1,140.50	1,585.50		\$

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Specialty Furniture Order Form

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Tables - Bar					
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"	1,140.50	1,585.50		\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,140.50	1,585.50		\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,140.50	1,585.50		\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,140.50	1,585.50		\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H	1,533.50	2,131.50		\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H	1,533.50	2,131.50		\$

Tables - Cocktail					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	561.50	780.50		\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	453.25	630.00		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	427.50	594.50		\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	472.75	657.25		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	616.50	857.00		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	616.50	857.00		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	269.00	374.00		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	325.50	452.50		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	287.00	398.75		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	416.50	579.00		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	416.50	579.00		\$

Tables - End Tables					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	535.50	744.50		\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	378.50	526.00		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	379.75	528.25		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	489.50	680.75		\$
305273	Table, Aura, White Metal, 15" Round 22"H	235.50	327.25		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	225.75	313.75		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	251.25	349.25		\$
305211	Table, End, Oliver, 22" Round 22"H	295.25	410.50		\$
305046	Table, End, Silverado, 24" Round 22"H	276.25	383.75		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	300.50	418.00		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	300.50	418.00		\$
305275	Table, Timber, Wood, 16" Round 17"H	278.25	387.00		\$

Tables - Conference					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,149.25	1,597.50		\$
305400	5' Madison Table, 60"L 48"D 29"H	775.75	1,078.00		\$
305401	8' Madison Table, 96"L 60"D 29"H	946.00	1,314.75		\$
305001	Atomic Table, 36"RND 30"H	449.50	624.75		\$
305002	Atomic Table, 42"RND 30"H	449.50	624.75		\$
305410	Madison Conference Table, 42"RND 29"H	705.00	980.25		\$

B-1 122217 030719 024670164



Specialty Furniture Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
February 25, 2019

Company Name Email Phone Number Booth Number

Tables - Conference

305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	130.25	181.25		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	302.00	419.50		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	494.75	687.75		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	302.00	419.50		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	494.75	687.75		\$
305027	Table, Conf., Graphite, 42" Round 29"H	403.50	560.75		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	582.50	809.75		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	478.25	665.00		\$

Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305121	Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,258.50	3,139.50		\$
305123	Midtown Bar, Unlighted, 60"L x 18"D x 42"H	2,107.50	2,929.50		\$
305124	Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,258.50	3,139.50		\$
305125	Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H	2,107.50	2,929.50		\$

Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	578.50	804.25		\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	788.00	1,095.50		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	938.75	1,304.75		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	788.00	1,095.50		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	938.75	1,304.75		\$
305045	Posh Shelving, 36"L 18"D 72"H	547.50	761.25		\$

Office and Utility Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	585.00	813.25		\$
305416	Madison Credenza, 60"L 20"D 29"H	977.25	1,358.50		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	883.25	1,228.00		\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	748.75	1,040.50		\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L 30"D 30"H	709.25	986.00		\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	236.50	328.75		\$

Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	292.50	406.50		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	394.75	549.00		\$

Electrical Outlets Not Included



Reminder

Need power for that lamp or powered pedestal in your booth? Order electrical outlets separately for your booth space through the electrical service provider.



Specialty Furniture Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please
Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

Cancellation Policy: Items cancelled will be charged **100%** of original price after move-in begins.

B-1 122217 030719 024670164

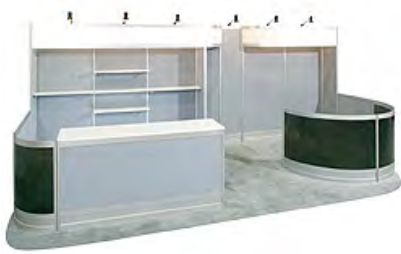


Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation and dismantling. For other custom furnishings, hanging signs or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 117" x 12" digitally printed sign
- one 57-7/8" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10'

Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10'

Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

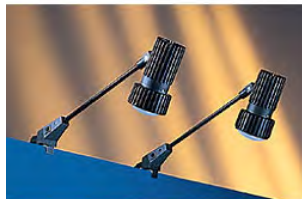
Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibit Systems

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



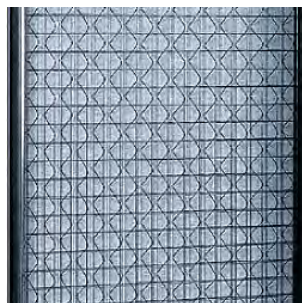
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Gray (F40)

Trim Color



Black (41)

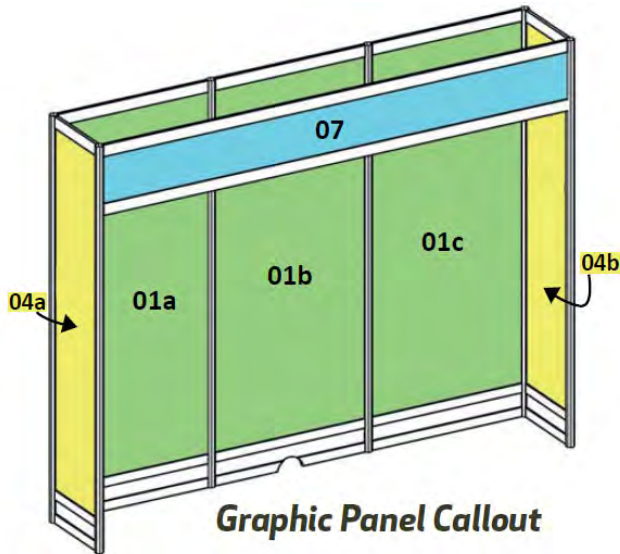


Silver (79)

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$491.75 /Regular Price - \$683.25
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$246.75 /Regular Price - \$343.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$210.00 /Regular Price - \$292.00
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by February 25, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: <https://e.ges.com/024670164/exhibit2/esm>

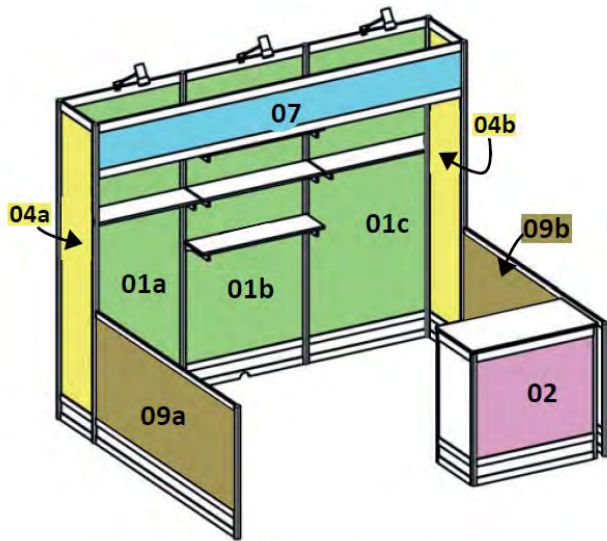


Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #3, 10 x 10 (600003)



Graphic Panel Callout

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$491.75 /Regular Price - \$683.25
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$246.75 /Regular Price - \$343.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$210.00 /Regular Price - \$292.00
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$172.50 /Regular Price - \$239.75
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Online Discount - \$350.50 /Regular Price - \$487.00
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by February 25, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: <https://e.ges.com/024670164/exhibit3/esm>

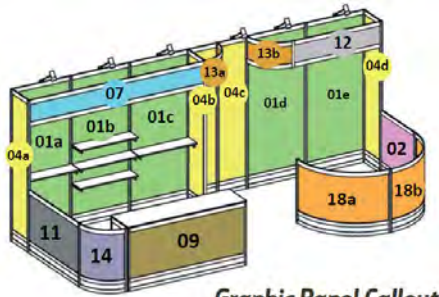


Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #4, 10 x 20 (600004)



Graphic Panel Callout

- 12** 608312 57 7/8" wide x 12" tall
Discount Price - \$107.75 /Regular Price - \$149.75
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall
Discount Price - \$53.75 /Regular Price - \$74.75
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$274.25 /Regular Price - \$381.50
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$350.50 /Regular Price - \$487.00
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$134.75 /Regular Price - \$187.25
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by February 25, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at (800) 475-2098 or (702) 515-5970 with any questions or concerns.

Link: <https://e.ges.com/024670164/exhibit4/esm>

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$491.75 /Regular Price - \$683.25
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$246.75 /Regular Price - \$343.00
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$104.00 /Regular Price - \$144.75
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$172.50 /Regular Price - \$239.75
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$210.00 /Regular Price - \$292.00
Produced on 3/16" Thick White Foamcore



Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit Systems Order Form

Page 1 of 2

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

13 oz. Carpet Color Options

(Gray will be provided if no color is indicated below)

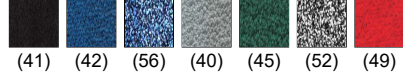


Exhibit Panel Color Options

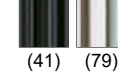
(Gray Fabric Panel will be provided if no color is indicated below)



C Color Codes are Coated Panels
F Color Codes are Fabric

Trim Color Options

(Silver will be provided if no color is indicated below)



Standard Exhibits

10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600002	Exhibit System GEM #2, 10'x10' Inline	2,071.75	2,879.75		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				
600003	Exhibit System GEM #3, 10'x10' Inline	3,203.25	4,452.50		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

10x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600004	Exhibit System GEM #4, 10'x20' Inline	6,703.00	9,317.25		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600410	Exhibit, Ad Board, 1M x 8'	722.50	1,004.00		\$
600110	Exhibit, Armlight Black	92.00	127.75		\$
600103	Exhibit, Counter, 1M Curved	694.75	965.75		\$
	↳ Trim Color: _____ Panel Color: _____				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	463.75	644.75		\$
	↳ Trim Color: _____ Panel Color: _____				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	637.00	885.75		\$
	↳ Trim Color: _____ Panel Color: _____				
600221	Exhibit, Light Box, Large 37"x85"	810.75	1,127.25		\$
600222	Exhibit, Light Box, Medium 37"x56"	577.75	803.25		\$
600223	Exhibit, Light Box, Small 37"x28"	463.75	644.75		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	649.75	903.00		\$
600291	Exhibit, Panel, Wirewall, 1M	520.50	723.75		\$
600243	Exhibit, Shelf, 1M x 10" Deep	67.00	93.25		\$

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.

Chat with us <http://www.ges.com/chat>



Exhibit Systems Order Form

Page 2 of 2

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cancellation Policy: Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

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Chat with us <http://www.ges.com/chat>



Game Developers Conference

Moscone Center
March 20 - 22, 2019

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best. To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

Graphics

- Avoid setting type in Photoshop - instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

Suitable programs for images or logos:

- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical print sample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred* AI/EPS (vector)

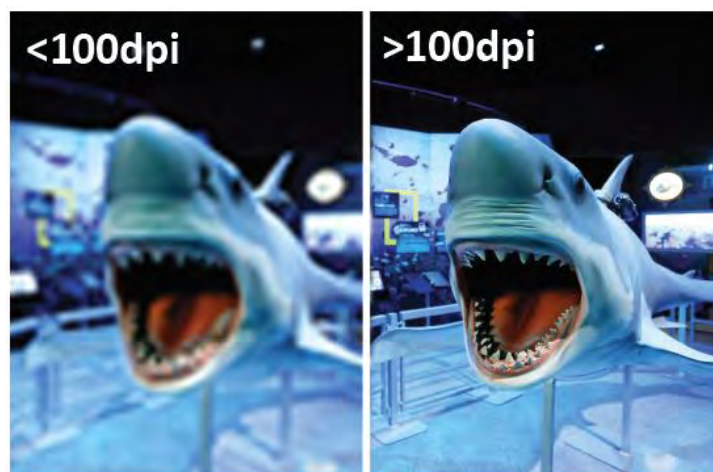


GIF, TIFF, JPEG (raster)



Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and **upload artwork files** directly online: <https://e.ges.com/024670164/signs/esm>

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number
(e.g. ABC Company_SHOW_Booth 1234.zip)

Chat with us <http://www.ges.com/chat>



Game Developers Conference

Moscone Center
March 20 - 22, 2019

Text

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts) are preferred.

Editable Text



Outlined Text - preferred*

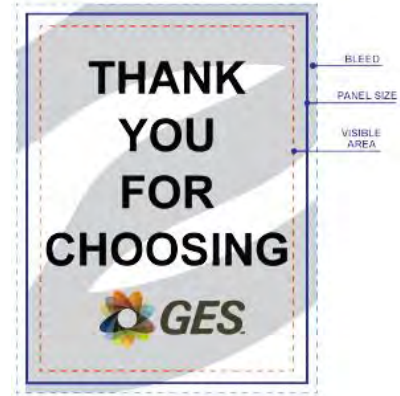


Final Print package should contain:

- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.



Graphics and Signage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Order graphics and **upload artwork files** directly online: <https://e.ges.com/024670164/signs/esm>

Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
668773	1 Meter Graphic Panel, 38-1/8" wide x 86-1/4" high	427.00	593.50		8.5	\$
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	264.50	367.75		8.5	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	219.75	305.25		8.5	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	251.25	349.25		8.5	\$
668893	Door Header Panel, 38 1/8" x 12"	106.50	148.30		8.5	\$
668894	Door Panel, 32" x 68 3/8"	320.25	445.25		8.5	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	336.25	467.25		8.5	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	224.25	311.50		8.5	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	426.00	592.25		8.5	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	314.00	436.25		8.5	\$
668797	Header Sign, GEM 117"w x 12"h	264.50	367.75		8.5	\$
601099	Printed Cardboard Base for Freestanding Boards	17.60	24.40		8.5	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

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Chat with us <http://www.ges.com/chat>



Standard Graphics

38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.
Includes silver grommets.*

Material Handling/Drayage Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center
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Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours; make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:

www.ges.com/us/services/exhibition-transportation-tools.

Get an instant quote today at https://e.ges.com/024670164/logistics_Quote

Chat with us <http://www.ges.com/chat>



Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate Bills of Lading with separate weight tickets; otherwise, GES will invoice the entire load at the uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 5:00 PM during the weekday may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at show site that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no Bill of Lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrateing, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Work Zone






Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

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Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:

-  10% off material handling
-  GES on-site support professionals
-  24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>
-  Consolidated show invoice
-  Fully integrated storage and shipping solutions



Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: https://e.ges.com/024670164/logistics_quote

Discount does not apply to shipments that are considered small packages, local, truckloads, or shipments over 5,000 lbs.

Material Handling/Drayage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
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Discount Deadline Date:
February 25, 2019

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 5:00 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and holidays.
- Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.

Step 1. Review Freight Material Handling Rates and Information

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

	Crated	Special Handling
Straight Time In / Straight Time Out	\$132.75 cwt	\$165.94 cwt
Straight Time In / Overtime Out	\$172.00 cwt	\$215.00 cwt
Overtime In / Overtime Out	\$211.00 cwt	\$263.75 cwt

Advance Shipments to Warehouse Dates:

Tue, Feb 12, 2019: Advance shipments may begin arriving at warehouse.

Mon, Mar 11, 2019: Last day for shipments to arrive at warehouse.

Direct Shipment to Show Site (200 lbs. minimum per shipment)

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$132.75 cwt	\$165.94 cwt	\$199.13 cwt
Straight Time In / Overtime Out	\$172.00 cwt	\$215.00 cwt	\$258.00 cwt
Overtime In / Overtime Out	\$211.00 cwt	\$263.75 cwt	\$316.50 cwt

Direct Shipments to Show site Dates:

Sun, Mar 17, 2019: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Tue, Mar 19, 2019: Last day for shipments to arrive at exhibit site by 10:00 PM.

Reference Targeted Floorplan for Dates & Times.

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$72.25. Each additional package will be charged \$14.05.

Step 2. Estimate Order

Small Packages

1 1st Small Package Shipment x \$72.25 = _____ Total

_____ # of additional packages (each) x \$14.05 = _____ Total

Form Continues on Next Page



Material Handling/Drayage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of per CWT will apply before published timeline.

Off Target - Late/Early to Show Site Surcharge:

A 25% (\$30 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.

Special Handling/Mixed Shipments:

A 25% surcharge will apply to items requiring special handling or mixed shipments.

Uncrated Shipments:

A 50% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site 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 and holidays.

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What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments



SHIPPING, DRAYAGE & MATERIAL HANDLING

SHIPPING & DRAYAGE INFORMATION

1. **ADVANCE SHIPMENTS**

Advance shipments will be accepted at the warehouse Monday through Friday, 8:00AM to 3:00PM. Advance shipments sent to the GES warehouse must only arrive Tuesday, February 12th through Wednesday, March 11, 2019. Please note that the warehouse will not accept shipments before these dates. Advance shipments should be addressed as follows:

c/o GES
Game Developers Conference 2019
(Your Company Name & Booth Number)
YRC
499 Valley Drive
Brisbane, CA 94005
United States of America

2. **AIR SHIPMENTS**

All air shipments must be received by GES at the Moscone Convention Center, All Halls, 747 Howard Street, San Francisco, CA 94103. They should also be addressed as direct shipments. Use the Direct Shipment Labels located in this section. If you are using one of the overnight courier services such as Federal Express, DHL, etc., your shipment cannot be delivered on the weekend to the Moscone Convention Center. Be sure to check the Target Floor Plan for allowable days. Off Target deliveries will be charged extra.

3. **FREIGHT REMINDERS**

The following are basic reminders that will help you in preparing your booth displays and products for shipment:

- Insure all shipments from the time that they leave your company until they return from the show. Your present insurance company can add a rider to your current policy.
- Pack your materials properly in sturdy shipping crates or containers.
- Label your shipments with the following information included:

Company Name
Booth Number
Game Developers Conference 2019

- Ship early and prepay all shipments. All shipments received at the show site will be delivered after all advance shipments made to the GES warehouse.
- Whether you route your shipments through the official show carriers or through your regular carrier, use only those carriers that provide bills of lading showing a piece count and weight.
- Do not store your product in cartons, crates, or boxes labeled for empty storage.



- At the close of the show, pick up a bill of lading from the GES Service Desk. Provide all information for re-forwarding shipments on the bill of lading and return to the GES Service Desk by 10am on Saturday, March 23, 2019.

4. **CONTAINER REMOVAL, ACCESSIBLE STORAGE AND EMPTIES RETURN**

Fire regulations prohibit storage of crates, cartons, and literature behind booths. All crates and related materials must be removed from the show floor by 4:00pm Tuesday, March 20th.

Empty crates will be removed from your exhibit space, stored during the show, and returned to your booth at the end of the show, provided they are correctly labeled with empty labels. Please remember that empty crates and cartons are returned only if they are properly labeled. Labels are available at the GES Service Desk. Clearly mark all labels with your company name and booth number.

Limited accessible storage will be available during the show hours. The R-12: Skid Accessible Storage Order Form is located in this section of the website.

5. **DIRECT SHIPMENTS**

Direct shipments to the Moscone Convention Center will only be accepted by GES **according to the Target Floorplan. If items arrive off your target move-in times, extra charges will be charged.**

Direct shipments should be addressed as follows:

c/o GES
Game Developers Conference
(Your Company Name & Booth Number)
Moscone Convention Center
747 Howard Street
San Francisco, CA 94103-3118
United States of America

The Moscone Convention Center will not accept any advance deliveries made prior to Sunday, March 17th, 2019. Packages arriving earlier will be returned to sender.



6. EARLY RETURNS

Special arrangements must be made through the GES Service Desk for early return of empty containers. A fee will be charged for this service due to limited storage in the facility.

Exhibitors will order this service through the GES Service Desk. When all containers are ready for removal, the exhibitor must go to the Service Desk and request a foreman to mark the early return containers with special labels. The foreman will come to the exhibitor's booth with a labor worker to remove these containers in order to avoid confusion with regular empty containers. Do not mark early return containers as empty. The foreman will handle all marking.

7. OFFICIAL CONTRATOR OF ALL ONSITE FREIGHT HANDLING

GES is the official contractor with the responsibility for unloading, delivery, reloading, and processing of all exhibitor freight shipments and is responsible for maintaining traffic schedules for the truck marshaling area, loading docks, and freight doors.

8. HAND CARRY ITEMS

An Exhibitor may hand carry one load of materials (through the front door of the Expo Hall only), providing it can be moved in one trip without the use of dollies, hand trucks or other mechanical equipment. See the Labor, Equipment & Storage section of this website for more information about the show site work rules.

9. INTERNATIONAL SHIPMENTS

International shipments will require special consideration not covered in this manual. Exhibitors should contact an international freight forwarder to obtain specific details. For additional information regarding international shipments, contact GES Logistics at 702-515-5970 or www.ges.com/logistics/quote/



SHIPPING, DRAYAGE & MATERIAL HANDLING

FREQUENTLY ASKED FREIGHT & DRAYAGE QUESTIONS

Q: If I have my own dolly or hand truck, can I use them?

A: No, the union has jurisdiction on the operation of all material handling equipment, including dollies and hand trucks.

Q: What can I carry in or out of the facility by myself?

A: Only what you can carry by yourself (one person) in one trip and with no equipment (no dolly or handcart).

Q: If my booth is damaged during move-in/move out, what can I do?

A: Unfortunately, accidents do happen. GES has very limited liability. Exhibitors are strongly urged to insure the booth and its contents from the time it leaves your facility. In the event that your booth is damaged on move-in, the contractor will do what he can to help you make your booth “event ready”.

Q: I don't plan to move out on closing day. Will my booth and its contents be secured for the evening?

A: Do not leave anything valuable in your booth overnight. All hand-carried items should be removed promptly after the closing of the exhibits floor. Pack as much as you can, before you leave the hall. Clearly label everything and inform the GES Service Desk when you intend to return to move out.

Please note: If you are located in a last-in/ first-out area, you **MUST** pack up your booth immediately, once the exhibit floor closes.



REGULATIONS & GUIDELINES

AUTOMOBILE REQUEST FORM

DEADLINE: FEBRUARY 8, 2019

PLEASE RETURN THIS FORM TO:

Nelia Nunes
Operations Manager
nelia.nunes@ubm.com

Approval for automobiles to be displayed will only be considered for spaces of 20 x 20 or larger. Clearly labeled rendering and/or drawing with dimensions of the proposed placement of the automobile MUST be submitted with this request form either by email or fax. You will receive a response to your request. Final approval for automobiles to be displayed at the event will be made after a Hold Harmless agreement issued by UBM LLC is signed by the exhibiting company.

The Exhibitor must also provide Show Management with proof of insurance that the vehicle is insured for full reinstatement and replacement of the automobile. The Insurance certificate must also name UBM LLC, its officers, directors, agents and employees, Global Experience Specialists (GES), its officers, directors, agents and employees, and The Moscone Convention Center, its officers, directors, agents and employees as additional insured.

The proof of insurance must also show Commercial General Liability with coverage limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and Property Damage and Loss of Income coverage with coverage limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance coverage shall provide coverage while the Vehicle is in transit, as well as while the Vehicle is located at the Venue.

Exhibiting Company _____ Booth Number _____

Exhibitor Contact (Please Print) _____

Email _____ Phone _____

Automobile Year _____ Automobile Make _____

Automobile Model _____ Automobile Estimated Value _____

Is there also a Hanging Sign? _____

Exhibitor Signature _____ Date _____

Event Management Approval _____ Date _____

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER

C/O **GES**
YRC
499 Valley Drive
Brisbane, CA 94005 USA

Shipment Should Arrive on or Between:
Tuesday, Feb 12, 2019 - Monday, March 11, 2019

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.

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER

C/O **GES**
YRC
499 Valley Drive
Brisbane, CA 94005 USA

Shipment Should Arrive on or Between:
Tuesday, Feb 12, 2019 - Monday, March 11, 2019

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.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER

C/O GES
Moscone Center
747 Howard St
San Francisco, CA 94103 USA

Shipment Should Arrive on or Between:

Sunday, March 17, 2019 after 8:00 AM - Tuesday, March 19, 2019 by 10:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

024670164

BOOTH NUMBER

C/O GES
Moscone Center
747 Howard St
San Francisco, CA 94103 USA

Shipment Should Arrive on or Between:

Sunday, March 17, 2019 after 8:00 AM - Tuesday, March 19, 2019 by 10:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Target Move-In and Freight Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center

March 20 - 22, 2019



Form Tips:

- A targeted move-in is a designated day and time for arrival of a particular exhibitor or exhibit area depending on their location within the facility, according to a target map/floor plan.
- Your assigned target is the date and time that your truck must check into the marshalling yard. Once the marshalling yard sends your truck to the building to start unloading your company's truck, your exhibit/samples are taken directly to your booth space.
- As long as your truck arrives on or before your target time on your targeted date, there is no additional off-target charge.
- Find your targeted/scheduled time for move-in by reviewing the Targeted Floor Plan provided by the show organizer for target move-in times. This is for the move-in of your exhibit only. Your product can arrive at a later date.



Attention:

Attention:

- All inbound exhibit material and equipment is specifically targeted by booth number.
- Please refer to target assignments contained in this section.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.
- Every attempt will be made to accommodate all inbound deliveries within their targeted day. However, there can be no guarantees with respect to absolute delivery dates and times.
- We recommend scheduling installation labor to begin the day after your inbound target assignment.
- It remains the exhibitors' responsibility to ensure that their freight is loaded to accommodate the inbound target assignments. Please plan carefully.
- Off-target freight and equipment may be refused and/or rescheduled. Off Target Surcharge: 25% (\$30 minimum) will apply to all inbound shipments arriving off-target. Please refer to Target Schedule.

Important Reminders



Reminder

- A target assignment is the point at which direct deliveries may begin checking in. It is not the point at which set-up should be scheduled.
- Freight shipped through our warehouse will be delivered prior to the beginning of your assigned target date and time.
- Route your shipments carefully. Utilize only carriers who provide Bills of Lading and can be contacted at any point in time.
- Insure your material from the time it leaves your facility until it is returned.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.

Correct:



Incorrect:



Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/024670164/contactus/esm>

R-21/R-22 012118 030719 024670164

Request for Variance to Assigned Target Time

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Form Deadline Date:
February 25, 2019

Company Name

Booth Number

Contact Name

Phone Number

Fax Number

Email Address

Address

City

State

Zip

Country

Current Assigned Target Date/Time

New Requested Target Date/Time

Reason for request:

Important information

- All change request forms due by February 25, 2019.
- This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.
- Please send completed form via email to Ron Joseph at RJoseph@ges.com.

Off Target - Late/Early to Show Site Surcharge:

A 25% (\$30 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.

Questions?



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/024670164/contactus/esm>

R-23 012118 030719 024670164

Request for Pre-Printed Outbound Material Handling Release/Labels

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Form Deadline Date:
February 25, 2019



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by February 25, 2019.
- Want an easier way? Submit your information online: <https://e.ges.com/024670164/prePrint/esm>

Step 1. Tell us the location of materials for pickup (show site address).

Company/Consignee	Carrier	Attention		
747 Howard St	San Francisco	CA	94103	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Step 2. Tell us the location where freight should be sent.

Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Show site Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicenter®. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



Freight Service Questionnaire

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
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Form Deadline Date:
February 25, 2019

Company Name

Email

Phone Number

Booth Number



Attention

Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/024670164/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

2. Indicate total number of trucks in each category that you will use:

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Phone Number:

5. Print the name of person in charge of your move-in:

Phone Number:

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

Direct Shipments Only

1. What date and time are you scheduling your shipment(s) to arrive on-site?

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



Marshaling Yard and Direct Deliveries Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Tips For New Exhibitors



What is a marshaling yard? The marshaling yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

Why is a marshaling yard used? Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

Savings



- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

Marshaling Yard Site Address:

Pier 80
San Francisco, CA 94124
USA

Marshaling Yard Process

It is important that you advise your carrier of this marshaling yard information to better facilitate your direct shipment to showsite.

- All delivering carriers and privately owned vehicles must check in at the marshaling yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the marshaling yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Moscone Center as space is available. Waiting time at the marshaling yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Moscone Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the marshaling yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

Contact us for Assistance with your Inbound Freight Arrangements



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/024670164/contactus/esm>

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Chat with us <http://www.ges.com/chat>



Show Site Storage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicer. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid, one skid minimum. This charge includes one-time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicer.
- Standard labor rates apply for each delivery to the booth or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	216.00		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	Total
705044	Storage, ST	124.75	155.50	186.50			\$
705044	Storage, OT	217.25	272.75	327.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024670164/labor/esm>

Step 2. Schedule Additional Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	Total
705200	5,000#, ST	187.50	234.25	281.25			\$
705200	5,000#, OT	262.50	327.50	393.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024670164/labor/esm>

Chat with us <http://www.ges.com/chat>

Form Continues on Next Page



Show Site Storage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

Cartload Service Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Form Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van



SUV



Small Pickup

Important Reminders



- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates.
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.
- To receive this service, go to the Marshaling Yard and watch for the Cartload Service signs.
- Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time, Dock to Booth	173.00	1	\$
200506	Cartload Service, Straight Time, Booth to Dock	173.00	1	\$
200506	Cartload Service, Over Time, Dock to Booth	173.00	1	\$
200506	Cartload Service, Over Time, Booth to Dock	173.00	1	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

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Vehicle Placement Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Form Deadline Date:
February 25, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

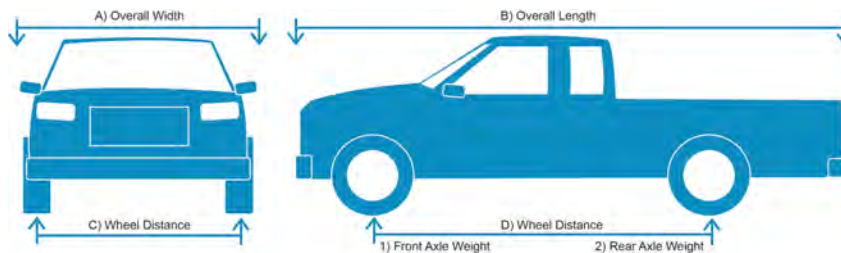
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.



Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.
- **Please contact Ron Joseph, at (650) 452-0515 RJoseph@ges.com to schedule a specific time when to have your vehicle ready to be placed onto the trade show floor.**

Step 1. Provide Vehicle Information



Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight
1.								
2.								
3.								

Exhibitor will be at show site on _____, 20_____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

* Please attach separate sheet for more than 3 vehicles.

Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Spotting, per vehicle	400.75		\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$



Installation and Dismantling Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	124.75	155.50	186.75			\$
705000	Install & Dismantle, ST Move Out	124.75	155.50	186.75			\$
705000	Install & Dismantle, OT Move In	217.50	273.00	326.75			\$
705000	Install & Dismantle, OT Move Out	217.50	273.00	326.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024670164/labor/esm>

Step 2. Please Indicate Service



What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1 (A 30% (\$ 50.00 minimum) surcharge will be added)

- ☐ GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:

<https://e.ges.com/024670164/laborchecklist/esm>

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 30% (\$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

L-1 010919 030719 024670164

Form Continues on Next Page



Installation and Dismantling Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name

Email

Phone Number

Booth Number



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

Option 2

- ☐ Exhibitor Supervised
- Indicate workers needed for installation and dismantling.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- ☐ Pop-Up ☐ Two Story ☐ Custom
☐ Other: _____

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

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LABOR EQUIPMENT & STORAGE

FREQUENTLY ASKED LABOR QUESTIONS

Q: Isn't the Official Service Contractor and the union the same thing?

A: No. The Official Service Contractor, GES, is a major service contractor, as are other decorating companies. They must go to the union hall to hire labor for exhibitors. GES Management personnel are non-union. **ONLY** GES can provide the following services: electrical, plumbing, cleaning, and material handling.

Q: I want to use an Exhibitor Appointed Contractor- what do I need to do?

A: Exhibitors who wish to utilize an Exhibitor Appointed Contractor (EAC) must follow the guidelines below. Please note: **Workers of this type cannot physically erect the booth, unless they are members of the appropriate Union Local.**

If outside labor will be hired YOU MUST complete these steps:

1. **NOTICE OF INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR (EAC)**
2. **[CERTIFICATE OF INSURANCE \(COI\) SUBMISSION](#) BY EAC AND THEIR SUB-CONTRACTORS TO [CERT FOCUS](#)**
3. **SUB-CONTRACTOR NOTICE OF INTENT**
4. **[AGREEMENT AND RULES & REGULATIONS BETWEEN GES & EAC](#)**
5. **IF REQUESTED BY SHOW MANAGEMENT, SUPPLY SUPPLEMENTAL INFORMATION FOR REVIEW.**

Q: Why can't I unload my truck/trailer/van by myself?

A: Union jurisdictions prevail over the operations of all material handling equipment, all unloading and reloading, and handling of empty containers. GES has the responsibility to manage all docks, marshalling yards, and the scheduling of all vehicles in order to ensure a smooth and efficient move-in and move-out. Therefore, GES also has the responsibility of receiving and handling all exhibit materials and empty crates.

Q: What can I carry myself? Can I use a dolly or hand truck?

A: An exhibitor may move material (through the front door of the Expo Hall only) that can be hand-carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Q: My booth is so simple...just a "pop-up" and takes only minutes to set-up. Can I do it myself?

A: A 10' X 10" display ("pop-ups") may be set-up by an exhibitor if one person can accomplish the task in no more than 30 minutes (including crating and uncrating) and without the use of any tools. A pop-up booth is an exhibit of 10 linear feet or less that can be carried and set-up without tools or a ladder. The union steward reserves the right to determine whether or not Union labor is required to set-up the exhibitor's booth.

Q: If my EAC (Exhibitor Appointed Contractor) is available to begin work earlier than the published move-in hours, can they have access to the exhibit floor?

A: No. Due to security and liability reasons, everyone must adhere to the published show and move-in/move-out hours.

Q: Can I lay my own carpet in the booth?

A: No. Only Union workers may do so—either GES labor or an EAC.

Forklift Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	187.50	234.25	281.25			\$
705200	5,000#, ST Move Out	187.50	234.25	281.25			\$
705200	5,000#, OT Move In	262.50	327.50	393.75			\$
705200	5,000#, OT Move Out	262.50	327.50	393.75			\$

Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	124.75	155.50	186.75			\$
705030	Freight, ST Move Out	124.75	155.50	186.75			\$
705030	Freight, OT Move In	217.50	273.00	326.75			\$
705030	Freight, OT Move Out	217.50	273.00	326.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024670164/labor/esm>

Step 2. Labor Information



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- ☐ Uncrating ☐ Unskidding ☐ Positioning
☐ Leveling ☐ Dismantling ☐ Re-crating
☐ Reskidding

Additional labor will be assigned if necessary.

Forklift Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

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T-1 120518



REGULATIONS & GUIDELINES

MANDATORY BOOTH & HANGING SIGN RENDERING SUBMISSION FORM

DEADLINE: February 8, 2019

PLEASE RETURN THIS FORM TO:

Nelia Nunes
Operations Manager
nelia.nunes@ubm.com

Approval for hanging signs will be considered for peninsula booths or island booths (20' X 20' space or larger) *only*, provided the signs are not objectionable in content and there are no physical constraints at the facility. Show Management **MUST** see a complete rendering with clearly labeled dimensions of both booth & hanging sign in one drawing prior to approval.

Maximum height for signage (and total booth structure) is 23 feet. There must be 3' of clearance from the top of the booth and the bottom of the sign. Signs must hang at least 10' from any adjoining/adjacent booth.

GES is responsible for supervision, assembly, installation & removal of all hanging signs.

Exhibiting Company _____

Booth Number _____

Exhibitor Contact (Please Print) _____

Fax _____ Phone _____ Email _____

Height and Width of Sign _____

Weight of Sign _____

Number of Feet from Floor to Top of Sign _____

Number of Feet from Floor to Top of Booth _____

Is this sign motorized? _____

Exhibitor Signature _____ Date _____

PLEASE NOTE:

Once you receive approval from Show Management for your sign, you must also complete the GES Hanging Sign Order Form found in the Labor, Equipment and Storage section of the website. You must also use the shipping label on the Hanging Sign/Truss Information Form to ship your sign. Please send the GES Hanging Sign order form directly to GES.

Hanging Sign Labor Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center

March 20 - 22, 2019

Please complete and return the Hanging Sign Labor Order Form by February 25, 2019.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs.

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include show site Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

Truss and Hoists:

GES is responsible for assembly, installation, and removal of all truss.

- All truss must be designed to comply with Show Organizer rules and regulations as well as facility limitations.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Hoist maintenance records should be available for inspection by GES.

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Hanging Sign Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- A crew will be assigned consisting of a lift with two riggers for aerial work.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Lift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift, ST Move In	706.75	883.25	1,060.00			\$
705300	High Lift, ST Move Out	706.75	883.25	1,060.00			\$
705300	High Lift, OT Move In	883.25	1,104.00	1,325.25			\$
705300	High Lift, OT Move Out	883.25	1,104.00	1,325.25			\$

Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, ST Move In Only	124.75	155.50	186.75			\$
705020	Sign Assembly, OT Move In Only	217.50	273.00	326.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024670164/labor/esm>



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

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Form Continues on Next Page



Hanging Sign Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

Type of Sign

- ☐ Banner ☐ Structural Signage
☐ Systems ☐ Moss

Dimensions and Weight of Sign

Width _____ Height _____
Length _____ Total Weight _____ lbs

Height

Number of feet from floor to top of sign:
_____ Feet

Must be compliant with Show Rules and Regulations.

Electrical

Is your sign electrical?

- ☐ Yes ☐ No

How much power is required for the sign?

Are rotators required?

- ☐ Yes ☐ No

If yes, How many? _____

- ☐ Exhibitor Owned ☐ GES Rental

Shape of Sign

- ☐ Square ☐ Rectangle
☐ Triangle ☐ Circle
☐ Serpentine ☐ Other _____

Pick Points

Number of structural pick points _____

Weight at each pick point _____

Have you submitted your structurally engineered rigging points? _____

Dates Submitted _____

Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign Labor Rate and Information.

Hoists

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? _____

- ☐ Exhibitor Owned ☐ GES Rental

Supervision

Do you want to supervise the hanging of your sign?

- ☐ Yes ☐ No

If yes, schedule the date you would like the sign to be hung in Step 3 of this form.

Please provide GES with a contact name and number to discuss _____

If no, GES will supervise without exhibitor present.

- A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Your hanging sign received in the Advanced Warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign orientation must be given by providing surrounding booth numbers.



Hanging Sign Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs. Supplied rigging hardware is chargeable and will be added to invoice.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

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Booth Layout - Hanging Signs

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Form Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Front of Booth

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

0240670164

Booth Number

**C/O GES
YRC
499 Valley Drive
Brisbane, CA 94005 USA**

***Shipment Should Arrive on or Between:
Tuesday, Feb 12, 2019 - Monday, March 11, 2019***

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.

Carrier _____
Number _____ of _____ pieces



ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Game Developers Conference

Name of Exhibition

0240670164

Booth Number

**C/O GES
YRC
499 Valley Drive
Brisbane, CA 94005 USA**

***Shipment Should Arrive on or Between:
Tuesday, Feb 12, 2019 - Monday, March 11, 2019***

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.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Electrical Chain Hoist and Truss Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- Sign and/or truss points exceeding 200 lbs. will require a hoist.
- Order your chain hoists and truss through GES and save transportation and freight charges as well as costly downtime.
- Hoist and rotating motors include: transportation charges, and drayage fees. When ordering your hoists and/or truss directly from GES, we will install on straight time prior to your arrival, if possible.
- GES Supplied rigging hardware is chargeable and will be added to invoice.
- If you are using an outside vendor to provide your equipment you are required to order temporary truss power for your chain hoists. Use one (1) 10 Amp 208/3 phase for every two (2) motors. For six (6) or more motors use one (1) 60 Amp 208/3 phase outlet. Please order power by completing the Electrical Outlets Order Form provided in this manual.
- Any overhead power distribution for lighting and truss requests, will require the use of a high lift and crew. Please refer to the Electrical Booth Work Labor Order Form to see equipment/crew hourly rates. Rates are based on when a complete order is received
- Enjoy a fast and easy ordering experience online with Expresso: <http://e.ges.com/024670164/hoist/esm>
- Questions? Please call (650) 333-1692.

Step 1. Order Chain Hoists

CM Lodestar Chain Hoists

☐ Yes, hoist is being used for hanging sign

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	657.25	913.50		\$
702132	Hoist, Electric Chain, 1/2 TON	604.75	840.75		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Rotating Motors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	345.75	480.50		\$
609106	Rotating Motor 250#	431.75	600.25		\$
609105	Rotating Motor 500#	605.00	840.75		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Tomcat Aluminum Truss

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
608131	Truss, 12" Box, Black, Per Foot	20.70	29.00		\$
608132	Truss, 12" Box, Silver, Per Foot	20.70	29.00		\$
608135	Truss, 12" Corner Block, Black	83.25	115.75		\$
608136	Truss, 12" Corner Block, Silver	83.25	115.75		\$

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Electrical Chain Hoist and Truss Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:

February 25, 2019

Company Name

Email

Phone Number

Step 2. Please Indicate Service

Option 1

- ☐ Exhibitor Supervised (Do not proceed)
- You must schedule date & time below as well as # of electricians and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- There is no charge for this supervision
 - This option is highly recommended so that work can be completed prior to your arrival onsite.
 - If left unchecked and a booth layout is available, GES will proceed with the floor work.

Please include Electrical Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

Cancellation Policy: Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation

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Stagehand Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- GES needs a .dwg drawing of all truss and lighting rigging, including rigging point loads and load path, per our facility agreement. To receive discount pricing, GES must receive a suitable drawing by the discount deadline date. Failure to provide an engineered print with load calculations prior to discount deadline date may delay your move-in date.
- Don't forget to order labor for Move In and Move Out.
- When scheduling, keep in mind time must be allowed for workmen to gather necessary tools from the labor desk, have the work checked by the exhibitor and return tools to the labor desk.
- Straight Time (ST): Monday through Friday from 8:00 AM to 3:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Labor without Equipment, per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X	# Workers	X	# Hours	=	Total
705094	Stagehand Labor, ST Move In	166.00	207.75	248.75						\$
705094	Stagehand Labor, ST Move Out	166.00	207.75	248.75						\$
705094	Stagehand Labor, OT Move In	331.75	414.75	497.75						\$
705094	Stagehand Labor, OT Move Out	331.75	414.75	497.75						\$

Type of Stagehand Labor:

- ☐ High Rigger ☐ Ground Rigger ☐ Lighting Electrics ☐ Multi-source Technician
☐ Sound Technician ☐ Programmer

Lift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift, ST Move In	706.75	883.25	1,060.00			\$
705300	High Lift, ST Move Out	706.75	883.25	1,060.00			\$
705300	High Lift, OT Move In	883.25	1,104.00	1,325.25			\$
705300	High Lift, OT Move Out	883.25	1,104.00	1,325.25			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024670164/labor/esm>

H-9 112118 cstm 030719 024670164

Form Continues on Next Page



Stagehand Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 3. Schedule Stagehand Labor

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and forklift will apply.

For truss labor the minimum charge is one (1) hour per electrician and eight (8) hours per Head of Department Stagehand and Five (5) hours per extra Stagehand. Labor thereafter is charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs. Supplied rigging hardware is chargeable and will be added to invoice.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$



Overhead Lighting Package Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name Email Phone Number Booth Number

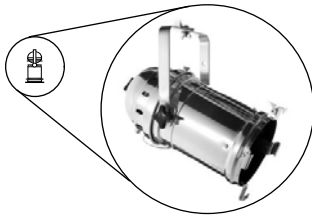
GES requires an engineered drawing of all truss and lighting two weeks prior to event. Failure to provide an engineered drawing with pick points and weights may delay your move-in date and increase exhibitor cost.

Step 1. Select Fixture Type

Please indicate fixture:

☐ Par

☐ Leko



Step 2. Order Lights

Par Cans / Leko (price per fixture)

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702225	1 to 4 1000 Watt Par/Leko	941.75	1,309.25		\$
	↳ Includes: Rigging Hardware, Power, Lift and Material				
702226	5 to 10 1000 Watt Par/Leko	852.25	1,184.75		\$
	↳ Includes: Rigging Hardware, Power, Lift and Material				
702227	11 and above 1000 Watt Par/Leko	762.50	1,060.00		\$
	↳ Includes: Rigging Hardware, Power, Lift and Material				

A full line of accessories and custom systems are available. Please call 650.333.1692 for more information.

Package includes a half hour to focus. Any additional focusing will be charged for lift and labor based on actual time.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

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Cleaning and Porter Service Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.44	0.62		1	\$
500600	Duration of Show (per sq. ft. per day)	0.43	0.60		3	\$
500602	Per Day (per sq. ft. per day)	0.43	0.60			\$
Facility Surcharge %					10	\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.89	1.24		\$
Facility Surcharge %					10 \$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	172.75	240.25			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	191.00	265.50			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	224.75	312.00			\$
Facility Surcharge %					10	\$

Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.



Electrical Checklist

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
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<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work, Equipment Rental and Electrical Hanging Sign)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
<input type="checkbox"/> Hanging Signs	Payment and order along with sign in our advance warehouse must be in by the discount deadline date to receive the discount rate. All signs that exceed 300lbs, rotate or require electricity should be discussed with the electrical service contractor.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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E-1a 100417

Electrical Safety and Regulation

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center

March 20 - 22, 2019

1. GES Electrical Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All facility overhead and floor distribution of electrical wiring. All materials for floor distribution must be supplied by GES Electrical. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
2. Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our systems. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.
4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.
5. Serious risks are involved, which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public and to avoid code violations, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
 - Cube taps and multi-headed extension cords are not allowed.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
 - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
 - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
 - 5 amp 120 volt: Standard U-ground cord cap
 - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
 - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1phase or 3phase: Litton-Veam Plug CIR01GRH
6. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. A fee of \$300.00 may be assessed for the safety and rules violation.

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7. GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a GES Electrician.

**Reminder:**

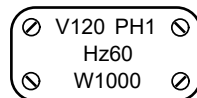
- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

Game Developers Conference

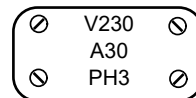
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How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/ampage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

Is this price listed for power per day?

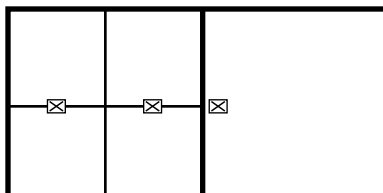
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

Where does the power come from?

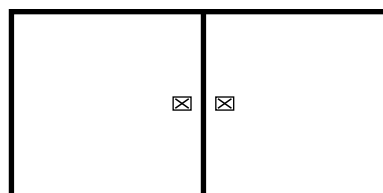
The power sources come from different areas depending on the halls. Halls may have catwalks available which means the power will drop from the ceiling. In other halls, the power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

Where will my power be located?

For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

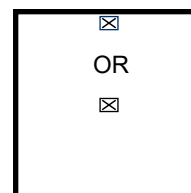


Inline Booths



Peninsula Booths

Back-to-Back Peninsula Booths



Island/Pavillion Booths

One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. GES Electrical has different lighting options available. Contact GES Electrical department pre-show for suggestions and recommendations.

Can I hang my own lights?

Exhibitors (not EAC's) may hang up to four (4) arm lights per total booth space as long as the power does not exceed 2000 watts/20 amps.

Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for GES Electrical lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the four (4) arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). GES Electrical must also receive an electrical floor plan for placements of the 1000 watt overhead lights.



How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Hanging Signs require lift equipment to reach the ceiling and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to GES Electrical office by the discount deadline date.

Electrical Outlets Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.
- Any overhead power distribution for lighting and truss requests, will require the use of a high lift and crew. Please refer to the Electrical Booth Work Labor Order Form to see equipment/crew hourly rates. Rates are based on when a complete order is received.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	175.25	243.25		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	416.50	579.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	474.75	660.25		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	577.75	803.25		\$

208v Motor and Equipment Outlets (1P and 3P)*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	832.50	1,157.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	924.00	1,284.25		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,014.75	1,410.75		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,287.50	1,789.75		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,650.75	2,294.75		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,558.75	3,556.50		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	4,123.00	4,123.00		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	6.95	9.65		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



24 Hour Electrical Outlets Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.
- Any overhead power distribution for lighting and truss requests, will require the use of a high lift and crew. Please refer to the Electrical Booth Work Labor Order Form to see equipment/crew hourly rates. Rates are based on when a complete order is received.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	350.50	486.50		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	833.00	1,158.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	949.50	1,320.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	1,155.50	1,606.50		\$

208v Motor and Equipment Outlets (1P and 3P)*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	1,665.00	2,314.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,848.00	2,568.50		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	2,029.50	2,821.50		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	2,575.00	3,579.50		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	3,301.50	4,589.50		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	5,117.50	7,113.00		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	8,246.00	8,246.00		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	6.95	9.65		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.



Lighting Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

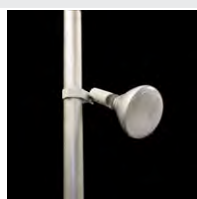
Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



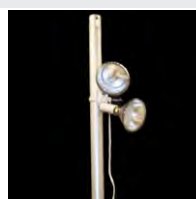
Easy Ordering Tips:

- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.

700350



700352



Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700350	Floodlight, 120 Watt*	174.25	242.25		\$
700352	Floodlight, 120 Watt Double*	337.75	469.25		\$

Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

* On Stanction, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Lighting Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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Form Continues on Next Page



Electrical Floorwork Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 3:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705060	Electrical, ST	166.00	207.75	248.75			\$
705060	Electrical, OT	331.75	414.75	497.75			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A scheduled date and time is necessary for this option.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Floor Work (Under Carpet Electrical Distribution)

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of electricians and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.
 - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- A 20% (\$50 minimum) surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) main drop location?

☐ Yes ☐ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

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Form Continues on Next Page



Electrical Floorwork Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Electrical Floorwork Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



Electrical Booth Work Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 3:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705061	Electrical, ST	166.00	207.75	248.75			\$
705061	Electrical, OT	331.75	414.75	497.75			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705300	High Lift, ST	623.25	779.75	934.50			\$
705300	High Lift, OT	810.00	1,013.25	1,215.50			\$
705301	Scissor Lift, ST	425.00	532.00	638.50			\$
705301	Scissor Lift, OT	638.25	797.50	956.50			\$

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- ☐ Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps may require electrical labor.
- ☐ Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
- ☐ Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.

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Form Continues on Next Page



Electrical Booth Work Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Electrical Labor for Booth Work

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in the booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



Booth Layout - Electrical

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Form Deadline Date:
February 25, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact

Show Site Email

Show Site Phone Number



Main Drop Location



120 V _____ AMPS



208 V Single Phase _____ AMPS



208 V Three Phase _____ AMPS



480 V Three Phase _____ AMPS



Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Step 2. Draw Your Booth Layout

Back of Booth Number (indicate adjacent booth or aisle number: _____)

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

Front of (indicate adjacent booth or aisle number: _____)

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

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Lights-Out Policy / Request Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name Email Phone Number Booth Number

All exhibitors may request the lights located directly over their booth be turned off. Shrouding of lights and turning off of individual lights are done on a time, material, and equipment basis. Any eligible exhibiting company should submit this form.

For the purpose of lights out, there are three categories of requests.

1. **Over Booth** - Lights directly over exhibitor's booth. This request should be done in advance.
2. **Partial Over Booth** - Lights partially over exhibitor's booth and partially over adjacent aisle or exhibitor.
3. **Adjacent Aisle Lights** - Lights completely over adjacent aisle.

Lights in category 2 and 3 must be approved onsite by: Fire safety officials and affected neighboring exhibitors. In these instances, lights in question may be shrouded (fabric hung around light to screen light from a certain area).

In an effort to help exhibitors determine their lighting requirements as early in the move-in process as possible, there will be three designated "full lighting" periods during move-in. During these times exhibitors should determine if they wish to request additional lights out. If desired, exhibitors should follow these procedures for additional lights out.

- Complete and submit this "Lights-Out Request Form." This form and a lighting grid will be available at the Information/ Floor manager's Stations located throughout the show floor. With the completion of this form the exhibitor accepts any applicable charges associated with this request.
- Floor Manager will visit your booth with Fire Safety and GES personnel to approve the request.
- If approved, GES will turn off requested light or shroud as appropriate.

Lights-Out

Item Code	Description	Discount (\$)	Regular (\$)	# of lights	Total
700104	Lights Out Request	46.00	63.75		\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Lift and labor rates will apply. Please refer to Electrical Floorwork Labor Order Form to order appropriate lift and labor.

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Plumbing Services Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center

March 20 - 22, 2019

Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
 - Complete valid Payment and Credit Card Authorization
 - Order Plumbing Outlets
 - Schedule Plumbing Labor
 - Return Booth Layout for PlumbingIncomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

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Plumbing Services Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	774.50	1,076.50		\$
701038	Air Outlet, CFM requirements (minimum 5 CFM per outlet - price is per CFM)	18.30	25.50		\$
701039	Air Outlet, Connection	208.75	290.00		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	267.00	371.25		\$

Bottled Gases

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701034	Air hose, Cylinder 1/4" X 25	105.50	146.75		\$
701067	Compressed Nitrogen Cylinder	163.00	226.50		\$
701069	Regulator, Cylinder Gas	105.50	146.75		\$

Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	487.25	677.00		\$
701051	Drain Outlet, Connection	208.75	290.00		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	383.25	533.00		\$

Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	561.00	779.75		\$
701087	Water Outlet, Connection	239.50	332.50		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	439.50	610.75		\$

Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701090	Fill & Drain, 1-199 Gallons, Per Unit	395.25	549.75		\$
701092	Fill & Drain, 400+ Gallons, Per Unit	754.75	1,049.25		\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	581.50	808.00		\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.



Plumbing Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 3:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	148.00	185.25	222.50			\$
705011	Plumbing, OT	296.00	370.50	444.25			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A Scheduled date and time is necessary for this choice.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of plumbers and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- A 20% (\$50 minimum) surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

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Form Continues on Next Page



Plumbing Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
February 25, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Form Deadline Date:
February 25, 2019

Booth Number



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- Make a notation on the layout of where your plumbing outlets need to be installed.
- Indicate if you want the drop at a separate location from connection location. If so, indicate if you want hoses from drop point to connection point run under carpet.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

[illegible]

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Plumbing distribution points listed
- Readable/Legible

Front of Booth

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Notice of Intent to Use EAC and Policies and Procedures

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference
Moscone Center
March 20 - 22, 2019

Form Deadline Date:
February 15, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.**

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip/Postal Code: _____

Office Phone: (area code) _____ Fax: (area code) _____

Description of proposed service for Exhibitor: _____

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.
- PLEASE NOTE: All Certificates of Insurance must be uploaded through CertFocus here: <https://www.certfocus.com/expresso/>
*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES.

Please
Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

Review and Return Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



Agreement and Rules and Regulations between GES and EAC

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center
March 20 - 22, 2019

Form Deadline Date:

February 15, 2019

Company Name	Email	Phone Number	Booth Number
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Attention:

- **This form must be completed by the EAC.**

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to GES that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has uploaded certificates of insurance through CertFocus, confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name GES (Official Service Provider), UBM LLC, a part of Informa PLC (Show Management), Game Developers Conference (Show) and Moscone Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and GES harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with GES.
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

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Agreement and Rules and Regulations between GES and EAC

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center
March 20 - 22, 2019

Form Deadline Date:

February 15, 2019

Company Name	Email	Phone Number	Booth Number
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Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please
Sign

X

Authorized EAC's Signature

Authorized EAC's Name - Please Print

Date

Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip/Postal Code: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date

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EXHIBITOR APPOINTED CONTRACTOR (EAC's) & THIRD PARTIES

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

The following information includes mandatory Rules & Regulations that pertain to the use of an Exhibitor Appointed Contractor (Non-Official Service Contractor). An EAC is considered a company supervising, inspecting, building, and/or installing & dismantling booth properties/displays. This includes audio visual & security companies.

There are five items to be completed in requesting approval for an exhibitor appointed contractor.

1. [Notice of Intent to Use an Exhibitor Appointed Contractor \(EAC\)](#)
2. [Certificate of Insurance \(COI\) submission](#) by EAC and their sub-contractors to Cert Focus
3. Sub-contractor Notice of Intent
4. [Agreement and Rules & Regulations between GES & EAC](#)
5. If requested by show management, supply supplemental information for review.

Notification of EAC approval or denial will be sent by email.

1. NOTICE OF INTENT

Exhibitors must notify Show Management of the intention to utilize an exhibitor appointed contractor by **January 25, 2019**.

Exhibitors must inform Exhibitor Service Contractors that they must:

- ◆ Abide by all show rules and regulations including the Code of Conduct, and maintain safe work practices.
- ◆ Hire Union personnel per the instructions under the Exhibit Set-up/Material Handling section of the manual.
- ◆ Not solicit business on the show floor.
- ◆ Wear their identification badge at all times.
- ◆ Submit COI to Cert Focus.
- ◆ Complete Acknowledgement of GDC Rules & Regulations.

***MONEY SAVING TIP** – Please note that when ordering EAC's for booth labor, you will pay for labor beginning when they arrive on show site, regardless of whether your freight has been delivered or when they begin actually working. If you order labor from GES, labor charges begin when the freight has been delivered to your booth and work actually begins. Event Management cannot settle any labor disputes between exhibitors and their contracted EAC's.



2. CERTIFICATE OF INSURANCE

All Exhibitor Service Contractors and their sub-contractors must secure, maintain and submit proof of insurance to perform work. The COI should be prepared by a licensed insurance agent.

REQUIREMENTS FOR INSURANCE CERTIFICATE

1. **PRODUCER:** Insurance Agent/Broker who issues the certificate
2. **NAME OF INSURED:** Must be the legal name of the contracting party
3. **TYPES OF INSURANCE:** Must include types required by contract
4. **FORM OF COVERAGE:** Must be “occurrence” form of coverage
5. **NAME ADDITIONAL INSUREDS:** Global Experience Specialists, Inc. (GES) (Official Service Provider), UBM LLC, a Delaware limited liability company, a part of Informa plc (Show Management), Game Developers Conference 2019 (Show), and Moscone Center, ALL HALLS (Facility) as additional insureds on a primary and non-contributory basis.
6. **CERTIFICATE HOLDER:** Must be listed as:
Global Experience Specialists, Inc. (GES)
Exhibitor Services
7000 Lindell Road
Las Vegas, NV 89118
7. **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with **Thursday, March 14, 2019**
8. **POLICY EXPIRATION DATE:** Must be on or after **Monday, March 25, 2019**
9. **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
 - o Workers' Compensation Insurance in full compliance with all laws covering the contractor's employees, in accordance with the applicable laws in the state for which this event is being held or for where the work is being performed or of the state in which vendor is obligated to pay compensation to employees engaged in the performance of the work. (\$1,000,000 Each Accident, \$1,000,000 Disease- EA Employee, \$1,000,000 Disease – Policy Limit)
 - o Employer's Liability Insurance, covering injury or death of any employee, which may be outside the scope of Worker's Compensation Insurance.
 - o Comprehensive General Liability and Property Damage Liability Insurance including Bodily Injury and Property Damage limits not less than one million dollars (\$1,000,000) per occurrence and \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - o Automobile Liability on Any Auto, Hired Autos and Non-Owned Autos with limits no less than \$1,000,000.
 - o Fire Damage Insurance, limits not less than fifty thousand dollars (\$50,000).
 - o Medical Expenses for any one person with no less than five thousand dollars (\$5,000)
 - o Umbrella Liability Insurance not less than one million dollars (\$1,000,000) per occurrence, one million dollars (\$1,000,000) each aggregate.
10. **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative or Producer.

Information on what the COI must contain can be found [here](#).

The certificate must be submitted online by **January 25, 2019** via the following link:

<https://www.certfocus.com/expresso>



3. SUB-CONTRACTOR NOTICE OF INTENT

EAC should complete and submit one form per sub-contractor.

4. AGREEMENT AND RULES & REGULATIONS BETWEEN GES & EAC

Exhibitor Appointed Contractors must complete [Agreement and Rules & Regulations Between GES and EAC.](#)

5. SUPPLEMENTAL INFORMATION

Show Management may request supplemental information, such as references, work history, or company safety program before approving an exhibitor appointed contractor.



EXHIBITOR APPOINTED CONTRACTOR (EAC's) & THIRD PARTIES

**SUB-CONTRACTORS
NOTICE OF INTENT**

EAC's using sub-contractors must complete and submit this form by January 25, 2019. Complete one form per sub-contractor.

Submission of this form is required along with a [Certificate of Insurance](#) from the EAC and their sub-contractors. All requirements for EAC approval can found in the [Exhibitor Appointed Contractors section](#).

ALL INFORMATION BELOW REQUIRED

EAC Company_____	
EAC Contact_____	Title _____
Telephone Number _____	Mobile Number_____
Email_____	
Authorized Signature_____	Date_____
Sub-contractor_____	
Type of Work to be Performed _____	
Is this Company JUST Supervising? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Sub. Contact Name_____	
Sub. Contact Title_____	
Sub. Contact Email Address _____	
Sub. Contact Phone _____	Sub. Contact Mobile_____
EAC Address _____	City_____
State_____	Zip Code_____ Company Phone_____
Sub. Company Emergency 24-hour Telephone Number_____	
Estimated Number of Workers _____	Estimated Date of Arrival_____

Please Return To:

Nelia Nunes, Operations

nelia.nunes@ubm.com

DUE: January 25, 2019



EXHIBITOR APPOINTED CONTRACTOR (EAC's) & THIRD PARTIES

**NOTICE OF INTENT TO USE AN EXHIBITOR
APPOINTED CONTRACTOR**

If your company plans to use a contractor other than the official contractor (GES), please complete and submit this form by **January 25, 2019**. Submission is required along with a Certificate of Insurance from the EAC and their sub-contractors. EAC's must submit the Sub-contractor Notice of Intent. Completion by the EAC of the [Agreement and Rules & Regulations between GES & EAC](#) is also required. Supplemental information may be requested of the EAC. All requirements for EAC approval can found in the [Exhibitor Appointed Contractors](#) section. Notification of approval or denial will be sent by email.

ALL INFORMATION BELOW REQUIRED

Exhibiting Company _____	Booth Number _____
Exhibitor Contact _____	Title _____
Telephone Number _____	Mobile Number _____
Email _____	
Authorized Signature _____	Date _____
EAC (Independent Contractor/Display House) _____	
Type of Work to be Performed _____	
Is this Company JUST Supervising? YES <input type="checkbox"/> NO <input type="checkbox"/>	
EAC Contact Name _____	
EAC Contact Title _____	
EAC Contact Email Address _____	
EAC Contact Phone _____	EAC Contact Mobile _____
EAC Address _____	City _____
State _____	Zip Code _____ Company Phone _____
EAC Company Emergency 24-hour Telephone Number _____	
Estimated Number of Workers _____	Estimated Date of Arrival _____

Please Return To:

Nelia Nunes, Operations
nelia.nunes@ubm.com

DUE: January 25, 2019

Show Site Work Rules

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

Moscone Center
March 20 - 22, 2019

Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Decorators Union Jurisdiction

Union jurisdictions prevail over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. Any installation of exhibits or displays which requires the use of hand tools, or more than one person, or longer than thirty minutes (including crating and uncrating) to install, or exceeds ten feet in any direction, shall be installed by employees covered by this Agreement. One full-time company employee may supervise work with the Union crew.

Material Handling Union Jurisdictions

Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material that can be hand-carried by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

Electricians Union - Truss and Lighting

TSE is responsible for supervision, assembly and removal of truss assemblies for lighting, audio-visual equipment & special effects, whether hanging or floor standing. All power, electrical labor orders, and additional requirements for such equipment must be placed through TSE as the electrical contractor. Your representative may be present during the assembly or the installation / removal of your truss or lighting.

Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

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Stop. Think. Safety.

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

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Safety is very important for everyone working in the Exhibit Hall.

GES values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

Fire Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

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The following guidelines have been instituted by County Convention Facilities in order to ensure the safe operation of any convention or trade show in these facilities. Please cooperate in abiding by these regulations.

1. The use of the following materials, processes and equipment are prohibited.

Liquid petroleum gas [Ref. SFFC Article 82]
Gas operated cooking equipment
Cellulose Nitrate Motion Picture Film
Wood matches with all-surface strikes
Portable heating equipment
Flammable cryogenic gases
Overnight sleeping
Aerosol cans with flammable propellants
Glitter
Smoking in posted "No Smoking" areas
Stick-on decals
Fueling of motor vehicles
Helium balloons
Pressurized gas tanks, empty or full

NOTE: Oilpaper, tarpaper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

2. Combustion Engines: any autos, trucks, motorcycles, boats, other motorized vehicles or other flammable fueled engines displayed shall conform to the following requirements:
- a. Fuel tanks, unless never having held fuel, shall be maintained with a quantity not to exceed one quarter of tank capacity or five gallons, whichever is less. Caps for fuel tank fill pipes shall be of the locking type and be maintained locked and sealed in an approved manner to prevent the escape of vapors. No vehicle may be started or operated within any assembly building during show hours. This shall include garden tractors, chain saws, power plants, and other gasoline-powered equipment. Adding or removing fuel, on site, shall be prohibited. LPG fuel tanks shall be removed. Vehicles shall not be moved during show.
 - b. The electrical system shall be de-energized, either by:
 - 1. Removing the battery(ies); or
 - 2. Removing the battery cables; or
 - 3. Disconnecting both battery cables and covering them with electrical tape or other similar insulating material to prevent arcing.
 - 3. Exhibits shall be installed so as not to block emergency equipment, fire exits and equipment, including fire hose and hand fire extinguisher cabinets and fire pull boxes. Exhibits shall be installed so as not to interfere in way with access to or visibility of any required exit or exit sign.
 - 4. All aisle and display areas shall be free of obstruction.
 - 5. The following booth configurations require special approval:
 - a. Platforms exceeding 500 square feet in area (No combustible storage is permitted under platforms)
 - b. Exhibition booths with canopies
 - c. Single level covered exhibition booths
 - d. Booths/exhibits of a height exceeding 12'
 - e. Booths and other structures, constructed within a building equipped with an automatic sprinkler system, shall not be constructed with any roof, ceiling, or other enclosure which would prevent the sprinkler system from protecting the booth area.

6. The following provisions shall be applicable to all shows and/or exhibits:

- a. All decorative materials, or other combustible materials shall be made from a nonflammable material or shall be treated and maintained in a flame-retardant condition by means of a flame-retarding process approved by the Fire Department and/or the office of the State Fire Marshal.
- b. Treatments must be renewed as necessary or after cleaning. All treated materials or items must have a tag affixed (or a sign displayed in the booth) showing the date and type of treatment and the name of the firm which applied the treatment.

EXCEPTIONS:

- 1. Plywood or factory flame proofed cardboard is acceptable.
- 2. Tables may be covered with ordinary paper products if the material is attached flat against the table with no overhang.
- 3. Objects on display, such as arts or crafts, are not required to be flame retardant.

As a general rule, a material is not flame retardant if, after being ignited, the material continues to burn after the igniting flame has been removed.

7. If your equipment is flammable, you can either not use it and buy new material that is flame resistant from a company with a California Flame Retardant Certificate, or simply get it treated by a company licensed by the state of California, obtaining a Flame Retardant Certificate at that time. Only California Certificates will be accepted, and they must be prominently attached to the material used so they may be easily seen by the Fire Marshal. This does not apply to your product or any decorations provided by the official decorator. Self treatment of materials is not allowed.
8. All electrical devices shall meet the following qualifications:
- a. All electrical equipment, cords, extensions, etc., must be Underwriters Laboratories (UL) approved, and shall meet all city and state codes.
 - b. Flexible extension cords must be of adequate size and type for the equipment/appliances used. These extensions must be of the 3-prong, grounded type.
 - c. Clamp-on types of portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrapping permanently attached to the lamp holder clamp. Use of ceramic porcelain or molded composition type of neck-shell is the only type approved for use in San Francisco Convention Facilities. On/off switches are usually located in the neck.
9. Literature on display shall be limited to reasonable quantities (1 day's supply). Reserve quantities shall be kept in closed containers and stored in a neat and compact manner, free and clear of electrical cables or junction boxes.

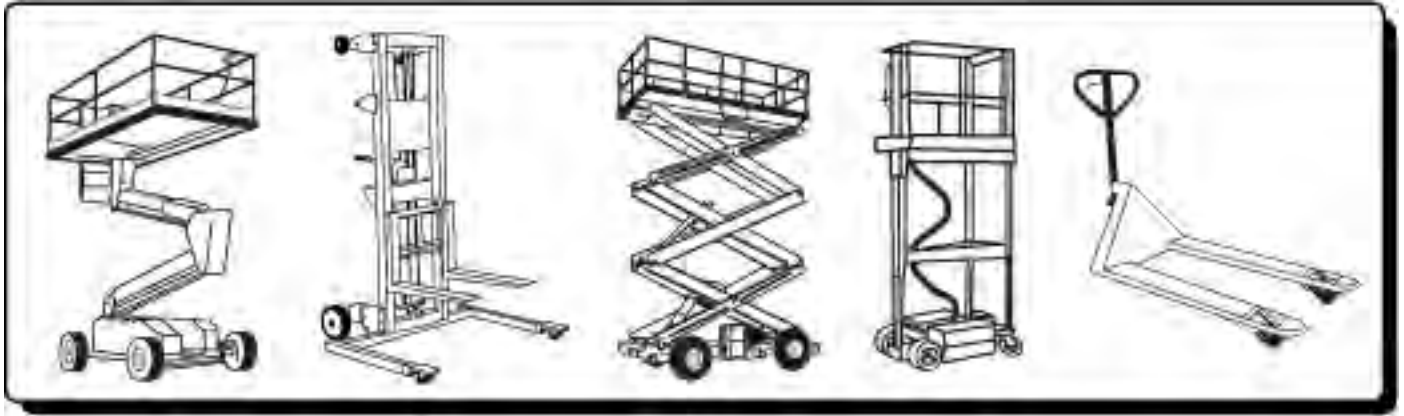
Since most crates and cartons are not constructed of non-flame resistant wood and packing materials are not flame retardant, storage of these items are not permitted within Convention Facilities. Storage of any kind is prohibited behind the back drapes or display wall, or inside display area.

All cartons, crates, containers, packing materials, etc., which are necessary for repacking shall be labeled with "EMPTY" stickers and removed from the floor.

Operation of All Mechanical Lifts

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone



- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present on the show floor at their own risk.

Thank you for your complete cooperation.

GES Payment Policy

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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Chat with us <http://www.ges.com/chat>



GES Terms and Conditions of Contract

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Game Developers Conference

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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **Agents:** GES' agents, sub-contractors, carriers and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Unsupervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use unsupervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

a. **Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.

b. **Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in advance for future Services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligation Indemnification

a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. **GES to Customer:** To the extent of GES's own negligence and/or willful misconduct and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

Chat with us <http://www.ges.com/chat>



VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30) days** after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

Payment Policy

Payment for Services: GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use the credit card authorization information that you enter on the website to charge your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.

Discount Prices: To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

Method of Payment: GES accepts MasterCard, Visa, American Express via this website.

Third Party Billing: Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt: If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline date.

Adjustments and Cancellations: No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use the credit card authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.



REGULATIONS & GUIDELINES

CODE OF CONDUCT

1. Purpose

We believe our community should be truly open for everyone. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, disability, ethnicity, or religion.

This code of conduct outlines our expectations for participant behavior, as well as the consequences for unacceptable behavior.

We invite all sponsors, speakers, attendees, media, exhibitors and other participants to help us realize a safe and positive conference experience for everyone.

All determinations of appropriate or inappropriate behavior are in UBM's sole discretion and the decision(s) of the UBM representatives on-site will be final.

2. Expected behavior includes, but is not limited to:

- Be considerate, respectful, and collaborative.
- Refrain from demeaning, discriminatory or harassing behavior, materials and speech.
- Be mindful of your surroundings and of your fellow participants. Alert conference organizers if you notice a dangerous situation or someone in distress.

3. Unacceptable behavior & materials include, but are not limited to:

- Unacceptable behaviors & materials include: intimidating, harassing, abusive, discriminatory, derogatory, or demeaning materials or conduct by any attendees of the event and related event activities. Many event venues are shared with members of the public; please be respectful to all patrons of these locations.
- Harassment includes: offensive comments (verbal, written, or otherwise) related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing materials, photography or recording; sustained disruption of talks or other events (whether verbal or otherwise); inappropriate physical contact, and unwelcome sexual attention.
- Wearing clothing that is not suitable for a professional work environment, that is provocative, or otherwise potentially offensive.
- Physical, written, verbal or other abuse, intimidation, threats, annoyance, harassment, stalking, pushing, shoving or use of any physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates apprehension in a person, as determined by UBM and its show management, in their sole discretion.
- Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner.



- Any boisterous, lewd or offensive behavior or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behavior or content that contains profanity, obscene gestures, or racial, religious or ethnic slurs,
- Possessing any open can, bottle or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol. Please drink responsibly.
- Possessing any illegal substance, including but not limited to narcotics, marijuana, or other illegal drugs. UBM does not tolerate the use or abuse of illegal substances anywhere in the Venue.
- Smoking – other than in designated areas.
- Assembling for the purpose of, or resulting in, disturbing the peace, or committing any unlawful act or engaging in any offensive behavior.
- Failure to obey any rules or regulations of the Venue.

4. Consequences of unacceptable behavior

Unacceptable behavior will not be tolerated whether by other attendees, media, speakers, volunteers, organizers, venue staff, sponsors, or exhibitors.

Anyone asked to stop unacceptable behavior is expected to comply immediately.

If a participant engages in unacceptable behavior, the conference organizers may take any action they deem appropriate, up to and including expulsion from the conference without warning or refund.

5. What to do if you witness or are subjected to unacceptable behavior

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please notify a conference organizer as soon as possible. All reports will remain completely confidential.

Event Staff will be available to help participants contact venue security or local law enforcement, to provide escorts, or to otherwise assist those experiencing unacceptable behavior to feel safe for the duration of the conference. You can report unacceptable behavior to any member of staff. Staff can be found in the Show Office onsite or you may email one of the contacts below.

6. Scope

We expect all conference participants (staff, sponsors, volunteers, speakers, attendees, and other guests) to abide by this code of conduct at all conference venues and conference-related social events.

7. Contact Information

Katie Stern, katie.stern@ubm.com

Thomas Amaral, thomas.amaral@ubm.com

The above policies may be revised at any time by UBM LLC and are non-negotiable. This Code of Conduct is without prejudice to UBM LLC's rights, all of which it expressly reserves.



REGULATIONS & GUIDELINES

LOBBY RULES & REGULATIONS

1) FLOOR PLAN & APPROVAL PROCESS

All first draft Floor plans must be submitted to Deanna Marankie, Deanna.marankie@ubm.com for Show Managements review which includes GES (show decorator), Moscone Convention Center and the Fire Marshal. Approval or requests for changes may be required so please have the first draft ready for review at least 60 days before the scheduled event. Final floor plans with the CAD version must be submitted to Deanna Marankie: Deanna.marankie@ubm.com before February 8, 2019. Engineered stamped drawings may be required depending on the complexity of the buildout.

2) EXHIBITOR APPOINTED CONTRACTORS (EACs & THIRD PARTIES)

Each vendor is required to complete the [EAC process](#), available from the [Exhibitors Service Manual](#). Vendors supporting multiple areas may list each area they are supporting on a single Certificate of Insurance and EAC submission. Show Management will provide the “booth” (area) names for this process.

3) POWER SOURCE

Lobby Sponsorships like Exhibit Booths are sold as clear, open space only. Additional power must be coordinated directly with the show’s approved onsite vendor.

4) TWO-STORY BUILDOUTS

Two-story buildouts are not permitted in the lobby areas of the Moscone Convention Center.

5) COVERED AREAS

Booths with full ceilings are not permitted. Acceptable ceilings must be at least: ¼” square open Grid pattern rather than a true ceiling/covering.

6) HEIGHT RESTRICTIONS

Structures and truss equipment must hang no less than 18” below the ceiling tiles and are required to use the designated rig points. A copy of the rig points in your assigned area are available upon request or you may view them by clicking here for the [Moscone Convention Center website](#).

7) SIGNAGE

Some signage may be included with the Lobby agreement, but is not always guaranteed to be included in a Lobby sponsorship. The GDC agreement will indicate sponsor and GDC's responsibilities for art development, production, installation/dismantle and shipment arrangements.

BANNER(S) - Size, art and placement must be approved by Show Management, before being produced and shipped. The Show Information section has all Marketing & Promotion details regarding additional banner locations and prices. Please contact your sales representative for details. Most banners must be arranged by the sponsor and GDC will install/dismantle.

22"x28" ID SIGN(S) - This sign will be placed within the perimeters of the contracted lobby space, to indicate the hours or featured schedule of the lobby presentation.

ARTWORK - Sponsor is responsible for developing and submitting print ready art work.

8) RIG POINTS

Only rig points within the perimeters of the contracted lobby area may be used. Rig points outside the lobby area, must be approved by Show Management. Sponsor must work directly with GES once floor plan is approved with Show Management.

9) AISLE SPACE

A minimum of 15' of clearance for attendees to safely pass through is required. This pertains to all perimeters (columns, stairs, escalators, etc) surrounding the lobby area, and may require corners from the lobby lounge footprint to be cut off in order to accommodate. Sponsors must maintain all equipment, setup and signage within the assigned lobby area and cannot have items extend beyond the perimeters into the aisles (including queuing).

12) WEIGHT & CAPACITIES

All Hall floors allow a maximum 125 pounds per square foot. Sponsors and vendors will work with GES once plans are submitted and approved by Moscone Convention Center and the Fire Marshall. Suggestion to submit plans in progress before deadlines, in order to identify areas needing further review and consideration.

REFER TO SHOW RULES & REGULATIONS FOR DETAILS ON ALL OTHER GENERAL REQUIREMENTS.



REGULATIONS & GUIDELINES

SHOW RULES & REGULATIONS

1) AISLE SPACE

Exhibitors shall not solicit business and distribute literature in aisles or outside the perimeter of their booth, or engage in any activity that leads to congestion in the aisles. Aisle logos, such as gels or footprints, are not allowed unless they are purchased as an official sponsorship.

2) AMERICANS WITH DISABILITIES ACT (ADA)

All exhibitors are required and shall be fully responsible for complying with the Americans with Disabilities Act (ADA) as well as local rules and regulations with regard to their participation in the conference and their booth space, including, but not limited to, the wheelchair access provisions of such laws. Exhibitors shall indemnify, defend and hold harmless UBM LLC, TechWeb, its officers, directors, agents, members and employees from and against any claims, liabilities, losses, damages and expenses (including attorneys' fees and expenses) resulting from or arising out of the exhibitors' failure or allegations of exhibitors' failure to comply with the provisions of the ADA or local rules and regulations. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301).

3) ANIMALS

No live animals are permitted. This does not include companion animals for people with disabilities.

4) ATTENDEE RESTRICTIONS

The conference is open to the trade only. No one under 18 years of age will be allowed on the show floor at any time. No one will be allowed on the show floor without a proper badge. Exhibitor Staff badges are for booth staff only. Demographic information is not included with the Exhibitor Staff badge; therefore, all clients and guests need to register as an expo or conference attendee.

5) AUTOMOBILES

Automobiles are allowed on the Exhibit Floor for booth 20' x 20' or larger, however exhibitors are required to sign a Hold Harmless Agreement **BEFORE** the auto is brought to show site. Please be sure to notify Show Management that you are planning to bring an auto to the event by filling out the Automobile Request Form found in this section of the website.

6) BADGES

Each exhibiting company receives booth staff badges for set-up staff. All other guests, customers, & clients will have to register as "Exhibits Only" and will have access to the show floor only during the posted exhibit floor hours. Demographic information will be required to order Exhibits-Only badges, and limited information will be required for staff badges.

7) BANNER REQUIREMENTS

Pole Pockets – Include 4" pole pockets on the top and bottom of the banner.

"Acceptable" condition is required. We strongly suggest banners are stored and/or shipped in round shipping cases and not folded or creased for storage or shipping prior to the event. In the case Show Management determines a banner to be unacceptable, the banner will not be displayed and a replacement banner may be created on-site using GES's services, at the Sponsor's expense.



8) BOOTH GIVEAWAYS AND SPONSORSHIP EXCLUSIVITY

If you are planning on giving away remembrances to attendees who visit your booth, please be sure that these mementos do not infringe on the exclusivity of any official sponsorships as you will not be allowed to give them out from your booth if they are an infringement. If you are concerned that your giveaway might fall into this category, please contact Show Management or your sales representative prior to production so as not to incur unnecessary costs. See the acceptable and unacceptable booth giveaways list in this section.

*Due to facility regulations, the following items are not permitted on the premises:
Stickers or Adhesive Backed Decals/Glitter or Confetti/Helium or Mylar Balloons

9) BOOTH REPRESENTATIVES AND STAFF

All company representatives shall wear badge identification furnished by Show Management at all times.

10) CODE OF CONDUCT

All exhibitors should be familiar with and abide the GDC Code of Conduct. For specific Code of Conduct information, please go to the GDC Website: <http://www.gdconf.com/codeofconduct.html>

11) CONVENTION CENTER RULES AND REGULATIONS – INCLUDES DRONE RULES AND REGULATIONS

All exhibitors should be familiar with the Moscone Convention Center's Rules and Regulations. For further information please visit www.moscone.com.

Moscone Convention Center's Drone Rules can be found here:

<http://www.moscone.com/site/do/mtgplanner/guideline/view?pid=187> (See rule #14)

12) DECORATOR

GES Exposition Services is the Official General Contractor. They are responsible for efficient operations of the show including scheduling freight at the loading dock, keeping aisles clear and delivering freight to the booths. GES Exposition Services will handle all material handling at the show (drayage), cleaning and the operation of any mechanical lifts. For questions and onsite orders please visit the GES Service Desk.

13) DEMONSTRATIONS, COSTUME CHARACTERS AND BOOTH ACTIVITIES INCLUDING SOUND LEVELS

Exhibitors shall not solicit business in aisles or engage in any activity that leads to congestion in the aisles. Exhibitors wishing to include demonstrations, presentations, drawings, or crowd gathering activities of any type must confine such activity within their specific booth space and during show hours only.

Costumed characters must remain in the confines of contracted booth space or designated area. Costumed characters may NOT stand in/roam the aisles or "work the crowd" outside of the Show entrance. The lobby and registration area is a "NO solicitation area" for all exhibitors. Any demonstrations or costumes found to be in poor taste or not within the scope of the show by Show Management is not permitted. For the safety of all show participants, we recommend the characters have someone with them (a guide) at all times. Characters and guides must be badged as exhibitors and conform to all other general rules, safety arrangements, and the GDC Code of Conduct (see rule #10).

Please take into consideration the placement of speakers and theater presentations when designing your booth properties and face the speakers so as to direct sound and light into the



booth rather than into the aisle. Sound demonstrations and lights should remain at a reasonable level and not disrupt neighboring exhibitors. See Booth Contract for further restrictions. Continued sound violations will be treated as a penalty and can result in priority point loss. Nothing louder than 85 decibels is allowed in the booth at any time.

*Due to facility regulations, the following items are not permitted on the premises:
Stickers or Adhesive Backed Decals/Glitter or Confetti/Helium or Mylar Balloons

14) DRONES

Please be advised that drones are not allowed to be operated anywhere in Moscone. There are very limited scenarios where this policy may be considered, however, prior review and approval (in writing) must be obtained from Moscone Convention Center Senior Leadership team and Show Management. Any such requests must be made at least 60 days prior to any event to allow for sufficient review time. This policy also applies to any un-manned vehicles.

15) EARLY MOVE-OUT

All exhibitors must stay on the show floor until the show floor closes on the last day. Early dismantling is not allowed. Any exhibitor who does not comply may not be allowed to participate in future shows.

16) ELECTRICAL SERVICE PROVIDER

All electrical service is provided by Trade Show Electrical, which is part of GES. If you have any questions that are not addressed in this Exhibitor Service Manual, please contact GES Customer Service at (800) 475-2098 or www.ges.com. The Electrical Service Order Form can be found in the Utilities section of the website.

17) EXHIBIT SET-UP

Union jurisdictions prevail over all set-up and dismantling of exhibits including signs and laying of carpet. A 10' X 10' display may be set by an exhibitor if one person can accomplish the task in no more than 30 minutes (including crating and uncrating) and without the use of any tools. Any installation of exhibits or displays which requires the use of hand tools, or more than one person, or longer than 30 minutes to install, or exceeds ten feet in any direction, must be installed by union employees. The union steward reserves the right to determine whether or not union labor is required to set-up the exhibitor's booth.



18) EXHIBITOR APPOINTED CONTRACTOR REQUIREMENTS – UPDATED FOR 2019

Exhibitors who wish to employ display houses or exhibit manufacturers to erect or dismantle their booth may have supervision of labor sent in from their supplier. Workers of this type cannot physically erect the booth, unless they are members of the appropriate Union Local. If outside labor will be hired YOU MUST:

- 1.) Submit the Exhibitor Notice of Intent to Use EAC form to Show Management by January 25, 2019.
- 2.) Submit L4: Notice of Intent to Use Exhibitor Appointed Contractor form to GES (Found in the Exhibitor Appointed Contractors (EAC's) & Third Parties section of this website).
- 3.) Provide an approved Certificate of Insurance
- 4.) EACs and other sub-contractors are required to submit their current - Workman's Compensation Experience Mod Rate (WC Mod #) on insurance company stationery. Those with a current WC Mod # of 1.4 and above will not be permitted to work on the show.
- 5.) All forms must be received by: January 25, 2019.

All questions regarding Exhibitor Appointed Contractors should be directed to Nelia Nunes nelia.nunes@ubm.com

19) EXHIBITOR EVENTS

It is Show Management policy that exhibitors cannot plan events that interfere with exhibit or conference hours, or with the conference events such as the Booth Crawl or a show management-offered Attendee Party. If you have any questions about whether your event interferes with the conference scheduling, please contact Show Management or your sales representative.

20) FLAMMABLE/HAZARDOUS MATERIALS REGULATIONS

Hazardous operations, including the use of flammable, explosive, or toxic materials, are not permitted. The Moscone Convention Center restricts the use of the following hazardous materials, including but not limited to: compressed flammable gasses, flammable gasses, and aerosol cans with flammable propellants. Any material, equipment, substance, or object which reasonably may endanger the life of, or cause bodily injury to, any person in the Moscone Convention Center, or which may reasonably constitute a hazard to the building or to any property therein will not be permitted. See the Fire Regulations Information in this section of the website.

Due to facility regulations, Helium or Mylar balloons are not permitted on the premises.

21) FOOD AND BEVERAGE SHOW RULES

All food and beverages handed out by an exhibitor on the exhibit floor (except small wrapped candies) must be ordered from the official caterer SMG of the Moscone Convention Center. Arrangements for outside food can be organized and will be charged a fee by SMG. To order food items, please contact Janice Vargas (jvargas@moscone.com) or Robert Duncan (rduncan@moscone.com) of the SMG catering office at the convention center. Also, see forms in Additional Show Services section of the website.

22) HAND-CARRIED ITEMS

Exhibitors may carry computers and appliances, provided it can be done reasonably by hand and in one trip. Exhibitors may also hand carry cases or cartons. Wheeled dollies are not permitted. Exhibitors may remove small computers and appliances from crates or boxes provided it can be done without a forklift or any power equipment. Common sense and safety will be considered when determining whether a package can be hand carried. Please be sure to thoroughly read the



information on union regulations in the Labor, Equipment and Storage section of this Exhibitor Service Manual.

23) HANDOUTS/LITERATURE DISTRIBUTION

Literature, samples, or other promotional materials may only be handed out within the confines of contracted booth space or designated areas. Any materials placed elsewhere will be discarded.

24) HARD HATS

Hard Hats must be worn for all those working on multi-level exhibit booths and those with a structural canopy and/or ceiling. OSHA states that hard hats must feature a hard outer shell and a lining that absorbs shock and incorporates a Headband. Straps should suspend from the shell about 1 inch to 1 ¼ inches away from the worker's head. **The OSHA industrial class of hard hat that is a requirement for workers on multi-level exhibit booths, and exhibits with a structural ceiling or canopy is the Class G - General Helmet.** These hard hats provide protection against impact and object penetration. Their voltage protection is limited to 2,200 volts.

25) HOSPITALITY SUITES/MEETING ROOMS

The Conference encourages exhibiting companies to operate a hospitality suite, demo suite, or meeting room. However, functions may not conflict with conference and exhibit floor hours, or any sponsored special event. Show Management retains space at the convention center, as well as at all host hotels. If your company wishes to arrange for a meeting room in the Center, or to stage an after-hours reception, please contact your sales representative to make sure there are no conflicting dates or times with any other show activities. A limited number of meeting room packages are available, so check with your sales rep.

26) INDEMNIFICATION

It is understood and agreed that neither Show Management, nor the owners, nor the lessors of the property which serves as the exposition hall, nor the management of these properties, can or will be responsible for the safety of exhibits, exhibitors, or their employees against robbery, burglary, theft or damage by fire or any other cause. Show Management will provide perimeter security for the limited protection of property during hours when the exposition is closed. In all cases the Exhibitor is advised to insure its property against damage or loss, and insure itself against public liability at its own expense. The Exhibitor waives all claims of any kind against Game Developers Conference and/or UBM LLC, Show Management, or any of their directors or employees, arising from the conduct of the exposition and agrees that none of the parties referred to above shall be liable for any loss, damage or destruction of property belonging to the Exhibitor, its agents or its employees, while on the premises, nor for any other loss or damage whatsoever, including, without limiting the foregoing, any loss or damage to the Exhibitor's business by reason of failure to hold the conference and/or exhibition, or failure to provide space for an exhibit or the removal of an exhibit, for any action of Management and the owners and lessors of the exposition areas of the Moscone Convention Center, harmless from claims by the Exhibitor's agents or employees or by any other persons arising out of any act or omission connected with the Exhibitor's participation in the conference and/or exposition, whether negligent or not.

27) INTERACTIVE DISPLAYS & LINE CONTROL

If you have any type of interactive display, you must have a three-foot clearance from the aisle(s) to allow for crowds. All demonstrations must maintain a professional presence. Any demonstration found to be in poor taste or not within the scope of the show by Show Management is not permitted. Line control and management is the responsibility of the exhibitor. All booths must have a line/crowd control plan. For larger booths of 2,400 square feet and larger, line management plans must be incorporated into their booth rendering.



28) MEETINGS ON THE SHOW FLOOR

Though the show floor will open at 8:00 am for move-in, no one will be allowed on the show floor during non-exhibit hours without an exhibitor staff badge. Therefore no meetings with the press, clients, or staff without an exhibitor staff badge may be conducted in your booth or on the show floor during non-exhibit hours. The show floor is only available for these types of meetings during show floor hours.

29) MINORS

The conference is open to the trade only. No one under 18 years of age, including infants, will be allowed on the show floor at any time. There are no exceptions.

30) PHOTOGRAPHY/RECORDINGS

Photography requiring the use of tri-pods and video recording is strictly limited to the parameters of the exhibitor booth space. Video recording beyond booth space must adhere to the Moscone filming guidelines: <https://www.gdconf.com/filming-guidelines>

31) POWER SAWS

The use of power saws is prohibited inside the expo hall. You may use a power saw outside on the dock(s) if needed.

32) PROHIBITED EQUIPMENT AND OPERATIONS DURING SET-UP & DISMANTLING

- Materials-handling equipment which exceeds established emission levels.
- Electrically powered tools and equipment other than those listed by Underwrites Laboratories, Inc. or approved by a nationally recognized testing laboratory.
- Portable heating equipment.
- Painting with flammable or volatile paints and finishes.
- Any equipment or operation that increases the risk to fire and life safety.

33) PROHIBITED MATERIALS, PROCESSES AND EQUIPMENT

- | | |
|--|--|
| • Blasting agents, or explosives. | • Aerosol cans with flammable propellants. |
| • Pyrotechnics. | • Adhesive backed decals |
| • Flammable cryogenic gases. | • Balloons |
| • Smoking within the facilities. | • Confetti/Glitter |
| • Fueling of motor vehicles. | • Liquid petroleum gas |
| • Wood matches with all-surface strikes. | • Pressurized gas tanks, empty or full |
| • Cellulose nitrate motion picture film. | • Gas operated cooking equipment |
| | • Overnight sleeping |
| | • Portable heating equipment |

Please contact Nelia Nunes at nelia.nunes@ubm.com if you have questions.

34) PROPER FOOTWEAR

All booth staff in the hall during set-up and tear-down are required to wear closed toed shoes for safety purposes. Any exhibitors found not to be in compliance will be asked to leave the hall.



35) SECURITY

If you are using your own vendor to provide booth security, you must fill out the Security Form in the [Show Information section](#) and submit your security vendor's paperwork as described.

36) SELLING ON THE SHOW FLOOR

Selling is allowed in the designated exhibit areas with a valid California Seller's Permit. You must provide us with your Seller's Permit number prior to the show to avoid a penalty. Email your Seller's Permit number to nelia.nunes@ubm.com by February 8, 2019.

Permits are obtained from the State Board of Equalization by mail, fax, or downloaded off of the Internet. The Information Center and Permit Request Line phone number is 800-400-7115 or you can go to the web site www.boe.ca.gov and look for the form BOE-400-SPA.

For exhibiting companies located outside of California please call the Out of State District branch at 916-227-6600.

37) SIGNAGE RULES

All signs must be professionally produced and may not infringe upon neighboring booths. Very lightweight banners may be hung with "S" hooks off the drape. All signs that are floor supported must adhere to line-of-sight rules. See booth regulations for more info. Hanging signs are allowed for 20' x 20' and larger booths only and must be submitted for approval. See Hanging Sign information in this section for more details. You may contact GES for signage production or to order sign holders. Information on graphics and signage is located in the Booth Furnishing section of this website.

38) SMOKING POLICY

There is a no-smoking policy on the exhibit floor and throughout the facility. Smoking is only allowed outside of the building.

39) SPONSORSHIP BANNERS- WHAT THAT INCLUDES

The price of your sponsorship banner includes the placement of one logo or one banner depending upon sponsorship. The placement of additional logos may incur an extra fee. The Show Information section has all Marketing & Promotion details regarding banner locations and prices. Please contact your sales representative for details. Most banners must be provided by the sponsor.

40) STEP LADDERS

Step ladders being used by contractors are restricted to those below from **Types IA, I, II, III: Subpart X—Stairways and Ladders, Appendix A (American National Standards Institute (ANSI) 14.1, 14.2, 14.5 (1982)) of OSHA's Construction standards. Source for Type IAA: ANSI 14.1, 14.2, 14.5 (2009).** See table below:

Type	Duty Rating	Use	Load
1AA	Special Duty	Rugged	375 lbs.
1A	Extra Heavy Duty	Industrial	300 lbs.
I	Heavy Duty	Industrial	250 lbs.
II	Medium Duty	Commercial	225 lbs.



41) STORAGE- ONSITE RULES

Fire regulations prohibit storage of any kind behind exhibits, including empty packing materials. Please tag all your empties and have GES store them until move-out. Reserve quantities of literature must be stored away from electrical cables or junction boxes. Arrangements can be made with GES for on-site storage of excess items. See the Labor, Equipment and Storage section of this website for the Skid Accessible Storage Form to order.

42) SUBLETTING A BOOTH

No exhibitor may assign, sublet or apportion any of the space contracted for except with the prior written approval of Show Management.

43) TAXES AND LICENSES

Exhibitors shall be responsible for obtaining any licenses, permits, or approvals required under local or state law applicable to their activity at the exposition, which includes any music licensing needed under the ASCAP and BMI copyright laws. Exhibitors shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any government authority in connection with their activity at the conference.

44) TIPPING

Work Rules prohibit the solicitation and/or acceptance of tips by any employee, including all employees representing UBM LLC, GES, and the Moscone Convention Center. Should you be solicited for a tip, please report the incident to Show Management as soon as possible.

45) UNSPORTSMANLIKE CONDUCT

Tampering with another party's exhibit will not be tolerated. In such case the offender will be immediately removed from the exhibit floor at his/her own expense and will be restricted from future participation.

46) VR DEMO HYGIENE

Any exhibitor utilizing VR headsets for demoing is required to wipe down with disinfectant wipes or similar all of the equipment (HMD foam, lenses, nose bridge, controllers, headphone earcups) directly in front of the user.

PLEASE READ THE GES FIRE REGULATIONS INFORMATION



REGULATIONS & GUIDELINES

BOOTH RULES & REGULATIONS

1) BOOTH APPEARANCE

All booths, regardless of size, must adhere to the Rules & Regulations put forth in this manual. Drapery backgrounds are 8' high, with side rails approximately 3' high. ID signs are 11" X 17". **Island and peninsula booths will not be provided with drapery or signs.**

2) CANOPIES/CEILINGS

Booths with canopies or ceilings must be approved by the Moscone Convention Center Fire Marshal. Requests for approval must be submitted to Show Management and accompanied with a diagram of the exhibit design with dimensions. Please submit the Height Variance Request form located in this Section to Nelia Nunes: nelia.nunes@ubm.com before February 8, 2019. See Rule #6 for further instructions. Booths may require added fire watch security payable by the exhibitor to be determined by the Fire Marshal.

3) EXPOSED WALLS

All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from the aisles or adjoining booths. Exposed back and side walls may not display copy, logos, graphics, or any other advertising or signage (island booths are exempt). Exhibitors using curved pop-up backdrops/displays will be required to provide side masking drape, at their own expense if the curvature exposes the back scaffolding and/or electrical cords.

4) HANGING SIGN INFORMATION

All exhibit booth signs, banners, booth ceilings or canopies, lighting grids, or other exhibit-related equipment, should be free-standing and floor-supported. Attachment to exhibit hall ceiling beams or trusses is not permitted except when approved by Show Management and the Moscone Convention Center Management and installed by GES.

5) Approval for hanging signs will be considered for peninsula booths or island booths (20' X 20' space or larger) only, provided the signs are not objectionable in content and there are no physical constraints at the facility. Maximum height of signage (booth presence) in Exhibit Halls is 23 feet and the sign must hang at least 10 feet from any adjoining/adjacent booth. If you have a hanging sign, there must be at least 3' of clearance from the top of the booth to the bottom of the sign. Requests for approval must be submitted by filling out the Height Variance Request form (located in this section) and accompanied with a description and drawing of the item(s) to be hung, location of hanging points, total weight of the item(s) and any other pertinent technical information.

- The Show Management's Hanging Sign Request Form must be emailed to Nelia Nunes at nelia.nunes@ubm.com before February 8, 2019.
- Once the hanging sign is approved by Show Management - please read the GES Hanging Sign/Truss Labor Information sheet (H-1) and submit the GES Hanging Sign Labor Order Form (H-2) by February 25, 2019.

6) TWO-STORY EXHIBITS

Any exhibitor considering a two-story booth design must email a Height Variance Request form to Nelia Nunes nelia.nunes@ubm.com. The deadline to submit a Height Variance request for a two-story exhibit is by February 8, 2019. After the Variance Request has been approved by Show Management, we will



submit to the Fire Marshal. Covered booths may require added fire watch security payable by the exhibitor to be determined by the Fire Marshal. 2-story booths are allowed in the section of Hall D (Center Hall) that has a 24' ceiling area. Double decker booths are not allowed in the 18' area.

The second story of double decker booths cannot have a ceiling anywhere in Moscone Center.

7) NEIGHBOR NOTIFICATION

Once a Height Variance Request of 15 feet or higher has been approved for an exhibit of 2,400 square feet or larger, Show Management will notify the immediate neighbors (within 12 feet) on all four sides of the booth of the exhibitor's intent to build up. Please note that Show Management is unable to share neighboring exhibitor contact information or booth plans.

8) SIGHTLINES – NEW FOR 2019!

If your booth is 2400 sq feet or larger, displays and walls in the front 20% portion of the booth space facing in the following directions (closest to the entrance of the exhibit hall):

- NORTH if your booth is in Halls ABC ("South Hall")
- SOUTH if your booth is in Hall F ("North Hall:")
- EAST if your booth is in Halls DE ("corridor")

are limited to 4' in height. Machinery, equipment or products may not be shown on a raised/built-up platform or counter if they interfere with the height restrictions. If your display exceeds 4' in height, it is required that you place it away from the front 20% sightline area in the front of the booth in order to provide a "see-through" lane for neighboring exhibitors.

9) REQUEST TO EXCEED HEIGHT RESTRICTIONS & OTHER AMENDMENTS

If you are interested in making any variations to the standard rules and regulations regarding having canopies or ceilings, exceeding height restrictions where allowed or having two-story structures, and for hanging signs please follow the instructions below. This applies to Island and Peninsula Booths only. Read the pertinent booth construction rules in this section. If you are unsure about your booth design please contact Nelia Nunes: nelia.nunes@ubm.com. All requests must be received by February 8, 2019.

- Fill out all necessary forms: Hanging Sign Request form, Height Variance Request form, Automobile Request form, or Lights Out Request form.
- Email your requests to Nelia Nunes: nelia.nunes@ubm.com



- Include diagrams showing the design, canopy or height variances that you are requesting. Also include plan view, elevations, and dimensions. Do not submit an incomplete request. Any incomplete request will not be reviewed.
- Two-story booths and booths with ceilings need to be submitted to the Center after Show Management has approved the height of the booth. Once approved by Show Management, drawings will need to be submitted to the Fire Marshal.
- To insure that you do not incur additional costs (i.e. design cost or the tear down of an unapproved structure), please wait for Show Management's approval before beginning production or construction.
- Do not assume that a non-response to your request is an approval. Please follow up on your request by emailing Nelia Nunes: nelia.nunes@ubm.com
- If changes are made to a booth after initial approval you must submit any revisions to your design to Nelia Nunes: nelia.nunes@ubm.com

PLEASE BRING ALL CERTIFICATES OF FIREPROOFING, AND HAVE ALL U.S. CERTIFIED, ENGINEER STAMPED, STRUCTURAL DRAWINGS AVAILABLE ONSITE.



REGULATIONS & GUIDELINES

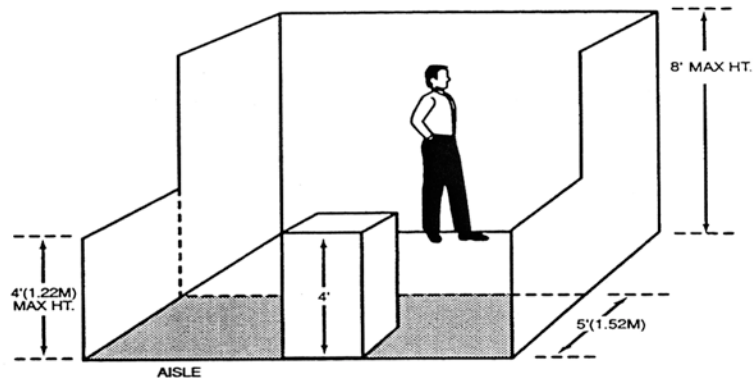
BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS STANDARD LINEAR BOOTH

STANDARD LINEAR BOOTH: One or more standard booth units (10 x 10) in a straight line.

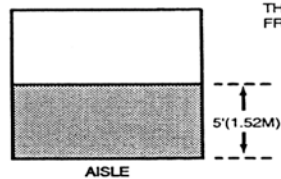
- Back 5' of booth has a maximum height of 8'.
- Front 5' of booth has maximum height of 4'.
- Displays are limited to 4' in height, in the front portion of each booth. Machinery, equipment or products may not be shown on a raised/built-up platform or counter if they interfere with the height restrictions. If your display exceeds 4' in height, it is required that you place it away from the 5' x 10' sightline area in the front of the booth in order to provide a "see-through" lane for neighboring exhibitors.
- If your booth space is 10' x 20' or larger, you may request to extend the height in the front portion of the booth, to allow for a column or pillar style booth (including a floor-supported header). Please fill out the Height Variance Request form, found in this section. You may be allowed to extend one 4 sq. ft. area or two 2 sq. ft. areas, to 8' in height. The Height Variance form is due to Nelia Nunes by February 8, 2019 – nelia.nunes@ubm.com
- All booths must be fully carpeted for safety and aesthetic reasons.

(Examples of standard linear booths on next page)

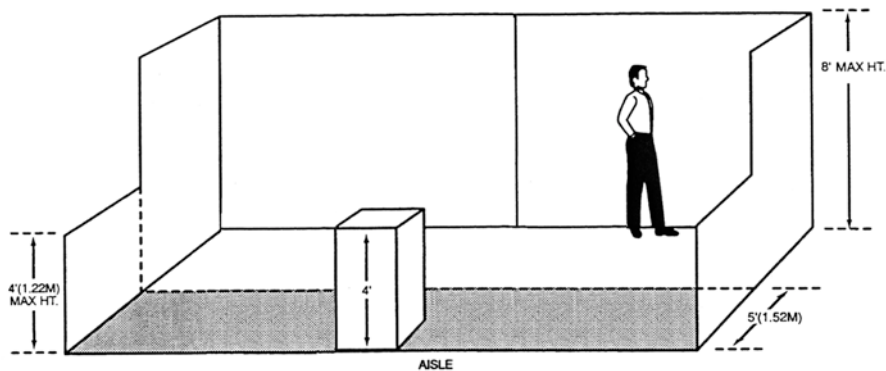
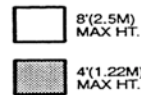
EXAMPLE OF STANDARD LINEAR BOOTHS:



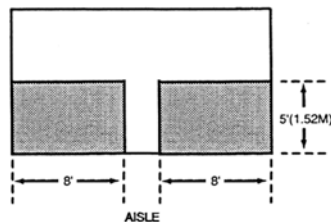
Single Standard Booth Unit



DISPLAY FIXTURES OVER 4' (1.22M) HIGH MUST BE CONFINED TO THAT AREA OF THE BOOTH THAT IS AT LEAST 5' (1.52M) FROM THE AISLE LINE



Two or More Standard Booth Units



SHOW MANAGEMENT MUST APPROVE ALL COLUMNS OR PILLARS.
PLEASE SUBMIT HEIGHT VARIANCE REQUEST AND DRAWINGS TO NELIA NUNES BY
FEBRUARY 8, 2019.
EMAIL: NELIA.NUNES@UBM.COM

REGULATIONS & GUIDELINES

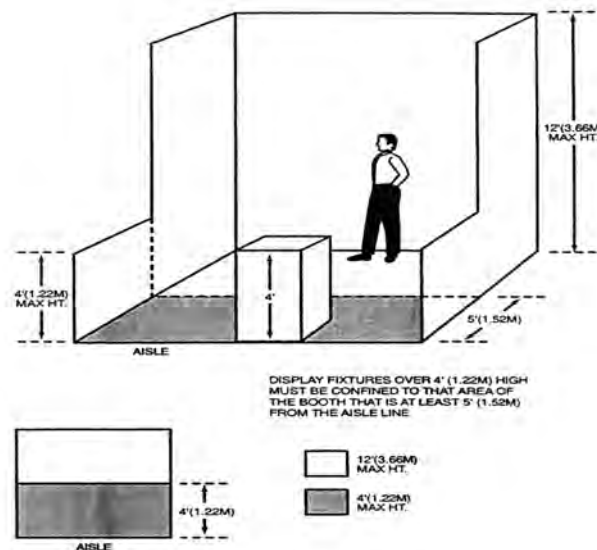
BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS

PERIMETER LINEAR BOOTH

PERIMETER LINEAR BOOTH: Standard booths located on the outer-perimeter wall of the exhibit floor.

- You may extend to 12' in height in the back 5' area of your booth.
- Front 5' of booth has maximum height of 4'.
- Displays are limited to 4' in height, in the front portion of each booth. Machinery, equipment or products may not be shown on a raised/built-up platform or counter if they interfere with the height restrictions. If your display exceeds 4' in height, it is required that you place it away from the 5' x 10' sightline area in the front of the booth in order to provide a "see-through" lane for neighboring exhibitors.
- If your booth space is 10' x 20' or larger, you may request to extend the height in the front portion of the booth, to allow for a column or pillar style booth (including a floor-supported header). Please fill out the Height Variance Request form, found in this section. You may be allowed to extend one 4 sq. ft. area or two 2 sq. ft. areas, to 8' in height. The Height Variance form is due to Nelia Nunes by February 9, 2019 – Email nelia.nunes@ubm.com
- All booths in Halls ABC and F must be carpeted entirely due to safety and aesthetic reasons. **NEW FOR 2019:** Please note that Halls DE are carpeted. You may purchase carpet if you wish to do so, but it is not required.

EXAMPLE OF A PERIMETER LINEAR BOOTH:



SHOW MANAGEMENT MUST APPROVE ALL COLUMNS OR PILLARS.
PLEASE SUBMIT HEIGHT VARIANCE REQUEST AND DRAWINGS TO NELIA NUNES BY
FEBRUARY 8, 2019. EMAIL: [NELIA.NUNES@UBM.COM](mailto:nelia.nunes@ubm.com)



REGULATIONS & GUIDELINES

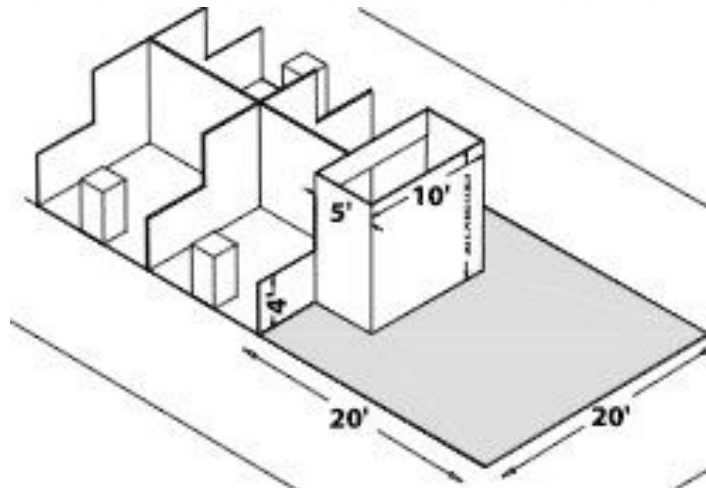
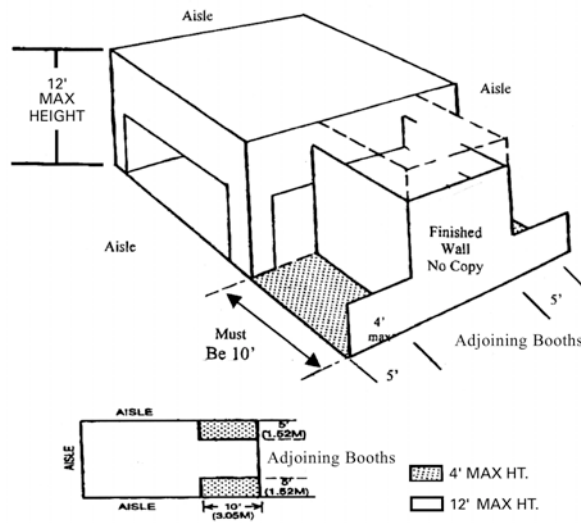
BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS PENINSULA BOOTH

PENINSULA BOOTH: A minimum of four standard linear booths (2 backed up to two) with aisle space on 3 sides of the configuration that backs up to Linear Booths, and is 20'x20' or larger.

- Maximum height of 12', (higher with Event Management approval.) Booth presence (including signs/graphics) can be 23' with show management pre-approval. All Peninsula booths must be sent to Nelia Nunes by **February 8, 2019** – Email nelia.nunes@ubm.com
- If you have a hanging sign, there must be at least 3' clearance from the top of the booth to the bottom of the sign and the total booth presence cannot exceed 23'.
- The backwall and all display fixtures are restricted to four feet (4') high within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Machinery, equipment, or products may not be shown on a raised/built-up platform or counter if they interfere with the height restrictions.
- If you have any type of interactive display, you must have a 3-foot clearance from the aisle(s) to allow for crowds.
- **NEW FOR 2019:** All booths in Halls ABC and F must be carpeted entirely due to safety and aesthetic reasons. Please note that Halls DE are carpeted. You may purchase carpet if you wish to do so, but it is not required.
- Any portion of the booth bordering another exhibitor's booth must have a finished back side and must not carry identification signs or other copy that would detract from the adjoining exhibit.
- Please bring all US Engineer-stamped, approved plans onsite for the Fire Marshal. The Fire Marshal reserves the right to deny booth construction without these plans.



EXAMPLE OF A PENINSULA BOOTH:



**ALL PENINSULA BOOTHS MUST SUBMIT BOOTH DRAWINGS FOR APPROVAL.
PLEASE SUBMIT YOUR DRAWINGS TO NELIA NUNES BY FEBRUARY 8, 2019.
EMAIL: NELIA.NUNES@UBM.COM**



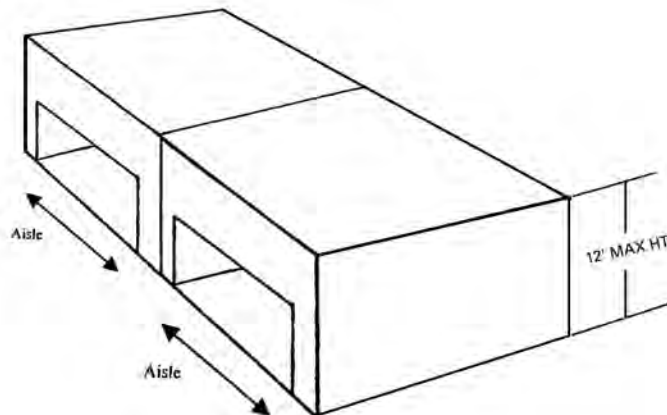
REGULATIONS & GUIDELINES

BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS SPLIT-ISLAND PENINSULA BOOTH

SPLIT-ISLAND PENINSULA BOOTH is a Peninsula Booth that shares a common back wall with another Peninsula Booth and that is 20' x 20' or larger.

- Maximum height of 12', (or higher with Show Management approval.) Booth presence (including signs/graphics) can be 23' with Show Management pre-approval. All Split-Island Peninsula booths must be sent to Nelia Nunes by **February 8, 2019** – Email nelia.nunes@ubm.com **Please make sure to consult the ceiling height charts in this section before designing your booth.**
- If you have a hanging sign, there must be at least 3' clearance from the top of the booth to the bottom of the sign and your entire booth presence cannot exceed 23'. Hanging sign must be 10' from the adjacent booth.
- If you have any type of interactive display, you must have a 3' clearance from the aisle(s) to allow for crowds.
- **NEW FOR 2019:** All booths in Halls ABC and F must be carpeted entirely due to safety and aesthetic reasons. Please note that Halls DE are carpeted. You may purchase carpet if you wish to do so, but it is not required.
- All exhibitors must bring a copy of their US Engineer-stamped plans onsite for the Fire Marshal. The Fire Marshal reserves the right to deny booth construction without these plans.

EXAMPLE OF A SPLIT-ISLAND BOOTH:



**SHOW MANAGEMENT MUST APPROVE ALL SPLIT ISLAND PENINSULA BOOTHS.
PLEASE SUBMIT YOUR DRAWINGS TO NELIA NUNES BY FEBRUARY 8, 2019.
EMAIL: [NELIA.NUNES@UBM.COM](mailto:nelia.nunes@ubm.com)**



REGULATIONS & GUIDELINES

BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS

ISLAND BOOTH

ISLAND BOOTH: A minimum of four standard booths with aisles surrounding all four sides of the exhibit.

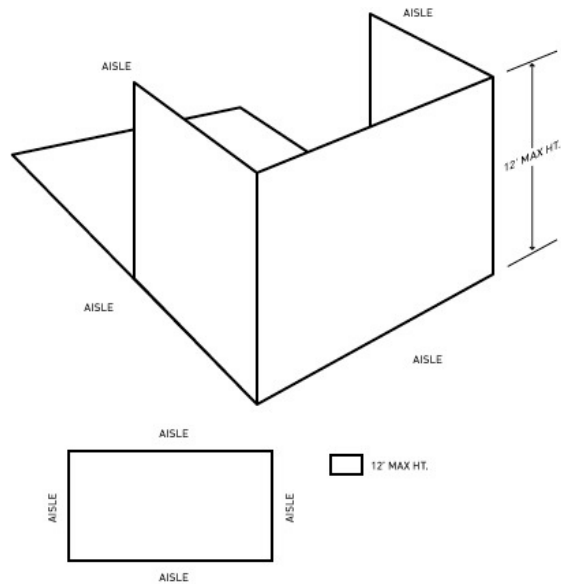
- The maximum height is 12', (higher with Show Management approval.) Booth presence (including signs/graphics) can be 23' with show management pre-approval. Request to exceed 12' must be sent to Nelia Nunes by **February 8, 2019** – Email nelia.nunes@ubm.com **Make sure to consult the ceiling height diagrams in this section before designing your booth.**
- Once a Height Variance Request of 15' or higher has been approved for an exhibit of 2,400 square feet or larger, Show Management will notify the immediate neighbors (within 12') on all four sides of the booth of the exhibitor's intent to build up. Please note that Show Management is unable to share neighboring exhibitor contact information or booth plans.
- **NEW FOR 2019:** For booth 2,400 square feet or larger, displays and walls in the front 20% portion of the booth space facing in the following directions (closest to the entrance of the exhibit hall):
 - NORTH if your booth is in Halls ABC ("South Hall")
 - SOUTH if your booth is in Hall F ("North Hall:")
 - EAST if your booth is in Halls DE ("corridor")

are limited to 4' in height. Machinery, equipment or products may not be shown on a raised/built-up platform or counter if they interfere with the height restrictions. If your display exceeds 4' in height, it is required that you place it away from the front 20% sightline area in the front of the booth in order to provide a "see-through" lane for neighboring exhibitors.

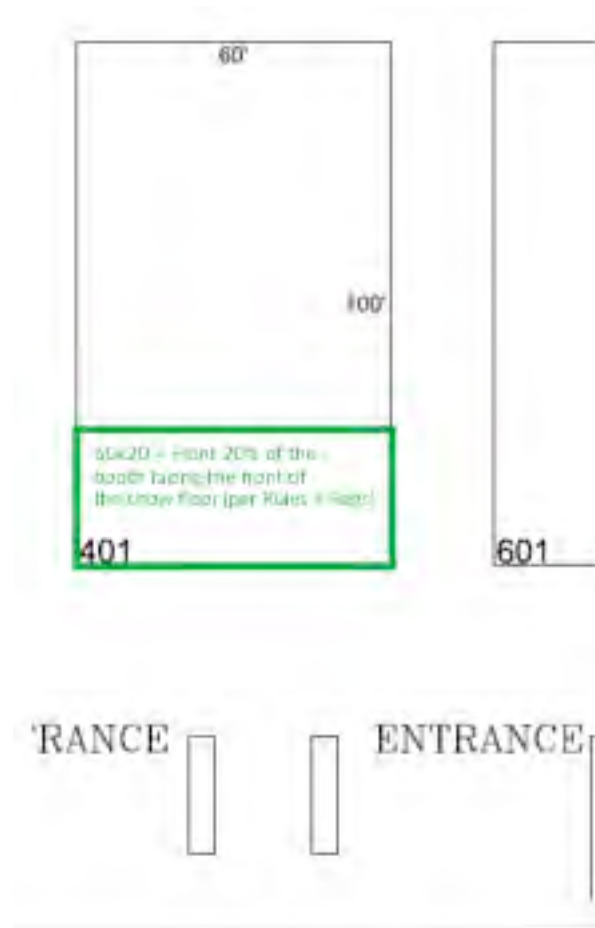
- If you have a hanging sign, there must be at least 3' clearance from the top of the booth to the bottom of the sign. Total height including sign cannot be higher than 23'.
- If you have any type of interactive display, you must have a 3-foot clearance from the aisle(s) to allow for crowds.
- Walls 4' and higher, may be installed in back 80% of the booth; however, 50 percent of the perimeter of the booth must be left open. Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.
- All booths in Halls ABC and F must be carpeted entirely due to safety and aesthetic reasons. **NEW FOR 2019:** Please note that Halls DE are carpeted. You may purchase carpet if you wish to do so, but it is not required.
- All exhibitors must bring a copy of their US Engineer-stamped plans onsite for the Fire Marshal. The Fire Marshal reserves the right to deny booth construction without these plans.

(Examples of island booths on next page)

EXAMPLE OF ISLAND BOOTH:



GDC¹⁹



SHOW MANAGEMENT MUST APPROVE ALL BOOTHS OVER 12 FEET.
PLEASE SUBMIT YOUR DRAWINGS TO NELIA NUNES BY FEBRUARY 8, 2019.
EMAIL: NELIA.NUNES@UBM.COM



REGULATIONS & GUIDELINES

MANDATORY BOOTH & HANGING SIGN RENDERING SUBMISSION FORM

DEADLINE: February 8, 2019

PLEASE RETURN THIS FORM TO:

Nelia Nunes
Operations Manager
nelia.nunes@ubm.com

Approval for hanging signs will be considered for peninsula booths or island booths (20' X 20' space or larger) *only*, provided the signs are not objectionable in content and there are no physical constraints at the facility. Show Management **MUST** see a complete rendering with clearly labeled dimensions of both booth & hanging sign in one drawing prior to approval.

Maximum height for signage (and total booth structure) is 23 feet. There must be 3' of clearance from the top of the booth and the bottom of the sign. Signs must hang at least 10' from any adjoining/adjacent booth.

GES is responsible for supervision, assembly, installation & removal of all hanging signs.

Exhibiting Company_____

Booth Number_____

Exhibitor Contact (Please Print) _____

Fax_____ Phone_____ Email_____

Height and Width of Sign_____

Weight of Sign_____

Number of Feet from Floor to Top of Sign_____

Number of Feet from Floor to Top of Booth_____

Is this sign motorized? _____

Exhibitor Signature_____ Date_____

PLEASE NOTE:

Once you receive approval from Show Management for your sign, you must also complete the GES Hanging Sign Order Form found in the Labor, Equipment and Storage section of the website. You must also use the shipping label on the Hanging Sign/Truss Information Form to ship your sign. Please send the GES Hanging Sign order form directly to GES.



REGULATIONS & GUIDELINES

**BOOTH HEIGHT VARIANCE
REQUEST FORM**

DEADLINE: February 8, 2019

PLEASE RETURN THIS FORM TO:

Nelia Nunes
Operations Manager
nelia.nunes@ubm.com

Approval for height variances will be considered for peninsula booths or island booths 20' X 20' space or larger - *only*, provided the increase in height is not detrimental to neighboring exhibitors.

Clearly labeled rendering and/or drawing with dimensions of the proposed structure *MUST* be submitted with this request form either by email or fax. You will receive a response to your request.

Exhibiting Company _____ Booth Number _____

Exhibitor Contact (Please Print) _____

Email _____ Phone _____

Describe the Needed Variance _____

Number of Feet from Floor to Top of the Booth _____

Is there also a Hanging Sign? _____

Exhibitor Signature _____ Date _____

Event Management Approval _____ Date _____



REGULATIONS & GUIDELINES

AUTOMOBILE REQUEST FORM

DEADLINE: FEBRUARY 8, 2019

PLEASE RETURN THIS FORM TO:

Nelia Nunes
Operations Manager
nelia.nunes@ubm.com

Approval for automobiles to be displayed will only be considered for spaces of 20 x 20 or larger. Clearly labeled rendering and/or drawing with dimensions of the proposed placement of the automobile MUST be submitted with this request form either by email or fax. You will receive a response to your request. Final approval for automobiles to be displayed at the event will be made after a Hold Harmless agreement issued by UBM LLC is signed by the exhibiting company.

The Exhibitor must also provide Show Management with proof of insurance that the vehicle is insured for full reinstatement and replacement of the automobile. The Insurance certificate must also name UBM LLC, its officers, directors, agents and employees, Global Experience Specialists (GES), its officers, directors, agents and employees, and The Moscone Convention Center, its officers, directors, agents and employees as additional insured.

The proof of insurance must also show Commercial General Liability with coverage limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and Property Damage and Loss of Income coverage with coverage limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance coverage shall provide coverage while the Vehicle is in transit, as well as while the Vehicle is located at the Venue.

Exhibiting Company _____ Booth Number _____

Exhibitor Contact (Please Print) _____

Email _____ Phone _____

Automobile Year _____ Automobile Make _____

Automobile Model _____ Automobile Estimated Value _____

Is there also a Hanging Sign? _____

Exhibitor Signature _____ Date _____

Event Management Approval _____ Date _____



REGULATIONS & GUIDELINES

LIGHTS OUT REQUEST FORM

DEADLINE: February 8, 2019

PLEASE RETURN THIS FORM TO:

Nelia Nunes
Operations Manager
nelia.nunes@ubm.com

All exhibitors may request the lights located directly over their booth be turned off. For the purpose of lights out, there are three categories of requests:

- 1. Over Booth - Lights directly over exhibitor's booth. This request should be done in advance.**
- 2. Partial Over Booth - Lights partially over exhibitor's booth and partially over adjacent aisle or exhibitor.**
- 3. Adjacent Aisle Lights - Lights completely over adjacent aisle.**

Lights in category 2 and 3 must be approved onsite by: Fire safety officials and affected neighboring exhibitors, as well as Show Management. In these instances, lights in question may be shrouded (fabric hung around light to screen light from a certain area).

Please be sure to also fill out the GES form E8 – Located in the Utilities section of the website.

Exhibiting Company _____ Booth Number _____

Exhibitor Contact (Please Print) _____

Email _____ Phone _____

Lights being requested off are:

Over Booth _____ Partial Over Booth _____ Adjacent Aisle Lights _____

Exhibitor Signature _____ Date _____

Event Management Approval _____ Date _____



REGULATIONS & GUIDELINES

ACCEPTABLE AND UNACCEPTABLE BOOTH GIVEAWAYS

If you are planning on providing giveaways to attendees who visit your booth, please be sure that these giveaways do not infringe on the exclusivity of any official sponsorship.

Examples of unacceptable booth giveaways:

The following items are covered under sponsorship exclusivity and cannot be distributed from your booth.

Badge holders/lanyards
Canvas Bags

The following items are not allowed in the facility:

Stickers
Adhesive Items
Glitter
Confetti
Outside Food and Beverage
Balloons

Examples of acceptable booth giveaways:

Ball Point Pens
Bookmarks
Calculators
Calendars
Coffee Mugs
Flashlights
Golf Balls & Tees
Hats
Key Chains
Laptop Cords

Luggage Tags
Mail Openers
Mechanical Pencils
Mini First-Aid Kits
Mouse Pad
Paper/Plastic Bags
Post-it Pads
Sunblock
T-shirts
Thumb drives
Toys

If you are concerned that your giveaway may infringe on sponsorships, or if you are interested in a giveaway item that is on the “not permitted” list above, please contact your sales representative to discuss your options.

***Show management reserves the right to evaluate the safety and offensiveness of novelty item handouts.**



EMERGENCY PREPAREDNESS PLAN

Moscone West

Revised: 04/14/10
Moscone West, 800 Howard Street, San Francisco, CA 94103
Telephone (415) 974-4000 Fax (415) 974-4073 www.moscone.com

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Introduction

It is the intent of the San Francisco Convention Facilities (SFCF) and SMG's management team to provide our clients, visitors, employees, and the City and County of San Francisco with a comprehensive emergency management plan to aid in ensuring maximum safety in the event of an emergency situation at the convention facilities. The full plan consists of several documents, with each document outlining an action program appropriate to a different audience.

This document, An Emergency Preparedness Plan, is written for the specific purpose of outlining an action plan appropriate for our clients and facility users. Its intent is to provide a general understanding of the roles played by convention center staff and management, as well as outside agencies, in any emergency situation. It is also intended to convey appropriate response measures to be taken by facility users, contractors, and related parties in assuring the greatest responsiveness and care for the safety of everyone in the facility.

We have committed to writing a basic guide to be followed during specific emergencies within our facilities. However, this plan should not be interpreted as the sole solution to all emergencies. Our intent is to minimize the problems of confusion and indecision that often accompany emergency situations. Flexibility and rationality are keys to successfully managing any emergency. We stress human safety above material loss at all times.

In addition to the safety of those within the facility, the San Francisco Convention Facilities and SMG have made efforts to work cooperatively with City agencies, public and private emergency support providers, and our surrounding neighborhood during emergency situations. We are committed to working cooperatively with the American Red Cross, law enforcement agencies, rescue agencies and neighborhood associations. Through the cooperative efforts of these agencies and the facility, a swift recovery from any emergency can be made safely.

Virtually all of the information in this plan establishes procedures to be followed by facility staff in responding to emergencies. **Your role is equally important in assuring the most effective emergency response to any situation. It is critical that as the facility user you review this plan with your own staff and that you establish an agreed upon location outside the facility for your staff to meet in the event of a building evacuation.** It is the responsibility of our staff to act in the interest of your safety and that of your attendees, exhibitors and employees, and we ask that you assist us by supporting our plan through cooperation and active listening in the event of any emergency.

Overview

The Moscone Center is San Francisco's premier meeting and exhibition facility. Located in the heart of the downtown district, the convention center is minutes away from the City's theaters, nightclubs, and business community. The Moscone Center anchors the central blocks of the 87-acre Yerba Buena Center, a major development devoted to public use facilities and parks. Immediately surrounding the convention center are the San Francisco Museum of Modern Art, Sony METREON, the Center for the Arts, the Yerba Buena Gardens, local businesses, and large residential complexes.

Moscone West is located at 800 Howard Street and includes:

First Floor

Lobby	27,540 square feet
Exhibit Hall	96,660 square feet

Second Floor

Lobby	28,261 square feet
Meeting Rooms 2000-2024	99,716 square feet

Third Floor

Lobby	28,261 square feet
Meeting Rooms 3000-3024	99,716 square feet

Basement Level

Loading Docks	9
---------------	---

Reporting an Emergency

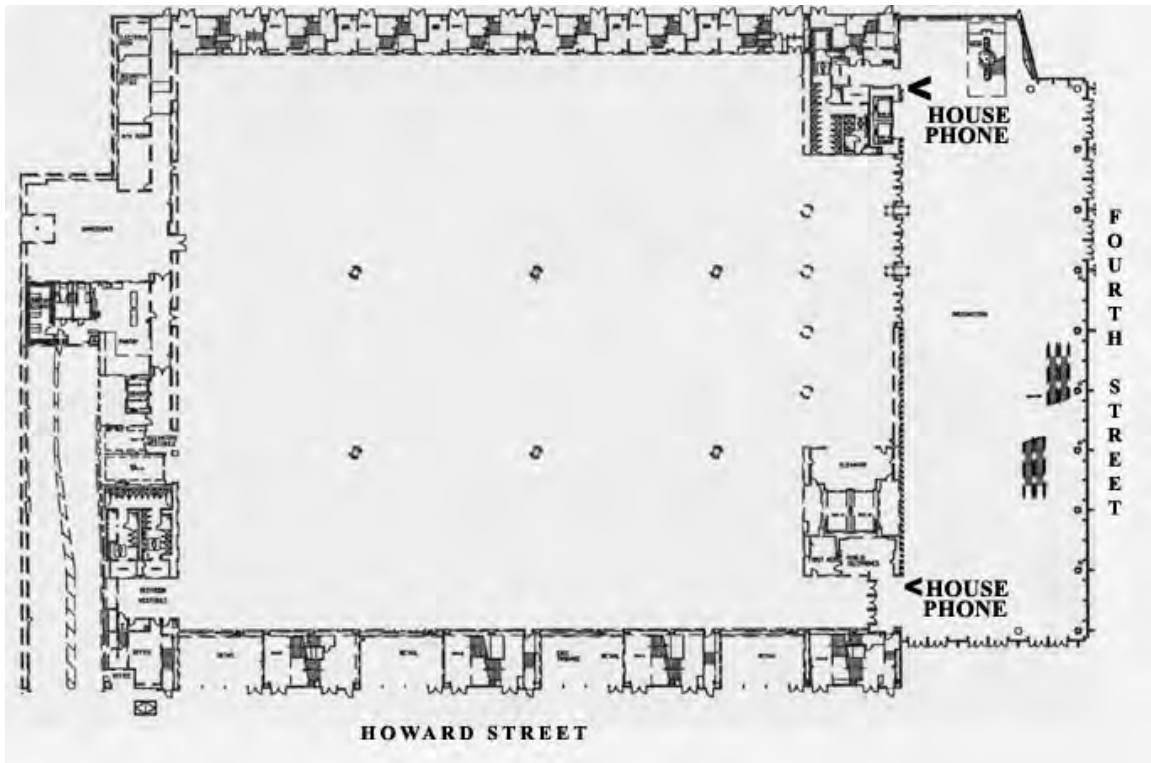
In THE EVENT OF AN EMERGENCY, THERE ARE TWO OPTIONS.

House phones are located on each floor in Moscone West (see diagram). You can report an emergency to Moscone Security Control by picking up a house phone and dialing 511 or you can use a pull station located adjacent to each emergency stairway.

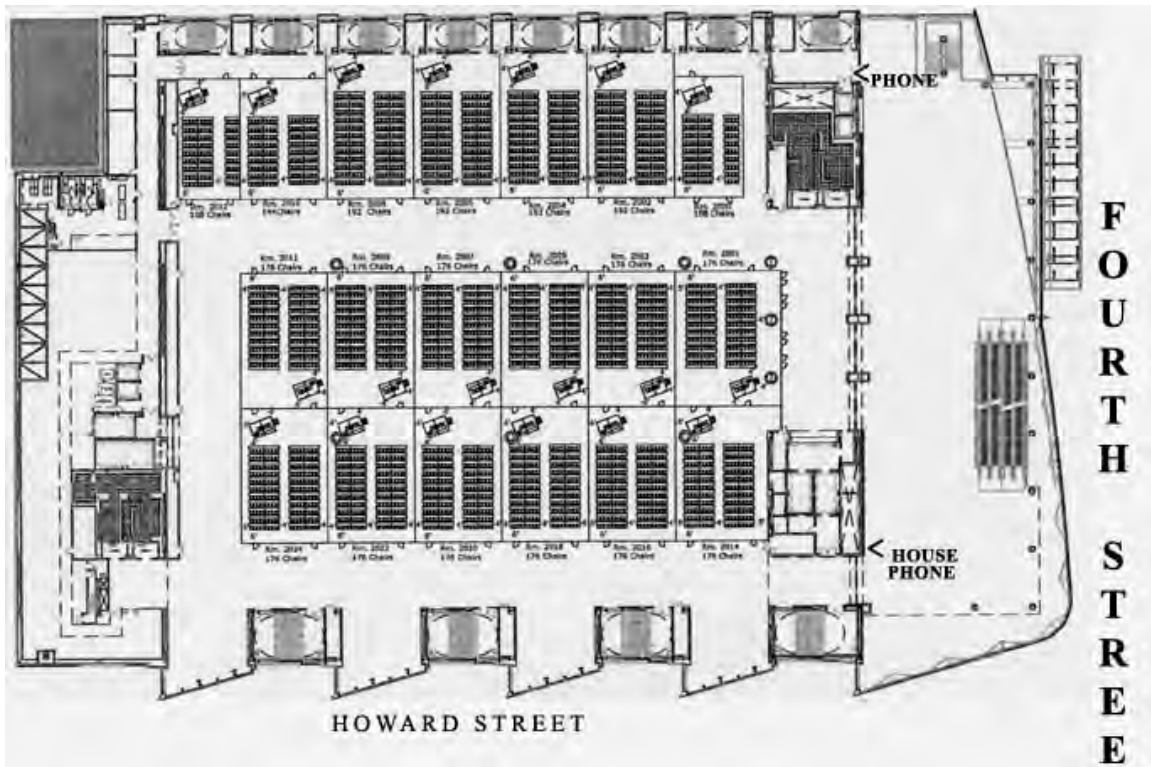
House Phone Procedures

1. Go to the white house phone closest to the emergency.
2. Dial Moscone Center's Security Control at 511
3. Wait for an answer.
4. Calmly explain the emergency, including the specific location.
5. Replace the receiver after reporting the emergency.
6. If safe, wait at the white house phone for emergency personnel to arrive. Direct them to the emergency.

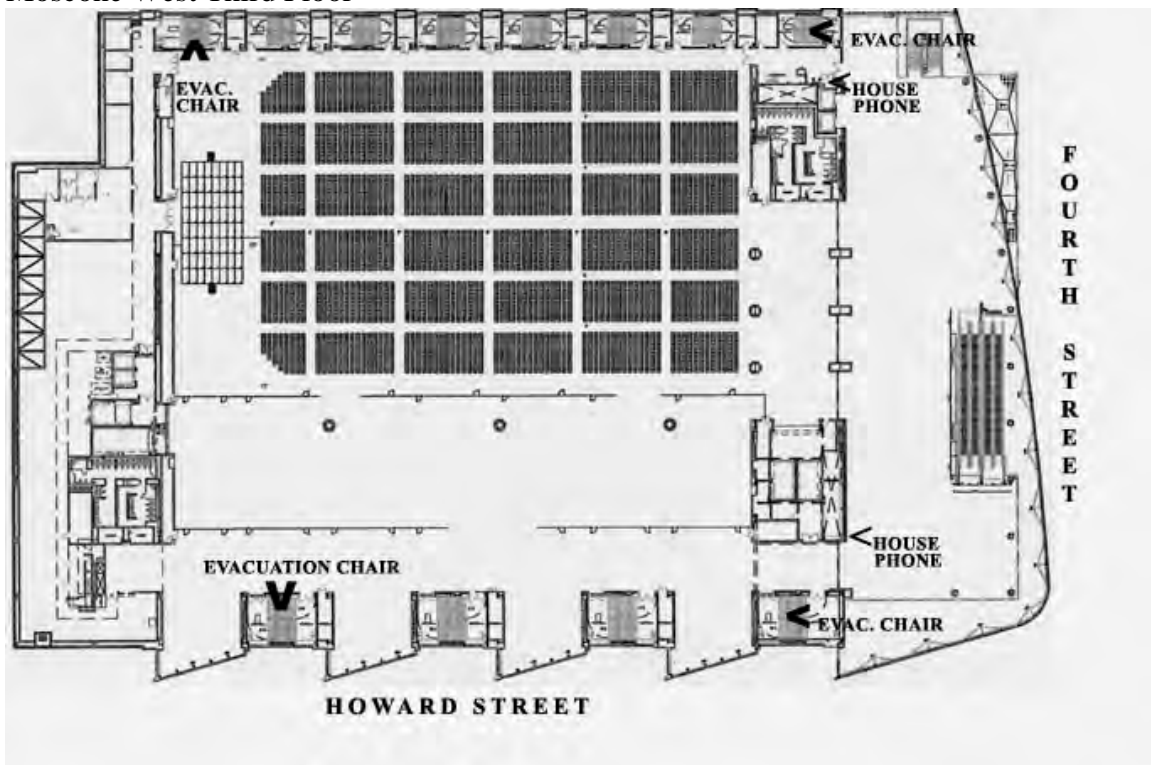
Moscone West First Floor / Street Level



Moscone West Second Floor



Moscone West Third Floor



Facility Staff Responsibilities During Emergencies

Control Rooms

The Security and Engineering control rooms are staffed twenty-fours a day at all times. In the event of an emergency, the control room is the first place where the emergency is recorded and the first response initiated.

Engineer's Responsibility during an Emergency

The Engineering Staff has been trained to deal with many types of emergencies. An Engineer will respond to the Fire Department Control Room, which is located on the first floor. When an emergency is reported the following is a brief guideline:

In case of fire notify the San Francisco Fire Department immediately.

1. Remain calm.
2. Establish the exact location of the emergency.
3. Dispatch personnel to the emergency location to report conditions.
4. Alert all departments of the emergency by radio, if appropriate.
5. Make the necessary Facilities Emergency Announcement(s).
6. In all other emergencies contact the appropriate agency for assistance and / or information.
7. If evacuation is necessary, refer to the *Evacuation/Relocation* section (on page 9) of this guide for further instructions.
8. Interface with Senior Management when that person arrives at the Control Room and provide support as necessary.
9. Lend technical assistance to any agency, if requested.

Security's Responsibilities During An Emergency

The Security Staff has also been trained to deal with many types of emergencies; their efforts in the Control Room will basically be in conjunction with those of Engineering.

The following is a basic guideline:

In case of fire notify the San Francisco Fire Department immediately.

1. Remain calm.
2. Establish the exact location of the emergency.
3. Dispatch personnel to the emergency location, to report on conditions.
4. Alert all departments of the emergency by radio, if appropriate.
5. Make the necessary Facilities Emergency Announcement(s).
6. In all other emergencies contact the appropriate agency for assistance and / or information.
7. If evacuation is necessary, refer to the *Evacuation/Relocation* section of this guide for further instructions.
8. Interface with Senior Management when that person arrives at the Control Room and provide support as necessary.
9. Lend technical assistance to any agency, if requested.

Senior Management's Responsibilities During An Emergency

During any emergency it is the responsibility of the highest-ranking person to assume the lead.

The Security Control Room is designated as the command center for any emergency in Moscone West. The following are some general guidelines to assist you in case of an emergency:

- Remain calm.
- Remember that during any emergency our personnel will be looking for direction.
- Report to the control room.. These telephones will need “operators” appointed to answer or to make calls. **One telephone line will always be dedicated for open communication with Show Management.**
- Assess the emergency and review what has been accomplished with the Engineer and / or Security person on duty in the Control Room(s). Insure that emergency pages have been made using the P.A. and will continue until the situation is resolved.
- Organize personnel and equipment (radios, telephones, cellular telephones, flashlights, etc.) to establish the cause and solution. If you feel the situation will not be resolved immediately proceed with the following:
 - 1) Establish contact with appropriate outside agency. If there is an interruption of natural gas contact P.G &E
 - 2) Take a roll call of all personnel
 - 3) Assign “operators” to be stationed at the emergency telephones.
 - 4) Dispatch personnel for assessment of the facilities using the Emergency Floor Plan Grid. When dispatching personnel appoint a “leader” that will report back to the control room at assigned intervals to a designated telephone number.
 - 5) Contact Senior Management Personnel
 - 6) Assist outside agencies as they arrive.
- Try not to use the radios as the primary source of communication. The radios will be the quickest way to get critical information to everyone involved if the channels remain clear.

After the Emergency is successfully managed, ensure that the “ALL CLEAR” page is made through the P.A. System.

Evacuation/Relocation

In the event of an emergency, evacuation of the facilities may be necessary. Only the highest-ranking emergency personnel on the premises may authorize evacuations.

Emergency personnel are trained to assist in the evacuation.

Our Fire Life Safety System is programmed with a prerecorded message which instructs attendees to evacuate the building. The recording is triggered by the system, automatically, when the system detects an emergency.

**DO NOT PUBLICALLY ANNOUNCE AN EVACUATION UNTIL
ALL SFCF PERSONNEL ARE INFORMED AND PREPARED**

Evacuation Safety

1. Be calm, courteous, and quiet.
2. Do not use elevators or escalators.
3. Assist elderly, injured, and disabled persons.
4. Listen for further instructions via the PA system, radio or from your supervisor.
5. Leave the facility through the nearest exit.
6. Do not return to the locker room or your office. Do not retrieve personal property.
7. Do not loiter or wait for others.
8. Watch for incoming firefighters and other emergency personnel. Do not try to assist them unless asked.
9. Proceed directly to the designated relocation area.
10. Report to your supervisor immediately.
11. Do not try to re-enter the facility.

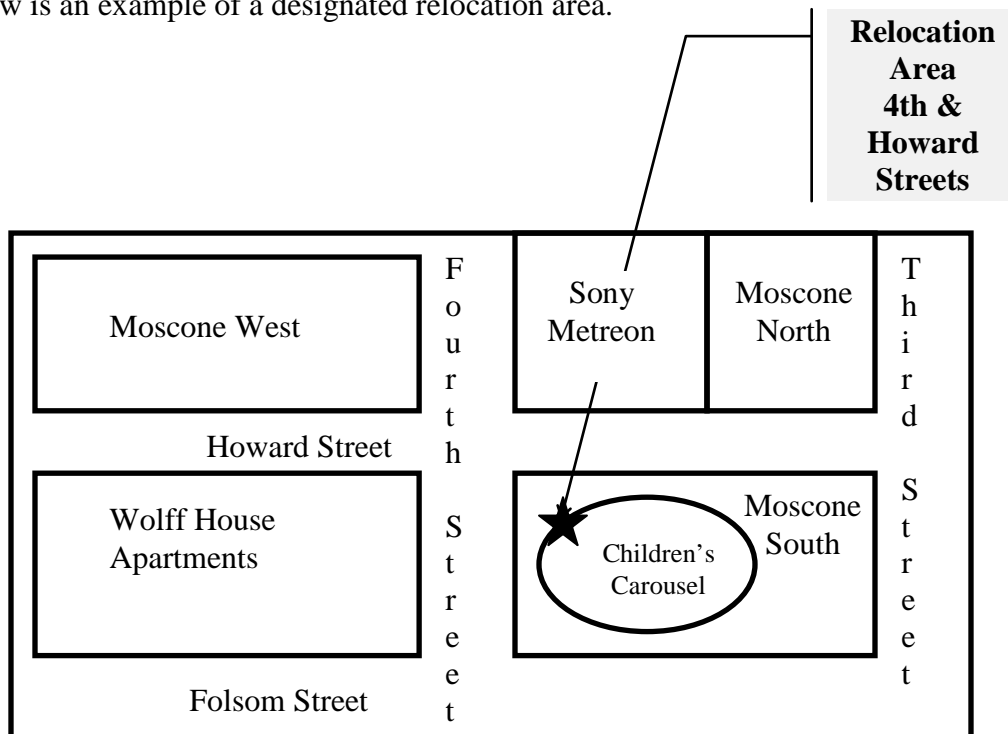
Relocation Procedures

An Evacuation Chair is located in four of the stairwells on Level 3 of Moscone West. These chairs vertically transport wheelchair-bound attendees to the street exit level of the building.

Designate a relocation area for your employees

1. Evacuate the building immediately upon notification.
2. Walk directly to the designated relocation area.
3. Report to your supervisor immediately.
4. Wait quietly for further instructions.
5. Do not leave the relocation area unless instructed to do so.

Below is an example of a designated relocation area.



Fire

Moscone West has many fire prevention features. These include extensive fire sprinklers in all areas, water reserve of approximately 100,000 gallons and a computerized monitoring system that reports all alarms to a central control room which is monitored twenty-four hours a day.

Fire prevention is everyone's responsibility. Do not engage in fire fighting of any type unless you have been properly trained. Fire fighting techniques will not be provided in this guide.

The Fire Marshall advises each organization using the facility to designate an area for staff roll call should an emergency arise.

**DO NOT ATTEMPT TO EXTINGUISH A FIRE
UNLESS YOU ARE PROPERLY TRAINED**

**REPORT ALL FIRES TO SECURITY
CONTROL (511) IMMEDIATELY**

Fire Safety

1. Remain calm.
2. Report the fire immediately. Do not assume that the fire has been reported.
3. Move safely away from the fire and smoke.
4. Stay low to the ground.
5. Do not inhale smoke or fumes.
6. Listen for instructions via the PA system.
7. Proceed to the nearest exit and leave the facility.
8. Report to designated assembly area.

House Phone Reporting Procedures

1. Call the Security Control Room at 511 or on a cell phone, dial (415) 974-4021.
2. Speak slowly and clearly.
3. Tell the person in the control room:
 - a) There is a fire.
 - b) The location of the fire.
 - c) Type or cause of the fire.
 - d) If there are any injuries.
4. If safe, wait at the location for emergency personnel to arrive. Direct them to the emergency.

Earthquake

Earthquake Procedures

1. Remain calm.
2. Take cover under a sturdy object or doorway. If possible, head towards the west or north hard walls of the building. Avoid all windows and glass.
3. Assist injured and disabled persons.
4. Prepare for aftershocks.
5. Do not use the elevators or escalators
6. Listen for instructions via the PA system
7. Do not leave the facility unless instructed to do so.

Medical Emergencies

Moscone West schedules medical personnel during all event hours. The medical staff is responsible for treating medical emergencies and serves as a liaison to emergency care agencies. In addition to the first aid staff, many SFCF employees have been trained in CPR. The medical staff should be notified of all injuries. All non-emergency injuries should be directed to one of the Health Offices. If there is no medical staff on duty, non-emergencies should be reported to department managers, supervisors or to the Security Control Room (x 4021). First Aid techniques are not included in this guide.

Moscone West First Aid Office Location

Moscone West First Aid Office	First floor near Howard Street entrance.	974- 4159
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Automatic External Defibrillator (AED) locations at Moscone West

1. First Aid Office
2. Security Control Room
3. Main Kitchen, basement level
4. Northwest corner, 3rd Floor, adjacent to the restrooms

REPORT ALL MEDICAL EMERGENCIES IMMEDIATELY

To report a medical emergency, call “**511**” on any house/show phone. Please be prepared to answer some basic questions about the condition(s) of the injured. For example: Is the person breathing? Is the breathing labored? Is the person conscious? Is there any bleeding? *Etc.*

DO NOT ADMINISTER FIRST AID TECHNIQUES

YOU ARE NOT TRAINED IN

1. Remain calm.
2. Report emergency immediately
3. Do not move the injured person unless they are in danger of further injury.
4. Keep the person warm and covered.
5. Do not let the injured person see or touch his/her wounds.
6. Do not give an unconscious or semi-conscious person anything to drink.

House Phone Reporting Procedures

1. Call the Security Control Room (at 511 or on a cell phone, dial (415) 974-4021.
2. Speak slowly and clearly.
3. Tell the person in the Control Room:
 - a) There is a medical emergency.
 - b) The location of the emergency.
 - c) Prepare yourself to answer general questions as to the condition of the person.
 - d) Wait at the location for emergency personnel to arrive. Direct them to the emergency.

Power Outage

Although the likelihood of a complete blackout within Moscone West is minimal, the possibility still exists. In the event of a power outage, Moscone West is supplied emergency power by diesel generators, with a capacity of 2,000 gallons of fuel.. The emergency power system is designed to activate within seconds of any power disturbance. Once activated, there is a general level of power provided to those areas affected by power loss.

Power Outage Supply

In the event of a power outage, some of the major areas supplied by the diesel generators are:

- Emergency Lighting
- Life Safety Features
- Smoke Exhaust Fans
- Control Room
- VIES (Voice Initiated Egress System) for announcements.
- Refrigerators / freezers
- Sewerage and Sump Pumps
- Telephone Service

**POWER OUTAGES ARE DANGEROUS - DO NOT ATTEMPT
TO PROCEED IF YOU ARE NOT SURE OF YOUR
PATH OR OBSTACLES IN FRONT OF YOU**

General reporting guideline

1. Remain calm
2. Go to the house phone closest to the emergency or call the Security Control Room at x4021 or on a cell phone, dial (415) 974-4021.
3. Wait for an answer.
4. Calmly explain the emergency.
5. Replace the receiver after reporting the emergency.
6. Listen to special instructions via the PA Systems.

Bomb Threat

Bomb Threat Safety Guidelines

MAINTAIN RADIO AND ELECTRONIC SILENCE

1. Alert all personnel that radio silence is required via the PA system.

PA Script: *"May I have your attention, please observe radio silence until further notice. I repeat, please observe radio silence until further notice."*

2. By telephone, notify the General Manager, Assistant General Manager, Security Manager, Event Manager, and Director of Operations.
3. Using the PA system, recall all SFCF personnel to the Exhibit Level Security Control Room.

PA Script: *"Your attention please, all Moscone Center Employees report to the Security Control Room. All Moscone Center Employees report to the Security Control Room."*

4. Dispatch a Rover to meet the Police Bomb Squad. Direct them to the Security Control Room.
5. Complete the attached Bomb Threat Checklist as soon as possible.

 **BOMB THREAT CHECK LIST** 

Callers Voice:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Coughing | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Cracking | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Distressed | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Familiar? Who: _____ | |

Background Noise:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Music |
| <input type="checkbox"/> Baby | <input type="checkbox"/> Office |
| <input type="checkbox"/> Bar | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Cellular | <input type="checkbox"/> Pay Phone |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Plane |
| <input type="checkbox"/> Cordless | <input type="checkbox"/> People |
| <input type="checkbox"/> Factory | <input type="checkbox"/> Static |
| <input type="checkbox"/> Home | <input type="checkbox"/> Street |
| <input type="checkbox"/> Long Distance | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Motor | <input type="checkbox"/> In-house |
| <input type="checkbox"/> Other: _____ | |

Threat Language:

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Educated | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Other: _____ | |

Caller Description:

- | | |
|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| Age: _____ | Race: _____ |
| <input type="checkbox"/> Other: _____ | |

Call Received by:

Name: _____

Position: _____

Phone #: _____

Questions To Ask:

When is the bomb going to explode?

Where is the bomb?

What does it look like?

What kind of bomb is it?

What will make it explode?

Did you place the bomb?

Why?

What is your name?

Where do you live?

Is there a way to contact you?

Exact wording of threat:

Date: _____

Time: _____ am/pm

Threat Received At: _____

Social Disturbances

Disturbances can range from two people arguing to large groups of angry protesters inside or outside of the facility. Most disturbances are nonviolent protests outside of the building. However, occasionally protesters will enter the building.

Security: Social Disturbance Procedures

**NOTIFY SECURITY IMMEDIATELY
OF ALL DISTURBANCES**

1. Remain calm.
2. Notify the Security Control Room at 511 or on a cell phone, (415) 974-4021.
3. Do not attempt to enter into, defend a position, or subdue anyone involved in a disturbance.
4. If disturbance turns violent call 911.
5. Do not loiter. Leave the area immediately. Return to the facility if you are outside.

General reporting guideline

1. Go to the house phone closest to the emergency or call the Security Control Room at 511 or, on a cell phone, dial (415) 974-4021.
2. Wait for an answer.
3. Calmly explain the emergency.
4. Replace the receiver after reporting the emergency.

If it is safe to do so, wait at the house phone for emergency personnel to arrive. Direct them to the emergency.

Building/Portable Structure Collapse

Collapse of any kind is an often complex, confusing, and extremely dangerous situation. It frequently involves specialized rescue personnel and heavy equipment not readily available.

The collapse of a portable structure such as an exhibit booth within the facility is possible and would necessitate an immediate response by emergency personnel.

General Collapse Guidelines

**DEBRIS ARE UNSTABLE IMMEDIATELY FOLLOWING
A COLLAPSE - DO NOT ENTER A COLLAPSE AREA.**

1. Go to the House phone closest to the emergency to call the Security Control Room at 511 or on a cell phone, dial (415) 974-4021.
2. Wait for an answer.
3. Calmly explain the emergency.
4. Replace the receiver after reporting the emergency.
5. If safe, wait at the house phone for emergency personnel to arrive. Direct them to the emergency.

STAY CLEAR OF THE AREA UNTIL EMERGENCY PERSONNEL ARRIVE.

Flood

Although the possibility of a major flood inundating Moscone West is remote, the dangers associated with water related emergencies are real and should be prepared for. Since the basement level of Moscone West is located below the water table and within the flood plain, there exists the possibility of water related emergency situations within the facility.

General reporting guideline

1. Go to the House phone closest to the emergency to call the Security Control Room at 511 or dial Security Control at x4021.
2. Wait for an answer.
3. Calmly explain the emergency.
4. Replace the receiver after reporting the emergency.

If safe, wait at the House phone for emergency personnel to arrive. Direct them to the emergency.

**FLOODS ARE DANGEROUS - USE CAUTION WHEN
APPROACHING ANY WATER HAZARD - DANGER OF DROWNING,
ELECTRICUTION, AND ACCIDENTS IS VERY PREVALENT**

Toxic/Chemical Emergencies

Although Moscone West does not allow large quantities of flammable materials, dangerous chemicals, or undocumented toxic substances in the facility, there still exists the possibility of a toxic or chemical emergency.

**ALL CHEMICALS USED IN THE FACILITY HAVE
MSDS DOCUMENTATION AVAILABLE AT THE CONTROL ROOM,
HEALTH, PURCHASING AND OPERATIONS OFFICES.**

**ALL CHEMICALS BROUGHT INTO THE FACILITY MUST HAVE
CURRENT MSDS INFORMATION AND BE REGISTERED WITH
THE EVENT MANAGER IN CHARGE OF THE EVENT**

Toxic Emergency Safety

1. Stay clear of the affected area. Assume the substance to be a health hazard.
2. Do not inhale fumes, gases, or smoke. Do not touch the substance.
3. Evacuate the general area if the substance does not dissipate easily in to the air or a strong odor persists.
4. Notify the Security Control Room immediately by phone at 511 or on a cell phone, dial (415) 974-4021.
5. Do not attempt to clean spills or extinguish flames until the proper disposal or extinguishing method has been identified on the chemicals' MSDS sheet.
6. Move all injured persons away from the hazard.
7. Keep all visitors away from the affected area.
8. Upon the direction of the ranking manager, evacuate if necessary.

**DO NOT TREAT INJURIES IF THE
OFFENDING SUBSTANCE IS UNKNOWN**

House phone Chemical Reporting Procedures

1. Lift the receiver of a white house phone and dial Security Control at 511 or on a cell phone, dial (415) 974-4021.

If Security Control answers, tell the person:

- a) There is a chemical emergency.
 - b) The location of the substance.
 - c) Type or cause chemical.
 - d) If there are any injuries.
5. If safe, wait for help to arrive

911 Toxic Emergency Reporting Procedures

1. Call 911.
2. Speak slowly.
3. Tell the Operator:
 - a) There is a chemical emergency at Moscone West - 800 Howard Street.
 - b) The location of the chemical emergency within the building.
 - c) Type or cause of the chemical emergency.
 - d) If there are any injuries.
5. If safe, wait for help to arrive

Toxic Injury Procedures

1. Relocate all persons affected by the toxic hazard.
2. Do not touch the affected area.
3. Do not perform first aid techniques you are not trained in.
4. Do not perform first aid techniques until the MSDS sheets are available.
5. Do not let the injured person see or touch his/her wounds.
6. Do not give an unconscious or semi-conscious person anything to drink.
7. Notify the Security Office, the Nurse, and 911 as soon as possible.
8. When help arrives, stand clear of the area. Lend assistance only if asked.

#

Additional Service Order Forms

ADVANCE ORDER RATE DEADLINE: **March 1, 2019**

ORDER ONLINE AT: www.ets-av.com/orders

FLATSCREEN MONITORS

			QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
24"	TABLE-TOP STAND <input type="checkbox"/>	WALL MOUNT <input type="checkbox"/>		\$415.00	\$550.00
32"	TABLE-TOP STAND <input type="checkbox"/>	WALL MOUNT <input type="checkbox"/>		\$450.00	\$600.00
	FLOOR STAND <input type="checkbox"/>	FLOOR STAND w/ SHELF <input type="checkbox"/>		\$615.00	\$820.00
43"	TABLE-TOP STAND <input type="checkbox"/>	WALL MOUNT <input type="checkbox"/>		\$675.00	\$900.00
	FLOOR STAND <input type="checkbox"/>	FLOOR STAND w/ SHELF <input type="checkbox"/>		\$840.00	\$1,120.00
55"	TABLE-TOP STAND <input type="checkbox"/>	WALL MOUNT <input type="checkbox"/>		\$1,275.00	\$1,700.00
	FLOOR STAND <input type="checkbox"/>	FLOOR STAND w/ SHELF <input type="checkbox"/>		\$1,440.00	\$1,920.00
65"	TABLE-TOP STAND <input type="checkbox"/>	WALL MOUNT <input type="checkbox"/>		\$1,500.00	\$2,000.00
	FLOOR STAND <input type="checkbox"/>	FLOOR STAND w/ SHELF <input type="checkbox"/>		\$1,665.00	\$2,220.00

Monitor Floor Stands require the rental of an ETS monitor 32" or greater.

Touchscreen monitors, larger sizes, and video walls are available by request. Please call for pricing.

ACCESSORIES

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
COMPUTER SPEAKERS w/ SUBWOOFER		\$75.00	\$100.00
WIRED KEYBOARD + MOUSE		\$35.00	\$50.00
WIRELESS KEYBOARD + MOUSE		\$35.00	\$50.00
WIRELESS REMOTE PRESENTER		\$35.00	\$50.00

COMPUTERS

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
WINDOWS 10 i5 THINKPAD		\$380.00	\$440.00
WINDOWS 10 i7 THINKPAD		\$440.00	\$550.00
MACBOOK LAPTOP		\$420.00	\$525.00
iMAC		\$600.00	\$800.00

MOBILE DEVICES

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
iPAD 16G w/ WiFi and BLACK CASE		\$415.00	\$550.00
iPAD 32G w/ WiFi and BLACK CASE		\$450.00	\$600.00
iPAD FLOOR STAND (48" TALL)		\$190.00	\$250.00
iPAD TABLE-TOP STAND		\$75.00	\$100.00

All Mobile Devices come with a lock and cable.

MICROPHONES

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
WIRELESS HEADSET MICROPHONE		\$360.00	\$450.00
WIRELESS LAVALIERE MICROPHONE		\$300.00	\$375.00
WIRELESS HANDHELD MICROPHONE		\$300.00	\$375.00
WIRED HANDHELD MICROPHONE		\$70.00	\$85.00

SOUND SYSTEMS

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
MEYERSOUND UPM-1P POWERED SPEAKER (PAIR)		\$600.00	\$750.00
TRIPOD STAND <input type="checkbox"/>			
WALL MOUNT <input type="checkbox"/>			
HK NANO 300 POWERED SPEAKER (PAIR)		\$450.00	\$550.00
TRIPOD STAND <input type="checkbox"/>			
WALL MOUNT <input type="checkbox"/>			
12" POWERED SPEAKER (PAIR) w/ TRIPOD STAND		\$260.00	\$325.00

MIXERS

	QTY	ADVANCE ORDER RATE	STANDARD ORDER RATE
4 CHANNEL MIXER		\$90.00	\$115.00
12 CHANNEL MIXER		\$180.00	\$225.00

NOTES AND SPECIAL REQUESTS

ADVANCE ORDER RATE DEADLINE: **March 1, 2019**ORDER ONLINE AT: www.ets-av.com/orders**TOTALS****EQUIPMENT SUBTOTAL*****LABOR SERVICE CHARGE** >> 35% of Equipment Subtotal or \$150 minimum****DAMAGE AND THEFT INSURANCE** >> 4% of Equipment Subtotal**TOTAL CHARGE*****LABOR SERVICE CHARGE**

The Labor Service Charge includes delivery, setup, dismantle, and equipment pick-up. For orders less than \$3,000 the Labor Service Charge is 35% of the Equipment Subtotal or \$150, whichever is greater. For Equipment Subtotals in excess of \$3,000 the Labor Service Charge will be calculated based on time and labor regulations for that city. Event Technology Services' Labor Service Charge does not include installation of wall brackets to booth structures or preexisting walls, nor labor that falls under facility or union mandated jurisdiction rules and regulations.

****OPTION TO WAIVE DAMAGE AND THEFT INSURANCE COVERAGE**

Damage and Theft Insurance is equal to 4% of your Equipment Subtotal. You may choose to have the Damage and Theft Insurance Coverage waived by providing proof of liability insurance listing Event Technology Services LLC as covered by your current insurance provider. This must be presented to your ETS Service Representative prior to the Advance Order Deadline.

CANCELLATION POLICY

You may cancel your order at no charge anytime prior to the Advance Order Deadline. A 50% service fee will be issued for cancellations after that date and prior to the date of set up. We will not accept cancellations once on-site and you will be responsible for 100% of charges regardless of the actual use of equipment.

ADDITIONAL EQUIPMENT AND SPECIAL REQUESTS

Additional equipment is available on-site at the Standard Order Rate should you need it.

Contact your ETS Service Representative if you have any questions, special requests, or require additional labor.

Kim Gooch kgooch@ets-av.com 817-975-7710

INSTALLATION, SHOW, AND DISMANTLE

ETS will deliver your audio/visual equipment at the prearranged time. Please ensure someone is present to accept the equipment.

We are here for you the entire show. Do not hesitate to call, text, or visit us at the Exhibitor Service Center with questions and requests.

An ETS Technician will come by your booth within two hours of the show floor closing to dismantle your equipment.

ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

By signing below you acknowledge that you have read and understand the above terms and conditions, are in full agreement of the policies described therein, and are a qualified representative of the company associated with the booth listed at the top of this form.

REPRESENTATIVE SIGNATURE _____

PRINTED NAME _____ DATE _____

Your exhibit, orchestrated.

ADVANCE ORDER RATE DEADLINE: **March 1, 2019**

ORDER ONLINE AT: www.ets-av.com/orders

COMPANY INFORMATION

COMPANY NAME _____
COMPANY ADDRESS _____
CITY _____ STATE _____
COUNTRY _____ POSTAL CODE _____
ORDERED BY _____ EMAIL _____
PHONE NUMBER _____ FAX NUMBER _____

SHOW INFORMATION

ON-SITE CONTACT NAME _____
CELL PHONE NUMBER _____
BOOTH NAME _____
BOOTH NUMBER _____
REQUESTED DELIVERY DATE _____
REQUESTED DELIVERY TIME: ☐ 8AM-NOON ☐ 1PM-5PM

PAYMENT INFORMATION

CREDIT CARD TYPE _____
ACCOUNT NUMBER _____ EXPIRATION DATE _____
NAME ON CARD _____
BILLING ADDRESS _____
CITY _____ STATE _____
COUNTRY _____ POSTAL CODE _____

DISCLAIMER AGREEMENT:

By signing below you are certifying the above card information to be true and accurate. Payment in full is required to process your order. If paying by check, a credit card must be authorized for the full amount to confirm the order. If a check is not received prior to the exhibitor move-in date this card will be charged for the full amount. A credit authorization is required as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of a statement while at the show, however a credit card authorization must be on file. For your convenience we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative(s). Changes in delivery date and time on-site may result in additional labor charges.

Wire Transfer and payment by check are available prior to the Advanced Order Deadline. Please contact your ETS Service Representative for details.

CARDHOLDER SIGNATURE _____ DATE _____

Your exhibit, orchestrated.



MOSCONE CENTER



747 Howard Street ~ San Francisco, CA 94103 ~ Phone: 415-974-4080 ~ FAX: 415-974-4065

TELECOMMUNICATIONS ORDER FORM

CONTACT INFORMATION:

Event Name: GDC 2019	Event Date(s): March 18 - 22, 2019
Company:	Booth Number:
E-Mail:	Phone:

SEND INVOICE TO:

Company:	Attn:	
Address:		
City:	State:	Zip Code:
E-Mail:	Phone:	

Terms and Conditions

- Moscone Facility Services (MFS) is the exclusive telecommunication services provider for the Moscone Center.
- This order form gives MFS authorization to:
 - Provide services (rearrangement and/or disconnection of service and equipment) and to handle negotiations of telecommunications services and equipment
 - Make appropriate charges on the credit card provided

3. Service cancellations and refunds:

Order Changes/Cancellations	Fee
Returned check service charge	\$25.00
Move an installed line	\$100.00
Lost/damaged telephone instruments	\$75.00
Internet/Phone Line cancellation before installation	\$50.00
Phone Line cancellation after installation	\$100.00
Internet Line cancellation after installation	\$200.00

**THERE WILL BE NO CANCELLATION OF ANY SERVICES AFTER EVENT BEGINS
SERVICE REFUNDS WILL BE MADE WITHIN 30 DAYS OF THE EVENT CLOSE DATE**

3. Equipment procedures:

- Exhibitors can pick up telephone instruments or obtain help at the Telecommunications Service Desk
- Exhibitors are responsible for maintaining and returning equipment to the Service Desk after the show
- Rental equipment provided remains the property of MFS
- Only MFS personnel are authorized to modify system wiring and cabling
- All exhibitors bringing equipment must comply with F.C.C. regulations

METHOD OF PAYMENT

Services will not be provided until completed order form and payment is received
REMAINING BALANCES WILL BE APPLIED TO CREDIT CARD ON FILE

Payment by Check: _____ Check (must ALSO enclose CC number)

Payment by Credit Card: _____ American Express _____ MasterCard _____ Visa

Credit Card Number: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Print Name on Card: _____ Expiration Date: _____

Card Holder Signature: _____ Security Code: _____

Please fax/mail order form along with payment to:

Moscone Facility Services
Attn: Telecommunications Department
747 Howard Street
San Francisco, CA 94103-3118

Event Name: GDC 2019		Service Dates: March 18 - 22, 2019	
Company :		Booth Number:	
Contact On-Site:		Phone:	

	Advanced Rate 10 business days before event	Standard Rate	TOTAL	Includes:
TELEPHONE SERVICES				
Single Line Telephone	_____ x \$250.00	_____ x \$295.00	= _____	* Dial '9' to access outside line
Multi Line Telephone	_____ x \$305.00	_____ x \$355.00	= _____	* Touch-Tone telephone instrument, Telephone line and Dial tone
Speaker Telephone	_____ x \$305.00	_____ x \$355.00	= _____	* Voice/Fax/Data analog unrestricted telephone service
Polycom Telephone	_____ x \$450.00	_____ x \$500.00	= _____	* Unused deposit balances are refundable
Deposit for Usage Charge		_____ x \$75.00	= _____	
Additional Services				
Restricted Calls		_____ x \$15.00	= _____	* All calls including local and long distance are charged on a per minute basis. This includes telephones used for dial-up service
Call Waiting		_____ x \$15.00	= _____	
Remove Dial '9' Function		_____ x \$15.00	= _____	
Voicemail		_____ x \$25.00	= _____	

INTERNET SERVICES				
Economy Plus	_____ x \$625.00	_____ x \$725.00	= _____	1 Access code for 1 device at 512Kbps
Standard Internet	_____ x \$1,145.00	_____ x \$1,345.00	= _____	2 Access codes for 2 devices at 10Mbps shared
Standard Wireless	_____ x \$650.00	_____ x \$700.00	= _____	1 Access code for 1 device at 10Mbps shared

ShowConnect (Dedicated Network)				
Basic	_____ x \$3,995.00	_____ x \$4,595.00	= _____	3Mbps with 4 static IP addresses and wireless
Advanced	_____ x \$4,995.00	_____ x \$5,595.00	= _____	6Mbps with 28 static IP addresses and wireless

Additional Services				
Additional Bandwidth (per Meg)	_____ x \$1,000.00	_____ x \$1,250.00	= _____	Can be added to ShowConnect only
Additional Access Code	_____ x \$135.00	_____ x \$165.00	= _____	Can be added to Standard Internet and Standard Wireless only
Additional Location	_____ x \$450.00	_____ x \$550.00	= _____	Can be added to ShowConnect only
Each additional Ethernet Cable	_____ x \$45.00	_____ x \$60.00	= _____	under 50 feet
Each additional Ethernet Cable	_____ x \$80.00	_____ x \$105.00	= _____	over 50 feet
In-Booth Hub Rental	_____ x \$125.00	_____ x \$175.00	= _____	

TOTAL DUE FOR ALL SERVICES = _____

Please Note: Customer/exhibitor provided wireless AP/router are not permitted on site.
All 802.11 wireless/RF will be provided by Moscone Facility Services.
Please email customer service, internet@moscone.com, with any questions and we will be happy to assist you.

Please specify phone and/or Internet location in booth-drawing below or attach floorplan

Aisle No. _____

Front of Booth

Aisle No. _____

MFS USE ONLY		
Last 4-digits: _____	Extension No: _____	
Date: _____	Amount: _____	Auth no: _____



SAVOR...
San Francisco

Exhibitor Catering Menu 2019

GENERAL INFORMATION

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

EXCLUSIVITY

- All food and beverage items in the exhibitor booths and meeting rooms must be supplied and prepared through SAVOR... San Francisco. **THIS INCLUDES BOTTLED WATER.**
- SAVOR... San Francisco reserves the right to assess a charge for such exclusions.
- No food, beverage, or alcohol will be permitted to be brought into or removed from a San Francisco Convention Facility by the client or any of the client's guests or invitees without written approval by SAVOR... San Francisco.
- SAVOR... San Francisco reserves the right to assess a charge for such exclusions.

BILLING AND PAYMENTS

- All prices are subject to change at any time, this includes menu prices, service charge and sales tax.
- All food and beverage orders require full payment two (2) weeks prior to your first scheduled food function. We accept American Express, MasterCard, VISA and Discover.
- Any orders over \$25,000 require payment via ACH Wire Transfer or Company Check. Please make checks payable to SMG F&B, LLC.
- Initial order, as well as additional services on site, will be billed to the customer's credit card.

SERVICE AND LABOR CHARGES, SALES TAX

- A 22% administrative charge/fee will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and administrative charges, and are subject to application tax laws and regulations.

CANCELLATION

- Full charges will be applied to the cancellation of any menu items received within 72 hours (3 business days) prior to delivery date.

STAFFING

- Requires for up to four hours at \$150+ tax ; up to eight hours \$280+
- Catering personnel are covered by Union Local 2's collective bargaining agreement
- Catering employees will deliver food and beverages, service, and clean related areas

Exhibitor Booth Catering **DOES NOT**
supply tables or electrical for your room and/or booth
You **MUST** order through your service contractor.

All food and beverage must fit inside your booth and/or meeting room foot print

Compostable service ware is used on all food and beverage functions.

To ensure the availability of menu items, we encourage you to place your order
four weeks prior to the event date

To place an order, please contact one of our exhibitor sales managers:

Janice Vargas
415-974-4048

jvargas@moscone.com

Robert Duncan
415-267-6427

rduncan@moscone.com

Catering Office: 415-974-4040

BEVERAGES

Served individually.

ASSORTED PEPSI SOFT DRINKS

(12oz.)

\$6.00

AQUAFINA BOTTLED WATER (24 oz)

\$6.25

ASSORTED BOTTLED JUICES (10oz.)

\$6.75

SNAPPLE ICED TEA (16 oz)

\$7.50

SPARKLING WATER (18oz.)

\$6.50 (flavored available)

GATORADE

\$7.50

ENERGY DRINKS (Rockstar or AMP)

\$7.50

MILK, (1/3 quart)

\$6.00

ICE

20 lbs. - \$30 40 lbs. - \$40

Served by the gallon.

ICED TEA OR LEMONADE

\$67

APPLE, CRANBERRY, GRAPE OR TOMATO JUICE

\$93

FRESH SQUEEZED ORANGE OR GRAPEFRUIT JUICE

\$107

PEET'S REGULAR COFFEE

\$101

PEET'S DECAFFEINATED COFFEE

\$101

MIGHTY LEAF TEA SELECTIONS

\$101

INFUSED SPA WATER (Inquire for flavors)

\$25. 3 gal minimum order

REFRIGERATED SPRING WATER KIT \$165

Water dispenser, 5 gallon bottle of Spring Water, and 3.5 ounce compostable cups. Requires electrical (110V/20 amp) in Lobbies and Exhibit Halls. (\$54.75/5 gallon replenishment)

BREAKFAST

Served with freshly brewed coffee, decaffeinated coffee, a selection of international hot teas and orange juice. Includes compostable service. 25 guest minimum.



CONTINENTAL

Assorted Breakfast Pastries to include Muffins, Danish, Scones and Croissants with Sweet Butter and Fruit Preserves

\$28

HEART HEALTHY CONTINENTAL

Assorted Nonfat Yogurts and Low-fat Granola, Sliced Seasonal Fresh Fruit, Dried Fruits, Assorted Low-fat Muffins, Low-fat Cream Cheese and Fruit Preserves

\$37

BREAKFAST ENHANCEMENTS

Priced per serving. Includes compostable service.

OATMEAL OR CREAM OF WHEAT

Brown Sugar, Raisins and Low-fat Milk

\$8.50

HOUSEMADE GRANOLA

Served with Organic Yogurt and Fruit

\$8.50

SEASONAL FRUIT PARFAIT

Fresh Seasonal Fruit Layered with Granola and Low-fat Yogurt

\$10.50

BREAKFAST BURRITO

Scrambled Eggs, Chorizo Sausage, Peppers and Jack Cheese or Scrambled Eggs, Peppers and Jack Cheese (vegetarian option)

\$12

CROISSANT SANDWICH

Eggs, Country Ham and Cheddar Cheese or Eggs and Cheddar Cheese (vegetarian option)

\$11.25

ENGLISH MUFFIN SANDWICH

Eggs with Sausage, Ham or Bacon and Cheddar Cheese or Eggs and Cheddar Cheese (vegetarian option)

\$11.25

EGG SANDWICH

Eggs with Roasted Tomatoes, Spinach, and Fontina Cheese on Focaccia

\$12.50

A LA CARTE SNACK AND BREAK ITEMS

Includes compostable service.

BREAKFAST BREADS or COFFEE CAKE

Priced per serving. (Serves 10-12 Guests each)
\$75

Priced per dozen.

ASSORTED MUFFINS OR DANISH
\$75

**CHOCOLATE, ALMOND
OR BUTTER CROISSANTS**
\$75

ASSORTED DOUGHNUTS
\$55.75

ASSORTED SCONES
\$71.50

**ASSORTED BAGELS AND
WHIPPED CREAM CHEESE**
\$69.50

WHOLE FRESH FRUIT
\$63

ASSORTED YOGURTS
\$66.75

ASSORTED ENERGY BARS
\$77.50

ASSORTED GRANOLA BARS
\$56

SOFT GOURMET PRETZELS
\$100

Priced per dozen

**INDIVIDUAL BAGS OF PRETZELS,
SUN CHIPS OR LAYS POTATO CHIPS**
\$54 (Please select one)

ASSORTED BAGS OF KETTLE CHIPS
\$54

RICE KRISPIES TREATS
\$66.25

HÄAGEN-DAZS ICE CREAM BARS
\$89

BROWNIES
\$69

TOFFEE BLONDIES
\$69

VARIETY OF CANDY BARS
\$64

ASSORTED BISCOTTI
\$47.75

FRESHLY BAKED COOKIES
White Chocolate Macadamia, Chocolate Chip,
Peanut Butter and Oatmeal Raisin
\$66.25

CUPCAKES
\$87



DRY SNACKS

Priced per pound. Includes compostable service.

GOLDFISH CRACKERS
\$25

DELUXE MIXED NUTS
\$56

TRAIL MIX OR PARTY SNACK MIX
\$31

FIESTA SNACK MIX

\$34.25

HONEY ROASTED PEANUTS
\$30

PRETZELS
\$25

PREPARED SNACKS

Priced per guest. Includes compostable service. 25 guest minimum.

CRISPY PITA BREAD

with roasted pepper hummus, traditional hummus, and
babaganoush

\$11.50

POTATO CHIPS WITH FRENCH ONION DIP
\$9.50

TORTILLA CHIPS WITH SALSA
\$10.50

**TORTILLA CHIPS WITH GUACAMOLE AND
SALSA**
\$17.25

REFRESHMENT BREAKS

Prices listed are per guest. Minimum order of 25 guest. Includes compostable service.

MORNING COFFEE BAR

Freshly Brewed Coffee, Decaffeinated Coffee, Selection of International Hot Teas, Fresh Squeezed Orange Juice
\$15

SWEET & SALTY

Haagen-Dazs Ice Cream Bars, Chocolate Covered Espresso Beans, Almond Clusters, Bagged Peanuts and Popcorn, Assorted Soft Drinks, Bottled Water
\$26

SPA BREAK

Assorted Bottled Fruit Smoothies, Oatmeal Cookies, Granola Bites, Assorted Fruits and Berries, Trail Mix, Assorted Sparkling Flavored Mineral Waters
\$27.50

MISSION DOLORES

Tri-Colored Tortilla Chips, Guacamole, Salsa, Spicy Jalapeños, Mexican Wedding Cookies, Assorted Soft Drinks, Bottled Water
\$30

NORTHERN CALIFORNIA CHEESE BREAK

Laura Chenel Goat Cheese, Sonoma Cheddar, Point Reyes Bleu, Brie and Monterey Jack. Served with Artisan Breads and Crackers, Dried Figs, Roasted Almonds, Grapes, Assorted Soft Drinks and Bottled Water
\$28

AFTERNOON BEVERAGE BREAK

Assorted Soft Drinks, Bottled Water, Freshly Brewed Coffee, Decaffeinated Coffee, Selection of International Hot Teas
\$17.25

SPECIALTY PLATTERS

Includes compostable service.

DELUXE IMPORTED AND DOMESTIC CHEESE TRAY

Serves 100
Chef's selection of Imported and Domestic Cheeses with Sliced Sourdough Baguettes and Assorted Crackers. Garnished with Seasonal Fresh Fruit.
\$1050



ANTIPASTO PLATTER

Serves 100
Dry Italian Salami, Provolone Cheese, Roasted Peppers, Eggplant and Squash, Kalamata Olives, Giardiniera, Cherry Peppers, Pepperoncini and Marinated Artichoke Hearts.
\$1,125



FRESH SLICED FRUIT TRAY

Serves 100
Selected Seasonal Fruit, may include Honeydew, Cantaloupe, Watermelon, Strawberries and Pineapple.
\$1,100

DELUXE CRUDITÉS ASSORTMENT

Serves 100
Chef's selection of Fresh Seasonal Vegetables served with Ranch Dressing.
\$725



CHARCUTERIE BOARD

Serves 50
A Classic Selection of Fine Pates, Thinly Sliced Cured and Smoked Meats and Sausages, Imported Cheeses and Classic Condiments.
\$750

EXECUTIVE BOX LUNCH - \$44.00

Prices listed are per guest. Minimum order of 25 guest. Four compartment box. Includes compostable service.

Sandwich, wrap or entrée salad includes a choice of side salad, dessert and fruit. To accompany your box lunches, we suggest adding assorted bottled soft drinks and water.

SANDWICHES

MESQUITE TURKEY WITH SMOKED BACON

Mesquite Turkey, Smoked Bacon, Sharp Cheddar, Basil Aioli and Red Onion on Focaccia

ROAST BEEF

Slow Roasted Beef with Crumbled Bleu Cheese, Balsamic Onion Jam and Watercress on Dutch Crunch

VEGETARIAN WALDORF

Crunchy Waldorf Tofu Salad, Sharp Cheddar, Celery, Apples and Walnuts on Organic Whole Grain Bread

FAJITA SPICED TRI-TIP

Beef Tri-Tip with Peppers, Onions, Chipotle Mayonnaise, Jack Cheese, Arugula, Tomato on Ciabatta

CALIFORNIA CHICKEN

Grilled Chicken Breast, Chive Cream Cheese, Smoked Mozzarella, Artichoke Spinach Aioli, Organic Eight Grain Roll

HULI HULI CHICKEN

With Roasted Pineapple, Crunchy Slaw, & Sriracha Aioli

WRAPS

GREEN CHILI PORK WRAP

Roasted Pork Loin, Cilantro Rice, Tomatillo Salsa, Shredded Jack Cheese, Avocado, Purple Cabbage, Spinach Tortilla

CRISPY CHICKEN WRAP

Southern Fried Chicken, Buttermilk Ranch, Spicy Cole Slaw, Tomatoes, Chipotle Tortilla

COBB SALAD WRAP

Turkey, Ham, Bacon, Cheddar Cheese, Mixed Greens, Tomato, Cream Cheese Spread, Tomato Tortilla

ASIAN VEGETABLE WRAP

Soba Noodles, Shredded Carrots, Red Peppers, Ginger Marinated Mushrooms, Napa Cabbage, Hoisin Sauce, Spinach Tortilla

ENTRÉE SALADS

THAI BEEF SALAD

Seared Strips of Beef with Thai Spice, Bean Sprouts, Carrots, Cucumber, Spinach, Arugula, Mint, Basil, Sesame Ginger Dressing, Onion Flatbread

MEDITERRANEAN CHEF SALAD

Sliced Cucumbers, Roasted Peppers, Garbanzo Beans, Crumbled Feta Cheese, Cherry Tomatoes, Red Wine Oregano Vinaigrette

CHOOSE ONE SALAD, ONE DESSERT AND ONE FRUIT OPTION

SIDE SALADS

Red Bliss Potato Salad
Penne Pasta Salad
Rye Berry Salad
Orzo Pasta Salad
Lentil and Garbanzo Bean Salad

DESSERTS

Dark Chocolate Brownie
Apple Cranberry Bar
Lemon Bar
Apricot Bar
Chocolate Orange Bar

FRUIT

Fresh Fruit Salad
Fresh Whole Fruit

VALUE EXPRESS BOX LUNCH - \$33.75

Prices listed are per guest. Minimum order of 25 guest. Four compartment box. Includes compostable service.

Sandwich, wrap or entrée salad includes a choice of side salad, dessert and fruit. To accompany your box lunches, we suggest adding assorted bottled soft drinks and water.

ROASTED TURKEY SANDWICH

Roasted Turkey with Sun Dried Tomato Aioli, Monterey Jack Cheese, Romaine and Tomato on a Baguette

HAM AND CHEESE SANDWICH

Thinly Sliced Honey Baked Ham, Swiss Cheese, Dijon Mustard, Lettuce and Tomato on a Baguette

ROAST BEEF SANDWICH

Slow Roasted Beef with Cheddar, Horseradish Aioli, Lettuce and Tomato on a Baguette

VEGETARIAN WRAP

Hummus, Cucumbers, Roasted Peppers and Mixed Greens wrapped in a Spinach Tortilla

PLEASE CHOOSE ONE SALAD AND ONE DESSERT ONLY, FOR ALL BOX LUNCHES

SIDE SALADS

Red Bliss Potato Salad
Penne Pasta Salad
Orzo Pasta Salad

DESSERTS

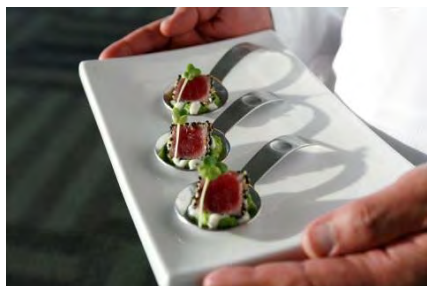
Apple
Chocolate Chip Cookie
Old Fashioned Oatmeal Cookie

**All orders are subject to a 22% service charge and 8.50% sales tax. Prices subject to change.

RECEPTION

Prices listed are per serving. 50 pieces minimum per selection. Includes compostable service.

COLD HORS D'OEUVRES



CUCUMBER CUPS

Mini Chickpeas Roasted Peppers and Mint Herbed
Goat Cheese with Lemon Zest
Curried Chicken with Currants
\$7

BELGIAN ENDIVE SPEARS

Chicken Caesar
Roquefort Cheese and Glazed Walnuts
Grilled Shrimp and Fennel Aioli
\$8

PROSCIUTTO DI PARMA

Seasonal Fruit
\$7.50

PARMESAN CRISP

Parmesan Baked Crostini with Seasonal Vegetables, Basil
Puree, and Chives
\$7

GRILLED THAI LETTUCE WRAPS

Thinly Sliced Thai Marinated Beef or Chicken
with Red Peppers in a Lettuce Cup
\$8.50

ROASTED VEGETABLE SKEWERS

Roasted Zucchini, Peppers, Onions, and Mushrooms
Served with a Balsamic Reduction
\$7.50

TEA SANDWICHES

Smoked Salmon with Cream Cheese
Cucumber with Watercress
Egg Salad
\$9

CROSTINIS (one selection per 50 pieces)

Prosciutto, Seasonal Fruit, Crescenza Cheese
Roasted Lamb, Goat Cheese, Fig Jam
Smoked Duck, Pear Ginger Chutney, Radicchio
Herb Crusted Beef, Roasted Peppers, Salsa
Verde
\$9.50

HOT HORS D'OEUVRES

MINI QUICHE (one selection per 50 pieces)

Artichoke and Parmesan
Spinach Florentine
Lorraine (with Ham)
Mushroom and Swiss Cheese
Tomato and Basil
\$7

CRISPY SPRING ROLLS

Chicken, Shrimp or Vegetarian
Sweet and Sour, Hot Mustard
and Soy Dipping Sauces
\$8

RASPBERRY BRIE EN CROUTE

\$7

ARTICHOKE AND PARMESAN FRITTERS

Baby Artichoke Hearts, Parmesan Crust
\$7

PORTOBELLO MUSHROOM PUFFS

Roma Tomatoes, Roasted Peppers,
Jack and Goat Cheeses
\$7

SPICY CHICKEN WINGS

Ranch Dressing and Celery Sticks
\$7



BEEF SLIDERS

Mini Cheeseburgers with Condiments
\$9

POT STICKERS

Chinese Chicken and Vegetarian Dumplings
Soy and Rice Wine Vinegar Dipping Sauce
\$7

WILD MUSHROOM BEGGARS PURSE

Savory Seasonings and Buttery Phyllo
\$8

KABOBS (one selection per 50 pieces)

Chicken, Garlic, Ginger, Spices, Lime Juice
Szechuan Beef, Garlic, Ginger, Teriyaki Sauce
Spicy Shrimp, Onion, Peppers, Tomato, Oregano
\$8.50

**All orders are subject to a 22% service charge and 8.50% sales tax. Prices subject to change.

BOOTH TRAFFIC BUILDERS

Includes compostable service.



POPCORN MACHINE

Nothing beats the aroma of fresh popcorn in your booth using our traditional tabletop machine or the whimsical antique cart. Package includes pre-measured popcorn kernels, butter and seasoning to make 250-300 bags and staff to operate.

Tabletop Popcorn Machine \$1,230/day

Antique Popcorn Cart (limited availability) \$1,300/day

\$650/pack for additional snack pack.

Client to provide: 110 volt/20 amp dedicated circuit, 6 foot table and trash removal

BAKED IN THE BOOTH COOKIES

Baked right in your booth, the smell of fresh cookies is a sure fire way to keep customers lingering! Choose up to 3 flavors from Chocolate Chip, Peanut Butter, Oatmeal-Raisin, and White Chocolate and Macadamia Nut cookies. A portion of the cookies will be pre-baked and served on a platter. Rental of small cookie oven includes one booth attendant and 500 cookies.

\$2,650

\$250 for every 50 additional servings

Client to provide: 110 volt/20 amp dedicated circuit, 6 foot table and trash removal

ICE CREAM CART

Choose from our premium Häagen-Dazs ice cream bars: vanilla, chocolate, or vanilla almond crunch to hand out to special guests and potential clients.

Service includes rental of ice cream cart and Savor server \$1,600/200 bars

\$89 per dozen for additional servings

Client to provide: 110 volt/20 amp dedicated circuit and trash removal

SOFT GOURMET PRETZELS

These delicious soft pretzels come with a tabletop warmer to keep your pretzels fresh during the show. Package include four dozen pretzels in three flavors: Bavarian, Asiago Cheese and Cinnamon & Sugar and served with Nacho Cheese and Mustard dipping sauces. Server also included.

\$750

\$100 per dozen for additional servings

Client to provide: 6 foot table/counter and trash removal

BAR FOOD PACKAGE

Serves approximately 100.

The bar food package will provide your guests with the classic finger foods that everyone loves. Package includes 3 pounds each of Pretzels, Deluxe Mixed Nuts, Party Snack Mix, and 100 pieces each of Crispy Chicken Spring Rolls, Spicy Chicken Wings and Vegetable Pot Stickers.

\$2,350

Client to provide: 6 foot table/counter and trash removal

BOOTH TRAFFIC BUILDERS

Includes compostable service.

CALIFORNIA WINE HARVEST

Serves approximately 100.

Sample some of the best wines from throughout California right in your own booth. Prospective clients will delight in tasting wines from the Central Coast and Napa Valley while snacking on an assortment of cheese and crackers. Service includes 36 bottles of wine, 1 Deluxe Import & Domestic Cheese Tray, server, and compostable cups.

\$ 2,850

Client to provide: (2) 6 foot tables and trash removal

ESPRESSO AND CAPPUCCINO SERVICE

Experienced staff will serve up fresh Cappuccinos, Lattes, Espresso, Mochas and Americanos for your guests. Complete your coffee shop scene by adding an assortment of fresh pastries and crispy biscotti for dipping. Rental of espresso machine includes cart, supplies and staff to prepare and serve beverages.

300 cup service - \$2,863 - \$8.25/each additional serving

600 cup service - \$4,470 - \$6.75/each additional serving

900 cup service - \$5,190 - \$5.00/each additional serving

Client to provide: 208 volt/20 amp dedicated circuit and trash removal

SENSATIONAL SMOOTHIE STAND (NON ALCOHOLIC)

Freshly blended smoothies may include banana, piña colada, mojito, strawberry, mango, passion fruit, cappuccino or raspberry.

Service includes rental of smoothie machine, staff to operate and 9 oz. compostable cups.

300 smoothies - \$2,700

600 smoothies - \$4,425

900 smoothies - \$5,760

\$6.25 each for additional servings

Client to provide: 110 volt/20 amp dedicated circuit, 6 foot table and trash removal

HOT CHOCOLATE BAR

Serves approximately 200

The hot chocolate bar puts a new twist on this drink as visitors choose from a variety of toppings. Whipped cream, marshmallows, chocolate shavings and peppermint sticks add flavor and flare!

The hot chocolate bar also includes hazelnut, vanilla and caramel flavored syrups.

\$2,150

Client to provide: 110 volt/20 amp dedicated circuit, 6 foot table and trash removal

MARGARITA MADNESS

Choose either classic or strawberry flavored margaritas to serve your guest. Our Margarita Madness package makes approximately 225 servings and includes rental of the machine, staff to operate and compostable cups.

\$4,060

\$13 each for additional servings

Client to provide: 110 volt/20 amp dedicated circuit, 6 foot table and trash removal

MARTINI LOUNGE

Requires a minimum guarantee of \$1,500 (100 martinis)

Build a lounge right in your booth! Guests won't want to leave as they sip on Dirty Martinis, Apple-Tinis and Cosmopolitans. Service includes

premium liquors, bartender, plastic martini glasses, napkins and bar accoutrements.

\$15 each for additional drink

Client to provide: 6 foot table and trash removal

MIMOSA BAR

A mimosa bar is the perfect way to start the morning! Service includes champagne, orange juice, Martinelli's Sparkling Cider, plastic champagne flutes and orange slices for garnish.

\$2,800/200 mimosas

\$14 each for additional servings

Client to provide: 6 foot table and trash removal



BAR PACKAGES

Clients are assigned portable bars on a first come, first served basis as requested. Exhibitors must order a draped table from the convention service General Service Contractor. All Full Bars include bartender for three hours, additional hours are available at a fee of \$100 per hour per bartender. Bar packages also include compostable glassware, beer, non-alcoholic beer, soft drinks, water and basic bar accoutrements.

VALUE BRANDS

Requires a minimum guarantee of \$1,200

\$300 Per Bottle

SVEDKA Vodka, Beefeaters Gin, Jim Beam Whiskey, Bacardi Rum, Cuervo Gold Tequila, Courvoisier VS Cognac.

House Select Wines \$43 per bottle

Soft Drinks Pepsi Products \$5.50 per can

Please review our beer list for selection and pricing

PREMIUM BRANDS

Requires a minimum guarantee of \$1,500

\$400 per Bottle

Please select one per category

Vodka - Ketel One, Stolichnaya, Grey Goose

Gin - Bombay Sapphire, Hendricks

Whiskey - Old Forester, Wild Turkey, Crown Royal,

Scotch - Johnnie Walker Black, Chivas Regal

Rum-Mt Gay

Tequila - 1800, Herradura

Wine and Beer Please review our list for selection and pricing

Soft Drinks Pepsi Products \$5.50 per can



HOUSE WINES*

(Full wine list available upon request)

Cabernet Sauvignon or Chardonnay

\$45/bottle

DOMESTIC BEER*

(Additional options available on request)

Coors, Coors Light, Miller High Life, Miller Lite,

Pabst Blue Ribbon

\$800/keg**

\$9/bottle

MICROBREWED BEER*

(Additional options available on request)

Sierra Nevada Brewing, 21st Amendment Brewery,

Anchor Brewing Company

\$900/keg **

\$10/bottle

IMPORTED BEER*

(Additional options available on request)

Heineken, Modelo Especial, Sapporo,

Corona Light, Peroni

\$900/keg**

\$10/bottle

*SAVOR server required at \$150 plus tax for up to 4 hour service

** Client to supply electrical 110v/20amp

NOTE - Special order wines, beers and champagnes are sold by the case only and are not based on consumption

CATERING ORDER FORM

COMPANY INFORMATION

Company Name:			Tel No.:				
Customer Name:			Cell No.:				
Billing Address:			Fax No.:				
City:		State:		Zip Code:		Country:	
Email Address:							

INFORMATION AND POLICIES

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. The Customer is required to pay for any electrical outlets that may be needed to support their food and beverage service and any decorator items such as pipe and drape, draped tables, etc. A \$20 labor charge will be added to deliveries less than \$100.

SAVOR... Will use compostable serviceware on all food and beverage functions held in the SFCF. China service is available at an additional charge. Final guarantees are due three full business days prior to all functions. A 100% non refundable advance payment is required for any function. Mastercard, Discover, Visa, and American Express are accepted up to \$10,000. Balances over \$10,000 must be paid by check or wire transfer. On-site re-orders require advance notice; 45 minutes for beverages; 90 minutes for food.

EVENT INFORMATION

Event Name							
Booth/Room No:		Building:	North <input type="checkbox"/>	South <input type="checkbox"/>	West <input type="checkbox"/>	Authorized for Additions?	
On-Site Contacts:	Full Name:		On-Site Cell Number:			Yes	No
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

ORDER INFORMATION

Delivery Date:	Service START TIME	Service END TIME	Qty:	Item Description:	Unit Price:	Total Price:

****All orders should be received March 1, 2019****

Fax Order Forms To: (415) 974-4074

or Contact:

Janice Vargas 415-974-4048
jvargas@Moscone.com

Robert Duncan 415-267-6427
rduncan@Moscone.com

Make Checks Payable To:

SMG Food and Beverage, LLC
747 Howard Street
San Francisco, CA 94103

A. Food and Beverage Total:

B. 22% Administrative Charge/Fee of (A)

C. Subtotal of (A) and (B)

D. Delivery Charge (if applicable)

E. Subtotal of (C) and (D)

F. 8.50% Tax of (E)

TOTAL ESTIMATED CHARGES (E & F)

\$
\$
\$
\$
\$
\$
\$

THE LEADER IN **LEAD MANAGEMENT**



Exhibitors say that ITN International's solutions are the best lead management tools in the event industry. No other technology has been proven to be as fast, user-friendly, reliable, or powerful.

BCARD Reader is an application that allows exhibitors to capture, qualify and fulfill leads using NFC. Users capture leads by touching the device to an attendee's NFC badge. All leads are uploaded to a secure cloud portal via WiFi or cellular network.

The app also lets users qualify leads with a survey; edit lead contact information; take notes; select product information from an online library and send those selections to the attendee by email.

FEATURES

- NFC Badge reading via touch
- Full contact info populates screen
- Browse and Edit functions
- **WATCH**

QUALIFY LEADS

- Customizable lead forms with branching and open text responses
- Note field with on-screen keyboard

COLLATERAL & CONTENT DISTRIBUTION

- Store your product collateral in the cloud
- View content in app
- Choose content that best targets each lead
- Email your choices with a tap
- Lead gets custom email with links to chosen content
- **WATCH**

STORE LEADS IN REAL TIME IN THE CLOUD

- All leads are stored locally and uploaded to our secure BCARD Portal

98%

of exhibitors collect sales leads at trade shows

BUT LESS THAN

70%

have a plan or process for lead follow-up after the show

Jump start your follow-up process by **delivering collateral at the time the lead is captured.**

Supported Platforms

Smartphone, Tablet or PC

- Android
- WP8
- iOS (on iPhone 7 and newer)
- Windows 7 and 8.1

Order Online: www.bcard.net (Show Code: GDC19) | Fax Form to: 1.801.406.0040 | Questions? 1.801.676.7933 or exhibitors@itnint.com

	EARLY BY FEBRUARY 7	PRE-SHOW BY MARCH 7	ONSITE AFTER MARCH 7	QTY.	COST
BCARD™ Reader Including Device					
TABLET INCLUDES: all hardware and software needed	\$465	\$510	\$560	_____	\$ _____
SMARTPHONE INCLUDES: all hardware and software needed	\$400	\$460	\$510	_____	\$ _____
BCARD™ Reader on your PC	\$400	\$460	\$510	_____	\$ _____
INCLUDES: badge reader. User supplies PC.					
BCARD™ Reader App on your NFC Smartphone/Tablet (ANDROID, WINDOWS, IOS)					
<small>* BYOD (Bring Your Own Device)—See Disclaimer below. iOS requirements: iPhone 7 or newer, iOS 11 or higher. Not available on iPad.</small>					
PACKAGE INCLUDES: 3 Licenses	\$499	\$499	\$499	_____	\$ _____
ADDITIONAL LICENSE 3 pack must be purchased first	\$99	\$99	\$99	_____	\$ _____
Accessories & Services					
SALESFORCE CRM CONNECTOR	\$500	\$500	\$500	_____	\$ _____
HUBSPOT CRM CONNECTOR	\$500	\$500	\$500	_____	\$ _____
BLUETOOTH WIRELESS PRINTER FOR SMARTPHONE Order only with BCARD Reader on smartphone	\$100	\$150	\$200	_____	\$ _____
AUTOMATED EMAIL FOLLOW-UP	\$200	\$200	\$200	_____	\$ _____
LOSS/DAMAGE WAIVER FOR SMARTPHONES	\$150	\$150	\$150	_____	\$ _____
LOSS/DAMAGE WAIVER FOR TABLETS	\$250	\$250	\$250	_____	\$ _____

TOTAL AMOUNT DUE \$ _____

IMPORTANT NOTES: Cancellations and changes subject to a \$50 processing fee. \$500 will be charged for any lost, stolen, or damaged smartphone; \$750 will be charged for any lost, stolen, or damaged tablet. All items subject to availability. No refunds for items not picked up.

DISCLAIMER: BCARD Reader has been developed in compliance with NFC standards and is offered as is. ITN does not guarantee the app will work with all NFC devices. iOS requirements: iPhone 7 or newer, iOS 11 or higher. Not available on iPad.

EXHIBITING COMPANY INFORMATION

COMPANY NAME _____	EMAIL _____ <small>for leads</small>	COMPANY URL _____
ONSITE CONTACT _____	BOOTH # _____	MOBILE _____ <small>+country code</small>

PAYMENT INFORMATION By placing this order you accept ITN's Terms & Conditions.

COMPANY NAME <input type="checkbox"/> Same	CONTACT <input type="checkbox"/> Same
BILLING ADDRESS _____	CITY _____
STATE/PROVINCE _____	ZIP/POSTAL CODE _____
PHONE _____ <small>+country code</small>	EMAIL _____ <small>for receipt</small>
CARD NUMBER _____	SECURITY CODE _____
EXP. _____	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS
<input type="checkbox"/> CHECK (payable to ITN International, Inc. in US \$. Check must accompany order form.	
Mail to ITN International: 9696 South 500 West, Sandy UT 84070 USA	
SIGNATURE: _____	

All hardware, services and applications provided by ITN International are subject to the following **Terms & Conditions**

1) ORDERS AND DEADLINES

- a) Payment for orders must be received in full by the discount deadline in order to be eligible for that pricing.
- b) All orders submitted after the Pre-Show deadline (including onsite orders) are subject to availability.

2) PAYMENT TERMS AND CANCELLATIONS

- a) Orders with open balances 7 business days before show open will be cancelled. Orders can be re-processed for a US\$50 fee if payment is received within 7 days prior to show open. In such cases, device configuration may be delayed.
- b) Such cancelled orders are subject to onsite pricing if re-order is handled onsite. In such cases, device configuration may be delayed.
- c) If payment received is different from published prices, ITN International will adjust payment amount to the price on Order Form or BCARD Store.
- d) All order revisions placed after the Pre-Show deadline are subject to a \$50 processing fee.
- e) No refunds after Pre-Show deadline.
- f) Devices/solutions that are unused or not picked up are not refundable.
- g) If your device/solution is not functioning properly, immediately escalate your issue to the Lead Retrieval Service Desk. A refund or replacement device will not be supplied if the issue is not escalated to an onsite ITN Representative in a timely manner.

3) ONSITE SERVICES AND TERMS

- a) To ensure a smooth onsite experience, please visit the Lead Retrieval Service Desk to pick-up your solution/device one day prior to show open.
- b) Orders placed onsite may require up to an hour of processing time and it is highly recommended that orders be placed well in advance of the show.
- c) Onsite modification(s) or new customization(s) of ITN International devices are subject to a processing fee and technician availability.
- d) Companies renting or utilizing ITN International products/services agree to comply with any and all Terms of Usage set by Show Management and/or ITN International, Inc. Should terms of Usage be violated by any party, ITN will be held harmless and reserves the right to terminate services without issuing a refund or compensating parties involved. Further, such violation may result in the non-delivery of leads/scans/data files.

4) EXHIBITOR TERMS OF USAGE

- a. For a misplaced, stolen, or damaged BCARD Reader on Tablet, the exhibitor shall be responsible for a \$750 replacement fee. For a misplaced, stolen, or damaged BCARD Reader on Smartphone, the exhibitor shall be responsible for a \$500 replacement fee. For a misplaced, stolen, or damaged BCARD Reader on Mobile Phone or BCARD Reader for PC, the exhibitor shall be responsible for a \$250 replacement fee. For a misplaced, stolen, or damaged wireless printer or keyboard, the exhibitor shall be responsible for a \$400 replacement fee; and for a misplaced, stolen, or damaged iPad or iPhone reader, the exhibitor shall be responsible for a \$150 replacement fee; and for a misplaced, stolen, or damaged power supply, the exhibitor shall be responsible for a \$25 replacement fee. If the Loss/Damage Waiver fee is paid for a device, ITN will waive the exhibitor's responsibility to return that device or return it undamaged.

b. Loss/Damage Waiver Rules:

- i) The fee waives the exhibitor's responsibility to return a device, or return a device undamaged, to ITN. Exhibitor must report loss, theft or damage to ITN Lead Retrieval Service Desk promptly. For any device believed to be lost or stolen, exhibitor must file a police/security report and forward a copy to the assigned ITN representative.

c. Data Retention Policy: ITN will store personal data collected via its Applications on its secured servers for only as long as a legitimate business reason for retention exists, as defined by show management, as the Data Controller. If the Data Controller has not specified a timeframe for data retention, ITN will keep the data on its servers for a maximum of 18 months from close of the event, after which date will either the data will be destroyed, returned to show management or rendered anonymous, with no ability to identify the personal data of any individual whatsoever.

5) LIMITATION OF LIABILITY

a) ITN International does not guarantee any level of Return on Investment related to the use of ITN products/services. ITN provides a convenient service that uploads data to a secure Website via ITN's mobile cellular data network for password protected access by exhibitors. ITN does not guarantee connectivity will be active at all times. Upon Receiving notification of your login information, we recommend that you login to the BCARD Portal site to verify that your data is available.

We also recommend that you contact our Service Desk for any reason (i.e., lost or stolen device), or if your data is not available at our online site.

b) ITN International shall not be held liable for any unforeseen happenings (i.e., Acts of God, union labour strikes, building or grounds damage, loss of power, travel or work stoppages) that may cause the show to be cancelled or postponed.

In any such event, the obligations of ITN International, Inc. for services not rendered shall be terminated and ITN International, Inc. shall be entitled to all payments received.

6) DATA PRIVACY

a) The lead gathering software applications ("Applications") you have licensed for this event allow you to collect business card information stored in contactless badge media, called BCARD, issued to each registrant. The ITN lead gathering application you are provided with is loaded on a device that has a short range contactless smart card reader and the software uses a secured encrypted key that unlocks the content on the registrant's BCARD. The Applications are the only ones that can enable the reading of content of a BCARD, and you can only read a BCARD if you bring the reader or the card within 2 cm of each other. During the registration process, the registrant will be asked for his/her consent to exhibitors' collection and use of the registrant's personal data stored on the BCARD (the "Consent"). You are also required to affirmatively inform the registrant that you are scanning their BCARD and collecting their personal data so that you can contact them as a follow-up to their visit at your location. If the registrant objects to you scanning their BCARD you must not scan the BCARD for access to the registrant's personal data.

b) Subject to subsection h) below, you agree that when collecting information and personal data ("Personal Data") through these Applications, you will become a data processor or a sub-processor, as defined in the General Data Protection Regulation ("GDPR") and as the same or analogous terms are defined in the UK Data Protection Act 1998 and the Spanish Protection of Personal Data Act 1999 and applicable US Data Privacy laws (collectively, the "Privacy Laws"). As a data processor, you have independent obligations under the GDPR and the other Privacy Laws and hereby agree to fully comply with the following data protection and information security requirements (the "Requirements") –

c) Definitions. For the purposes of these Requirements: (i) "Data Processor", "Data Controller", "Sub-processor", "Data Subject", "Personal Data", "Special Categories of Personal Data", "Supervisory Authority," "Process" and "Processing" shall have the same meaning as set out in Article 4 of the GDPR; (ii) "Services" shall mean the services provided and procured under the Agreement; (iii) "Data Protection Laws" means any data protection laws applicable to Processing of Personal Data contemplated by the Agreement of which these Requirements are a part; (iv) "Exhibitor" means you; (v) "Information Security" is the practice of preventing unauthorized access, use, disclosure, disruption, denial of access, modification, inspection, recording or destruction of information, regardless of the form; (vi) "Standard Contractual Clauses" means the standard contractual clauses for the transfer of Personal Data from the European Union, European Economic Area, Switzerland and the United Kingdom, to Data Processors established in third countries (Data Controller-to-Data Processor transfers), as set out in the Annex to Commission Decision 2010/87/EU; (vii) "Top 10 Risks" mean those risks to Information Security set out in the Open Web Application Security Project - (https://www.owasp.org/index.php/Category:OWASP_Top_Ten_Project); (viii) "IT System" means any IT system involved in the provision of services and deliverables contemplated by the Agreement; (ix) "Relevant Data" means Personal Data and any other non-public data collected, held, or Processed by you or on behalf of ITN, regardless of the form, whether

Your order and use of ITN International products, services and equipment implies that you have read, understood and agreed to the Terms & Conditions stated herein.

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electronic or physical; and (x) "ITN" means Information Trading Network (ITN) International, Inc. In case of any conflict between the terms and conditions of these Requirements and any other term or provision of the Agreement, these Requirements shall govern. For the purpose of processing Personal Data under the Agreement, ITN is a Data Processor and Exhibitor is a Sub-Processor.

d) The Exhibitor will implement appropriate technical, and organizational measures to ensure against unauthorized or unlawful access, use, disclosure, Processing or modification and accidental loss, destruction or damage (e.g. Relevant Data 'in flight' or at rest will be encrypted and interfaces between IT Systems will use strong credentials and authentication.) Security information will not be sent in the clear; administrative privileges will only be shared on a "need-to-know" basis; logical and physical security of servers and other computer resources will be assured; Personal Data not needed at present will not be retained and will be retained for the shortest possible time; any IT System shall protect against the Top 10 Risks.

e) The Exhibitor will implement best practice protections for Information Security against any virus and internet attacks; not compromise security by functionality changes; patch IT Systems to industry good practice and keep code libraries up-to-date; achieve satisfactory test status for all releases to the production environments; use a deployment process that ensures authority and efficacy of any release (including rollback and failed release planning); and maintain skilled staff or contractors to ensure IT Systems are appropriately supported at all times.

f) The Exhibitor's Obligations.

- (i) The Exhibitor must at all times Process any Personal Data held in connection with the Agreement in accordance with all applicable Data Protection Laws and only for the purposes of fulfilling its obligations under the Agreement and shall not Process Personal Data for any other purpose.
- (ii) If the Exhibitor becomes aware of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, Personal Data Processed, the Exhibitor must take appropriate actions to contain, investigate, mitigate, recover, restore, and notify ITN immediately of that act or omission. The data breach notification shall contain at least a description of the nature of the data breach including the categories and approximate number of Data Subjects affected, categories of Personal Data affected, date and time, technical and organizational security measures taken to cure the breach, and if applicable other(s) supplier(s) involved and describe the likely consequences of this data breach and description of the correction made. The Exhibitor, at its own cost, will assist ITN in meeting any notification and other requirement(s) under applicable Data Protection Laws.
- (iii) If Exhibitor becomes aware of: (a) any breach of these Requirements by the Exhibitor; (b) any act or practice of Exhibitor, its employees or its subcontractors which causes or may cause a failure by or inability of ITN to comply with its obligations under the Data Protection Laws or any privacy statements or policies issued by it; or (c) any breach of any of the Data Protection Laws that apply directly to Exhibitor, the Exhibitor shall notify ITN immediately. In addition, the Exhibitor, at its own cost, will assist ITN and/or the Data Controller in meeting any notification and other requirement(s) under applicable Data Protection Laws or such requirements deemed reasonably necessary by ITN.
- (iv) In the event that the Exhibitor receives any request or notice from a Supervisory Authority or Data Subject, the Exhibitor will notify ITN immediately and assist ITN and/or the Data Controller with such requests to the extent legally permitted.
- (v) Without the prior written approval of ITN, the Exhibitor shall not allow any third party to access, transfer or Process Relevant Data. The third party's Processing and data use activities shall be governed by no less restrictive provisions than the provisions set out in these Requirements.
- (v) Transfer of Personal Data outside the European Economic Area, Switzerland, and the United Kingdom to countries which do not ensure an adequate level of data protection within the meaning of Article 45 of the GDPR (which includes the Privacy Shield Scheme) are only permitted where the country or organization offers appropriate safeguards such as the Standard Contractual Clauses.

(vi) ITN may terminate the Agreement with immediate effect by giving written notice to the Exhibitor if the Data Controller objects to the engagement of the Exhibitor as a Sub-processor within 5 working days after the receipt of ITN's notice in relation to the engagement. Exhibitor agrees that it will have no rights to damages or indemnification of any nature because of such termination.

(vii) Upon written request, the Exhibitor will assist ITN in verifying the Exhibitor's compliance with its obligations to carry out a data protection impact assessment related to the Services in connection with the Agreement.

(viii) Upon reasonable request by ITN, the Exhibitor shall at its own cost make available to ITN or its auditor all information and access reasonably necessary to assess the Exhibitor's compliance with the obligations of these Requirements.

(ix) Immediately on termination or expiration of the Agreement, or upon request by ITN, the Exhibitor must, at ITN's written election return all Relevant Data to ITN or destroy all Relevant Data, in a manner agreed in writing with ITN. In the event ITN elects to instruct Exhibitor to destroy the Relevant Data, Exhibitor shall certify that such destruction has occurred, indicating the time and means of destruction. If the relevant law binding on the Exhibitor prevents it from doing as requested, the Exhibitor hereby agrees that it will continue to observe the terms of these Requirements for as long as it is required to retain Relevant Data. Once no longer required to retain Relevant Data, the Exhibitor will proceed as originally requested by ITN.

(x) The Exhibitor shall ensure that its personnel engaged in the Processing of Personal Data have agreed to confidentiality obligations no less restrictive than those set forth in these Requirements and have received appropriate training.

g) Details of Processing. The subject-matter of Processing of Personal Data by the Exhibitor is the performance of the Services pursuant to the Agreement:

- (i) Nature and purpose of the Processing: The Exhibitor will Process Personal Data as necessary to perform the Services pursuant to the Agreement, as further specified in the Agreement, and as further instructed by ITN in its use of the Services;
- (ii) Duration of the processing: The Exhibitor will Process the Personal Data for the duration of the Agreement, unless otherwise agreed upon in writing;
- (iii) Categories of Data Subjects: The Data Subjects are as described in the Agreement;
- (iv) Types of Personal Data: The types of Personal Data to be Processed are as described in the Agreement and may include, but is not limited to, name, job title, employer, contact information, ID data, personal life data, mobile data, connection data, or localisation data.

h) The Exhibitor acknowledges and agrees that no use of the Relevant Data may be made by the Exhibitor except as contemplated in and expressly agreed by a Data Subject in the Consents. In the event Exhibitor wishes to Process the Relevant Data in any manner different from or not contemplated in the Consents, Exhibitor shall be solely responsible for obtaining a GDPR-compliant consent therefor from each Data Subject whose Personal Data is included in the Relevant Data. Under such circumstances, the Exhibitor shall be deemed a Data Controller and shall be responsible for compliance with all GDPR requirements applicable to a Data Controller.

i) **Indemnity:** The Exhibitor agrees to indemnify and keep indemnified, and defend at its own expense, ITN against all costs, claims, damages or expenses incurred by ITN or for which ITN may become liable due to any failure by the Exhibitor, its employees, agents or sub-contractors to comply with any of its obligations under these Requirements. Any limitations of liability contained in the Agreement shall not apply to a breach of the Requirements.

Your order and use of ITN International products, services and equipment implies that you have read, understood and agreed to the Terms & Conditions stated herein.



F L O R I S T

ORGANIZED EVENTS

PLANT & FLORAL

340 Pine Ridge Road
Chattanooga, TN 37405

Phone 423-756-9835

Fax 423-756-4743

Email organizedevents@comcast.net

organizedeventsfloral.com



DESCRIPTION FOR RENTAL	COST EACH	QUANTITY	TOTAL COST
Table Top Green Plant	25.00		
2-3 Foot Green Plant	40.00		
4 Foot Green Plant	50.00		
5 Foot Green Plant	60.00		
6 Foot Green Plant	70.00		
7-8 Foot Green Plant	80.00		
Over 8' Green Plant = \$15 per foot			
Mums: Wh __ Yel __ Lav __ Bnz __	35.00		
Azaleas: Wh __ Red __ Pink __	35.00		
Bromeliads	35.00		
Fern – Large	35.00		
Ivy	35.00		
Bubble Bowl (bus.card, candy etc.)	25.00		
Cut Flower Arrangements(Small) (Shape _____ Color _____)	55.00		
Cut Flower Arrangements (Medium) (Shape _____ Color _____)	65.00		
Cut Flower Arrangements (Large) (Shape _____ Color _____)	75.00 +		
CONTAINER COLOR (BLACK OR WHITE).....			
SUBTOTAL.....			
DELIVERY, MAINTENANCE AND REMOVAL CHARGE 5% OF TOTAL			
TOTAL			

PLEASE EMAIL ORDERS

BLACK OR WHITE CONTAINER
INCLUDED IN THE PRICE.

OUR DESIGNERS WILL BE GLAD TO
MAKE SUGGESTIONS FOR YOUR
EXHIBIT AT NO EXTRA CHARGE.

SPECIAL REQUESTS FOR PLANTS
AND FLOWERS ARE NO PROBLEM
WITH ADVANCE NOTICE.

Company _____ Booth # _____

Address _____

City _____ State _____ Zip _____ - _____

Phone (____) _____ Fax (____) _____ e-mail _____

Check MC Visa AMEX (circle one) Card _____ - _____ - _____ Exp. Date ____/____/____

Print Name on Card _____ Security Code(visa, mc, 3#s AX 4 #) _____

RETURN COPY WITH PAYMENT TO ORGANIZED EVENTS

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