

Exhibitor Form Completion Checklist with Deadlines and Contacts

✓	Due	Form / Item	Supplier Contact
	No deadline - can provide services at the last minute (surcharges will apply to orders received after January 8)	Lead Retrieval Order Form (rent a scanner to scan the badges of people who visit your booth, and keep track of the follow up that is required with the people you scan)	Conexsys Event Registration Phone: 888-400-9499 Website: www.conexsys.ca
	No deadline - but it is preferable if orders can be submitted in advance of the conference	Telephone and High Speed Internet Order Form – please note there will be a service charge for the connection(s)	Westin Bayshore, Vancouver Nicole Forsyth Phone: 604-682-3377 Email: nicole.forsyth@westin.com Fax: 604-691-6959 Website: www.westinbayshore.com
	No deadline - can provide services at the last minute	Customs Brokerage, Advance Warehousing for International Shipments Valued at Over \$1600, and Shipping Order Form	Events on the Move Robyn Adams Phone: 604-647-0130 Email: radams@eventsonthemove.com Fax: 604-647-0136 Website: www.eventsonthemove.com
	Monday, October 12	Mineral Exploration Magazine Advertisements (Roundup / Winter issue) – this is AME BC's flagship publication	Canada Wide Media Limited Lee Caldwell Phone: 604-473-0389 Email: mineralexploration@canadawide.com Websites: www.canadawide.com, www.amebc.ca

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	Thursday, October 22	Northern Miner Magazine Roundup Pre-Convention Supplement Advertisements (November 9 issue)	<p>The Northern Miner</p> <p>Brian Warriner Phone: 416-510-6771 Email: bwarriner@northernminer.com</p> <p>Robert Seagraves Phone: 416-510-6816 Email: rseagraves@northernminer.com</p> <p>Michael Winter Phone: 416-510-6824 Email: mwinter@northernminer.com</p> <p>Website: www.northernminer.com</p>
	Thursday, December 24 (surcharges will apply to orders received after December 24)	Show Services Order Forms - including forms for advance warehousing of domestic shipments and international shipments valued under \$1600, and materials handling on-site (if you use Events on the Move for shipping, you will need to fill out a Show In Motion Materials Handling form)	<p>Show In Motion</p> <p>Rentals and shipping contact: Lynne Storm Email: lynne@showinmotion.com</p> <p>Electrical contact: Brad Riznek Email: brad@showinmotion.com</p> <p>Phone: 250-495-5025 Fax: 250-495-5026 Website: www.showinmotion.com</p>

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	Thursday, December 31	Complimentary Exhibitor Table and Chair Order Form (if this form is not received by AME BC by December 31, you will need to pay to rent tables and chairs direct from Show and Motion at the Westin)	AME BC Shannon Norris Phone: 604-630-3921 Email: snorris@amebc.ca Fax: 604-682-5733
	Thursday, December 31	Treasure Hunt Participation Form (the first 25 companies to submit the form will be accepted)	AME BC Shannon Norris Phone: 604-630-3921 Email: snorris@amebc.ca Fax: 604-682-5733
	Thursday, December 31	Complimentary Trade Show Pass and Full Delegate Pass Registration Forms	AME BC Free pass inquiries: Shannon Norris Phone: 604-630-3921 Email: snorris@amebc.ca Fax: 604-682-5733 General registration inquiries Phone: 604-689-4800 Email: roundup@amebc.ca Fax: 604-682-5733
	Tuesday, January 12 (surcharges will apply to orders received after January 12)	Audio Visual Services Order Form	Clark's Audio Video Services Ltd. James Downey Phone: 604-877-8558 Email: accounts@clarksav.com Fax: 604-879-2993 Website: www.clarksav.com
	Monday, January 18	Corporate Membership – all exhibitors must be a Corporate Member of AME BC at the time of the conference	AME BC Phone: 604-689-5271 Email: info@amebc.ca