

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 |

Exhibitor Form Completion Checklist with Deadlines and Contacts

| ✓ | Due | Form / Item | Supplier Contact |
|---|---|---|---|
| | 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> |

Exhibitor Form Completion Checklist with Deadlines and Contacts

| ✓ | Due | Form / Item | Supplier Contact |
|---|---|--|---|
| | 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 |