

# AME ROUNDUP.

## Exhibitor Checklist with Deadlines and Contacts

### 1. Review Important Exhibitor Information:

- [Move In/Out Information](#) **\*\*\*NEW MOVE-IN TIMES\*\*\***
- [Shipping FAQ](#)
- [Vancouver Convention Centre Exhibitor Reference and Safety Document](#)
- [Parking Information](#)

### 2. Register Attendees:

- Complimentary Exhibitor Conference Passes

AME BC:

- All complimentary passes are Full Delegate Passes.
- Additional passes can be purchased as required.
- Conference registration instructions will be provided once your booth has been paid in full.

Contact Devon Douglas at [roundupexhibitors@evoque.ca](mailto:roundupexhibitors@evoque.ca) or 604.952.5507 if you have questions regarding complimentary registration passes included with your booth or if you have not received your codes.

Contact the AME Hotline at 1.877.689.5554 or [roundup@amebc.ca](mailto:roundup@amebc.ca) for Roundup conference on-line registration questions/issues

### 3. Order Booth Items and Arrange Shipping

Each 10' x10' booth includes:

- 8' High Drape Backwall - Black
- 1 - 6' Skirted Table - Black
- 3' High Drape Sidewall - Black
- 750 Watt Outlet (provided by VCC)
- Carpet – Grey
- 2 - Fabric Side Chairs

If you have any questions or require assistance please contact Devon Douglas at [roundupexhibitors@evoque.ca](mailto:roundupexhibitors@evoque.ca) or 604-952-5507.

# AME ROUNDUP.

## ☐ Show Services – Showtime

DISCOUNT PRICE DEADLINE: DECEMBER 18, 2017

- Material Handling on-site
- Carpeting, Furniture, Booth Cleaning and Other Booth Materials
- Graphics and Signage
- Exhibit Rentals
- Installation and Dismantling

Contact: 250.868.2465 or 1.800.721.0029 ext 2240 or [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)  
[PDF Order Form](#)

## ☐ Advance Warehouse And Shipping

DEADLINE: JANUARY 16, 2018

\*Orders must be received no earlier than December 18, 2017 and no later than January 16, 2018  
SHIPMENTS MUST BE RECEIVED IN THE ADVANCE WAREHOUSE BY THIS DATE

**IMPORTANT: Please note it is NOT possible to ship items directly to the Vancouver Convention Centre**

- Advance warehousing (up to 30 days) of domestic and international shipments
- Please review the [Move In/Out Information](#) and the [Shipping FAQs](#) for important information.

Contact: 250.868.2465 or 1.800.721.0029 ext 2240 or [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)  
[PDF Order Form](#)

## ☐ Audio Visual – Showtime

DISCOUNT PRICE DEADLINE: DECEMBER 18, 2017

- Audio Visual Service Orders
- A surcharge will apply to all orders received after December 18, 2017.

Contact: 250.868.2465 or 1.800.721.0029 ext 2240 or [infodesk@showtimedisplay.com](mailto:infodesk@showtimedisplay.com)  
[PDF Order Form](#)

If you have any questions or require assistance please contact Devon Douglas at [roundupexhibitors@evoque.ca](mailto:roundupexhibitors@evoque.ca) or 604-952-5507.

# AME ROUNDUP.

## Lead Retrieval Scanner

Conexsys Event Registration

[Click here to order online](#)

Event Code: MERP0118W

## Vancouver Convention Centre

Vancouver Convention Centre ([www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com))

Contact for all VCC Services (below): Exhibitor Services Department at 604.647.7206.

### Catering Services

DEADLINE: JANUARY 14, 2018

- [Food Sampling Guide](#)
- [Liquor Sampling Guide](#)
- Food and Beverage Orders – all food served at exhibit booths must be ordered through the Vancouver Convention Centre Catering Order Forms
- Any food or beverage must stay within the confines of the exhibitor booth space and cannot impede on surrounding exhibit booths in any way.

Contact: Catering Department at 604.689.8232

[Catering Services Order Form](#)

### Internet & Voice Connectivity Services

DEADLINE: JANUARY 14, 2018

- Wi-fi and Wired Internet

Contact: Exhibitor Services Department at 604.647.7206

[Internet Order Form](#)

### Electrical Services

DEADLINE: JANUARY 14, 2018

- Basic Power, Lighting, Production or Commercial Power
- Please note each booth is provided with a 750 watt electrical outlet

Contact: Exhibitor Services Department at 604.647.7206

[Electrical Services Order Form](#)

If you have any questions or require assistance please contact Devon Douglas at [roundupexhibitors@evoque.ca](mailto:roundupexhibitors@evoque.ca) or 604-952-5507.

# AME ROUNDUP.

## **Vacuuming Services**

DEADLINE: JANUARY 14, 2018

- Booth Carpet Vacuuming & Booth Carpet Shampooing

Contact: Exhibitor Services Department at 604.647.7206  
[Vacuuming Services Order Form](#)

## **Security Services**

DEADLINE: JANUARY 14, 2018

- Booth Security Personnel
- General 24 hour security will be provided in the exhibit hall from 2:00pm on Sunday, January 21 to 9:00am on Thursday, January 25

Contact: Exhibitor Services Department at 604.647.7206  
[Security Services Order Form](#)

## **Plumbing Services**

DEADLINE: JANUARY 14, 2018

- Sinks & Water Services

Contact: Exhibitor Services Department at 604.647.7206  
[Plumbing Services Order Form](#)

If you have any questions or require assistance please contact Devon Douglas at [roundupexhibitors@evoque.ca](mailto:roundupexhibitors@evoque.ca) or 604-952-5507.