

AME ROUNDUP.

Exhibitor Checklist

1. Review Important Exhibitor Information:

- [Move In/Out Information](#)
- [Shipping FAQ](#)
- [Vancouver Convention Centre Exhibitor Reference and Safety Document](#)
- [Parking Information](#)

2. Register Attendees:

- Complimentary Exhibitor Conference Passes
 - A link will be provided to access the Exhibitor Portal within 14 business days along with codes for complimentary passes for exhibitor booth staff only.
 - Passes can be upgraded to Full Delegate pass for an additional fee.
 - Early bird registration ends on December 9, 2022.

Exhibitor Booth/Code Inquires

Jasmine Lad

Phone: 778-957-5949

Email: jlad@amebc.ca

Roundup Event Registration and General Inquires

Phone: 604-630-3921

Email: roundup@amebc.ca

3. Order Booth Items and Arrange Shipping

- Show Services – LEVY**
Contact: 604-227-1726 or operations@levyshow.com
DISCOUNT PRICE DEADLINE: December 30, 2022
Online ordering available until January 17, 2023

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

- Advance Warehouse and Shipping – LEVY**
Contact: 604.227.1726 or logistics@levyshow.com
DEADLINE: Orders/Shipments must be received no earlier than December 19, 2022 and no later than January 16, 2023

IMPORTANT: **DO NOT** ship items directly
to the Vancouver Convention Centre

If you have any questions or require assistance, please contact Jasmine Lad at jlad@amebc.ca or 778-957-5949

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- **Audio Visual – LEVY**
Contact: 604.227.1726 or operations@levyshow.com
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- **Lead Retrieval Scanner**
Conexsys Event Registration
Event Code: AME23W

- **Vancouver Convention Centre**

Exhibitor Services Department

Contact: 604-647-7480 or exhibitorservices@vancouverconventioncentre.com

- Electrical (Note: Each booth is provided with one 750-watt electrical outlet.)
- Housekeeping
- Internet/Telecon
- Plumbing
- Security (Note: General 24-hour security will be provided in the exhibit hall from Sunday, January 22, 2023, 9:00 am to Thursday, January 26, 2023, 2:30pm.)

Catering Services

Contact: 604.647.7480

- Food and 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.

4. Hotel/ Accommodation Partners

- All Hotel offerings are listed at [Hotel Information - AME Roundup \(amebc.ca\)](#)
- AME does not utilize any directory providers or use any hotel housing services.