



APEGBC
2009 Annual Conference & AGM
Victoria, British Columbia
October 15-17, 2009

Charting the Course Ahead

APEGBC TRADE SHOW CHECKLIST

- ❑ **Agreement Form**
Please sign and fax back to APEGBC at 604-430-8085 by **September 8, 2009** (see last page of the accompanying “Exhibitor Agreement”).
- ❑ **Registration - Trade Show Representatives/Attendees**
All representatives of exhibiting firms must be registered by **September 8, 2009** (see accompanying Exhibitor Registration Form). Please call Tim Verigin at 604-412-4872 with any questions.
- ❑ **Logo*** Important: To ensure print quality, image files for logos should be vector-based (.eps or .ai). Please email to Tim Verigin tverigin@apeg.bc.ca by **August 1, 2009**.
- ❑ **Company Description***
Please email a 35-50 word description to Tim Verigin tverigin@apeg.bc.ca by **August 1, 2009**. Please be sure to specify a web address and phone number if different than that which is specified on your registration form.

**Returning exhibitors from 2008: please specify whether you would like to use the same logo and description from last year.*

DATES & TIMES TO REMEMBER

∇ **Date and Hours of Displays**

Thursday, October 15, 2009 7:30 am to 6:30 pm
Friday, October 16, 2009 7:30 am to 2:00 pm (Tear down must be complete by 4:00 pm)

∇ **On-site Registration and Check-in**

Begins at 3:00 pm on Wednesday, October 14, 2009.

∇ **Exhibitor’s Setup**

Wednesday October 14, 2009 from 3:00 pm to 8:00 pm, and Thursday morning from 6:30 am to 7:30 am. Exhibit setup must be complete by 7:30 am on Thursday, prior to the arrival of delegates.

∇ **Dismantling**

Friday, October 16, 2009 from 2:00 pm to 4:00 pm. All displays must be completely dismantled by 4:00 pm.

∇ **Exhibitor Extras “Advance Order” Discount Pricing** (see enclosed forms for detail)

- (a) To qualify for discount pricing from *Events on the Move* (Advanced Storage), shipping your materials 14 - 30 days in advance will allow you to take advantage of their **free** advance warehousing.
- (b) To qualify for discount pricing from the *Victoria Conference Centre*, your order must be placed at least 14 days in advance (by September 30, 2009) for things such as Display Accessories, Labour, Electrical (additional outlets), and Telephone.
- (c) To qualify for discount pricing from *Sharp’s Audio Visual*, your order must be submitted at least 7 days in advance (by October 7, 2009) for Internet Data Services and Audio Visual.