



2010 Conference and Exhibition
**YOUR FOUNDATION FOR A
BETTER WORLD**

May 09-12, 2010 | Vancouver, BC

**MINE YOUR
BUSINESS**



Vancouver Convention Centre
Vancouver, British Columbia, Canada

May 9 - May 11, 2010

MIS 2010 Participant Manual

MINING IN SOCIETY HOURS

Sunday, May 9, 2010 from 10 am to 4 pm
Monday, May 10, 2010 from 9 am to 4 pm
Tuesday, May 11, 2010 from 9 am to 4 pm

Sponsored by



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1. Purchase Order Checklist

Please use this checklist to ensure you have ordered all your vital products/services before the required deadlines. Keep this checklist and mark your ordering date.

PRODUCTS/SERVICES TO ORDER	DEADLINE	DATE ORDERED
Hotel Reservation	April 21, 2010	
Exhibit Badges for exhibitors staff	April 16, 2010	
Show Guide	March 27, 2010	
Transportation, Customs brokerage	April 16, 2010	
Drayage / Material Handling	April 16, 2010	

2. Show Service Providers List

CIM has appointed the following companies as **Official Service Contractors** for the 2010 CIM Conference & Exhibition and MIS 2010. If you are planning on using a non-official service contractor please be advised that there are certain requirements that your appointed contractor must comply with before being allowed access to the floor. In addition, Vancouver Convention Centre is the exclusive supplier for food and beverage, Internet and telecommunications, cleaning services.

For ordering online or to obtain order forms you must use the [Exhibitor Login](#) If you don't have your login details please contact the Josée Dallaire at (514) 939-2710 x1320.

Exhibition Coordinator	CIM Exhibition Production & Management Josée Dallaire jdallaire@cim.org 514-939-2710 x 1320
Registration	CIM Meetings Department Online: http://www.cim.org/Vancouver2010/
Customs Brokerage Services Logistics & Transportation Services	Goodkey Show Services Calvin J. Goodkey calvin@goodkey.com 780-426-2211 Toll free: 1-877-726-2211

3. Event Promoter

The promoter of the Mining in Society Show 2010 is the Canadian Institute of Mining, Metallurgy and Petroleum. For more information, contact:

Josée Dallaire

Coordinator, Exhibits and Event Development
 Phone: (514) 939-2710, ext.1320
 E-mail: jdallaire@cim.org

CIM National Office

Toll Free: 1-800-667-1246

<u>MIS DATES/HOURS</u>		
Sunday	May 9, 2010	10:00am – 4:00pm
Monday	May 10, 2010	9:00am – 4:00pm
Tuesday	May 11, 2010	9:00am – 4:00pm

VANCOUVER CONVENTION CENTRE

Public Entrance

1055 Canada Place, Vancouver, BC, V6C 0C3

Freight Entrance – Vancouver Convention Centre loading docks

Access via the West Truck Route off Waterfront Road

4. Mining in Society: A World of Opportunity

MIS – Great outreach opportunity

- ⇒ Inform society about the modern mining industry
- ⇒ Raise awareness about career opportunities

Unlike traditional shows, MIS will not be laid out in a standard booth configuration. Instead, pavilions showcasing the six main areas of mining will allow visitors to “take a walk” through the mining industry. Each section will provide real-life demonstrations of available career opportunities; describe the role of government, industry, and associations; and will highlight the diversity of education requirements.

Our expectations from Participants: companies who can demonstrate their hands-on expertise and are willing to work with fellow exhibitors, be they competitors or not, to inform people about processes and impacts on daily lives provided by mining. We need Participants with innovative technologies to display in an interactive manner, who are willing and able to contribute to handouts and giveaways, and who can share their knowledge and experience with fellow participants.

Participants' profile

High profile, able to speak about industry issues, have the means to present to society "wow" factor, engaging exhibits, hands-on workers, innovative, can relate to the target audience.

The Mining in Society Committee is there to help, and exhibit designers are waiting in the wings to bring ideas together and make each pavilion unique and exciting.

Due to limited exhibit space, pop-up displays are not permitted at this show.

Participants in the pavilions get free space to install their exhibit. Participants have to inform CIM of what they plan to have onsite (exhibit material, brochures, poster, presentation, giveaways, etc...) prior to the show. This way, CIM will be able to provide the requested space and furniture to the participant. Participation is free and CIM will provide the furniture, audio-visual equipment, power, free of charge.

5. Show Instruction – Show Time

Participants' Demonstrations

Demonstration areas must be organized within the Participant's space and must not interfere with aisle traffic. Interference with normal aisle traffic flow or overflow into neighboring spaces is prohibited. Each Participant is responsible for ensuring proper traffic flow, and aisles should not be obstructed at any time.

Safety Precaution: Demonstrations involving potentially hazardous machines, displays or parts must incorporate hazard barriers to prevent accidental injury to spectators. Participants must conform to any directive given by the Vancouver Conference Centre's Management.

Participants are not permitted to place any type of materials outside their allocated space.

CIM Publications and printed matter prepared by CIM are the only authorized publications to be distributed to Exhibitors' booths and designated places.

Show Security

CIM Exhibition and Vancouver Convention Centre provide peripheral security on a 24-hour basis.

Note: It is the responsibility of each Participant to protect his materials from loss or damages. Participants are urged to take every possible precaution to secure the easy-to-carry items at all times. All incidents should be reported to security and show management. If appropriate, law enforcement agencies will be called upon. Participants should keep a copy of all documentation and inform their insurance companies.

6. Move-In / Installation Schedule

Goodkey will manage a "Participant's Move-in Log & Report" specifying the unloading details such as the day, the hour, the number of pieces, the gross weight, the carrier and the handling method. As required, other specific information will be compiled. Weight scales will be verified and certified at site during show decorator move-in. Drayage charges will be applied in accordance to these reports. Any discrepancies between measured value and shipped value should be reported to the MIS Coordinator.

Move-In Schedule:

Saturday May 8, 2010 8:00 – 18:00 **ONLY**

IMPORTANT

The freight address for the Vancouver Convention Centre from May 6 - 10, 2010 is:
 1055 Canada Place
 Vancouver, BC, V6C 0C3

Note: For security and insurance concerns no one under the age of 16 will be allowed in the exhibit area during move-in and move-out.

7. Freight Forwarding (Transport) and Customs

CIM Show Management recommends the use of its official supplier Goodkey Show Services for all shipments to the show.

Participants using other carriers must ensure that these carriers coordinate their shipments with Goodkey to ensure optimal movement of goods on the truck access route at Vancouver Convention Centre during move-in and move-out.

Participants using Goodkey Logistics will benefit from possible warehousing of their show materials for up to **30 days in advance** of the show move-in date (April 1st 2010). Show materials should be shipped to arrive at the warehouse no later than April 29, 2010 at 4:00 pm. The Exhibitor's shipments will be delivered to the Convention Centre truck dock.



Goodkey Show Services Ltd.

C/O CIM Vancouver 2010 / MIS 2010 – _____ Pavilion
3985 Stillcreek Avenue, Burnaby, BC, Canada, V5C 4E2

(780) 426-2211
Toll Free: 1-877-726-2211
Fax: 780-426-5734

Prior to the move-in date, the Vancouver Convention Centre will not accept advanced shipments.
Note: Regular transport companies do not deliver on Saturday or Sunday.

Cross-border Shipments

Inbound and outbound shipments will be transported door-to-door. Imported displays and/or promotional items belonging to foreign exhibitors will be bonded by the show organizers as per the show provisions of Canada Customs Memorandum # D8-1-2.

Non-palletized Shipments

Loose show material must be placed on wood pallets for forklift handling. Otherwise, the Exhibitors will be charged per 100lb weight.

Pallet Shipments

Skid and pallet shipments are the best way to handle your display material. Exhibit shipments must be sent “prepaid”. Find out about the charges from the Official Transport Company for your inbound/outbound shipments.

Small Show Deliveries

Exhibitors sending small parcel deliveries can courier their shipments to the Convention Centre receiving dock address (not to the office) - Deliveries will be accepted at the receiving dock only during the move-in days. Shipments arriving before move-in date will be returned to its owner. Again, to avoid any parcel loss, untimely deliveries, show management strongly recommends the Exhibitors use the official carrier.

For best handling, please coordinate your requirements with show officials as described on the Show Service Suppliers & Order forms.

VANCOUVER CONVENTION CENTRE SHIPPING LABEL

Please find hereafter a pre-addressed mailing label for the VCC. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. All of our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially your **PARTICIPANT COMPANY NAME, CONTACT & PHONE NUMBER.**

Please note that every event at the VCC has an official move-in date. **VCC is unable to store exhibitor freight prior to any event due to the limited storage facilities. They reserve the right to refuse delivery of exhibitor freight that arrives at the facility prior to the appropriate move-in date.** Please consult with GOODKEY SHOW SERVICES if you require more details regarding move-in dates or official freight storage.



SEND TO:

**Vancouver Convention Centre
 Via Waterfront Road Truck Route
 1055 Canada Place
 Vancouver, BC, Canada
 V6C 0C3**

Attn: GOODKEY SHOW SERVICES

Details: Event Name: CIM / MINING IN SOCIETY 2010

Event Date: MAY 9th, 2010

Contact: Calvin Goodkey, Show Services Director

Pavilion: _____

Exhibiting Company: _____

Contact Name: _____

Contact Phone Number: _____

Use at your own risk.

We strongly recommend that you make your arrangements with Goodkey Show Services. **Avoid lost freight and obtain free warehousing for up to 30 days plus crate storage when you use GOODKEY Show Services. Call Calvin Goodkey at 1-877-726-2211 for a quotation.**

Participant Restrictions

Participant's employees are prohibited to drive forklifts or use dollies, carts, power tools and other show equipment. For safety purposes only the official contractor is permitted to such work.

Space ID

Space ID will be temporarily displayed and clearly visible during move-in and during the show.

Storage of Empty Containers & Crates

Goodkey is the exclusive supplier for on-site storage. All display containers and crates must be stored by Goodkey. The Participant must establish plans to remove his crates and containers for storage. It is recommended that prior to move-in, the Participants arrange through commercial agreement with Goodkey for the storage of their goods. Labels will be provided by Goodkey for proper identification of items. It is the Participants responsibility to ensure his goods are properly identified with the appropriate labels. The containers and crates will be returned by Goodkey for move-out at the show closing time. It will take at least two hours to deliver all the empties. All arrangements must be made via Goodkey show services.



Storage within the Space

Fire regulations in most Exhibit Facilities prohibit storing empty carton containers or packing materials behind back drapes. In most cases, however, Participants may store a limited supply of literature or small display containers within their space area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

8. Material Handling & Drayage

The handling of exhibit materials is one of the most misunderstood procedures in the show industry. Every venue provides unique challenges and instructions to ensure proper and timely flow of materials while minimizing risk and maximizing safety for all concerned.

Drayage or material handling is the physical displacement of show materials from point of receipt at the venues docks or off-loading material from a vehicle, moving and storing empty crates, taking materials to the booth and re-loading at the end of the show.

Goodkey Show Services has been mandated as the official material handling contractor. These services at the exhibitor's expense are charged per hundred weight with a minimum handling fee.



Strategies to keep your costs down & our event greener!

Don't bring more brochures than you need. Brochures are very expensive to produce and their weight often represents a few hundred dollars in material drayage

Due to limited space and availability of loading docks, we strongly encourage exhibitors to arrange all their logistic requirements with Goodkey Show Services.

Heavy and Large items

For heavy pieces exceeding **1 ton** and for large exhibits, please complete and submit the following [Work Authorization Form](#).

9. Show Instructions – Outbound Operations

Show Closure Announcement

Exhibits must remain staffed and intact during the show and may not be dismantled or removed before the show officially ends. **Participants failing to abide by this rule may be disqualified from participating at future CIM Exhibitions.**

Aisle Carpeting

At the announcement of show closure at 4:00 PM on Tuesday, the show decorators will be removing the aisle carpeting. Exhibitors must ensure that no materials from their space area impede this activity.

Pavilion Dismantling

Participants are requested not to leave their space unattended during move-out operations. Dismantling and packing should start immediately after show closing. Participants using show services to move out the show material should check with the material-handling supervisor for labeling and shipping waybills prior to departure from the exhibit hall. Move-out will be from 4 pm to 8 pm on Tuesday May 11, 2010.

Forced Freight

Take note that any material left on the show floor, at 2PM M.S.T., on Wednesday, will be picked up by the official transporter and charged by same to the participant. Significant weights can be back charged.

Move-out Waste

The official contractor will dispose of all garbage at the Participant's expense. VCC has instituted an aggressive waste reduction program to reduce landfill and to recycle whenever possible.

Move-out Dock Procedures

Trucks as well as all other vehicles will be staged in the truck holding area. **NO TRUCK WILL BE ALLOWED TO BE PARKED IN THE LOADING DOCK AREA UNTIL THE OUTBOUND SHIPMENT IS ON THE DOCK AND READY TO BE MOVED.** During move-out, no vehicle will be called to the dock until the Participant's materials are packed and ready for loading. Participants must first report to the freight desk at the loading dock during move-out hours for positioning and instructions before proceeding to the loading docks.

Outbound Freight

Once again, CIM show management strongly encourages Participants to use the official carrier to facilitate the move-out.

Exhibitors using Goodkey will receive move-out instructions on Tuesday morning.

Exhibitors making their own arrangements should contact their designated carriers to confirm the pick-up of their materials from the Convention Centre.

The following documents can be obtained from the Exhibitor service counter: bills of lading, shipping labels, assistance in dismantling, and forklift services.

Late Booth Dismantling

Booths left unattended after the 4-hour move-out period will be torn down by the display contractor at the participant's expense. These booths will then be held in storage until further instructions are received from the participant.



10. Accommodations

Hotel Information - Vancouver 2010

For hotel reservations, please contact the hotels directly and reference the CIM Conference and Exhibition.

PAN PACIFIC HOTEL

Suite 300-999 Canada Place
 Vancouver, British Columbia

2 minutes walking from the Vancouver Convention & Exhibition Centre (Expansion – West)

Toll-Free Reservations: 1-877-324-4856

Tel: (604) 662-8111

Fax: (604) 685-8690

Web: www.panpacific.com

Deluxe City / Inner Harbour view: \$269.00 per night plus taxes

Deluxe Harbour Mountain view: \$289.00 per night plus taxes

Please identify yourselves as booking with the «**CIM Conference and Exhibition**»

11. Registration

Exhibitor Badges

Online registration will be available in January 2010 at:

<http://www.cim.org/vancouver2010/registration/RegHome.cfm> badges will be available at site at the exhibitor registration counter or through the self-registration terminals. The registration hours are:

Saturday, May 8th: 1:00pm - 5:00pm

Sunday, May 9th: 8:00am - 9:00pm

Monday, May 10th: 7:30am - 6:00pm

Tuesday, May 11th: 7:30am - 6:00pm

12. Food & Beverage Services

Food & Beverage Service

The VCC is the exclusive provider of food and beverage within the Conference Centre and must be used for all food/beverage functions. **Under no circumstances** are exhibitors permitted to supply their own food and beverage within the Vancouver Convention Centre. The menus provide you with an exceptional range of offerings, from traffic promoters to booth receptions, all inspired by international tastes and a passion for excellence.



For information, please contact:

VANCOUVER CONVENTION CENTRE
Catering Inquiries
 Cynthia Fung Fakstorp
cfung@vancouverconventioncentre.com

13. Audio-Visual / Computer Services

DUOCOM Canada is the official contractors for audio-visual (A/V) and computer equipment. All order forms are available on CIM Website. For additional A/V information, please contact:

DUOCOM Canada Inc.
 Céline Desaulniers
 10000, Cavendish Boulevard
 Montreal (Quebec) H4M 2V1
 Tel: (514) 341-8181 x241 / International 1-888-338-6266
 Fax: (514) 341-1253
 E-mail: cdesaulniers@duocom.ca



14. Regulations

Fire Protection

The following elements form an integral part of the show regulations. They are presented as a guideline only. The Fire Safety Officer of the Vancouver Convention Centre has full discretionary power to apply additional rulings to ensure conformity with local fire codes and to maintain an acceptable level of fire safety within the VCC.

In brief, the regulations of the Fire Department, Prevention Bureau state the following:

All curtains, drapes, carpeting and other similar furnishings and decorative materials shall be noncombustible or flame-retardant treated to the satisfaction of the Fire Department. No flammable fluids or substances may be used or shown in exhibits. Decorations made of natural trees (i.e., coniferous or broad-leaved) are permitted provided they are potted with their roots and watered regularly. Any dry vegetation or dried-up tree shall be prohibited. Open flame or pyrotechnic devices are not permitted.

Equipment

Access to portable extinguishers and fire cabinets shall be maintained free of obstruction at all times, including during set-up and dismantling of the exhibit. Under no circumstances can fire suppression equipment be removed, moved or made inaccessible. Emergency exit doors must remain accessible at all times.



Displays

The Fire and Safety Officer and the Exhibition Director or their appointees, will conduct booth inspections prior to opening the show and ensure that Exhibitors have complied with the show rules and regulations. Participants in default will be requested to promptly comply. **Note:** Serious infractions of the show rules and regulations can result in Participant's expulsion from the show. In these instances, all fees will be forfeited and the Participant may be barred from participating in future CIM Exhibitions.

Safety Procedures

- Open flame devices and burning or smoke-emitting materials are prohibited.
- No display or exhibit shall be installed or operated in a way which could interfere with the visibility of an exit sign or access to any exit, nor shall any display block access to fire-fighting equipment.
- If necessary, the Fire and Safety Officer may request fire-extinguishing apparatus. All such equipment must remain visible and accessible at all times.
- The use of welding and cutting equipment for demonstration purposes may be allowed only with a permit from the Fire and Safety Office.
- Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class II or greater lasers, blasting agents, and explosives are prohibited in the Exhibit hall.

Note: The Fire and Safety Officer may limit or restrict use of any of the above items.

Mobile Equipment

Vehicles will be allowed in the building for display purposes provided they meet the following requirements:

- The fuel tank opening is satisfactorily locked and sealed in an approved manner to prevent the escape of vapors and it does not exceed five gallons;
- At least one cable is removed from each set of batteries;
- There is no fueling or de-fueling;
- The equipment does not obstruct the aisles;
- The equipment is not operated during show hours.

A work request is required for all mobile equipment requirements.

Obstructions

Nothing shall be hung from or affixed to any sprinkler piping or sprinkler heads. Ceiling decorations must never impede the operation of the sprinkler system. All exit doors shall remain operable and unobstructed at all times. Exit signs, manual pull stations; fire department handsets; fire hose cabinets and portable fire extinguisher shall not be obstructed in any manner. If a fire hose standpipe is located in an exhibit space, it shall be the responsibility of the Participant to provide access to such equipment and, if the view to such equipment is obstructed, to provide designating signs for same.

Note: Aisles and exit must be kept free of obstructions, easels, signs, etc. If the setup does not comply, show management and the Fire & Safety Officer can request modification to your arrangements. Failure to abide will result in eviction.



Mandatory Insurance Coverage

Participants must take out an insurance policy that includes a minimum coverage of \$1,000,000 CDN for liability to third parties, damage to property and theft of equipment and products. The coverage must be valid for the duration of the show including set-up and dismantling periods. The participant is responsible for and is held to sending a copy of his insurance policy to the organizer. A copy of proof of insurance should be available at all times during the show. Participants self-insured or not having a copy of insurance at site, will be requested to complete and sign a waiver form.

Security

The Vancouver Convention Centre and CIM ensure the general security of the perimeter of the exhibition 24 hours a day. Participants must take the necessary measures to protect their goods, materials, equipment, and exhibition components at all times. **Never leave a handbag, portable computer or other portable item unattended in your space.** If you wish to have additional security for your stand complete the order forms in the Exhibitor Information Section.

We remind you that CIM and VCC cannot be held liable for losses and/or damages to products and goods. The exhibitor is solely responsible for the security and the material of the rented exhibition spaces and stands.

Work delays may be caused by interruption of service due to breakage of machinery, apparatus, equipment, power failure or any other source under its control. It is mutually understood and agreed that CIM will use proper and reasonable care to prevent work delays.

Exhibition Management will not tolerate abusive argumentation over show rules and regulations. Abusers may be expelled. Participants are responsible for their staff and contractors behaviors.

Show Management reserves the right to locate, relocate or re-number any exhibit space at any time.

Degradation of the Premises

The Participants by their own fault or their contractor's, will be held liable for any harm or damages to the building or its components caused during the transportation, installation or retrieval of materials.

Sales & Promotional Activities

The distribution of samples and promotional materials as well as any solicitation activities are prohibited outside the allocated exhibition space. These activities are also prohibited at the entrances of the exhibition hall, in the concourse or any other area on the VCC property.

15. Management Reserves the right to:

- Approve or prohibit any display which is objectionable (i.e., noise, odor) or degrades the good reputation and/or image of the event.
- Prohibit attraction-seeking ploys or stunts, which are aggressively promotional (theatrical-type shows), intended for use in the booth, halls, corridors or approaches thereof.
- Maintain the events professionalism and high caliber by maintaining the “Good Neighbor Policy” at all times. Loud or obtrusive audio-visuals, presentations or other activities distracting to neighboring booths will not be permitted.
- Insist that exhibits must be in good taste. Degrading side show antics and/or other undignified promotional methods (scantily clad models) will not be permitted.
- Prohibit the use of flashing signs or other lighting effects which cause distracting reflections or interfere with other exhibitors.
- Close exhibitors’ who serve or distribute alcoholic beverages from their booth.

For more information contact:

Josée Dallaire
Coordinator, Exhibits and Event Development
Phone: (514) 939-2710, ext. 1320
Email: jdallaire@cim.org