

TOP 10 TASKS

In order to help you prepare for the event we have put together a top 10 list of tasks to keep you on track.

STEP 1: PAY YOUR INVOICE

First things first, make sure your sponsorship invoice is paid. The invoice will have been sent to the billing contact submitted on the original Sponsor Agreement. Some items below will be unavailable to you until you have paid your deposit. If you have queries regarding invoicing or payments, contact accounts@miningindaba.com.

STEP 2: COMPANY PROFILE

This is the profile that will be included on our website, on the event mobile application and in the on-site event programme creating numerous opportunities for your organisation to be seen. Once you have paid your invoice you will receive instructions to complete and submit your profile which includes your company logo, and a brief description.

STEP 3: SPONSOR DELEGATE REGISTRATION

As a Sponsor you are allocated a number of complimentary registrations so your representatives and guests can attend the event. This amount is indicated on your Sponsor Agreement and includes your allowance for exhibit staff and corporate speakers. Once you have paid your invoice you will receive instructions from our Registration team to submit your delegate information online. If you need any assistance, please contact info@miningindaba.com. On-site, each delegate can collect their badge from the pre-registration desk. Badges are required to access the venue and must be worn at all times.

STEP 4: EVENT SCHEDULE

To get the most out of your time at Mining Indaba, please familiarise yourself with the Event Schedule. This includes the hours for registration, conference sessions and exhibit hall. Ensure you plan your travel accordingly, giving you enough time to set up and breakdown your stand. Head to the Sponsor Resource Centre for details.

STEP 5: PLAN YOUR STAND

GL Events is the official onsite contractor for the 2016 Mining Indaba. They provide each Sponsor with the basic shell scheme stand, including fascia signage. You will need to submit your stand plan and if you wish to take advantage of other services - any additional order forms (such as extra furniture, florals, AV etc) to the appropriate vendor by the required deadlines. See the Stand Planning section of the Sponsor Resource Centre for specific guidelines.

STEP 6: CUSTOM STANDS

Alternative to using the basic shell scheme, some sponsors elect to go custom, meaning that they have a stand specifically designed and built for this event. If you opt to do this with a team other than GL Events, you must submit designs for approval along with various health and safety forms. There are specific custom stand instructions in the Stand Planning part of the Sponsor Resource Centre.

STEP 7: TRAVEL & ACCOMMODATION

Tour d'Afrique is the official housing and tour provider of the 2016 Mining Indaba and has secured a range of excellent hotels to suit all tastes and budgets. In addition, special airfare discounts have been reserved for participants with South African Airways, the official airline partner. Discounts are also available from the SkyTeam Alliance family of 19 leading international airlines. Click [HERE](#) to visit the travel information page.

STEP 8: SHIPPING & FREIGHT

For 2016, the official freight forwarding company is Exhibition Freightings G.S.M. Exhibition Freightings is able to offer a comprehensive package including customs clearance and transportation as well as on-site operations under the supervision of their experienced staff. See the Shipping & Freight section of the Sponsor Resource Centre for details.

STEP 9: ADDITIONAL MARKETING OPPORTUNITIES

From inserts in the delegate bags and colour fascia signage, to sponsoring coffee breaks and hiring meeting rooms – there are multiple ways of gaining extra exposure and making an impression at the Mining Indaba. See the Marketing Resources section of the Sponsor Resource Centre or contact your Sales Representative for further information about additional marketing opportunities.

STEP 10: GET IN TOUCH!

As stated throughout this document, we are here to help, and please reach out to us should you need any assistance. Please review the below and submit your enquiries accordingly:

ENQUIRY	CONTACT	TELEPHONE	EMAIL
Registrations, Cancellations, General Enquiries:	Registration/Customer Service Team	+44 (0) 207 779 8890	info@miningindaba.com
Payments, Invoicing:	Accounts Team	+44 (0) 207 779 8890	accounts@miningindaba.com
Sponsor & Exhibitor Logistics, Meeting Room Rentals:	Lois Wilkins	+1 212 224 3550	Lois.Wilkins@miningindaba.com
Speaker Logistics:	Wendy Zuluaga	+1 212 224 3544	Wendy.Zuluaga@miningindaba.com
Specific enquiries relating to your Sponsor Agreement or upgrades, contact your Sales Representative:	Fred Noce Alfonso Jugo Nathan Hirsch	+1 619 656 9263 +1 212 224 3551 +1 636 686 5210	Fred.Noce@miningindaba.com Alfonso.Jugo@miningindaba.com Nathan.Hirsch@miningindaba.com