

**CMS Summer 2003 Meeting  
University of Alberta, Edmonton (Alberta)  
Exhibit Programme – June 14 to 15  
INVITATION TO EXHIBIT**

On behalf of University of Alberta, The Department of Mathematics extends a warm welcome to all participants in the Summer 2003 Meeting of the Canadian Mathematical Society (CMS). Following the usual format, the meeting will include thirteen symposia, contributed papers, five plenary speakers, as well as prizes and a public lecture.

The meeting will take place at the University of Alberta, Edmonton. We are expecting over 300 participants. You are invited to take part in the exhibit programme to be held June 14-15.

Exhibits will be held at the University of Alberta, in P 126 Foyer. On Sat, **June 14th**, and Sun, **June 15<sup>th</sup>** exhibits will be open from **8:00 am. – 5:00 p.m.** Booths will be ready for set-up from **2:00 p.m. – 5:00 p.m.** on **Friday June 13th**. Booth numbers will be confirmed by FAX.

**Exhibit Package**

Cost is \$400 CDN (\$300 CDN for Corporate Members):

- One 10' wide x 8' deep booth space
- 8' high back wall and 3' high sidewalls draped in blue
- One placard with company name
- One 8' table, draped in blue and 2 chairs
- Registration and delegates lunch for 1 or 2 company reps

**DECORATOR**

**Name: Goodkey Show Services Ltd.**  
**Address: 9797 Jasper Avenue**  
**Tel: 780.426.2211**  
**FAX: 780.426.5734**  
**Email: calvin@goodkey.com**  
**Contact: Calvin J. Goodkey**

Shortly after the Operations Manager in Ottawa receives your paid contract, you will receive an Exhibitor Service Kit for your use in planning your exhibit booth.

**EXHIBIT DATES AND HOURS**

<b>Fri, June 13</b>	<b>2:00 pm</b>	<b>5:00 pm</b>	<b>Set-up exhibits</b>
<b>Sat. June 14</b>	<b>8:00 am</b>	<b>5:00 pm</b>	<b>Exhibits open</b>
<b>Sat. June 14</b>	<b>12:00 pm</b>	<b>2:00 pm</b>	<b>Delegates' Luncheon</b>
<b>Sun. June 15</b>	<b>8:00 am</b>	<b>5:00 pm</b>	<b>Exhibits open</b>
<b>Sun. June 15</b>	<b>4:00 pm</b>	<b>5:00 pm</b>	<b>Dismantling</b>

**MATERIAL HANDLING/STORAGE**

**Advance Shipments:** Please prepay all shipments and send to:

**CMS Summer 2003 Meeting  
Goodkey Show Services Ltd.  
9797 Jasper Avenue, Edmonton, Alberta  
Tel: 780.426.2211, FAX: 780.426.5734  
Attn: Exhibitors Name and Booth Number  
# of boxes in shipment**

Packages, crates, and boxes should arrive at the above address no earlier than **May 26** and no later than **June 13**. Refer to the Drayage/Materials Handling Order Form included in the Exhibitor Service Kit. **The official decorator will receive goods only if the Drayage/Materials Handling Order Form is returned signed and freight is prepaid.** Exhibitors may, of course, handle their own material if they so choose.

Please **DO NOT** send materials to the CMS Executive Office address. The CMS will not take responsibility for shipping them to the exhibit site. **DO NOT send materials to the university or to the hotel(s).** They will not take responsibility for storing or delivering them to the exhibit site.

**ON-SITE SHIPMENTS**

Exhibitors may handle their own materials. These arrangements must be made in advance of move-in. **Exhibitors who do NOT use the services of the official decorator must be prepared to supply their own labour, dollies, etc. for set-up and dismantling.**

**INTERNATIONAL EXHIBITORS**

International exhibitors shipping into Canada should make necessary arrangements at least 20 days prior to the deadline date. The cost for this service is not included in the decorator Material Handling fees. Please contact **Mendelssohn** for their prices. If appropriate, and upon receipt of your paid contract, you will receive more information regarding the Customs Broker.

**CUSTOMS BROKER**

If you are shipping from outside Canada, please follow instructions given by the official broker, **Mendelssohn**.

**Attention: Elly J Brouwer**  
**TEL: 403 291 5332**  
**FAX: 403 291 5305**  
**CELL: 403 461 6368**

You may download their forms from: [www.mend.com](http://www.mend.com)

**PLEASE ALLOW AT LEAST TWO WEEKS FOR DELIVERY.**

## RETURN SHIPMENTS FOR Domestic and International

**Bring return shipment Bills of Lading with you to the show.** When you have packed your supplies after the show, mark each box with your return shipping address, the number of boxes or crates being shipped and then tape the correctly filled out bill of lading to one box. **The decorator will bring the freight to their warehouse where the carrier of your choice can pick up no sooner than two days after the show ends and no later than one week after the show ends.** It is up to the exhibitor to make pick up arrangements with the carrier. Please give your carrier the contact information for the Decorator.

### JOINT EXHIBIT

This exhibit is set up for the convenience of exhibitors who do not wish to take a booth. **This exhibit booth cannot be attended or staffed by any representative of participating publishers.**

All books and materials on display in the Joint Exhibit are listed on a sheet available at the booth, along with an order form. We will accept orders and mail them to you after the meeting. However, money **cannot** be accepted at the meeting. A Joint Exhibit contract is enclosed for exhibitors who wish to take advantage of this display opportunity. Costs are as follows:

Books/Journals	<b>\$30 CDN each</b>
Catalogues/Brochures	<b>\$30 CDN each subject item</b> <i>(a supply of 100 is sufficient)</i>
Posters	<b>\$30 CDN each</b> <i>(maximum size is 32" x 40")</i>

All books/journals will be donated to the sponsoring university (**Department of Mathematics, University of Alberta**) at the end of the meeting. All books/journals displayed at the Joint Exhibit become the property of the sponsoring university and may not be removed or retrieved during the meeting.

### REGISTRATION AND ACCOMMODATION FOR YOUR COMPANY REPRESENTATIVES

**Pre-registration:** Please include the names of your company representatives on the Contract for Exhibit Space. There is a charge of \$30 CDN per each additional badge requested over the two per booth. Anyone who plans to attend sessions does not qualify as an exhibitor and is required to pay the appropriate registration fee.

**Accommodation:** Exhibitors must make their own arrangements for accommodation. Please see the Accommodation Form. International exhibitors should be aware that all payments for housing must be made in Canadian currency, and balances paid through credit cards will be reflected as such.

If your exhibit staff has not yet been selected, it may still be possible to reserve a number of rooms in advance with a credit card guarantee, using tentative names and arrival and departure dates. The correct names of individuals as well as arrival and departure dates may be submitted later. **Please note that reservations must be made under individual names. Reservations CANNOT be made under a company name. Hotels will not accept it.** Make sure to check the cancellation policy with the hotel of your choice.

### ADVERTISING

You are invited to include an advertisement in our Meeting Programme which will be distributed to all delegates. The overall size of the programme is 8 1/2" x 11".

Ads are available in two sizes.  
**Full page (7" x 9") \$ 150.00**  
**1/2 page (7" x 4 3/8") \$ 90.00**

Another option is to insert a flyer in the registration kits.  
**Single sheet, maximum size 8 1/2" x 11" \$ 120**

Please email the local organizer in charge of the meeting programme and advertising: Eric Woolgar  
ewoolgar@math.ualberta.ca

**to confirm your intention to send an ad or a flyer, then send your camera ready ad BEFORE May 12 or 300 copies of the flyer BEFORE June 6 to:**

**CMS Summer 2003 Meeting  
Programme and Advertising  
Dept. of Mathematical & Statistical Sci.  
University of Alberta  
632 Central Academic Building  
Phone: 780 492-2487  
Fax: 780 492-6826**

Ads and flyers will be billed separately. Please provide complete address information for invoicing purposes.