

MATERIAL HANDLING/STORAGE

Advance Shipments: Please prepay all shipments and send to:
CMS 2003 Winter Meeting
Show in Motion.
21-8528-123 Street, Surrey, BC V3W 3V6
Tel: 604. 599.1440 FAX: 604.599.1438
Email: showinmotion@vip.net
Contact: Brad Riznek

Ensure that all Boxes clearly indicate the following:

Attn: *Exhibitors Name and Booth Number*
of boxes in shipment

Packages, crates, and boxes should arrive at the above address no earlier than Friday November 14th and no later than December 4, 2003. 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.

ONSITE 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 BROKERS

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

Robert Parker, Sales Manager, Western Region
Tel: 604.687.5535, ext. 7705 or 1.800.663.0301 ext. 7705

Fax: 604.687.1463 Email: robtparker@mend.com

You may download their forms from: www.mend.com

PLEASE ALLOW AT LEAST TWO WEEKS FOR DELIVERY.

RETURN SHIPMENT 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.

THE CMS 2003 WINTER MEETING



INVITATION TO EXHIBIT

Exhibit Programme - December 6 to 7
Harbour Centre Campus, Simon Fraser University,
Vancouver, BC

On behalf of Simon Fraser University, the Department of Mathematics invites all researchers, educators and students to the Winter 2003 Meeting of the Canadian Mathematical Society (CMS).

The CMS is looking forward to welcoming Exhibitors back to its Harbour Centre Campus, in the heart of one of Canada's most beautiful and exciting cities.

Following the usual format, the meeting will include a wide variety of symposia, a session of contributed papers, at least six plenary speakers, a short course on Cryptography as well as the CMS Coxeter-James and Doctoral Prize lecturers.

Most activities and all scientific talks will be held at the Harbour Centre campus of the University, 515 West Hastings Street, Vancouver, British Columbia. Some pre-meeting activities, the Delegates' Luncheon and the meeting banquet will be held at the Pan Pacific Hotel, 300-999 Canada Place.

The most up-to-date information concerning the programmes, including detailed schedules, will be made available at www.cms.math.ca.

EXHIBIT LOCATION

Segal Center of the Simon Fraser University's Harbour Center, Vancouver, BC

EXHIBIT PACKAGE

Cost

\$325.00 Corporate Members
\$425.00 Non-Members
(membership application form enclosed)

Booth Specs

One 10' x 8' deep booth space
8' high back wall
4' high sidewalls
One 8' table covered & skirted in blue
2 upholstered side chairs
Complimentary delegates lunch ticket(s)

Decorator

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SCHEDULE

Move-In Hours

Friday December 5, 2003 1:00 p.m. – 4:00 p.m.

Move –Out Hours

Sunday December 7, 2003 4:00 p.m. – 5:00 p.m.

Show Hours

Saturday December 6, 2003 8:00 a.m. – 5:00 pm.

Sunday December 7, 2003 8:00 a.m. – 5:00 pm.

Social Schedule

Saturday December 6, 2003 12:00 p.m. - 2:00 p.m.

Delegates' Luncheon (included in registration fee)

Sunday December 7, 2003 7:00 p.m. – 10:30 p.m.

CMS Banquet (tickets available at \$60.00 each)

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 Full page (7" x 9") \$ 150.00 1/2 page (7" x 4 3/8") \$ 90.00	Flyer Insert Single sheet, maximum size 8 1/2" x 11" \$ 120
Deadline Programme Ads must be in camera ready format and received no later than November 15, 2003	Deadline Registration Kit Flyer Inserts: 300 copies must be received no later than December 4, 2003

ADVERTISING CONTACT

To confirm your intention to send an ad or a flyer contact:

Malgorzata Dubiel, Local Organizer
CMS 2003 Winter Meeting
Simon Fraser University, Dept. of Mathematics
8888 University Drive, Burnaby, BC
Phone: 604-291-3800, Fax: 604-291-4947
Email: dubiel@cs.sfu.ca

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.

ACCOMODATIONS

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.

SOCIAL EVENTS

A welcoming reception will be held Friday, December 5, from 7:00 to 9:00 p.m. in the Cypress Suite of the Pan Pacific Hotel.

The Delegates' Luncheon will be held on Saturday, December 6, from 12:00 to 2:00 p.m. in the Governor General Suite of the Pan Pacific Hotel. A ticket to this luncheon is included in all registration fee categories.

A banquet will be held on Sunday, December 7, from 7:00 p.m. in the Crystal Pavilion of the Pan Pacific Hotel, preceded by a cash bar at 6:00 p.m. Tickets to this event are available at \$60.00 each.

Coffee and juice will be available during the scheduled breaks.