



CMS MEETING 2003

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

Canadian Mathematical Society – 577 King Edward, Suite 109 P.O. Box 450, Station A, Ottawa, Ontario, K1N 6N5 613.562.5702

## RULES FOR EXHIBITING

*Please review these rules for exhibiting before signing the Contract for Exhibit Space.*

**Terms of Agreement** - The contract for Exhibit Space properly executed by the exhibitor and accepted in writing by the Canadian Mathematical Society shall be considered a binding agreement between the two parties and subject to the rules stated herein. Space will be assigned in order of receipt of contracts accompanied by payment.

**Booth Information/space Rental** - The space is 10' wide and 8' deep, with an 8' backdrop, one 8' draped table, two chairs, two side rails and a one-line booth identification sign are included in the booth rental. Exhibits may not obstruct the view of adjacent booths.

### 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)

**Official Decorator** - Show in Motion , 21-8528 123 Street Surrey, BC Canada V3V 3V6, tel: 604.599.1440 fax: 604.599.1438 email: showinmotion@vip.net

**Exhibitor Services** - Information on registration for a badge, hotel reservations, shipping etc., will be sent by the Canadian Mathematical Society once to all exhibitors who reserve space and payment has been received. An exhibitors services kit will be sent directly by the official decorator. This kit will contain forms and rates for the various services offered by the official contractors. Please contact the decorator directly with any questions regarding the service kits. Exhibitor services will be available by the official contractor throughout move-in and move-out periods.

**Use of Display Space** - All demonstration and distribution of literature and promotional materials must be confined to the limits of the exhibitor's booth or assigned table display space. Exhibitors who need to store boxes behind their display must keep them out of the attendee's line of sight for a professional appearance.

**Security** - The CMS will provide security guard service in the hall for all hours during which the exhibits are closed. For your own interest, exhibitors are required to keep an attendant in their booths during the exhibit hours. After exhibit hours, only those exhibitors properly identified and with permission from the Exhibits Coordinator may enter the exhibit area. Otherwise, exhibitors may not have access to the exhibit area until one our prior to the daily opening of the exhibit. .

**Electrical /Lighting** - Adequate overhead illumination is provided. Exhibitors requiring any special electrical supply should contact the Decorator to make special arrangements. Lighting by use of lanterns and candles is prohibited

**Building Protection** - Nothing shall be rested against, pasted on, tacked, nailed, or otherwise attached to columns, walls, or floors. Exhibitors who violate this restriction will be required to pay for damage.

**Fire & Safety** - All material used for draping and/or skirting is fire retardant in accordance with fire regulations. Combustible decorations cannot be used in any manner. Exhibitors agree to notify the organisers immediately of any loose carpeting, unstable shelving or any other unsecured material within their booth area. Exhibitors also agree to maintain all exhibit material within their booth dimensions, including chairs, counters, balloons, etc.

**Inability to Perform** - In the event of fire, strikes, or other uncontrollable circumstances rendering the exhibit area unfit or unavailable for use, this contract will not be binding.

**Cancellation** - A penalty charge of \$100 per booth will be applied for booths cancelled before November 1, 2003. refunds will not be issued for booths cancelled after November 1, 2003.

**Liability** - It is agreed that exhibitors shall assume all responsibility for any loss, damage, or injury that they shall have or cause, and that they shall indemnify and hold harmless the Canadian Mathematical Society, Simon Fraser University, Show in Motion, and Mendelsohn Brokers from all liability which may ensue, from any cause