

**CMS Winter 2000 Meeting
Hotel Vancouver, Vancouver, BC
Exhibit Programme - Dec 10-11
INVITATION TO EXHIBIT**

On behalf of the University of British Columbia, the Department of Mathematics extends a warm welcome to all participants in the Winter 2000 Meeting of the Canadian Mathematical Society (CMS). Following the usual format, the meeting will include ten symposia, contributed papers, seven plenary speakers, as well as Coxeter-James and Doctoral Prize lectures.

The meeting will take place at the Hotel Vancouver, conveniently located in downtown Vancouver, at 900 W. Georgia Street, from December 10 to 12, 2000. We are expecting 300 participants. You are invited to take part in the exhibit programme to be held December 10-11.

Exhibits will be open from 8:00 a.m. to 5:00 p.m. on Sunday, December 10 and Monday, December 11 in the Boardroom adjacent to the grand staircase. Booths will be ready for setup from 7:00 am on Sunday morning. Booth locations will be assigned by the Operations Manager. Booth numbers will be confirmed by phone or by FAX.

Exhibit Package

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

- one 8' wide x 6' deep booth space
- 8' high backwall and 3' high sidewalls, draped in blue
- one placard with company name
- one 6' table, draped in blue and 2 chairs
- registration and lunch for 1 or 2 company reps

DECORATOR

Show in Motion Professional Show Services

#21 - 8528 - 123 Street

Surrey, British Columbia, CANADA V3W 3V6

Telephone : 604-599-1438, FAX : 604-599-1440

Email: showinmotionsales@otvcablelan.net.ca

Contact: Heidi Buckendahl

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

EXHIBIT DATES AND HOURS

Set-up exhibits: Sun, Dec 10 7:00 a.m. - 8:00 a.m.

Exhibits open: Sun, Dec 10 8:00 a.m. - 5:00 p.m.

Mon, Dec 11 8:00 a.m. - 5:00 p.m.

Dismantling: Mon, Dec 11 5:00 p.m.

MATERIAL HANDLING/STORAGE

Advance Shipments:

Please prepay all shipments and send to:

CMS Winter 2000 Meeting

Show in Motion

#21 - 8528 - 123 Street

Surrey, British Columbia, CANADA V3W 3V6

Telephone : 604-599-1438, FAX : 604-599-1440

Attn: Exhibitor's Name and Booth Number

of boxes in shipment

Packages, crates, and boxes should arrive at the above address no earlier than **Nov 24, 2000** and no later than **Dec 5, 2000**. Refer to the Drayage/Materials Handling Order Form included in the Exhibitor Service Kit. **Show in Motion 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 of British Columbia or the Hotel Vancouver.** 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 Show in Motion must be prepared to supply their own labour, dollies, etc. for set-up and dismantling.**

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

Mendelssohn Brokers

Suite 720, 1140 West Pender Street

Vancouver, BC Canada V6B 4R5

Tel: 604-687-5535 ext. 2412, 1-800-665-4628

FAX: 604-687-1463 Contact: Laura Lyle

Email: lyle@livingstonintl.com

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 Show in Motion 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.

Return Shipments: 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.

Show In Motion 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 have the carrier call **Show in Motion** at 604-599-1440 to verify that there is personnel on hand to load the shipment.

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	\$30 CDN each
Catalogs/Brochures	\$30 CDN each subject item (a supply of 100 is sufficient)
Posters	\$30 CDN each (maximum size is 32" x 40")

All books/journals will be donated to the sponsoring university (*Department of Mathematics, University of British Columbia*) 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.

SHIPPING JOINT EXHIBIT MATERIAL

Please prepay all shipments and send to:

CMS Winter Meeting 2000
Show in Motion
21 - 8528 - 123 Street
Surrey, British Columbia, CANADA V3W 3V6
Telephone : 604-599-1438, FAX : 604-599-1440
Attn: Joint Exhibit
of boxes in shipment

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Suite 720, 1140 West Pender Street
Vancouver, BC Canada V6B 4R5
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FAX: 604-687-1463 Contact: Laura Lyle
Email: llyle@livingstonintl.com

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 Show in Motion's 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.

REGISTRATION AND ACCOMMODATION FOR YOUR COMPANY REPRESENTATIVES

Preregistration: 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.** Typically no charges will be made to the credit card if reservations are cancelled prior to 48 hours of the expected arrival date.

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. \$ 150 Full page (7" x 9")

\$ 90 1/2 page (7" x 4 3/8")

Another option is to insert a flyer in the registration kits.

\$ 120 - single sheet, maximum size 8 1/2" x 11"

Please email the local organizer Afton Cayford < afton.h.cayford@ubc.ca > to confirm your intention to send an ad or a flyer, then send your camera ready ad or 300 copies of the flyer BEFORE NOV 1 directly to:

CMS Winter 2000 Meeting
Afton Cayford, Local Arrangements
Dept of Mathematics, Univ. of British Columbia
1984 Mathematics Road, Vancouver, BC
Canada V6T 1Z2 Tel: +1 (604) 822-2666

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