

CMS Winter 2001 Meeting
Toronto Colony Hotel, 89 Chestnut Street, Toronto, Ontario
Exhibit Programme - December 8-9
INVITATION TO EXHIBIT

On behalf of York University, the Department of Mathematics and Statistics extends a warm welcome to all participants in the Winter 2001 Meeting of the Canadian Mathematical Society (CMS). Following the usual format, the meeting will include eight symposia, contributed papers, six plenary speakers, as well as prize and a public lecture.

The meeting will take place at the Toronto Colony Hotel, located in downtown Toronto. We are expecting 300 participants. You are invited to take part in the exhibit programme to be held December 8-9.

Exhibits will be held in the Colony Grande West Ballroom. For this meeting, we have a **SPECIAL SCHEDULE**. On **Saturday, December 8**, exhibits will be open from **8:00 a.m. to 5:00 p.m.** AND from **7:00 to 8:00 p.m.** during the Public Lecture Reception and the Graduate Poster Presentations. On **Sunday, December 9**, exhibits will be open from **8:00 a.m. to 12:00 noon only**. Booths will be ready for setup from 4:30 to 7:30 p.m. on Friday, December 7. 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 10' wide x 8' deep booth space
- 8' high backwall 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

Stronco Show Services

45 Fima Crescent

Toronto, Ontario CANADA M8W 3R1

Telephone : 416-255-5511 1-800-665-2621

FAX : 416-255-3678 Email: julie.m@stronco.com

Contact: Julie McNenemy, Customer Service

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

Fri, Dec 7	4:30 p.m. - 7:30 p.m.	Set-up exhibits
Sat, Dec 8	8:00 a.m. - 5:00 p.m.	Exhibits open
	7:00 p.m. - 8:00 p.m.	Exhibits open
Sun, Dec 9	8:00 a.m. - 12:00 noon	Exhibits open
	12:00 p.m. - 2:00 p.m.	Delegates' Luncheon
	12:00 p.m. - 4:00 p.m.	Dismantling

MATERIAL HANDLING/STORAGE

Advance Shipments:

Please prepay all shipments and send to:

CMS Winter 2001 Meeting

CF-Epic Freight

5425 Dixie Road, Building No. 2

Mississauga, Ontario M4W 1E6

John Capeless, Manager, Trade Show Logistics

Telephone: 905-238-5477, ext. 292, Fax: 905-238-5162

**Attn: Exhibitor's Name and Booth Number
of boxes in shipment**

Please call John Capeless before sending shipment.

Packages, crates, and boxes should arrive at the above address no earlier than **November 20, 2001** and no later than **December 6, 2001**. 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.**

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

Mendelssohn Brokers

69 Yonge Street, Suite 400

Toronto, ON M5E 1K3

Tel : 416-863-9339, ext. 158 1-800-665-4628

Fax: 416-863-0301 tdoimo@mend.com

Attn: Tiziana Doimo, Sales Manager

ALLOW AT LEAST 2 WEEKS FOR DELIVERY.

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 Stronco Show Services 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. **CF-Epic Freight** 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 **CF-Epic Freight** at **905-238-5477, ext. 292**, to verify that there is personnel on hand.

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 & Statistics, York University*) 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

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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.** 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. \$ 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 Stanley Kochman <kochman@mathstat.yorku.ca> to confirm your intention to send an ad or a flyer, then send your camera ready ad BEFORE NOVEMBER 15 or 300 copies of the flyer BEFORE NOVEMBER 30 to:

CMS Winter 2001 Meeting

Stanley Kochman, Meeting Programme/Advertising

Dept of Math & Stats, York University

N520, 4700 Keele Street

Toronto, Ontario M3J 1P3 CANADA

Phone: 416-736-5250 FAX: 416-736-5757

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