



CMS Winter Meeting 2004
Exhibit Programme – December 11-13
Hilton Hotel Bonaventure
Montréal, Québec

INVITATION TO EXHIBIT

On behalf of McGill University, the Department of Mathematics and Statistics invites the mathematical community to the Winter 2004 Meeting of the Canadian Mathematical Society (CMS).

The meeting will include a wide variety of sessions, a session of contributed papers, plenary and prize lectures, and a Public Lecture.

All scientific talks will be held at the Hilton Hotel Bonaventure.

Exhibit information and all related forms are available at
<http://www.cms.math.ca/Events/winter04/exhibitor.e>.

EXHIBIT LOCATION

Hilton Hotel Bonaventure, Montréal, Québec

EXHIBIT DATES

Move-In Hours	Friday, December 10	1:00 p.m. – 4:00 p.m.
Move-Out Hours	Sunday, December 12	4:00 p.m. – 5:00 p.m.
Show Hours	Saturday, December 11	9:30 a.m. – 4:00 p.m.
	Sunday, December 12	9:30 a.m. – 4:00 p.m.

BOOTH SPECS

One 10' x 10' wide booth space

- 8' high back wall, 3' high sidewalls
- Two (2) 8' draped table
- Two (2) upholstered side chairs
- One (1) one-line booth identification sign
- Complimentary delegates lunch ticket(s)

COST

\$325.00 Corporate Members

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

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.

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, 2004.	Deadline Registration Kit Flyer Inserts: 450 copies must be received no later than December 1, 2004.

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

Gertrud Jeewanjee
Meetings Coordinator, CMS
Phone: 613-562-5702
Email: meetings@cms.math.ca

SHIPPING

Advance Shipments have to be sent to the address of the official decorator. The contact information is available at <http://www.cms.math.ca/Events/winter04/exhibitor.e>.

All boxes have to clearly indicate the Exhibitor's name, booth number and total number of boxes in the shipment.

Packages, crates, and boxes should arrive at the decorator no earlier than Monday, December 6, 2004 and no later than December 8, 2004.

The official decorator will receive goods only if the freight is prepaid and the Drayage/Materials Handling Order Form is returned signed. The form is available in the Exhibitor Service Kit on the CMS web site.

Exhibitors may, of course, handle their own material if they so choose. 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.

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.

INTERNATIONAL SHIPPING

Mendelssohn has been appointed as official customs broker for this event. For all customs and shipping needs, we recommend that you deal directly with Mendelssohn. They will advise on how best to ship goods and will assist exhibitors in the completion of customs documents. Their Canada Bound Customs and Shipping Guide, containing all necessary customs forms and examples for their completion, is available from Mendelssohn or you may also download their forms from their website: www.mend.com or go directly to www.mend.com/html/download.html.

For customs related inquiries please contact Ms. Angela Francis: Tel 514-987-2700 ext. 29 (cell: 514-244-7319), Fax 514-849-3446 or E-Mail afrancis@livingstonintl.com

Please notify Mendelssohn in advance if you are bringing commercial goods with you on the plane or driving your own vehicle into Canada. This will permit Mendelssohn to supply you with the appropriate customs forms and advise their border offices of your crossing.

Arrangements should be made at least 20 days prior to the deadline date. The cost for this service is not included in the decorator Material Handling fees.

RETURN SHIPMENT - DOMESTIC AND INTERNATIONAL

Each box of the return shipment has to be marked with the return shipping address and the number of boxes or crates being shipped and the correctly filled out Bill of Landing has to be taped to one of the boxes.

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.

ACCOMMODATIONS

Exhibitors must make their own arrangements for accommodation. Please see the Accommodation Form on the CMS website.

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; hotels will not accept reservations under a company name.

SOCIAL EVENTS

A welcoming reception will be held Friday, December 10, from 7:00 to 9:00 p.m. at the Best Western Hotel Europa.

The Participants' Luncheon will be held on Saturday, December 11 from 11:30 a.m. to 1:30 p.m. in the Outremont Room of the Hilton Hotel Bonaventure. A ticket to this luncheon is included in your exhibition fees.

A Banquet will be held on Sunday, December 12, from 7:00 p.m. at the Hilton Hotel Bonaventure, 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 in the exhibit area during the scheduled breaks.