



# *Exhibitor Information*

## *CMS Winter 2008 Meeting*

**December 6 to 8, 2008**

**Ottawa Marriott Hotel**

100 Kent Street, Ottawa, Ontario

***SHOW DAYS: December 6 and 7, 9:30-16:00***

**Contact:**

Gertrud Jeewanjee

Meetings Coordinator

Canadian Mathematical Society

577 King Edward, Ottawa, ON K1N 6N5

T: 613-562-5702

F: 613-565-1539

[meetings@cms.math.ca](mailto:meetings@cms.math.ca)

## About CMS

The Canadian Mathematical Society (CMS) is a non-profit organization. The goal of the Canadian Mathematical Society is to promote and advance the discovery, learning and application of mathematics. The CMS organizes two Math conferences per year one in June and the other in December.

## About CMS Meetings

Meetings of the Canadian Mathematical Society are hosted by a local university and bring together some of the most internationally respected researchers and mathematicians.

The program for the CMS Winter 2008 Meeting will include 23 specialized sessions and 11 plenary, prize lectures. The conference provides an excellent opportunity to present mathematically oriented products and services.

## Attendance Profile CMS Meetings

2004 Summer, Halifax	448	Professors	60%
2004 Winter, Montreal	470	Graduate/Undergraduate Students	15%
2005 Summer, Waterloo	540	Postdoctoral Students	10%
2005 Winter, Victoria	400	Teachers	4%
2006 Summer, Calgary	300	Public Sector	2%
2006 Winter, Toronto	430	Other	9%
2007 June, Winnipeg	450		
2007 December, London	450	Canada	65%
2008 June, Montreal	800	USA	24%
		International	10%
		not identified	1%

Exhibit information and all related forms will also be available shortly at [www.cms.math.ca](http://www.cms.math.ca).

## Booth Specifications

- 10' x 10' exhibit space, 8' high back wall, 3' high sidewalls
- Three 6' draped tables
- Two upholstered chairs
- One identification sign
- Company listing in the printed program and on the conference web site

## Cost

\$325.00 CMS Members

\$425.00 Non-Members

This includes two badges and admission for two to the Welcome Reception (additional badges are \$30.00 each).

## 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. Representatives planning to attend sessions do not qualify as exhibitors and are required to pay the appropriate registration fee.

## Accommodations

Exhibitors must make their own arrangements for accommodation. Accommodation information can be found on the CMS website at [www.cms.math.ca](http://www.cms.math.ca). 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

All events will be taking place at the Ottawa Marriott Hotel. The Welcome Reception will be held on Friday, December 5 at 20:00 in the Ballroom; admission to this event is complimentary for exhibitors. The move-in will be determined shortly.

A Banquet will be held on Sunday, December 7, commencing at 19:00, preceded by a cash bar at 18:00. Tickets to this event are available at \$60.00 each.

Coffee and juice will be available in the exhibit area during the scheduled breaks.

## Exhibit Dates

### Show Hours

**Saturday, December 6 and  
Sunday, December 7**

9:30 – 16:00

### Move-In

TBD

### Move-Out

**Sunday, December 7**

16:00 – 18:00

## Shipping

Advance Shipments can be sent directly to the Marriott Hotel; please use the shipping label provided to ensure correct handling. All boxes should clearly indicate the Exhibitor's name, booth number and total number of boxes in the shipment.

Packages, crates, and boxes should arrive no earlier than Monday, December 1 and no later than Thursday, December 4.

The decorator will be determine shortly and an Exhibitor Service Kit will be distributed via email as soon as it becomes available

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. We will not take responsibility for shipping them to the exhibit site. DO NOT send materials to the university, the conference centre or to the hotel(s). They will not take responsibility for storing or delivering them to the exhibit site.

## International Shipping

**Livingston Event Logistics** has been appointed as official customs broker for this event. For all customs and shipping needs, we recommend that you deal directly with Livingston. 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 Livingston or you may also download their forms from their website: [www.mend.com](http://www.mend.com) or go directly to [www.mend.com/html/download.html](http://www.mend.com/html/download.html).

For customs related inquiries please contact Diane Labbé Deegan (Tel 514-987-2700 ext. 23, Fax 514-849-3446, [dlabbe@livingstonintl.com](mailto:dlabbe@livingstonintl.com)). Please notify Livingston in advance if you are bringing commercial goods with you on the plane or driving your own vehicle into Canada. This will permit Livingston 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.

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# Rules of 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.

**Exhibitor Services** - 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. Exhibits may not obstruct the view of adjacent booths.

**Security** - 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 hour 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 15, 2008**. Refunds will not be issued for booths cancelled after **November 15, 2008**.

**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, Livingston, and the official decorator** from all liability which may ensue, from any cause.

# Exhibit Space Contract

## CMS Winter 2008 Meeting

Exhibit space is assigned on a first-come, first served basis and **payment is required in full** prior to consideration. Cancellation Policy: A penalty charge of \$100.00 per booth will be applied for booths cancelled three weeks prior to the meeting. Refunds cannot be issued for space cancelled after **November 15, 2008**. The undersigned agrees to abide by all requirements mentioned in the RULES FOR EXHIBITING.

### Company Information

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Company Representatives: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Information

\_\_\_\_\_ Booth @ \$325.00 (CMS Member ) \_\_\_\_\_

\_\_\_\_\_ Booth @ \$425.00 (Non-Member) \_\_\_\_\_

\_\_\_\_\_ Additional Representatives @ \$30.00 \_\_\_\_\_

Subtotal \_\_\_\_\_

5% GST \_\_\_\_\_

\_\_\_\_\_ Banquet tickets \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Cheque

VISA

MasterCard

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder \_\_\_\_\_

(GST # 11883 3979 RT0001)

Signature: \_\_\_\_\_

**Please send completed form  
and payment to:**

Canadian Mathematical Society  
Attn. Gertrud Jeewanjee  
577 King Edward  
Ottawa, ON K1N 6N5 Canada

Phone: 613-562-5800, ext 3480  
Fax: 613-565-1539  
meetings@cms.math.ca

# Joint Books Contract

## CMS Winter 2008 Meeting

The undersigned wishes to exhibit the following books, journals, and/or other promotional material at the Joint Exhibit. CMS are not liable for any loss of, or damage to, any of these materials. Materials displayed at the Joint Exhibit will be donated to the sponsoring University at the end of the meeting. Materials may not be removed or retrieved during the meeting. This booth cannot be attended and/or staffed by any representative of participating publishers. CMS are not responsible for any shipment of Joint Books Exhibit material not received at the meeting. All fees are non refundable. By signing, the undersigning confirms that he/she is authorized to sign and enter into this contract and agrees to abide by all requirements, restrictions and obligations listed.

### Company Information

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Information

	Title	
_____ Books @ \$30.00	_____	_____
_____ Journals @ \$30.00	_____	_____
_____ Posters @ \$40.00	_____	_____
_____ Catalogs @ \$30.00 (100 copies or less )	_____	_____
_____ Flyers @ \$35.00 (200 copies or less )	_____	_____
		<b>Subtotal</b> _____
		<b>5% GST</b> _____
		<b>Total</b> _____

<input type="checkbox"/> Cheque	Card Number: _____
<input type="checkbox"/> VISA	Expiry Date: _____
<input type="checkbox"/> MasterCard	Cardholder Name: _____
(GST # 11883 3979 RT0001)	Cardholder Signature: _____

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# Program Advertising

## CMS Winter 2008 Meeting

The Conference Program contains a detailed schedule of all meeting activities, talks and related abstracts, and will be distributed on-site to all participants. The overall size of the programme is 8 1/2" x 11".

### Deadlines:

**October 22, 2008**  
**November 1, 2008**

Reservation - the completed form and payment have to be received.  
Artwork - an electronic PDF has to be sent to [meetings@cms.math.ca](mailto:meetings@cms.math.ca).

### Company Information

Company Name: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### Ad Specifications

<input type="checkbox"/>	Full page	7"x 9"	\$ 150.00	_____
<input type="checkbox"/>	1/2 page	7"x 4 3/8"	\$ 90.00	_____
			<b>Subtotal</b>	_____
			<b>5% GST</b>	_____
			<b>Total \$</b>	_____

### Payment Information

<input type="checkbox"/>	Cheque	Card Number:	_____
<input type="checkbox"/>	VISA	Expiry Date:	_____
<input type="checkbox"/>	MasterCard	Cardholder Name:	_____
		Cardholder Signature:	_____

(GST # 11883 3979 RT0001)

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# Registration Package Insert

## CMS Winter 2008 Meeting

The Registration Package contains the Conference Program, badge, receipt, meal tickets and local information. It is distributed on-site and presents a great opportunity to advertise new products and draw meeting attendees to your exhibit.

### Deadlines:

**November 15, 2008** Reservation - the completed form and payment have to be received at the CMS office.

**December 1, 2008** 500 copies of the flyer have to be received on-site. Shipping information will be provided at a later date.

### Company Information

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Payment Information

___	Flyer(s)	9" x 12" maximum size	\$ 120.00	_____
			<b>Subtotal</b>	_____
			<b>5% GST</b>	_____
			<b>Total \$</b>	_____

Cheque Card Number: \_\_\_\_\_

VISA Expiry Date: \_\_\_\_\_

MasterCard Cardholder Name: \_\_\_\_\_

(GST # 11883 3979 RT0001) Cardholder Signature: \_\_\_\_\_

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