



**2013 CMS  
Winter Meeting**  
December 6-9, Ottawa Marriott



## *Exhibitor Information*

### *2013 CMS Winter Meeting*

Conference dates: December 6-9, 2013  
Ottawa Marriott, Ottawa, Ontario

*SHOW DAYS: December 7 & 8, 8:00-16:00  
(December 6, 19:00-20:30 optional)  
MOVE-IN: December 6, 13:00 – 16:00  
MOVE-OUT: December 8, 16:00 – 18:00  
or December 9, 16:00 – 18:00*

**Contact:**

Sarah Watson  
Manager, Meetings and Events  
Canadian Mathematical Society

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[sarah.watson@cms.math.ca](mailto:sarah.watson@cms.math.ca)

CMS National Meetings provide a unique opportunity to engage mathematicians from across Canada and abroad. CMS meeting participants can be engaged in a number of ways including

- Exhibition Booths
- Demonstrations
- Sponsored Events

Furthermore CMS will be pleased to develop customized programs to address specific exhibitor interests.

## About CMS

The Canadian Mathematical Society (CMS) is a non-profit organization. The goal of the Canadian Mathematical Society is to promote the advancement, discovery, learning and application of mathematics. The CMS organizes two Mathematics conferences per year, in June and December. Periodically the CMS also organizes national Mathematics Education Forum and joint meetings with other Societies.

## About CMS Meetings

Meetings of the CMS are hosted by a local university and bring together some of the most domestically and internationally respected researchers and mathematicians.

The program for the 2013 CMS Summer Meeting will include 15 scientific sessions and 10 plenary, prize and public lectures. The conference provides an excellent opportunity to present mathematically oriented products and services and for networking with the mathematical community. Expected attendance is 400-500.

## Attendees Profile

2013 Halifax	300	Professors	60%
2012 Montreal	560	Graduate/Undergraduate Students	15%
2012 Regina	325	Postdoctoral Students	10%
2011 Toronto	525	Teachers	4%
2011 Edmonton	325	Public Sector	2%
2010 December, Vancouver	440	Other	9%
2010 June, Fredericton	400		
2009 December, Windsor	400	Canada	85%
2009 June, St. John's	400	USA	10%
		International	5%

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

## Booth Specifications

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

## Cost

\$400.00 CMS Members  
\$500.00 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. Exhibit space is assigned on a first-come, first served basis

## 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. The Welcome Reception is held on Friday December 6th at 18:00, next to the exhibit booths; admission to this event is complimentary for exhibitors. Exhibitors are encouraged to staff their booth during this event as well.

A Banquet is scheduled for Sunday December 8th, commencing at 19:00; tickets are available at \$65 each.

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

**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 exhibit show company** from all liability which may ensue, from any cause.

**Joint Book Contracts** - The CMS is not liable for any loss of, or damage to, any of the materials displayed at the Joint Book Exhibit. Materials will be donated to the sponsoring university at the end of 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.

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

**Deadlines:**

October 15, 2013      The completed form and payment have to be received.  
November 1, 2012      PDF of artwork has to be received by [meetings@cms.math.ca](mailto:meetings@cms.math.ca).

**Registration Package Insert** - 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 1, 2013      The completed form and payment have to be received at the CMS office.  
November 30, 2013      450 copies of the flyer have to be received on-site.

## Sponsorship and Promotional Activities

There are many opportunities for the 2013 CMS Winter Meeting to help you market your products and services, so please consider new ways of reaching our CMS audience. Remember to register early to ensure priority placement in the exhibition hall and first choice at the additional promotional opportunities. Registration closes on November 15, 2013. Final deadline for print advertisement is November 15, 2013.

### Conference Tote Bags - \$1000

Make your company name and logo visible throughout the year and throughout the country. Tote bags distributed to all registered delegates and you will receive a half page add.

# 2013 CMS Winter Meeting

## **Tote Bag Insert** - \$150 per item

Provide each conference delegate with a custom message or your company's marketing materials. May we suggest popular items like pens, notepads, squeeze balls, computer accessories. You provide the insert/item and we'll place in the tote bag for you at registration.

## **Delegate Lanyards** - \$500

Increase your company's visibility by providing a lanyard with your company's logo to all conference delegates as well as a half page add in the program.

## **Exclusive Wine and Cheese with CSM Delegates: December 7 - 6:30pm – 7:30pm** - \$1500 (only 1 spot)

The vendor sponsor will have the opportunity to network with Delegates from across Canada. Only the registered vendor will have this opportunity. This opportunity is on a FIRST COME FIRST SERVE BASIS. Have your company name listed on the main schedule and in the notes leading up to the conference as well as a full page insert in our program. You will also have a drink named after your company at the bar.

## **Break or Lunch Sponsorship** – Breaks - \$600 (5 spots) or Lunch - \$1000 (1 spot)

Your company can sponsor a break/lunch/reception during the CMS meeting. CMS can provide signage to display your company logo during the break. Have your company name listed on the main schedule and in the notes leading up to the conference, and have a full page insert inside the program. Sponsorship opportunities provided in blue on last page.

**Student Poster Prizes** – Increase your visibility by donating some books, prizes or cash prizes for our participants or winners of the AARMS Student Poster Session. Please contact Sarah Watson at [meetings@cms.math.ca](mailto:meetings@cms.math.ca) to discuss this opportunity.

## **Print Advertising**

Advertise in our conference program. Distributed to all meeting delegates that opt in for a printed program

Inside front cover \$400

Inside back cover \$300

Full-page (inside) \$150

Half-page (inside) \$90

Registration packet insert \$150 each

# 2013 CMS Winter Meeting

Company Name:		
Contact Person:	Phone:	
E-mail address:		
Billing Address:		
Billing Address:		
City	Postal Code:	
Representatives:	1.	2.
	3.	4.

Booth	\$500 (\$400 CMS Member )	
Additional Representatives	\$30 each	
Books, Journals, Catalogues, Flyers, Posters	\$30 each	
Registration package insert	\$150 each	
Full page conference program advertising	\$150	
Half page conference program advertising	\$90	
Sponsorship Opportunities	\$ _____	
	Subtotal	
	13% HST	
Banquet tickets(HST not applicable)	\$65 each	
(GST # 11883 3979 RT0001)	<b>TOTAL</b>	

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

The undersigned agrees to abide by all requirements mentioned in the RULES FOR EXHIBITING.

**Ottawa Marriott (Ottawa, Ontario) – December 7 & 8**

## Shipping

Advance Shipments can be sent directly to the hotel. All boxes should clearly indicate the Exhibitor's name and total number of boxes in the shipment.

Packages, crates, and boxes should arrive **no earlier than Wednesday December 4th**.

Freeman will be the official show company 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 labor, dollies, etc. for set-up and dismantling.

Please DO NOT send materials to the CMS Executive Office or the university. We will not take responsibility for shipping 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.

For customs related inquiries please contact **Diane Labbe-Deegan** ( phone: 514-987-2700 ext. 23).

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 hotel will store the freight until the carrier of your choice can pick it up 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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## Exhibit Contract

### 2013 CMS Winter Meeting

**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, 2013**. Refunds will not be issued for booths cancelled after **November 15, 2013**.

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**Mail completed form and payment to:**

Canadian Mathematical Society  
Attn. Sarah Watson  
209-1725 St. Laurent Blvd.  
Ottawa, ON K1G V4 Canada

Fax: 613-733-8994  
meetings@cms.math.ca

# Exhibit Contract

## 2013 CMS Winter Meeting

Friday   Vendredi December 6 décembre	Saturday   Samedi December 7 décembre	Sunday   Dimanche December 8 décembre	Monday   Lundi December 9 décembre
16:00-19:30 - Registration   Inscription <i>Victoria South, Ottawa Marriott</i>	8:00-16:00 - Registration   Inscription 8:00-16:00 - Poster Session Affiches 9:30-16:00 - Exhibits   Expositions <i>Victoria South, Ottawa Marriott</i>	8:00-16:00 - Registration   Inscription 8:00-16:00 - Poster Session Affiches 9:30-16:00 - Exhibits   Expositions <i>Victoria South, Ottawa Marriott</i>	8:00 – 14:00 – Registration <i>Victoria South, Ottawa Marriott</i>
	8:45 – 9:00 <b>Opening</b> <i>Victoria North, Ottawa Marriott</i>	8:00 – 9:00 <b>Plenary Lecture</b> <i>Victoria North, Ottawa Marriott</i>	8:00 – 9:00 <b>Plenary Lecture</b> <i>Victoria North, Ottawa Marriott</i>
	9:00 – 10:00 <b>Norbert Schappacher</b> Plenary Lecture   Conférence plénière <i>Victoria North, Ottawa Marriott</i>	9:00 – 10:00 <b>Scientific Sessions</b>	9:00 – 10:00 <b>Scientific Sessions</b>
	<b>10:00 – 10:30 - Break</b> <i>Victoria South</i>	<b>10:00 – 10:30 - Break</b> <i>Victoria South</i>	<b>10:00 – 10:30 - Break</b> <i>Victoria South</i>
	10:30 – 11:30 <b>Adrien Pouliot Lecture</b> <i>Victoria North, Ottawa Marriott</i>	10:30 – 11:30 <b>Plenary Lecture</b> <i>Victoria North, Ottawa Marriott</i>	10:30 – 11:30 <b>Plenary Lecture</b> <i>Victoria North, Ottawa Marriott</i>
	11:30 – 12:30 <b>Scientific Sessions</b>	11:30 – 12:30 <b>Doctoral Prize Lecture</b> <i>Victoria North, Ottawa Marriott</i>	11:30 – 12:30 <b>Zinovy Reichstein</b> Jeffery-Williams Lecture <i>Victoria North, Ottawa Marriott</i>
11:00 – 13:00 <b>Development Group Luncheon</b> <i>Wellington Salon</i>	<b>12:30 – 14:00 – Break</b>	12:30 – 14:00 – Break <b>CMS Town Hall Meeting</b> <i>Victoria North</i>	<b>12:30 – 14:00 – Break</b>
13:00-17:30 <b>Board of Directors Meetings</b> <i>Wellington Salon</i>	14:00 – 15:00 <b>Scientific Sessions</b>	14:00 – 15:00 <b>Scientific Sessions</b>	14:00 – 15:00 <b>Scientific Sessions</b>
	<b>15:00 – 15:30 – Break</b> <i>Victoria South</i>	<b>15:00 – 15:30 – Break</b> <i>Victoria South</i>	<b>15:00 – 15:30 – Break</b> <i>Victoria South</i>
	15:30 – 17:30 <b>Scientific Sessions</b>	15:30 – 17:30 <b>Scientific Sessions</b>	15:30 – 17:30 <b>Scientific Sessions</b>
16:00 – 18:00 <b>Public Lecture</b> <i>Victoria North, Ottawa Marriott</i>	<b>18:30-19:30</b> <b>Sponsored Reception (TBD)</b> <i>Victoria South, Ottawa Marriott</i>	<b>19:00 – 19:30</b> <b>Reception (cash bar)</b>	
<b>18:00-19:30</b> <b>Welcome Reception</b> <i>Victoria South, Ottawa Marriott**</i>	19:30-20:30 <b>Public Lecture</b> <i>Victoria North, Ottawa Marriott</i>	<b>19:30 – 22:00</b> <b>Banquet</b> <i>Victoria North, Ottawa Marriott</i>	
	20:30 – 22:00 <b>Student Social</b>		

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