

CANADIAN MATHEMATICAL SOCIETY
Winter Meeting 1999
Renaissance - Hôtel du Parc, Montréal, Québec
Exhibit Programme - December 11-12
INVITATION TO EXHIBIT

The Canadian Mathematical Society (CMS) is welcoming researchers, educators and students to the 1999 CMS Winter Meeting, to be held at the Renaissance - Hôtel du Parc, Montréal, Québec. You are invited to take part in the exhibit programme to be held December 11-12.

Exhibits will be open from 8:00 a.m. to 5:00 p.m. on Saturday, December 11 and Sunday, December 12 in the Crush Court of the Conference Centre attached to the hotel. Booths will be ready for setup from 7:00 am on Saturday 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 10' wide x 8' 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 one or two company representatives

DECORATOR

Clarkson-Conway Inc.
P.O. Box 216, Place Bonaventure
Montreal, Quebec, CANADA H5A 1A9
Telephone : 514-861-9694, FAX : 514-392-1577
Email : mmeikle@gesexpo.com
Contact: 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

Set-up exhibits: Sat, Dec 11 7:00 a.m. - 8:00 a.m.
Exhibits open: Sat, Dec 11 8:00 a.m. - 5:00 p.m.
Sun, Dec 12 8:00 a.m. - 5:00 p.m.
Dismantling: Sun, Dec 12 5:00 p.m.

MATERIAL HANDLING/STORAGE

Advance Shipments:

Please prepay all shipments and send to:

CMS Winter Meeting 1999
MONTREAL EXPRESS
1255 rue St-Amour, Ville St-Laurent
Montreal, Quebec Canada H5A 1A9
Tel: 514-336-5717

Attn: Exhibitor's Name and Booth Number

Packages, crates, and boxes should arrive at the above address no earlier than **November 22, 1999** and no later than **December 7, 1999**. Refer to the Drayage/Materials Handling Order Form included in the Exhibitor Service Kit. **Montreal Express 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 Renaissance - Hôtel du Parc. 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 Montreal Express 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**

276 St. Jacques O, suite 906
Montreal, Quebec Canada H2Y 2G4
Tel: 514-987-2700, FAX: 514-849-3446

Contact: Mike Patterson (Pager 514-854-1200)

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 Montreal Express' 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.

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 and Statistics, University of Montreal) 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 1999
MONTREAL EXPRESS
1255 rue St-Amour, Ville St-Laurent
Montreal, Quebec Canada H5A 1A9
Tel: 514-336-5717
Attn: Joint Book Exhibit**

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

**276 St. Jacques O. suite 906
Montreal, Quebec Canada H2Y 2G4
Tel: 514-987-2700, FAX: 514-849-3446
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MEETING PREREGISTRATION AND ACCOMMODATION

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.
\$ 100 - single sheet, maximum size 8 1/2" x 11"

Please email the local organizer Veronique Hussin <hussin@DMS.UMontreal.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 NOVEMBER 10 directly to:

**Veronique Hussin
Département de Mathématiques et de Statistique
Université de Montréal
C.P. 6128, Succursale Centre-ville,
Montréal, Québec, H3C 3J7**

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