



# *Exhibitor Information*

## *2015 CMS Summer Meeting*

Conference dates: June 5-8

University of Prince Edward Island, Charlottetown, P.E.I.

*SHOW DAYS: June 6 & 7, 9:30-16:00*

*(June 5, 18:00-19:30 optional)*

*MOVE-IN: June 5, 13:00 – 16:00*

*MOVE-OUT: June 7, 16:00 – 18:00*

*or June 8, 14:00-16:00*

**Contact:**

Paul Glover

Manager, Meetings and Events

Canadian Mathematical Society

T: 613-733-2662, ext. 733

F: 613-733-8994

[meetings@cms.math.ca](mailto:meetings@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 2015 CMS Summer Meeting will include 17 scientific sessions and 9 plenary, prize and public lectures. The conference provides an excellent opportunity to present mathematically oriented products and services, as well as networking with the mathematical community. Expected attendance is 200-300.

## Attendees Profile

|                          |     |                                 |     |
|--------------------------|-----|---------------------------------|-----|
| 2014 December, Hamilton  | 485 | Professors                      | 60% |
| 2014 June, Winnipeg      | 220 | Graduate/Undergraduate Students | 15% |
| 2013 December, Ottawa    | 410 | Postdoctoral Students           | 10% |
| 2013 June, Halifax       | 310 | Teachers                        | 4%  |
| 2012 December, Montreal  | 560 | Public Sector                   | 2%  |
| 2012 June, Regina        | 325 | Other                           | 9%  |
| 2011 December, Toronto   | 525 |                                 |     |
| 2011 June, Edmonton      | 325 | Canada                          | 85% |
| 2010 December, Vancouver | 440 | USA                             | 10% |
| 2010 June, Fredericton   | 400 | International                   | 5%  |

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

## Exhibit

- One or two 6' tables with linen/skirting
- One or two contemporary black 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. Accommodations can be booked with preferred rates at the Best Western Charlottetown until April 17 or UPEI's Andrew Hall Residence until May 22. A complimentary shuttle service will be offered for guests staying at the Best Western Charlottetown to commute to and from UPEI for the conference each day. Please visit [cms.math.ca/Events/summer15/accommodation](http://cms.math.ca/Events/summer15/accommodation) for details. 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

Unless otherwise noted, meeting activities will be taking place at the University of Prince Edward Island (UPEI). The Welcome Reception is held on Friday, June 5<sup>th</sup> 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 at New Glasgow Lobster Suppers for the evening of Saturday, June 6; tickets are available at \$70 each and include a meal and shuttle transportation. Shuttle buses depart from the Best Western Charlottetown and UPEI at 18:15.

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, Mendelssohn Commerce - Event Logistics, 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 and available electronically to all participants. Additional printed copies will be made available to those that have pre-selected to receive them at registration. The overall size of the program is 8 1/2" x 11".

**Deadlines:**

May 14, 2015 The completed form and payment have to be received.

May 1, 2015 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 printed Conference Program (if requested), 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:**

May 14, 2015 The completed form and payment have to be received at the CMS office.

May 30, 2015 300 copies of the flyer have to be received on-site at the University of Prince Edward Island.

## Sponsorship and Promotional Activities

There are many opportunities for the 2015 CMS Summer 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. Online registration is open now and closes on May 14, 2015. The final deadline for a print advertisement is May 1, 2015.

### 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 ad.

### 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 ad in the program.

### Break or Lunch Sponsorship

Breaks - \$100 + cost of Food & Beverage (5 spots); or

Lunch - \$400 + cost of Food & Beverage (2 spots).

Your company can sponsor a break during the CMS meeting. CMS can post your provided signage to display your company logo during the break. Have your company name listed on the main schedule and in the CMS Notes leading up to the conference, and have a full page insert inside the program.

A Lunch includes your own presentation in the plenary room (MacKinnon Amphitheatre, 242 McDougall Hall) on either Sunday or Monday from 12:30 to 1:30pm. CMS will provide tickets or invitations to this event in the delegate's registration envelopes ensuring everyone is invited. You will also have a posting on our website about your presentation on our 'Related Events' web page ([https://cms.math.ca/Events/summer15/related\\_events](https://cms.math.ca/Events/summer15/related_events)).

### Print Advertising

Advertise in our conference program. This will be distributed to all meeting delegates either electronically or as a hard copy in their conference program.

Inside front cover \$400

Inside back cover \$300

Full-page (inside) \$150

Half-page (inside) \$90

Registration packet insert \$150 each

## Exhibitor Opportunities

| Saturday   Samedi<br>June 6 juin   | Sunday   Dimanche<br>June 7 juin  | Monday   Lundi<br>June 8 juin  |
|--|---|--|
| 8:00-16:00 - Registration   Inscription<br>8:00-17:00 - Poster Session Affiches<br>9:30-16:00 - Exhibits   Expositions<br><i>Schurman Market Street, McDougall Hall</i>  | 8:00-16:00 - Registration   Inscription<br>8:00-16:00 - Poster Session Affiches<br>9:30-16:00 - Exhibits   Expositions<br><i>Schurman Market Street, McDougall Hall</i> | 8:00-15:30 - Registration   Inscription<br><i>Schurman Market Street, McDougall Hall</i> |
| 8:15 – 8:30<br>Opening   Ouverture   | 8:00 – 10:00<br>Scientific Sessions scientifiques   | 8:00 – 10:00<br>Scientific Sessions scientifiques  |
| 8:30 – 9:30<br>Plenary Lecture   Conférence plénière   |   |  |
| <b>Exhibitor Break \$100</b><br>(+ approx. \$1,000 F&B)<br>9:30 – 10:00 Break   Pause  | <b>Exhibitor Break \$100</b><br>(+ approx. \$1,000 F&B)<br>10:00 – 10:30 Break   Pause  | <b>Exhibitor Break \$100</b><br>(+ approx. \$600 F&B)<br>10:00 – 10:30 Break   Pause     |
| 10:00 – 11:30<br>Scientific Sessions scientifiques   | 10:30 – 11:30<br>Plenary Lecture   Conférence plénière  | 10:30 – 11:30<br>Plenary Lecture   Conférence plénière                                   |
| 11:30 – 12:30<br>Krieger-Nelson Prize Lecture<br>Conférence de prix Krieger-Nelson   | 11:30 – 12:30<br>Excellence in Teaching Award Lecture<br>Conférence de prix d'excellence en enseignement  | 11:30 – 12:30<br>Coxeter-James Prize Lecture<br>Conférence de prix Coxeter-James         |
| 12:30 – 14:00<br><i>CMS Annual General Meeting</i>   | <b>Exhibitor Lunch \$400</b><br>(+ approx. \$3,500 F&B)<br>12:30 – 14:00 - Break   Pause  | <b>Exhibitor Lunch \$400</b><br>(+ approx. \$1,500 F&B)<br>12:30 – 14:00 - Break   Pause |
| 14:00 – 15:00<br>Education Plenary Lecture  <br>Education plénière conférence  | 14:00 – 15:00<br>Plenary Lecture   Conférence plénière  |  |
| <b>Exhibitor Break \$100</b><br>(+ approx. \$1,000 F&B)<br>15:00 – 15:30 Break   Pause   | <b>Exhibitor Break \$100</b><br>(+ approx. \$800 F&B)<br>15:00 – 15:30 Break   Pause  | 14:00 – 16:00<br>Scientific Sessions scientifiques                                       |
| 15:30 – 17:30<br>Scientific Sessions scientifiques   | 15:30 – 18:00<br>Scientific Sessions scientifiques  |  |
| 18:45 – 22:00<br>Reception and Awards Banquet  <br>Réception et Banquet de prix<br><i>New Glasgow Lobster Suppers*</i><br><br><i>*Shuttle buses depart from the Best Western<br/>Charlottetown and UPEI at 18:15</i> |   |  |

# 2015 CMS Summer Meeting

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

|   |  |  |
|---|--|--|
| Exhibit   | \$400 \$500 ( <del>\$300</del> \$400 CMS Member) |  |
| Additional Representatives                      | \$30 each  |  |
| Books, Journals, Catalogues, Flyers,<br>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)            | \$70 each  |  |
| (GST # 11883 3979 RT0001)                       | <b>TOTAL</b>                                     |  |

|                       |        |  |      |  |            |              |
|-----------------------|--------|--|------|--|------------|--------------|
|                       | Cheque |  | VISA |  | Mastercard | Expiry Date: |
| Card Number:          |        |  |      |  |            |              |
| Cardholder Name:      |        |  |      |  |            |              |
| Cardholder Signature: |        |  |      |  |            |              |

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



## Shipping

Advance Shipments can be sent directly to the University of Prince Edward Island. All boxes should clearly indicate the Exhibitor's name, as well as the CMS Conference, and total number of boxes in the shipment.

Packages, crates, and boxes should arrive **no earlier than Monday, June 1**.

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 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.

## International Shipping

**Mendelssohn Commerce - 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 Mendelssohn. 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. 2123)

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 Lading has to be taped to one of the boxes.

The university 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

### 2015 CMS Summer 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.

**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. Please note that the exhibit area will be publicly accessible for the duration of the meeting. The university buildings are patrolled regularly by UPEI's 24-hour campus security force. After exhibit hours, a locked storage room will be available for exhibitors to store valuables. Only those exhibitors properly identified and with permission from the Exhibits Coordinator may enter the exhibit area. Otherwise, exhibitors may not have access to stored items 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 **May 1, 2015**. Refunds will not be issued for booths cancelled after **May 14, 2015**.

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**Mail completed form and payment to:**

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

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