

CMS Winter 2002 Meeting
Ottawa Marriott Hotel, 100 Kent Street, Ottawa, Ontario
Exhibit Programme – December 8 to 9
INVITATION TO EXHIBIT

On behalf of University of Ottawa, the Department of Mathematics and Statistics extends a warm welcome to all participants in the Winter 2002 Meeting of the Canadian Mathematical Society (CMS). Following the usual format, the meeting will include fourteen symposia, contributed papers, four plenary speakers, as well as prize and a public lecture.

The meeting will take place at the Ottawa Marriott Hotel, 100 Kent St. We are expecting over 300 participants. You are invited to take part in the exhibit programme to be held December 8 – 9.

Exhibits will be held in the Marriott Hotel, Victoria Gallery. On **Sunday, December 8th**, exhibits will be open from **8:00 am. – 5:00 p.m.** On **Monday, December 9th**, exhibits will be open from **8:00 a.m. – 5:00 p.m.** Booths will be ready for set-up from **3:00 p.m. – 5:00 p.m.** on **Saturday December 7th**. Booth numbers will be confirmed by FAX.

Exhibit Package

Cost is \$400 CDN (\$300 CDN for Corporate Members):

- One 10' wide x 6' deep booth space
- 8' high back wall and 3' high sidewalls draped in blue
- One placard with company name
- One 8' table, draped in blue and 2 chairs
- Registration and delegates lunch for 1 or 2 company reps

DECORATOR

Name: Freeman Decorating
Address: 1120 Old Innes Road, Ottawa, Ontario K1B 3V2
Tel: 613 748-7180
FAX: 613 745-8303
Email: glubeb@Totalshow.com
Contact: Bryan Glube

Shortly after the Operations Manager in Ottawa receives your paid contract, you will receive an Exhibitor Service Kit for your use in planning your exhibit booth.

EXHIBIT DATES AND HOURS

Sat., Dec. 7	5:00 pm	7:00 pm	Set-up exhibits
Sun., Dec. 8	8:00 am	5:00 pm	Exhibits open
Sun., Dec. 8	12:30 pm	2:00 pm	Delegates' Luncheon
Mon., Dec. 9	8:00 am	5:00 pm	Exhibits open
Mon., Dec. 9	4:00 pm	5:00 pm	Dismantling

MATERIAL HANDLING/STORAGE

Advance Shipments: Please prepay all shipments and send to:

CMS Winter 2002 Meeting
Freeman Decorating
1120 Old Innes Road, Ottawa, Ontario K1B 3V2
Tel: 613 748-7180 Fax: 613 745-8303
Attn: Exhibitors Name and Booth Number
of boxes in shipment

Packages, crates, and boxes should arrive at the above address no earlier than **Nov. 15** and no later than **Dec. 6**. Refer to the Drayage/Materials Handling Order Form included in the Exhibitor Service Kit. **The official decorator 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 the university or to the hotel(s).** 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 the official decorator must be prepared to supply their own labour, dollies, etc. for set-up and dismantling.**

INTERNATIONAL EXHIBITORS

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 the decorator 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.

CUSTOMS BROKER

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

Attention: Ms. Tammy Porteous
(tporteous@livingstonintl.com)
TEL: 613-257-1405
FAX: 613-257-3001
Cell: 613-220-9563

You may download their forms from: www.mend.com

PLEASE ALLOW AT LEAST TWO WEEKS FOR DELIVERY.

RETURN SHIPMENTS

Domestic and International:

Bring return shipment Bills of Lading with you to the show. When you have packed your supplies after the show, mark each box with your return shipping address, the number of boxes or crates being shipped and then tape the correctly filled out bill of lading to one box. **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. Please give your carrier the contact information for the Decorator.

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
Catalogues/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 & Statistics, University of Ottawa**) 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.

REGISTRATION AND ACCOMMODATION FOR YOUR COMPANY REPRESENTATIVES

Pre-registration: Please includes 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.** Make sure to check the cancellation policy with the hotel of your choice.

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.
Full page (7" x 9") \$ 150.00
1/2 page (7" x 4 3/8") \$ 90.00

Another option is to insert a flyer in the registration kits.
Single sheet, maximum size 8 1/2" x 11" \$ 120

Please email the local organizer in charge of the meeting programme and advertising : Abdellah Sebbar
sebbar@achille.mathstat.uottawa.ca
to confirm your intention to send an ad or a flyer, then send your camera ready ad BEFORE Nov. 5 or 300 copies of the flyer BEFORE Nov. 30 to:

**CMS Winter 2002 Meeting
Programme and Advertising
Abdellah Sebbar
Department of mathematics & Statistics
University of Ottawa
585 King Edward, P.O.B. 450, Station A
Ottawa, Ontario K1N 6N5
Phone: 613 562 5800 ext. 3526
Fax: 613 562-5776**

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