



Exhibitor Information

CMS Winter 2007 Meeting

December 8 to 10, 2007

Hilton Hotel London

London, Ontario

SHOW DAYS: December 8 and 9, 9:30-16:00

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 2007 Meeting will include 18 specialized sessions and 10 plenary and 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		
		Canada	65%
		USA	24%
		International	10%
		not identified	1%

Exhibit information and all related forms will also be available shortly at <http://www.cms.math.ca/Events/winter07/exhibits>.

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).

Exhibit Dates

Show Hours

**Saturday, December 8 and
Sunday, December 9**

9:30 – 16:00

Move-In

Saturday, December 8

7:00 – 8:30

Move-Out

Sunday, December 9

16:00 – 18:00

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/Events/. 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 Hilton Hotel and London. The Welcome Reception will be held on Friday, December 7 at 19:00 in the Ballroom; admission to this event is complimentary for exhibitors. The move-in is on Saturday before 9:30.

A Banquet will be held on Sunday, December 9, 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.

Shipping

Advance Shipments must be sent to the address of the official decorator, which will be determined shortly. 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 at the decorator no earlier than Friday, November 30 and no later than Tuesday, December 4.

The official decorator will receive goods only if the freight is prepaid and the Drayage/Materials Handling Order Form is returned signed. The form will be available in the Exhibitor Service Kit on the Conference web site and 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 Offices. 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

Mendelssohn 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. Their Canada Bound Customs and Shipping Guide, containing all necessary customs forms and examples for their completion, is available from Mendelssohn or you may also download their forms from their website: www.mend.com or go directly to www.mend.com/html/download.html.

For customs related inquiries please contact Tiziana Doimo: Tel 416-863-9339 Ext. 233 or tdoimo@mend.com. 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 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.

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, 2007**. Refunds will not be issued for booths cancelled after **November 15, 2007**.

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

Exhibit Space Contract

CMS Winter 2007 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, 2007**. 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 _____

6% 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 2007 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)	_____	_____
	Subtotal	_____
	6% GST	_____
	Total	_____

<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 2007 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, 2007
November 1, 2007

Reservation - the completed form and payment have to be received.
Artwork - an electronic PDF has to be sent to 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	_____
			Subtotal	_____
			6% GST	_____
			Total \$	_____

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

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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, 2007 Reservation - the completed form and payment have to be received at the CMS office.

November 28, 2007 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 _____
			Subtotal _____
			6% GST _____
			Total \$ _____

<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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