



# *Exhibitor Information*

## *2012 CMS Winter Meeting*

Conference dates: December 7 - 10, 2012

Fairmont Queen Elizabeth Hotel (Montreal, Quebec)

*SHOW DAYS: December 8 & 9, 9:30-16:00*

*(December 7, 19:00-20:30 optional)*

*MOVE-IN: December 7, 15:00 – 18:00*

*MOVE-OUT: December 9, 16:00 – 18:00*

**Contact:**

Hannah Norris

Administrative Assistant

Canadian Mathematical Society

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[office@cms.math.ca](mailto:office@cms.math.ca)

## 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 Mathematics conferences per year one in June and December, as well as a Mathematics Education Forum and joint meetings with the Societies of other countries every 2-3 years.

## 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 2012 CMS Winter Meeting will include 26 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 525-550.

## Attendees Profile

2005 June, Waterloo	540	Professors	60%
2005 December, Victoria	400	Graduate/Undergraduate Students	15%
2006 June, Calgary	300	Postdoctoral Students	10%
2006 December, Toronto	430	Teachers	4%
2007 June, Winnipeg	450	Public Sector	2%
2007 December, London	450	Other	9%
2008 June, Montreal	800		
2008 December, Ottawa	480	Canada	70%
2009 June, St. John's	400	USA	20%
2009 December, Windsor	400	International	10%
2010 June, Fredericton	400		
2010 December, Vancouver	440		
2011 Edmonton	325		
2011 Toronto	525		

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 Fairmont Queen Elizabeth Hotel in Montreal. The Welcome Reception is held on Friday, December 7 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 9, commencing at 19:15; tickets are available at \$65 each. Coffee and juice will be available in the exhibit area during the scheduled breaks.

## 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 Monday, December 3.**

GES will be the official decorator 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** ([dlabbe@mend.com](mailto:dlabbe@mend.com), 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 Lading 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.

# Rules of Exhibiting

Please review the rules for exhibiting before signing the Exhibit Contract.

**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, 2012**. Refunds will not be issued for booths cancelled after **November 15, 2012**.

# Rules of Exhibiting

Please review the rules for exhibiting before signing the Exhibit Contract.

**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 official decorator** 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 Advertizing** - 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 program is 8 1/2" x 11".

**Deadlines:**

October 15, 2012      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 15, 2012      The completed form and payment have to be received at the CMS office.  
November 30, 2012      450 copies of the flyer have to be received on-site.

# Exhibit Contract

## 2012 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 advertizing	\$150	
Half page conference program advertizing	\$90	
	Subtotal	
	13% HST	
Banquet tickets(HST not applicable)	\$65 each	
	<b>TOTAL</b>	

(GST # 11883 3979 RT0001)

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

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

**Mail completed form and payment to:**

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

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