



Invitation to Exhibit

***CMS/CSHPM
Summer 2005
Meeting***

*June 4-5, 2005
University of Waterloo
Waterloo, Ontario*

On behalf of the University of Waterloo, the Faculty of Mathematics invites the mathematical community to the Summer 2005 Meeting of the Canadian Mathematical Society (CMS) and the Canadian Society for History and Philosophy of Mathematics (CSHPM).

The meeting will include a wide variety of sessions, a session of contributed papers, plenary and prize lectures, and a Public Lecture. All scientific talks will be held at the University of Waterloo.

Exhibit information and all related forms are available <http://www.cms.math.ca/Events/summer05/exhibitor.e>

EXHIBIT LOCATION

Great Hall of the Davis Centre, University of Waterloo, Waterloo, Ontario

EXHIBIT DATES

Move-In Hours	Friday, June 3	1:00 p.m. – 4:00 p.m.
Move-Out Hours	Sunday, June 5	4:00 p.m. – 5:00 p.m.
Show Hours	Saturday, June 4	9:30 a.m. – 4:00 p.m.
	Sunday, June 5	9:30 a.m. – 4:00 p.m.

BOOTH SPECS

One 10' x 10' wide booth space

- 8' high back wall, 3' high sidewalls
- Three (3) 8' draped table
- Two (2) upholstered side chairs
- One (1) one-line booth identification sign
- 2 Complimentary Participates' Luncheon tickets

COST

\$325.00 Corporate Members

\$425.00 Non-Members

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. Anyone who plans to attend sessions does not qualify as an exhibitor and is required to pay the appropriate registration fee.

ADVERTISING

You are invited to include an advertisement in our Meeting Programme which will be distributed to all participants. The overall size of the programme is 8 1/2" x 11".

Ads Full page (7" x 9") \$ 150.00 1/2 page (7" x 4 3/8") \$ 90.00	Flyer Insert Single sheet, maximum size 8 1/2" x 11" \$ 120
Deadline Programme Ads must be in camera ready format and received no later than May 10, 2004.	Deadline Registration Kit Flyer Inserts: 450 copies must be received in Waterloo no later than June 1, 2005.

To confirm your intention to send an ad or a flyer contact:

Gertrud Jeewanjee
Meetings Coordinator, CMS
Phone: 613-562-5702
Email: meetings@cms.math.ca

SHIPPING

Advance Shipments have to be sent to the address of the official decorator. The contact information will be available shortly at <http://www.cms.math.ca/Events/summer05/exhibitor.e>.

All boxes have to 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 Monday, May 30, 2005 and no later than June 1, 2005.

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

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 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.

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 Ms. Tiziana Doimo: Tel 416-863-9339 Ext. 233, Fax 416-863-0301 or E-Mail TDoimo@livingstonintl.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 Landing 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.

ACCOMMODATIONS

Exhibitors must make their own arrangements for accommodation. Accommodation information can be found on the CMS website at <http://www.cms.math.ca/Events/summer05/announce.e#accommodation>.

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

A welcoming reception will be held Friday, June 3, from 8:00 to 10:00 p.m. in the Great Hall of the Davis Centre at the University of Waterloo.

The Participants' Luncheon will be held on Sunday, June 5 from 12:15 p.m. to 2:15 p.m. in the Festival Room, South Campus Hall, at the University of Waterloo. A ticket to this luncheon is included in your exhibition fees.

A Banquet will be held in the Centre for International Governance Innovation (the former Seagram's Museum) on Saturday, June 4, commencing at 7:00 pm, preceded by a cash bar at 6:00 p.m. Tickets to this event are available at \$60.00 each.

Coffee and juice will be available in the exhibit area during the scheduled breaks.

RULES FOR 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 - The CMS will provide security guard service in the hall for all hours during which the exhibits are closed. 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 **May 15, 2005**. Refunds will not be issued for booths cancelled after **May 15, 2005**.

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**, the **University of Waterloo, Mendelssohn**, and the **official decorator** (to be determined) from all liability which may ensue, from any cause.



EXHIBIT SPACE CONTRACT

TERMS FOR EXHIBIT SPACE - Exhibit space is assigned on a first-come, first served basis and **payment is required in full** prior to consideration. A floor plan will be made available to exhibitors once the contract is received. 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 **May 15, 2005**. Send original form with payment to: Canadian Mathematical Society, 577 King Edward, Ottawa, ON CANADA K1N 6N5. FAX: (613) 565-1539 (for credit card payments only)

BOOTH PRICES

Corporate Members	\$325.00 (10 X 10 space)
Non Members	\$425.00 (10 X 10 space)

COMPANY INFORMATION

Company Name:			
Mailing Address:			
Name of Authorized Person:			
Title:		Tel:	
E-mail address:		Fax:	
Signature of Authorized Person:		Date:	

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

Company Representatives:	1.
	2.
Food allergies <input type="checkbox"/> _____ Special Dietary requirements <input type="checkbox"/> _____	

_____ Booths @ \$425.00 (Cdn) non-member	\$
_____ Booths @ \$325.00 (Cdn) corporate member	\$
_____ additional reps @ \$30.00 per rep	\$
all exhibitors, add 7% GST	\$
TOTAL	\$

_____ BANQUET TICKETS @ \$60.00	\$
GRAND TOTAL	\$

PAYMENT (GST # 11883 3979 RT0001)

<input type="checkbox"/> Cheque (payable to CMS) <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	Card #: _____ Expiry: _____ Print: _____ Signature: _____
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Form must be signed by cardholder



JOINT BOOKS CONTRACT

TERMS

The undersigned wishes to exhibit the following books, journals, and/or other promotional material at the Joint Exhibit. The CMS is 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. The CMS is not responsible for any shipment of Joint Books Exhibit material not received at the meeting. All fees are non refundable

PRICES

Books	\$30.00 each	Catalogs	\$30.00 (per 100 copies or less)
Journals	\$30.00 each	Promotional Literature	\$35.00 (per 200 copies or less)
Posters	\$40.00		

COMPANY INFORMATION

Company Name			
Mailing Address:			
Contact Name:			
Title:		Tel:	
E-mail address:		Fax:	
Signature Authorized Person:		Date:	

(by signing, I agree that I am authorized to sign and enter into this contract and to abide by all requirements, restrictions and obligations listed.)

DISPLAY INFORMATION

Item description, book titles/authors	Price

_____ Books @ \$30.00	\$
_____ Journals @ \$30.00	\$
100 copies or less _____ Catalogs @ \$30.00	\$
_____ Posters @ \$40.00	\$
200 copies or less _____ Promotional Literature @ \$35.00	\$
Total	\$

PAYMENT (GST # 11883 3979 RT0001)

- Cheque (payable to CMS)
- VISA
- MasterCard

Card #: _____

Expiry: _____

Print: _____

Signature: _____

Form must be signed by cardholder