



Exhibitor Information

2018 CMS Winter Meeting

Conference dates: December 7-10
Sheraton Vancouver Wall Centre
Vancouver, British Columbia

***SHOW DAYS: December 8 & 9, 10:00-16:30
(December 10, 10:00-14:00 optional)***

MOVE-IN: December 7, 13:00 – 16:00

***MOVE-OUT: December 9, 16:00 – 18:30
or December 10, 8:00-9:30***

Contact:

Sarah Watson,
Manager, Meetings and Events
Canadian Mathematical Society

T: 613-733-2662, ext. 733

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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 bring together some of the most domestically and internationally respected researchers and mathematicians.

The program for the 2018 CMS Winter Meeting will include more than 30 scientific sessions and 10 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 400-600.

Attendees Profile

2018 June, Fredericton	289	Professors	60%
2017 December, Waterloo	429	Graduate/Undergraduate Students	15%
2016 December, Niagara	436	Postdoctoral Students	10%
2016 June, Edmonton	218	Teachers	4%
2015 December, Montreal	636	Public Sector	2%
2015 June, Charlottetown	215	Other	9%
2014 December, Hamilton	485		
2014 June, Winnipeg	220	Canada	85%
2013 December, Ottawa	410	USA	10%
2013 June, Halifax	310	International	5%
2012 December, Montreal	560		
2012 June, Regina	325		

Exhibit information and all related forms are also available at www.cms.math.ca.

Exhibit

- 10' x 8' exhibit space, 10' 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. Accommodations can be booked at the onsite hotel, Sheraton Vancouver Wall Centre until November 21, 2018. Please call 1-866-238-4218 to book. 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 Sheraton Vancouver Wall Centre and the banquet will take place at the Sheraton. The Welcome Reception is held on Friday, December 7th at 18:00, at the Sheraton; admission to this event is complimentary for exhibitors. Exhibitors are encouraged to staff their booth during this event as well.

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A banquet is scheduled at the Sheraton Vancouver Wall Centre in Pavillion CD, for the evening of Sunday December 9th, commencing at 19:00; tickets are available at \$70 each.

Coffee and juice will be available in the exhibit area at the University of Waterloo 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 a sponsoring university at the end of 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.

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:

November 17, 2018 The completed form and payment have to be received.

November 1, 2018 PDF of artwork has to be received by meetings@cms.math.ca.

Inside front cover	\$400	Half-page (inside)	\$90
Inside back cover	\$300	Registration packet insert	\$150 each
Full-page (inside)	\$150		

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:

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- November 15, 2018 The completed form and payment have to be received at the CMS office.
- November 23, 2018 600 copies of the flyer have to be received on-site at the Sheraton Vancouver Wall Centre

Sponsorship and Promotional Activities

There are many opportunities for the 2018 CMS Winter 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 will open soon and closes on November 17 2018. The final deadline for a print advertisement is November 1, 2018.

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. Deadline

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

Exhibit	\$500 (\$400 CMS Member)	
Additional Representatives	\$30 each	
Books, Journals, Catalogues, Flyers, 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)	TOTAL	

<input type="checkbox"/> Cheque	<input type="checkbox"/> VISA	<input type="checkbox"/> 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.

Sheraton Vancouver Wall Centre – December 7-10

Shipping

Advance Shipments can be sent directly to the Sheraton. All boxes should clearly indicate the Exhibitor's name, as well as the CMS Conference, and total number of boxes in the shipment. (Please see shipping order form)

Packages, crates, and boxes should arrive **no earlier than Monday, December 3.**

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 **Maria Bava** (phone: 416.863.9339 ext. 234)

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 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.

Exhibit Contract

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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.

Mail completed form and payment to:

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

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Exhibit Contract

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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, 2018**. Refunds will not be issued for booths cancelled after **November 15, 2018**.

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