

2017 CGA Operations, Engineering and Industry Conference

April 2 - 4, 2017

The Westin Nova Scotian Hotel, 1181 Hollis St., Halifax, Nova Scotia

QUICK FACTS

SERVICE CONTRACTOR

LEGAULT COMPANIES
60 Raddall Ave., Unit 1
Dartmouth, NS B3B 1T2
Tel 902.835.8912
Fax 902.835.8913
e-mail halifax@legaultcompanies.com

We offer all relative show contractor services such as:

- Material handling/drayage and advance storage of freight
- Labour to install corporate booths
- Display systems and Turn Key booths
- Furnishings, carpet, lighting, etc.

SHIPPING TO THE Advance LEGAULT WAREHOUSE

- Ship your display materials in advance of the move-in date, as it is a Sunday. You may ship to the advance Legault warehouse at the above address between March 22 and 30, 2017. Warehouse hours, 9 am to 4 pm weekdays. Material Handling charges apply. See page 4 for rates.
- Exhibitors are responsible to make all shipping arrangements (delivery & pick up) for freight with their own transport/courier company and with the show customs broker – North American Logistics Services. Please make your arrangements well in advance.

MATERIAL HANDLING

- Please see enclosed Material Handling order form for applicable rates and terms of our service.

EXHIBIT MOVE-IN AND MOVE-OUT SCHEDULE

EXHIBITOR MOVE-IN

- Sunday, April 2 2 pm – 4 pm

EXHIBITOR MOVE-OUT

- Tuesday, April 4 1:30pm – 4 pm The exhibit room must be clear by 4 pm.

BOOTH EQUIPMENT

Each 8' deep by 10' wide booth unit includes:

- 8' high black draped back wall and 3' high black draped side walls
- 1, 6' skirted table
- room is carpeted
- power is supplied by the hotel, confirm with show management

NOT INCLUDED

- Advance Material Handling.
You may arrange early delivery and extra furnishings using this Exhibitor Manual. Please see the following pages for rates and order forms.

DISCOUNT PRICE DEADLINE

To receive the advance discount rates for extra furnishings, we must receive your order and payment in full by March 24/17.



CGA Operations, Engineering and Integrity Conf.

BOOTH # _____

60 RADDALL AVE., UNIT 1
DARTMOUTH, NS B3B 1T2
TEL 902.835.8912
FAX 902.835.8913

DISCOUNT PRICE DEADLINE
March 24, 2017

COMPANY NAME _____

ADDRESS _____

CITY _____ **PROV** _____ **PC** _____

PHONE _____ **FAX** _____

E-MAIL _____

NAME (please print) _____

ORDER INVOICE and METHOD OF PAYMENT

CREDIT CARD PAYMENT

This authorization to charge your credit card account will apply for all advance orders and show-site orders placed by you or your representative. Your signature below denotes acceptance of all terms and conditions included in the Exhibitor Manual. Charges may also include any charges which Legault Companies may be obliged to pay on your behalf, including without limitation, any shipping charges.

VISA **MASTER CARD** **AMERICAN EXPRESS**

CARD # _____ **EXPIRY DATE** _____

CARD HOLDER NAME (please print) _____

AUTHORIZED SIGNATURE _____

CARD HOLDER BILLING ADDRESS AS ABOVE

OR OTHER BILLING ADDRESS _____ **CITY** _____ **PROV** _____ **PC** _____

COMPANY CHEQUE

- Please make cheque payable to Legault Companies.
- Cheques must be in CDN Funds drawn on a Canadian bank.
- ("US Funds" must be pre-printed on Canadian cheques).
- Cheques must be received prior to March 24, 2017 to confirm your order.
- Authorized signature _____

ORDER SUMMARY

| | | |
|-----------------------|----|-------|
| TABLES | \$ | _____ |
| CHAIRS | \$ | _____ |
| SPECIALTY FURNISHINGS | \$ | _____ |
| ELECTRICAL | \$ | _____ |
| MODULAR EXHIBITS | \$ | _____ |
| CARPET | \$ | _____ |
| SIGNS | \$ | _____ |
| PLANTS | \$ | _____ |
| MATERIAL HANDLING | \$ | _____ |
| LABOUR - INSTALLATION | \$ | _____ |
| LABOUR - DISMANTLE | \$ | _____ |

HST 15% (#853045920) \$ _____

YOUR ORDER TOTAL \$ _____

IMPORTANT

- Place your order before the **Discount Price Deadline** (noted above) to save money.
- Orders received without a Method of Payment or after the discount price deadline will be charged standard rates.
- **Fax your order to us @ 902.835.8913 or email: halifax@legaultcompanies.com**

QUESTIONS?

- Please contact us at 902.835.8912 or by e-mail at halifax@legaultcompanies.com

SUB-TOTAL \$ _____



COMPANY NAME _____

BOOTH # _____

DISCOUNT PRICE DEADLINE
March 24, 2017

FURNISHINGS Modular Booths

| Extra TABLES – DRAPED(1 table is provided) | | | |
|------------------------------------------------------------------------------------------|------------------------------|-----------------|-----------------|
| Please circle table drape colour required. BLUE BLACK BURGUNDY GREEN RED WHITE | | | |
| | | DISCOUNT | STANDARD |
| | 4' draped table 30"H | 54.00 | 64.00 |
| | 6' draped table 30"H | 60.00 | 67.00 |
| | 8' draped table 30"H | 63.00 | 74.00 |
| | 4' draped table 42"H | 70.00 | 88.00 |
| | 6' draped table 42"H | 74.00 | 94.00 |
| | 8' draped table 42"H | 78.00 | 99.00 |
| | 4 th side draping | 24.00 | 29.00 |
| SUB-TOTAL | | | |

| TABLES - UNDRAPED | | | |
|--------------------------|------------------------|-----------------|-----------------|
| QTY | | DISCOUNT | STANDARD |
| | 4' undraped table 30"H | 30.00 | 42.00 |
| | 6' undraped table 30"H | 35.00 | 46.00 |
| | 8' undraped table 30"H | 40.00 | 49.00 |
| | 4' undraped table 42"H | 46.00 | 61.00 |
| | 6' undraped table 42"H | 53.00 | 67.00 |
| | 8' undraped table 42"H | 56.00 | 70.00 |
| | Table riser | 29.00 | 38.00 |
| SUB-TOTAL | | | |

| TABLES - OTHER | | | |
|-------------------------------------------------------------|-------------------------|-----------------|-----------------|
| QTY | | DISCOUNT | STANDARD |
| (White tops with chrome bases) Spandex cover below. | | | |
| | Cruiser table (42"H) | 61.00 | 72.00 |
| | Pedestal table (30"H) | 59.00 | 70.00 |
| | Pedestal table/2 chairs | 99.00 | 110.00 |
| SUB-TOTAL | | | |

| CHAIRS | | | |
|------------------|---------------------|-----------------|-----------------|
| QTY | | DISCOUNT | STANDARD |
| | Folding resin chair | 14.00 | 19.00 |
| | Padded chair | 29.00 | 35.00 |
| | Padded stool | 32.00 | 41.00 |
| SUB-TOTAL | | | |

| SPECIALTY FURNISHINGS | | | |
|------------------------------|-------------------------------------------------------------------------------------|-----------------|-----------------|
| QTY | | DISCOUNT | STANDARD |
| | ZigZag literature rack | 68.00 | 80.00 |
| | Bar fridge | 137.00 | 165.00 |
| | Chrome tripod easel | 23.00 | 29.00 |
| | Wastebasket | 14.00 | 17.00 |
| | Small fish bowl | 22.00 | 27.00 |
| | White or black spandex | 29.00 | 35.00 |
| | White swivel stools | 41.00 | 46.00 |
| | Booth drape insert | 52.00 | 57.00 |
| | Sofas, love seats, coffee tables, guest chairs, etc., quoted based on requirements. | Order early | |
| SUB-TOTAL | | | |

| ELECTRICAL Accessories | | | |
|-------------------------------|---------------------|-----------------|-----------------|
| QTY | | DISCOUNT | STANDARD |
| | 15' extension chord | 30.00 | 35.00 |
| | Power Bar | 30.00 | 37.00 |
| SUB-TOTAL | | | |

DECOR
 Please visit www.legaultcompanies.com and view our work
 We would be happy to provide you with a quote for booth décor.

| MODULAR EXHIBITS | | | | |
|---------------------------------------|------------------|-----------------|-----------------|--------------|
| Hardwall panel colours choices | | BLUE | GREY | WHITE |
| QTY | | DISCOUNT | STANDARD | |
| | Pop-up booth | 556.00 | 625.00 | |
| | 10'x10' hardwall | 951.00 | 1028.00 | |
| | 10'x20' hardwall | 1,492.00 | 1,524.00 | |
| | 1m Counter | 199.00 | 221.00 | |
| SUB-TOTAL | | | | |

| CARPET not needed (Venue is carpeted) | | | |
|----------------------------------------------------|----------------------------------------------|-----------------|-----------------|
| QTY | | DISCOUNT | STANDARD |
| Please circle colour choice – RED GREY BLUE | | | |
| | 10'x10' | 105.00 | 131.00 |
| | 10'x20' | 188.00 | 250.00 |
| | 10'x30' | 313.00 | 371.00 |
| | Custom cut (per sq. ft with 100 sq. ft. min) | 1.73 | 2.33 |
| | 10'x40' | 353.00 | 436.00 |
| | Carpet padding | .91/sq. ft. | 1.08/sq. ft. |
| | Visqueen | .45/sq. ft. | .58/sq. ft. |
| | Vacuuming per day | .40/sq. ft. | .50/sq. ft. |
| Venue is carpeted | | | |
| SUB-TOTAL | | | |

- Please record your **SUB-TOTALS** on the Method of Payment page.
- If you require something that is not listed in this Exhibitor Manual, please call our office at 902.835.8912 or e-mail us at halifax@legaultcompanies.com
- Our inventory is extensive, we can design and build special systems and displays...and if we don't have what you need in stock, we'll do our best to source it! www.legaultcreative.com



DISCOUNT PRICE DEADLINE
March 24, 2017

CGA Operations, Engineering & Integrity Conf.

COMPANY NAME _____

BOOTH # _____

Basic SIGNS - Advance MATERIAL HANDLING

| SIGNS | | | |
|------------------|-----------|---------|----------|
| QTY | | DSCOUNT | STANDARD |
| | 7" X 11" | 45.00 | 66.00 |
| | 7" X 44" | 66.00 | 103.00 |
| | 14" X 22" | 81.00 | 116.00 |
| | 22" X 28" | 100.00 | 152.00 |
| SUB-TOTAL | | | |

- Signs are based on 1 colour copy on white coroplast.
 - 10 word maximum. Logos are not included in above prices.
 - Other sizes available, please contact us for a quote.
 - **Letter colour** _____ **Landscape** or **Portrait**
 - Please indicate your sign "copy" here ↓

MATERIAL HANDLING of your Shipments

- **Material handling costs** are incurred when we receive your freight in our warehouse or at show-site and deliver your freight to your booth. Minimum rates apply for shipments under 200 lbs; above 200, the fee is based on weight. (**This service includes** removing your empties from the show floor, returning your empties when show closes and loading your freight on your outbound carrier from show-site). **ADVANCE** is to our warehouse; **SHOW SITE** is the exhibitor shipping directly to the venue. Independent deliveries to the venue are usually not available on weekends. Confirm with your courier.
- **Return to warehouse charges** apply if we are required to bring your freight back to our warehouse at the close of the show. Minimum rates apply for shipments under 200 lbs; above 200, the fee is based on weight. Freight must be removed from our warehouse within 5 business days after event closes.
- **Please note:** Exhibitors are responsible for arranging pick-up of their freight at the close of the show either from the show or from our warehouse. Please provide Legault Companies with the confirmed pick-up information.

| ADVANCE Legault WAREHOUSE - RATES | | | |
|-----------------------------------|-------------------|--------------------------|----------------|
| QTY | | PRICE PER CWT (100 LBS.) | MINIMUM CHARGE |
| | Crated or skidded | 43.00 | 87.00 |
| | Special handling | 48.00 | 98.00 |
| | Uncrated | 50.00 | 102.00 |

SUB-TOTAL \$

Special Handling – loose freight/multiple pieces such as boxes, pop-ups, tubes, etc.,
Uncrated – equipment and loose machinery not in road cases.

FOR YOUR CONVENIENCE, WE HAVE ATTACHED AN ADVANCED WAREHOUSE SHIPPING LABEL TEMPLATE TO BE USED WITH AVERY 5164 LABELS. SEE LAST PAGE.

PLEASE NOTE: **SHOW SITE MATERIAL HANDLING** is provided during the scheduled exhibitor move-in and move-out ONLY, when Legault Staff is on-site. Freight shipped to/from show site outside of these times is the responsibility of the Venue.

| SHOW-SITE - Handling RATES | | | |
|----------------------------|-------------------|--------------------------|----------------|
| QTY | | PRICE PER CWT (100 LBS.) | MINIMUM CHARGE |
| | Crated or skidded | 33.00 | 65.00 |
| | Special Handling | 37.00 | 73.00 |
| | Uncrated | 39.00 | 78.00 |

SUB-TOTAL \$

RETURN TO OUR WAREHOUSE - RATES

| QTY | | PRICE PER CWT (100 LBS.) | MINIMUM CHARGE |
|-----|-------------------|--------------------------|----------------|
| | Crated or skidded | 43.00 | 87.00 |
| | Special handling | 48.00 | 98.00 |
| | Uncrated | 50.00 | 102.00 |

SUB-TOTAL \$
Please provide a return Waybill with your Account # for outbound shipping.



COMPANY NAME _____

BOOTH # _____

INSTALLATION and DISMANTLE of Corporate Displays, other help

LABOUR - RATES AND TERMS

MINIMUM 2 HOUR LABOUR CALL FOR INSTALLATION AND DISMANTLE LABOUR

- **STRAIGHT-TIME RATE:** \$55.00 per person per hour 8:30 am – 4:30 pm Monday through Friday
- **OVER-TIME RATE:** \$90.00 per person per hour All other hours
- **LEGAULT SUPERVISION RATE:** 30% of the total labour bill With a minimum charge of \$55.00
- **Start time** is guaranteed only at the start of the working day.
- **If Legault supervised**, installation will be completed at our discretion prior to move-in.
- **If Exhibitor supervised**, supervisor must check in at the Legault Service Desk to sign-in and sign-out our labour.
- Exhibitor Supervisor contact name: _____ Phone: _____

LEGAULT SUPERVISED LABOUR REQUIREMENTS

| | | | | |
|------------------------------|------------------------|----|-------------------------------|-------------------------------------------------------|
| Freight will be shipped to → | Our warehouse | OR | Show-site | Date being shipped: |
| Instructions and photo → | Attached to this order | OR | Included with exhibit | In crate #: |
| Carpet → | Rented from Legault | OR | Included with exhibit | Colour: _____ Size: _____ |
| Electrical placement → | Drawing attached | OR | Drawing included with exhibit | Electrical to run under carpet: Yes _____ No _____ |
| Graphics → | Shipped separately | OR | Included with exhibit | Date being shipped: |
| Tools/hardware required → | | | | |

Comments: _____

OUTBOUND EXHIBIT SHIPPING REQUIREMENTS

| | | | |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------|----|
| Ship to → | | | |
| Carrier → | Ground: Next day / 2 nd Day / Deferred | Carrier booked: Yes | No |
| Freight charges: Must be either pre-paid or collect. Legault Companies will not pay shipping charges. | | | |

MINIMUM 2 HOUR LABOUR CALL FOR INSTALLATION AND DISMANTLE LABOUR

INSTALLATION LABOUR

| DATE | # OF PEOPLE | START TIME | | APPROXIMATE HOURS PER PERSON | = | TOTAL HOURS | @ | HOURLY RATE | ESTIMATED TOTAL |
|-----------------------------------------------------------------------------------------------|-------------|------------|---|------------------------------|---|-------------|---|-------------|-----------------|
| | | | X | | = | | @ | | \$ |
| | | | X | | = | | @ | | \$ |
| AMOUNT | | | | | | | | | \$ |
| If Legault supervision required – please add 30% of the amount or a minimum charge of \$55.00 | | | | | | | | | \$ |
| SUB-TOTAL INSTALLATION | | | | | | | | | \$ |

DISMANTLE LABOUR

| DATE | # OF PEOPLE | START TIME | | APPROXIMATE HOURS PER PERSON | = | TOTAL HOURS | @ | HOURLY RATE | ESTIMATED TOTAL |
|-----------------------------------------------------------------------------------------------|-------------|------------|---|------------------------------|---|-------------|---|-------------|-----------------|
| | | | X | | = | | @ | | \$ |
| | | | X | | = | | @ | | \$ |
| AMOUNT | | | | | | | | | \$ |
| If Legault supervision required – please add 30% of the amount or a minimum charge of \$55.00 | | | | | | | | | \$ |
| SUB-TOTAL DISMANTLE | | | | | | | | | \$ |

● Please record your SUB-TOTALS on the Method of Payment page.

TO:

**LEGAULT COMPANIES LTD
60 RADDALL AVE., UNIT 1
DARTMOUTH, NS B3B 1T2**

SHOW NAME: CGA Operations, Engineering, Integrity

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

**LEGAULT COMPANIES LTD
60 RADDALL AVE., UNIT 1
DARTMOUTH, NS B3B 1T2**

SHOW NAME: CGA Operations, Engineering, Integrity

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

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BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

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SHOW NAME: CGA Operations, Engineering, Integrity

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

