



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 storage of freight
- Labour
- Display systems and Turn Key booths
- Furnishings, carpet, lighting, floral, etc.

SHIPPING TO THE LEGAULT WAREHOUSE

- If you wish to ship your display materials in advance of the move-in date, you may ship to the Legault warehouse at the above address. Material Handling charges apply. See page 4 for rates.
- Exhibitors are responsible to make all shipping arrangements for their freight with their own transport company.

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

- Fri., April 13 @ 10 am – 6 pm
- Sat., April 14 @ 8 am – 6 pm

SHOW HOURS

- Sun., April 15 @ 10 am – 5 pm
- Mon., April 16 @ 10 am – 5 pm

EXHIBITOR MOVE-OUT

- Mon., April 16 @ 5 pm – 10 pm
- Tues., April 17 @ 8 am - 3 pm

BOOTH EQUIPMENT

Each 10' x 10' booth package includes:

- 8' high draped backwall and 3' high draped sidewalls

DISCOUNT PRICE DEADLINE

To receive the advance discount rates, we must receive your order and payment in full by **March 30, 2012.**



APEX 2012

BOOTH # _____

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

COMPANY NAME _____

ADDRESS _____

CITY _____ PROV _____ PC _____

PHONE _____ FAX _____

E-MAIL _____

NAME (please print) _____

DISCOUNT PRICE DEADLINE
March 30, 2012

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 move-in to confirm your order.
- Authorized signature _____

ORDER SUMMARY

TABLES	\$	_____
CHAIRS	\$	_____
SPECIALTY FURNISHINGS	\$	_____
POP UP BOOTHS/COUNTERS	\$	_____
PACKAGE OPTIONS	\$	_____
TURNKEY BOOTHS	\$	_____
CARPET	\$	_____
SIGNS	\$	_____
PLANTS	\$	_____
LABOUR - INSTALLATION	\$	_____
LABOUR - DISMANTLE	\$	_____

SUB-TOTAL	\$	_____
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

QUESTIONS?

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



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DISCOUNT PRICE DEADLINE
March 30, 2012

COMPANY NAME _____

BOOTH # _____

FURNISHINGS - ELECTRICAL - CARPET

TABLES - DRAPED			
Please circle table drape colour required. BLUE BLACK BURGUNDY GREEN RED WHITE			
		DISCOUNT	STANDARD
	4' draped table 30"H	46.00	56.00
	6' draped table 30"H	51.00	61.00
	8' draped table 30"H	54.00	64.00
	4' draped table 42"H	60.00	75.00
	6' draped table 42"H	64.00	80.00
	8' draped table 42"H	68.00	86.00
	4 th side draping	20.00	25.00
SUB-TOTAL			

TABLES - UNDRAPED			
QTY		DISCOUNT	STANDARD
	4' undraped table 30"H	26.00	36.00
	6' undraped table 30"H	30.00	40.00
	8' undraped table 30"H	32.00	42.00
	4' undraped table 42"H	40.00	52.00
	6' undraped table 42"H	45.00	57.00
	8' undraped table 42"H	47.00	60.00
	Table riser	24.00	31.00
SUB-TOTAL			

TABLES - OTHER			
QTY		DISCOUNT	STANDARD
Linen is available @ \$25.00 each for the following tables -			
	Cruiser table	52.00	62.00
	Pedestal table	50.00	60.00
	Pedestal table/2 chairs	96.00	122.00
SUB-TOTAL			

CHAIRS			
QTY		DISCOUNT	STANDARD
	Folding resin chair	12.00	16.00
	Padded chair	20.00	25.00
	Padded stool	28.00	34.00
SUB-TOTAL			

SPECIALTY FURNISHINGS			
QTY		DISCOUNT	STANDARD
	ZigZag literature rack	60.00	70.00
	Bar fridge	120.00	130.00
	Chrome tripod easel	19.00	24.00
	Wastebasket	12.00	15.00
	Small fish bowl	18.00	23.00
	Poster board	70.00	80.00
	White swivel stools	35.00	40.00
	Booth drape insert	45.00	50.00
	Sofas, love seats, coffee tables, guest chairs, full size fridges, etc., quoted based on requirements.		
SUB-TOTAL			

ELECTRICAL			
QTY		DISCOUNT	STANDARD
	15' extension chord	25.00	30.00
	Power Bar	26.00	31.00
SUB-TOTAL			

POP-UPS/COUNTER/OPTIONS/TURNKEY				
Turnkey panel colour choices*		BLUE	GREY	WHITE
QTY	Please see next page for description	DISCOUNT	STANDARD	
	Pop-up booth	490.00	550.00	
	Counter	175.00	195.00	
	OPTION A	165.00	203.00	
	OPTION B	147.00	181.00	
	OPTION C	129.00	158.00	
	10'x10' Turnkey Booth	880.00	950.00	
	10'x 20' Turnkey Booth	1,380.00	1,450.00	
SUB-TOTAL				

CARPET			
QTY		DISCOUNT	STANDARD
Please circle colour choice – RED GREY BLUE			
	10'x10'	92.00	115.00
	10'x20'	165.00	220.00
	10'x30'	245.00	318.00
	Custom cut (per sq. ft with 100 sq. ft. min)	1.50	2.05
	10'x40'	310.00	384.00
	Carpet padding	.80/sq. ft.	.95/sq. ft.
	Visqueen	.40/sq. ft.	.50/sq. ft.
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!



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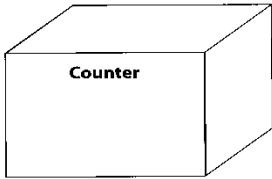
DISCOUNT PRICE DEADLINE
March 30, 2012

COMPANY NAME: _____ BOOTH # _____

POP-UPS / COUNTERS / PACKAGE OPTIONS



POP-UP – 10' X 10' – \$490.00 (Discount) \$550.00 (Regular) **SUB-TOTAL** _____



COUNTER – White, 1m wide x ½ m deep x 1 m high - \$175.00 (Discount) \$195.00 (Regular)

SUB-TOTAL _____

PACKAGE OPTIONS

OPTION A:	Discount - \$165.00	Standard - \$203.00
10' X 10' booth carpet (select own colour)		
2 – side chairs		
1 – 6' skirted table (select own skirt colour)		

OPTION B:	Discount - \$147.00	Standard - \$181.00
10' X 10' booth carpet (select own colour)		
1 – side chair		
1 – 6' skirted table (select own skirt colour)		

OPTION C:	Discount - \$129.00	Standard - \$158.00
10' X 10' booth carpet (select own colour)		
1 – 6' skirted table (select own skirt colour)		

Orders are subject to availability based on first come, first served.

If you have any questions or would like a quote on any equipment not listed in this manual, please contact us @ 902.835.8912 or by e-mailing halifax@legaultcompanies.com

No substitutions/changes to package offers. Any additional furnishings will be at list rates.



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COMPANY NAME _____ BOOTH # _____

DISCOUNT PRICE DEADLINE
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TURNKEY BOOTH PACKAGES

PACKAGE INCLUDES

- Aluminum finished structure
- Hardwall panels or Velcro compatible panels (blue, grey, black)
- Pedestal table and 2 chairs
- Carpet – blue, grey or red
- 2 lights
- Installation and dismantle
- Company name on header (Logos available – please contact us for a quote)

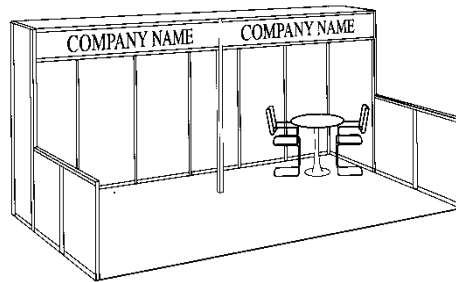
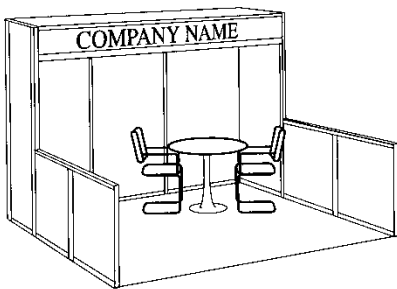
PRICES (Please check the Turnkey Booth package of your choice)

_____ 10' x 10' - \$ 880.00 (**Discount Price**) \$ 950.00 (**Regular Price**) + HST

_____ 10' x 20' - \$1,380.00 (**Discount Price**) \$1,450.00 (**Regular Price**) + HST

SUB-TOTAL _____
10' X 10' TURNKEY BOOTH

SUB-TOTAL _____
10' X 20' TURNKEY BOOTH



SLATWALL OR PEGBOARD BOOTH PACKAGES

SLATWALL OR PEGBOARD

- Slatwall or pegboard may be substituted for the hardwall or Velcro panels in the above Turnkey Booth packages.

PRICES (Please indicate your choice)

_____ 10' x 10' Slatwall OR Pegboard - \$ 950.00 (**Discount Price**) \$1,235.00 (**Regular Price**)

_____ 10' x 20' Slatwall OR Pegboard - \$1,549.00 (**Discount Price**) \$2,013.00 (**Regular Price**)
(plus HST)

SUB-TOTAL _____
availability and based on a first come, first served.

Orders are subject to

If you have any questions or would like a quote on any equipment not listed in this manual, please contact us @ 902.835.8912 or by e-mailing halifax@legaultcompanies.com



DISCOUNT PRICE DEADLINE
March 30, 2012

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THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR

“We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.”

- | | |
|--|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Rental Furniture / Carpet / Signs |
| <input type="checkbox"/> I & D Labor | <input type="checkbox"/> Porter Service |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Other _____ |

THIRD PARTY INFORMATION

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN OUR SERVICE KIT.

VISA MASTER CARD

AMERICAN EXPRESS

CARD # _____ EXPIRY DATE _____

THIRD-PARTY CARD HOLDER NAME (please print) _____

AUTHORIZED SIGNATURE _____

THIRD-PARTY COMPANY NAME _____

THIRD-PARTY BILLING ADDRESS _____ CITY _____ PROV _____ PC _____

PHONE # _____ FAX# _____ EMAIL _____

- 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 move-in to confirm your order.
 - Authorized signature _____

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name _____ **BOOTH #** _____

Company Address _____

Phone # _____ Ext _____ Fax _____

E-Mail _____

DISCOUNT PRICE DEADLINE
March 30, 2012

COMPANY NAME _____

BOOTH # _____

SIGNS - PLANTS - MATERIAL HANDLING

SIGNS			
QTY		DISCOUNT	STANDARD
	7" X 11"	37.00	54.00
	7" X 44"	54.00	85.00
	14" X 22"	67.00	95.00
	22" X 28"	82.00	126.00
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 ↓

PLANTS			
QTY		DISCOUNT	STANDARD
	Table size plant	30.00	38.00
	3'-4' tropical plant	50.00	65.00
	5'-6' tropical plant	58.00	76.00
	Fresh cut flowers	64.00	83.00
SUB-TOTAL			



ADVANCE MATERIAL HANDLING – LEGAULT WAREHOUSE
<ul style="list-style-type: none"> • ApEx covers show-site material handling which includes: off-loading freight from carriers, delivery to booths, removal of and return of empties and on-loading on outbound carriers. • Material handling costs are incurred when we receive your freight in our warehouse or on show-site and deliver your freight to your booth. • Return to warehouse charges apply if we are required to bring your freight back to our warehouse at the close of the show.

WAREHOUSE - RATES			
QTY		PRICE PER CWT (100 LBS.)	MINIMUM CHARGE
	Crated or skidded	40.00	80.00
	Special handling	45.00	90.00
	Uncrated	47.00	94.00
SUB-TOTAL \$			

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

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

SCISSOR LIFT SERVICE for SIGN HANGING			
QTY		1 (one) hour MINIMUM CHARGE	PRE-BOOKING Required
	Fork-lift or Scissor-lift and Labour	145.00	
SUB-TOTAL \$			

RETURN TO WAREHOUSE			
QTY		PRICE PER CWT (100 LBS)	MINIMUM CHARGE
	Crated or skidded	40.00	80.00
	Special handling	45.00	90.00
	Uncrated	47.00	94.00
SUB-TOTAL \$			

Please provide a return Waybill with your account # for outbound shipping.



DISCOUNT PRICE DEADLINE
March 30, 2012

COMPANY NAME _____

BOOTH # _____

INSTALLATION and DISMANTLE LABOUR

LABOUR - RATES AND TERMS

MINIMUM 2 HOUR LABOUR CALL FOR INSTALLATION AND DISMANTLE LABOUR

- **STRAIGHT-TIME RATE:** \$45.00 per person per hour 8:30 am – 4:30 pm Monday through Friday
- **OVER-TIME RATE:** \$70.00 per person per hour All other hours
- **LEGAULT SUPERVISION RATE:** 30% of the total labour bill With a minimum charge of \$45.00
- **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 \$45.00									\$
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 \$45.00									\$
SUB-TOTAL DISMANTLE									\$

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

PAYMENT & LABOUR

The terms and conditions set forth below become a part of the contractual agreement between Legault Companies and you, the EXHIBITOR. Acceptance of the said terms and conditions will be construed when any of the following are met:

- WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR
- WHEN AN ORDER FOR LABOUR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEGAULT COMPANIES; OR
- WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOUR SECURED THROUGH LEGAULT COMPANIES.

DEFINITIONS

The name "Legault Companies Ltd." shall be construed within the meaning of this contract as Legault Companies Ltd. (LCL) and its employees, officers, directors, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors LCL may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in Canadian funds and all checks must be drawn on a Canadian bank. Orders received without advance payment or after the deadline date will incur additional (After Deadline) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LCL except where specifically identified as a sale. All LCL rentals include delivery, installation and removal from EXHIBITOR'S booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labour orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 30% restocking fee will be applied to all LCL rental items with the exception of Prestige Carpet, Custom-Cut Carpet, Octanorm Rental Exhibits and any other custom-order items, which will remain at 100% of the original charge. It is the EXHIBITOR'S responsibility to advise LCL Exhibitor Services personnel of any problem with the order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LCL requires an exemption certificate for the Province in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS LCL requires 100% prepayment of advance orders and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in HALIFAX, NS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 2.0% per month, which is an ANNUAL PERCENTAGE RATE of 24%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LCL shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF NOVA SCOTIA in the event of any dispute between EXHIBITOR and LCL relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LCL for its services, as an offset against the amount of any alleged loss or damage. Any claim against LCL shall be considered a separate transaction, and shall be resolved on its own merits. LCL reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual incurred by EXHIBITOR, or for any charges that LCL may be obligated to pay on behalf of EXHIBITOR including without limitation, any shipping charges.

OPTION A: LABOUR PROVIDED UNDER THE SUPERVISION OF LCL

RESPONSIBILITIES: LCL shall be responsible for the performance of labour provided under this option. LCL cannot assume responsibility for any acts, or loss to persons, parties and/or other contracting firms not under LCL direct supervision and control. In no event shall LCL be liable for loss or damage caused by delay in labour beginning work when EXHIBITOR requests labour to begin later than the start of the working day. LCL shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LCL's reasonable control.

INDEMNIFICATION: LCL agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LCL employees, or property damage arising out of work performed by labour provided by and supervised by LCL, except when EXHIBITOR exercises direction and/or control over the work being performed

OPTION B: LABOUR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labour provided under this section. It is the responsibility of EXHIBITOR to supervise labour secured through LCL in a reasonable manner as to prevent bodily injury and/ or property damage and also to direct them to work in a manner that is in compliance with LCL Safe Work Rules and/or Province, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labour, and to return to the Service Desk to release labour when the work is completed.

INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend LCL from and against any and all demands claims causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fee and investigation costs) for bodily injury, including any injury to LCL employees, and/or property damage arising out of work performed by labour provided by LCL but supervised by EXHIBITOR. Further, EXHIBITOR indemnification of LCL includes any and all violations of Province, County or Local ordinance. "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labour provided by LCL to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT**

PLEASE REFER TO LCL MATERIAL HANDLING TERMS AND CONDITIONS IN THE TERMS AND CONDITIONS SECTION OF THIS FORM AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LCL. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LCL.