

Official Trade Show Contractor for the
2019 ABSDA Building Supply Expo
March 13-14, 2019 – Hfx Convention Centre, 1650 Argyle St., Halifax



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 advance freight
- Install & Dismantle Labour
- Display systems and Turn Key booths
- Furnishings, carpet, lighting, etc.

Exhibit Move-in and Move-out

EXHIBITOR MOVE-IN

- Monday, March 11, 2019 noon – 7 pm
- Tuesday, March 12, 2019 8 am – 3 pm (everything must be finished)

EXHIBITOR MOVE-OUT

- Thursday, March 14, 2019 4:35 pm – 9 pm
- Friday, March 15, 2019 8 am – 1 pm

Booth Equipment

Each 10' x 10' booth consists of an 8' high backwall and 3' high sidewalls.
EXHIBIT HALL IS CARPETED.

Discount Price Deadline for Furnishings

To receive the advance furniture discount rates, we must receive your order and payment in full by **February 28, 2019.**

Shipping directly to Venue: *All shipments must be prepaid & consigned to ABSDA c/o Halifax Convention Centre, 1650 Argyle St., Halifax, NS B3J 2B5. Routed to arrive on March 11/19, NOT BEFORE. See your exhibitor contract.*

Advance Shipping to the Legault Warehouse, Return to Legault Warehouse

- If you wish to ship your display materials in advance of the move-in date, we will accept freight between March 1 – 7, 2019 (9:00 am to 3:30 pm weekdays) at the Legault Warehouse at: **60 Raddall Ave., Unit 1, Dartmouth NS B3B 1T2**
Material Handling charges apply for advance and return to our warehouse. See page 4 for rates.
- Exhibitors are responsible to make all shipping arrangements for their freight with their own transport company.
- Armour Transport is the official show carrier.

Service Desk Hours

Legault will have staff available at show site at the Exhibitor Services Centre during exhibitor move-in and move-out.



ABSDA 2019

BOOTH # _____

60 Raddall Ave., Unit 1
Dartmouth, NS B3B 1T2
T: 902-835-8912
F: 902-835-8913

COMPANY NAME _____

ADDRESS _____

CITY _____ PROV _____ PC _____

PHONE _____ FAX _____

E-MAIL _____

NAME (please print) _____

DISCOUNT PRICE DEADLINE
Feb. 28/19

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 _____ Sec Code _____

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 by Feb. 28/19 to confirm your order.**
- Authorized signature _____

ORDER SUMMARY

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

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 OR e-mail to halifax@legaultcompanies.com

QUESTIONS?

- Please call us at 902-835-8912 or by e-mail at halifax@legaultcompanies.com



ABSDA 2019

COMPANY NAME _____

BOOTH # _____

DISCOUNT PRICE DEADLINE
Feb. 28/19

FURNISHINGS - CARPET (Not needed)

TABLES - DRAPED			
Please circle table drape colour required. BLUE BLACK BURGUNDY GREEN RED WHITE			
		DISCOUNT	STANDARD
	4' draped table 30"H	58.00	68.00
	6' draped table 30"H	63.00	74.00
	8' draped table 30"H	66.00	76.00
	4' draped table 42"H	72.00	90.00
	6' draped table 42"H	76.00	96.00
	8' draped table 42"H	80.00	103.00
	4 th side draping	26.00	31.00
SUB-TOTAL			
TABLES – UNDRAPED (plain wood)			
QTY		DISCOUNT	STANDARD
	4' undraped table 30"H	32.00	43.00
	6' undraped table 30"H	37.00	47.00
	8' undraped table 30"H	41.00	50.00
	4' undraped table 42"H	46.00	64.00
	6' undraped table 42"H	55.00	69.00
	8' undraped table 42"H	59.00	72.00
	Table riser	31.00	39.00
SUB-TOTAL			
TABLES – OTHER(white tops, chrome bases)			
QTY		DISCOUNT	STANDARD
	Cruiser table 42" H	64.00	74.00
	Pedestal table 30" H	62.00	72.00
	Spandex covers –	see	"specialty"
	Pedestal table/2 chairs	93.00	114.00
SUB-TOTAL			
CHAIRS			
QTY		DISCOUNT	STANDARD
	Grey padded armchair	32.00	39.00
	Padded grey chair	30.00	36.00
	Padded stool for cruiser	35.00	44.00
SUB-TOTAL			
SPECIALTY FURNISHINGS			
QTY		DISCOUNT	STANDARD
	ZigZag literature rack	75.00	89.00
	Bar fridge	157.00	180.00
	Tripod easel	26.00	32.00
	Wastebasket	16.00	20.00
	Small fish bowl	23.00	28.00
	Poster board	85.00	97.00
	Flip Charts/with paper	48.00	62.00
	Chrome Coat Tree	31.00	34.00
	Ballot Box	20.00	24.00
	Chrome Bag Rack	57.00	72.00
	White or black spandex	32.00	38.00
SUB-TOTAL			

ELECTRICAL ACCESSORIES				
Electrical connections must be ordered from show management.				
QTY		DISCOUNT	STANDARD	
	Outlet to be ordered from show management			
	15' extension cord	31.00	36.00	
	Power Bar	32.00	37.00	
SUB-TOTAL				
DRAPE – CIRCLE FOR SPECIAL DRAPE COLOR BLUE, BLACK, BURGUNDY, GREEN, GOLD, RED, WHITE				
	Special Drape 3' high/lin.ft	5.00/ft	6.90/ft	
	Special Drape 8' high/lin.ft	5.60/ft	7.50/ft	
SUB-TOTAL				
MODULAR EXHIBITS				
Hard wall panel colours choices		BLUE	GREY	WHITE
QTY		DISCOUNT	STANDARD	
	Pop-up booth	588.00	660.00	
	10'x10' hard wall	1,012.00	1,092.00	
	10'x 20' hard wall	1,582.00	1,663.00	
	Counter (1 M)	203.00	225.00	
SUB-TOTAL				
CARPET– NOT NEEDED GREY, BLUE, BLACK, RED				
QTY		DISCOUNT	STANDARD	
	10'x10'	108.00	137.00	
	10'x20'	195.00	259.00	
	10'x30'	323.00	383.00	
	10'x40'	365.00	450.00	
	Custom cut (per sq. ft with 100 sq. ft. min)	1.92	2.63	
	Carpet padding	2.00/sq. ft.	3.00/sq. ft.	
	Visqueen	1.00/sq. ft.	1.50/sq. ft.	
	Vacuuming per day		1.00/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
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!



DISCOUNT PRICE DEADLINE
Feb. 28/19

COMPANY NAME _____

BOOTH # _____

SIGNS - Advance MATERIAL HANDLING & Storage

SIGNS							
QTY		DISCOUNT	STANDARD	QTY		DISCOUNT	STANDARD
	7" X 44"	73.00	112.00				
	14" X 22"	88.00	126.00				
	22" X 28"	109.00	167.00				
SUB-TOTAL							
<p>- 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 ↓</p>							

Advance MATERIAL HANDLING & Return to Warehouse

- **Advance material handling costs** are incurred when we receive your freight in our warehouse. Minimum rates apply for shipments up to 199 lbs. Above 199, the fee is based on every 100 lbs. **NO COD shipments.** **This service also includes** removing your empties from the show floor, returning your empties at the close of the show and loading your freight on your outbound carrier from show-site.
- **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 up to 199 lbs. Above 199, the fee is based on every 100 lbs.
- **Please note:** Exhibitors are responsible for arranging pick-up of their freight at the close of the show either from the show floor or from our warehouse. Legault Companies is not responsible to arrange for courier or transport pick-up of exhibitor freight from either show-site or our warehouse. Freight must be removed from our warehouse within 5 business days after close of the event. Daily storage fees of \$100 + tax will be charged beginning day 6.

Advance WAREHOUSE - RATES			
QTY	See descriptions below *	PRICE PER CWT (100 LBS.)	MINIMUM CHARGE (up to 199 lbs)
	Crated or skidded	54.00	107.00
	Special handling	60.00	120.00
	Uncrated	62.00	126.00
SUB-TOTAL \$			
<p>Freight Explanation *</p> <p>Special Handling – loose freight/multiple pieces such as boxes, pop-ups, tubes, etc., Uncrated – equipment and loose machinery not in road cases.</p> <p>Our WAREHOUSE ADDRESS:</p> <p>LEGAULT COMPANIES 60 Raddall Ave., Unit 1 Dartmouth, NS B3B 1T2</p> <p>Hours: 9 am to 3:30 pm weekdays</p>			

SCISSOR LIFT SERVICE			
	Please contact: Chris Smith, Global Convention Services	902-425-2261	
	For quote -		
	Sign Hanging		
SUB-TOTAL \$			
RETURN TO WAREHOUSE for Pick Up			
QTY		PRICE PER CWT (100 LBS)	MINIMUM CHARGE (up to 199lbs)
	Crated or skidded	54.00	107.00
	Special handling	60.00	120.00
	Uncrated	62.00	126.00
SUB-TOTAL \$			
<p>Please provide a return Waybill with your account # for outbound shipping.</p>			



ABSDA 2019

COMPANY NAME _____

BOOTH # _____

INSTALLATION and DISMANTLE LABOUR

LABOUR - RATES AND TERMS

MINIMUM 2 HOUR LABOUR CALL FOR INSTALLATION AND DISMANTLE LABOUR

- **STRAIGHT-TIME RATE:** \$62.00 per person per hour 8:00 am – 4:00 pm Monday through Friday
- **OVER-TIME RATE:** \$99.00 per person per hour All other hours
- **LEGAULT SUPERVISION RATE:** 30% of the total labour bill With a minimum charge of \$62.00

- **Start time** is guaranteed only at the start of the working day.
- **If Legault supervised**, installation will be completed at our discretion.
- **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 4 HOUR LABOUR CALL FOR INSTALLATION AND DISMANTLE LABOUR

INSTALLATION LABOUR (4 HR minimum)

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 \$62.00									\$
SUB-TOTAL INSTALLATION									\$

DISMANTLE LABOUR (4 HR minimum)

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 \$62.00									\$
SUB-TOTAL DISMANTLE									\$

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



ABSDA 2019

DISCOUNT PRICE DEADLINE
Feb. 28/19

COMPANY NAME _____

BOOTH # _____

TURNKEY BOOTH PACKAGES

TURNKEY BOOTH PACKAGES INCLUDE

- Aluminum finished structure
- Hard wall panels or Velcro compatible panels - blue, grey, black. Please indicate colour for Velcro compatible panels.
- 1 pedestal table and 2 chairs per order
- Carpet – blue, grey, black or red. Please indicate carpet colour. If venue is carpeted, this carpet will be placed over existing carpet.(No change in the package fee, if included carpet is not used).
- 2 lights
- Installation and dismantle

Not included:

- Company name on header, black & white OR any graphics for back/side (please contact us for a quote).

Package Prices (Please check the Turnkey Booth package of your choice)

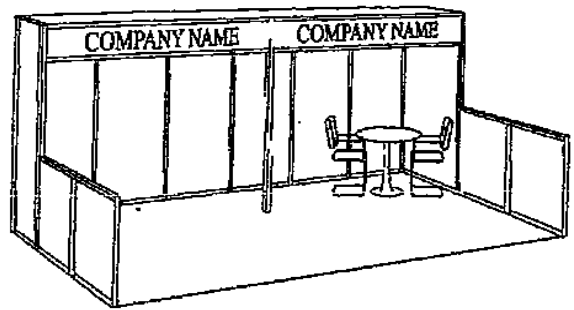
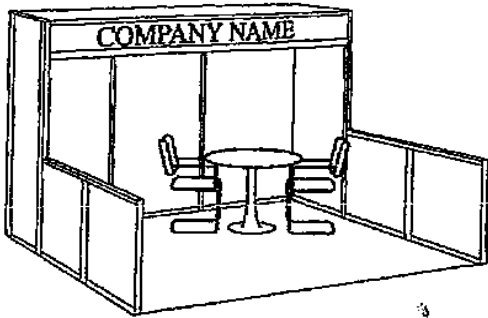
_____ 10' x 10' booth - discount \$1,012.00; standard \$1,092.00

_____ 10' x 20' booth - discount \$1,583.00; standard \$1,664.00

SUB-TOTAL _____

SUB-TOTAL _____

Tax will be applied.



SLATWALL OR PEGBOARD BOOTH PACKAGES

SLATWALL OR PEGBOARD

Slat wall or pegboard may be substituted for the hard wall or Velcro panels in the above Turn key Booth packages. Please indicate your preference on the Method of Payment page.

PRICES (Please indicate your choice)

_____ 10' wide Slatwall OR Pegboard – discount \$1,105.00; standard \$1,437.00

_____ 20' wide Slatwall OR Pegboard - discount \$1,808.00; standard \$2,341.00

SUB-TOTAL _____ Tax will be applied.

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

Shelves are available at \$29.00 each + tax.

P A Y M E N T & L A B O R

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 LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEGAULT COMPANIES; OR**
- **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR 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 labor orders that are not canceled 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, MIS Rental Exhibits and any other custom-order items, which will remain at 100% of the original charge. It is 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 MONCTON, NB, 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 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, 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 NEW BRUNSWICK 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: LABOR PROVIDED UNDER THE SUPERVISION OF LCL

RESPONSIBILITIES: LCL shall be responsible for the performance of labor 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 labor beginning work when EXHIBITOR requests labor 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 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 labor provided by and supervised by LCL, except when EXHIBITOR exercises direction and/or control over the work being performed

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor 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 labor, and to return to the Service Desk to release labor 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 labor 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 labor 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