

**East Coast Women's Show  
Halifax Exhibition Centre, Goodwood, NS  
Feb 22-23, 2020**

**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](mailto: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
- Extra furnishings, lighting, special décor items.

**SHIPPING TO THE Advance 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 **between Feb. 12-19, 2020 ONLY. Warehouse Hours: 9 am to 3:30 pm. Material Handling charges apply. See page 4 for rates.**
- Freight will not be accepted at Halifax Exhibition Centre until noon Friday, Feb. 21, 2020.
- Exhibitors are responsible to make all shipping arrangements for their freight with their own transport company and customs broker.

**Material Handling/Storage**

- Please see Material Handling order form in our manual for applicable rates and terms of our service, page 4.

**Exhibit Move-in and Move-out Schedule**

**EXHIBITOR MOVE-IN**

- Friday, Feb. 21 8 am to 8 pm

**EXHIBITOR MOVE-OUT**

- Sunday, Feb. 23 5 pm –9 pm All freight must be removed; forced to

Legault warehouse if you are unable to remove yourself or if your trucker will not pick up on a Sunday. **Fees will apply.**

**Booth Equipment - Each booth unit features:**

- 8' high draped black back wall and 3' high draped black side walls
- 1 – 6' 30" black skirted table
- 2 – chairs
- 10 x 10 black carpet

*Extra furniture, electrical outlet, extension cord, advance freight storage may be ordered from Legault Companies. Prices & order forms are in this manual.*

**Discount Price DEADLINE to order extra furniture, extension cords, and more:**

To receive the advance discount rates, we must receive your order and payment in full by Feb. 13, 2020.

## East Coast Women's Show 2020 - Halifax



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**  
**Feb. 13, 2020**

### 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 \_\_\_\_\_

### ORDER SUMMARY

<u>TABLES</u>	\$ _____
<u>CHAIRS</u>	\$ _____
<u>SPECIALTY FURNISHINGS</u>	\$ _____
<u>ELECTRICAL</u>	\$ _____
<u>MODULAR EXHIBITS</u>	\$ _____
<u>CARPET</u>	\$ _____
<u>SIGNS</u>	\$ _____
<u>PLANTS</u>	\$ _____
<u>MATERIAL HANDLING</u>	\$ _____
<u>LABOUR - INSTALLATION</u>	\$ _____
<u>LABOUR - DISMANTLE</u>	\$ _____

**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 call us at **902.835.8912** or e-mail us at: [halifax@legaultcompanies.com](mailto:halifax@legaultcompanies.com)



# East Coast Women's Show 2020- Halifax

**DISCOUNT PRICE DEADLINE**  
**Feb. 13, 2020**

COMPANY NAME

BOOTH #

## FURNISHINGS - ELECTRICAL

Extra TABLES - DRAPED			
Please circle table drape colour required. <b>BLUE BLACK BURGUNDY GREEN RED WHITE</b>			
		DISCOUNT	STANDARD
	4' draped table 30"H	58.00	68.00
	6' draped table 30"H	63.00	73.00
	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 <sup>th</sup> side draping	26.00	31.00
<b>SUB-TOTAL</b>			

Extra 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
<b>SUB-TOTAL</b>			

Extra TABLES - OTHER			
QTY		DISCOUNT	STANDARD
White tops, chrome bases. Spandex covers- see specialty			
	Cruiser table(42"H)	64.00	74.00
	Pedestal table (30"H)	62.00	72.00
	Spandex covers	See	"specialty"
<b>SUB-TOTAL</b>			

Extra CHAIRS			
QTY		DISCOUNT	STANDARD
	Folding resin chair	15.00	20.00
	Side chair	30.00	36.00
	Padded stool for cruisers	35.00	44.00
<b>SUB-TOTAL</b>			

SPECIALTY FURNISHINGS			
QTY		DISCOUNT	STANDARD
	ZigZag literature rack	75.00	89.00
	Bar fridge	157.00	180.00
	Chrome tripod easel	26.00	32.00
	Wastebasket	16.00	20.00
	Small fish bowl	23.00	28.00
	Poster board	85.00	97.00
	White or black spandex	32.00	38.00
	Booth drape insert	57.00	68.00
	Ballot box	20.00	24.00
	Sofas, love seats, coffee tables, guest chairs, etc., quoted based on requirements. <b>Call early.</b>	Call for quote	
<b>SUB-TOTAL</b>			

ELECTRICAL			
QTY		DISCOUNT	STANDARD
	1500 watt /15 amps outlet	98.00	113.00
	15' extension chord	32.00	37.00
	Power Bar	32.00	37.00
<b>SUB-TOTAL</b>			

**DECOR**

Please visit [www.legaultcompanies.com](http://www.legaultcompanies.com) and view our work  
We would be happy to provide you with a quote for booth décor.

MODULAR EXHIBITS				
<b>Hard wall panel colours choices</b>		<b>BLUE</b>	<b>GREY</b>	<b>WHITE</b>
QTY		DISCOUNT	STANDARD	
	Pop-up booth	588.00	660.00	
	10'x 10' hard wall	1012.00	1,082.00	
	10'x 20' hard wall	1,582.00	1,663.00	
	Counter ( 1 M)	203.00	225.00	
<b>SUB-TOTAL</b>				

CARPET- INCLUDED *****			
QTY	Carpet is included	DISCOUNT	STANDARD
<b>Please circle colour choice – RED GREY BLUE</b>			
	10'x10'	108.00	137.00
	10'x20'	195.00	259.00
	10'x30'	323.00	383.00
	Custom cut (per sq. ft with 100 sq. ft. min)	1.92	2.63
	10'x40'	353.00	436.00
	Carpet padding	2.00/sq. ft.	3.00/sq. ft.
	Visqueen	.55/sq. ft.	.65/sq. ft.
	Vacuuming per day	NA	1.00/sq. ft.
	Carpet is included		
<b>SUB-TOTAL</b>			

- 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](mailto: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. 13, 2020**

**East Coast Women's Show 2020**

**COMPANY NAME** \_\_\_\_\_

**BOOTH #** \_\_\_\_\_

**BASIC SIGNS - MATERIAL HANDLING & Storage (fees apply)**

SIGNS			
QTY		DSCOUNT	STANDARD
	7" X 44"	73.00	112.00
	14" X 22"	88.00	126.00
	22" X 28"	105.00	161.00
<b>SUB-TOTAL</b>			

- 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/Storage Description – Rates below**

- **Material handling costs** are incurred when we receive your freight in our warehouse or at show-site and deliver your freight to your booth. Fees are based on weight. Minimum fee applies up to 199 lbs. See below. No COD.  
**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. Fees based on weight. Minimum fee applies up to 199 lbs. See below.
- **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. All freight left in our warehouse after 5 business days following the event will be charged a daily storage fee of \$100 + tax. Freight delivered before the listed date will be charged storage: \$100 + tax daily.

Advance WAREHOUSE - RATES			
QTY		PRICE PER CWT (100 LBS.)	MINIMUM CHARGE Up to 199
	Crated or skidded	54.00	107.00
	Special handling	60.00	120.00
	Uncrated	62.00	126.00
<b>SUB-TOTAL \$</b>			

**Freight Explanation:**

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

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

SHOW-SITE – RATES			
QTY		PRICE PER CWT (100 LBS.)	MINIMUM CHARGE Up to 199
	Crated or skidded	38.00	75.00
	Special Handling	41.00	81.00
	Uncrated	43.00	87.00
<b>SUB-TOTAL \$</b>			

RETURN TO WAREHOUSE RATES			
QTY		PRICE PER CWT (100 LBS.)	MINIMUM CHARGE Up to 199
	Crated or skidded	54.00	107.00
	Special handling	60.00	120.00
	Uncrated	62.00	126.00

**SUB-TOTAL \$**

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



## East Coast Women's Show 2020

**COMPANY NAME** \_\_\_\_\_

**BOOTH #** \_\_\_\_\_

### Installation & Dismantle Labour Rates, corporate booths LABOUR - RATES AND TERMS

#### MINIMUM 4 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: \_\_\_\_\_

#### LEGALUT 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 for I & D Jobs

Ship to →			Carrier booked: Yes
Carrier →	Ground: Next day / 2 <sup>nd</sup> Day / Deferred	No	
<i>Freight charges: Must be either pre-paid or collect. Legault Companies will not pay shipping charges. Exhibitor must make all arrangements.</i>			

#### MINIMUM 4 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 \$62.00									\$
<b>SUB-TOTAL INSTALLATION</b>									<b>\$</b>

#### 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 \$62.00									\$
<b>SUB-TOTAL DISMANTLE</b>									<b>\$</b>

- **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: **East Coast Women's Show**

EXHIBITOR NAME: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_

NUMBER OF PIECES SHIPPED: \_\_\_\_\_

**TO:**

**LEGAULT COMPANIES LTD  
60 RADDALL AVE., UNIT 1  
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