

MCE
March 27, 2020
The Westin Nova Scotian

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:

- Delivery to and from our warehouse to events, advance storage of freight
- Labour to install corporate booths, assist with set up if needed
- Display systems and Turn Key booths
- Furnishings, carpet, lighting, etc.

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 from **March 19 – March 26, 2020 , 9 am to 3:30 pm weekdays**. 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 and any necessary customs arrangements.

MATERIAL HANDLING

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

EXHIBIT MOVE-IN AND MOVE-OUT SCHEDULE

Move-in:

- Friday, March 27 8 am – 11 am

Move-out:

- Friday, March 27 7 pm – 9pm

Facility is carpeted.

Each exhibitor receives a table and chair.

Not included:

- Advance Shipments to our warehouse for storage

You may order freight services, using this Exhibitor Manual.
Please see the following pages for rates and order forms.



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

BOOTH # _____

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 _____

• Authorized signature _____

ORDER SUMMARY

TABLES \$ _____

CHAIRS \$ _____

SPECIALTY FURNISHINGS \$ _____

ELECTRICAL \$ _____

MODULAR EXHIBITS \$ _____

CARPET \$ _____

SIGNS \$ _____

MATERIAL HANDLING \$ _____

LABOUR - INSTALLATION \$ _____

LABOUR - DISMANTLE \$ _____

SUB-TOTAL \$ _____

HST 15% (#853045920) \$ _____

YOUR ORDER TOTAL \$ _____

QUESTIONS?

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

- Fax your order to us @ 902.835.8913 or email halifax@legaultcompanies.com



COMPANY NAME _____

BOOTH # _____

-

Material Handling, Advance Storage

RATES- MATERIAL HANDLING(shipments)

- **Advance material handling costs** are incurred when we receive your freight in our warehouse or on show-site and deliver your freight to your booth. Minimum rates apply for shipments under 199 lbs; 200 lbs plus, the fee is based on every 100 lbs & increments.
(**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 the 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 under 199 lbs; 200 lbs plus, the fee is based on every 100 lbs & increments.
- **Please note:** Exhibitors are responsible for arranging pick-up of their own freight at the close of the show either from the show floor or from our warehouse and for making customs arrangements. Please provide Legault Companies with complete pick-up information. Freight must be removed from our warehouse within 5 days. Beginning day 6, daily storage fees of \$100 + tax will be charged.

ADVANCE WAREHOUSE - RATES			
QTY		PRICE PER 100 LBS, 200 & up	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 \$			
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 - RATES			
QTY		PRICE PER 100 LBS, 200 & up	MINIMUM CHARGE up to 199 lbs
	Crated or skidded	38.00	75.00
	Special Handling	43.00	84.00
	Uncrated	42.00	84.00
SUB-TOTAL \$			
RETURN TO WAREHOUSE RATES			
QTY		PRICE PER 100 LBS 200 & up	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 \$			
Please provide a return Waybill with your Account # for outbound shipping.			

--

COMPANY NAME _____

Booth # _____

Hired Labour for corporate booths & other assistance

LABOUR - RATES AND TERMS

MINIMUM 4 HOUR LABOUR CALL FOR INSTALLATION AND DISMANTLE LABOUR

- **STRAIGHT-TIME RATE:** \$62.00 per person per hour 8 am – 4 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 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 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 total amount or a minimum charge of \$62.00									\$
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 total amount or a minimum charge of \$62.00									\$
SUB-TOTAL DISMANTLE									\$

TO:

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

SHOW NAME: **MCE**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **MCE**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **MCE**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **MCE**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

