



COMPANIES

ApEx 2017
March 25-27, 2017
Cunard Centre, Halifax, Nova Scotia

EXHIBITOR MANUAL

Official Trade Show Contractor

Warehouse Address

LEGAULT COMPANIES

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

Legault Services Include:

- Material handling and storage of freight
- Labour
- 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 actual move-in date, you may ship to the Legault warehouse at the above address. Advance freight will be accepted from March 15 - 22, 9 am to 4 pm. Material Handling charges apply. See page 9 for rates. Rates will apply for freight returned to our warehouse.
- Exhibitors are responsible to make all shipping arrangements for their freight with their own transport company for delivery and pick up after the event. We are not a transport company. (We only deliver from our warehouse to an event and back)
- *Exhibitor freight cannot be accepted at the Cunard Centre until the official move-in date, Saturday, March 25.*
- *Customs questions please contact Mendelssohn Event Logistics. Email: plopresti@mend.com*

Exhibit Move-In and Move-Out Schedule

EXHIBITOR MOVE-IN

- Saturday, March 25 8 am – 5 pm

SHOW HOURS

- Sunday, March 26 10 am – 4 pm
- Monday, March 27 10 am – 4 pm

EXHIBITOR MOVE-OUT

- Monday, March 27 4 pm – 11 pm (All freight is to be removed from the venue by this time.)

ApEx Booth Equipment

Each 8'D x 10'W booth unit includes:

- 8' high draped backwall and 3' high draped sidewalls (blue drape)
- On-site material handling & storage
- Booth vacuuming
- Refrigeration/freezer storage
- Floor marking of show

Not included: electricity, tables, chairs, water, advance material handling, décor items. These items may be ordered using this exhibitor manual.

Discount Price Deadline

To receive the advance discount rates, we must receive your order and payment in full by **March 10/17**.

ApEx 2017



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 10, 2017

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 by March 10, 2017 to confirm your order.
- Authorized signature _____

ORDER SUMMARY

<u>TABLES</u>	\$ _____
<u>CHAIRS</u>	\$ _____
<u>SPECIALTY FURNISHINGS</u>	\$ _____
<u>POP-UP BOOTHS, COUNTERS</u>	\$ _____
<u>TURNKEY BOOTH & OPTION PKGS</u>	\$ _____
<u>CARPET & UNDERPAD</u>	\$ _____
<u>SIGNS</u>	\$ _____
<u>PLANTS</u>	\$ _____
<u>ADVANCE MATERIAL HANDLING</u>	\$ _____
<u>LABOUR - INSTALLATION</u>	\$ _____
<u>LABOUR - DISMANTLE</u>	\$ _____

NOTES or ADDITIONAL ITEMS:

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 at 902.835.8913 or email to halifax@legaultcompanies.com**

QUESTIONS?

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



ApEx 2017

DISCOUNT PRICE DEADLINE
March 10, 2017

COMPANY NAME _____

BOOTH # _____

FURNISHINGS - BOOTH OPTIONS - CARPET

TABLES – DRAPED(2' wide)			
Please circle table drape colour required. BLUE BLACK BURGUNDY GREEN RED WHITE			
		DISCOUNT	STANDARD
	4' draped table 30"H	52.00	63.00
	6' draped table 30"H	58.00	68.00
	8' draped table 30"H	61.00	71.00
	4' draped table 42"H	67.00	84.00
	6' draped table 42"H	71.00	89.00
	8' draped table 42"H	75.00	96.00
	4 th side draping	23.00	28.00
SUB-TOTAL			

TABLES – UNDRAPED(2' wide)			
QTY		DISCOUNT	STANDARD
	4' undraped table 30" H	29.00	40.00
	6' undraped table 30" H	34.00	44.00
	8' undraped table 30" H	38.00	47.00
	4' undraped table 42"H	44.00	59.00
	6' undraped table 42"H	50.00	64.00
	8' undraped table 42" H	54.00	67.00
	Table riser	28.00	36.00
SUB-TOTAL			

TABLES - OTHER			
QTY		DISCOUNT	STANDARD
(White tops, chrome bases). Spandex covers-see "specialty"			
	Cruiser table (42" h)	59.00	69.00
	Pedestal table (30" h)	57.00	67.00
	Pedestal table/2 chairs	99.00	128.00
SUB-TOTAL			

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

SPECIALTY ITEMS			
QTY		DISCOUNT	STANDARD
	ZigZag literature rack	70.00	82.00
	Bar fridge	140.00	169.00
	Chrome tripod easel	23.00	29.00
	Wastebasket	14.00	17.00
	Small fish bowl	22.00	27.00
	Poster board	82.00	94.00
	White swivel stools	44.00	46.00
	Booth drape insert	52.00	57.00
	White or black spandex	29.00	35.00
SUB-TOTAL			

SPECIALTY FURNISHINGS			
QTY			
	Sofas, love seats, chairs, coffee tables or other specialty furnishings are quoted based on requirements and availability. Please contact us for more details.		
SUB-TOTAL			

POP-UP BOOTHS, COUNTERS, TURNKEY BOOTHS			
QTY	Please see next page for description	DISCOUNT	STANDARD
	Pop-up booth	530.00	595.00
	Counter	190.00	211.00
	Plinth (free standing)	221.00	250.00
	10' wide Turnkey Booth	952.00	1,028.00
	20' wide Turnkey Booth	1,492.00	1,568.00
SUB-TOTAL			

CARPET – Cunard Centre is carpeted			
QTY		DISCOUNT	STANDARD
Please circle colour choice – RED GREY BLUE			
	10'x10'	102.00	128.00
	10'x20'	183.00	243.00
	10'x30'	304.00	360.00
	Custom cut (per sq. ft with 100 sq. ft. min)	1.77	2.39
	10'x40'	343.00	423.00
	Carpet padding	.94/sq. ft.	1.11/sq. ft.
	Visqueen	.46/sq. ft.	.59/sq. ft.
	Vacuuming/day	.41/sq.ft.	.52sq.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!

(LCL) LEGAULT COMPANIES

ApEx 2017

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

DISCOUNT PRICE DEADLINE
March 10, 2017

COMPANY NAME: _____ BOOTH # _____

ELECTRICAL

QUANTITY	OPTIONS	ADVANCE	STANDARD
	110/120 Volts/15 amps	97.50	117.00
	120 volts/20 amps	135.00	150.00
	208/220 Volt, 1 phase	Call for quote	Call for quote
	208/220 Volt, 3 phase	Call for quote	Call for quote
24 hour service, contact us for a quote before March 8 2017.	<p>For 24 hour service for any of the above power requirements</p> <ul style="list-style-type: none"> 24 hour service required: _____ volts/_____ amps Please describe the equipment requiring 24 hour service: _____ _____ 		
	15' extension cord	30.00	35.00
	25' extension cord	35.00	40.00
	Power bar	31.00	36.00
	Sub-total		
Special Power	<p>For special power requirements not listed above, please complete the section below and submit to Legault for a quote no later than March 8, 2017.</p> <p>Type of equipment to be operated: _____</p> <p>Amps: _____ Volts: _____ Single phase: _____ Three phase: _____</p> <p>Do you need to have your equipment hardwired: _____</p> <p>If not, please indicate the type of connector required: _____ (Please sketch the configuration below)</p>		

(LCL) LEGAULT COMPANIES

ApEx 2017

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

DISCOUNT PRICE DEADLINE
March 10, 2017

COMPANY NAME: _____ **BOOTH #** _____

LIGHTING -

LIGHTING

QUANTITY	OPTIONS	ADVANCE	STANDARD
	Flood light on an 8' upright (150 watt)	49.00	61.00
	Clamp-on light(65 watt)	33.00	44.00
	Arm-light (150 watt)	49.00	61.00
	Sub-total		
	Note: The lighting options DO NOT include an electrical connection which must be ordered on the previous page.		
	For lighting not listed here, please contact our office for a quote.		

(LCL) LEGAULT COMPANIES

ApEx 2017

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

COMPANY NAME: _____ **BOOTH #** _____

MECHANICAL / WATER

QUANTITY	OPTIONS		STANDARD
	1/2" valved cold water connection to booth		757.90
	Gravity drain connection to booth not including holding tank		597.74
	Pump drain connection to booth not including holding tank		870.87
	Sub-total		
	Please indicate the equipment you wish to have connected:		
	Compressed Air Services. Please indicate your requirements and submit this form for a quote.		

ORDERS MUST BE RECEIVED BY March 15, 2017

(LCL) LEGAULT COMPANIES

ApEx 2017

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

DISCOUNT PRICE DEADLINE
March 10, 2017

COMPANY NAME: _____ **BOOTH #** _____

POP-UPS / COUNTERS



POP-UP – 10' X 10' – \$530.00 (Discount) \$595.00 (Standard) **SUB-TOTAL** _____



COUNTER – White, 1m w x ½ m d x 1 m h - \$190.00 (Discount) \$211.00 (Standard) **SUB-TOTAL** _____

(Curved counters are also available – please contact us for sizes and rental rates).

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

(LCL) LEGAULT COMPANIES

ApEx 2017

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

DISCOUNT PRICE DEADLINE
March 10, 2017

COMPANY NAME: _____ BOOTH # _____

TURNKEY BOOTH PACKAGES

TURNKEY BOOTH PACKAGES INCLUDE

- Aluminum finished structure
- Hard wall panels (white) or Velcro fabric compatible panels (colour choice: blue, grey, black)
- Pedestal table and 2 chairs
- Carpet – blue, grey or red
- 2 lights
- Installation and dismantle

Price does not include signs, company name or logo on the header – please contact us for a quote.

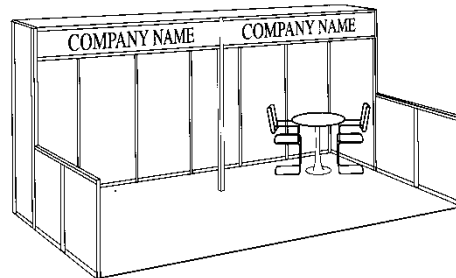
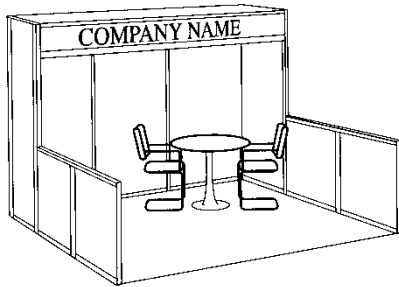
PRICES (Please check the Turnkey Booth package of your choice)

_____ 10' wide booth - \$ 952.00 (Discount Price) \$ 1,028.00 (Standard Price) + HST

_____ 20' wide booth - \$1,492.00 (Discount Price) \$1,568.00 (Standard Price) + HST

SUB-TOTAL _____
10' wide TURNKEY BOOTH

SUB-TOTAL _____
20' wide 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. Please indicate your preference on the Method of Payment page.

PRICES (Please indicate your choice)

_____ 10' wide Slatwall OR Pegboard - \$ 1,104.00 (Discount Price) \$1,436.00 (Regular Price)

_____ 20' wide Slatwall OR Pegboard - \$1,801.00 (Discount Price) \$2,340.00 (Regular Price)
(plus HST)

SUB-TOTAL _____

Orders are subject to availability and based on a 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

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

DISCOUNT PRICE DEADLINE
March 10, 2017

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.”

- All Services**
- I & D Labour**
- Material Handling**
- Rental Furniture / Carpet / Signs**
- Booth Cleaning**
- 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 one full week prior to move-in to confirm your order.
 - Authorized signature _____

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name _____ **BOOTH #** _____

Company Address _____

Phone # _____ Ext _____ Fax _____

E-Mail _____



ApEx 2017

DISCOUNT PRICE DEADLINE
March 10, 2017

COMPANY NAME _____

BOOTH # _____

Signs - Material Handling - Scissor Lift

SIGNS			
QTY		DSCOUNT	STANDARD
	7" X 11"	43.00	63.00
	7" X 44"	63.00	98.00
	14" X 22"	77.00	110.00
	22" X 28"	95.00	145.00
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>			

MATERIAL HANDLING Rates
<ul style="list-style-type: none"> • Material handling costs are incurred when we receive your freight in our warehouse or on show-site and deliver your freight to your booth. Costs are based on weight. The minimum fee applies if shipping is less than 199 lbs. (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.) Rates are below. • Return to warehouse charges apply if we are required to bring your freight back to our warehouse at the close of the show. Costs are based on weight. The minimum fee applies if shipment is less than 199 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. Please note that we only transport between our warehouse and events. Freight must be removed within 5 business days after close of event. Beginning day 6, daily storage fees of \$100 + tax will be charged.

ADVANCE WAREHOUSE - RATES				SCISSOR LIFT SERVICE																			
QTY		PRICE PER CWT (100 LBS.)	MINIMUM CHARGE	QTY	Exhibitors must provide their own materials to hang signs safely.	1 HR MINIMUM CHARGE	PRE-BOOKING REQUIRED																
	Crated or skidded	46.00	94.00				Order by:																
	Special handling	52.00	105.00		Scissor or Forklift		March 15																
	Uncrated	54.00	110.00		(including labour)	\$197/hr																	
SUB-TOTAL \$				SUB-TOTAL \$																			
<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>FOR YOUR CONVENIENCE, WE HAVE ATTACHED AN ADVANCED WAREHOUSE SHIPPING LABEL TEMPLATE TO BE USED WITH AVERY 5164 LABELS. SEE LAST PAGE.</p> <p>ONLY SHOW-SITE MATERIAL HANDLING IS PROVIDED BY ApEx 2017</p>				<p>RETURN TO WAREHOUSE - RATES</p> <table border="1"> <thead> <tr> <th>QTY</th> <th></th> <th>PRICE PER CWT (100 LBS)</th> <th>MINIMUM CHARGE</th> </tr> </thead> <tbody> <tr> <td></td> <td>Crated or skidded</td> <td>46.00</td> <td>94.00</td> </tr> <tr> <td></td> <td>Special handling</td> <td>52.00</td> <td>105.00</td> </tr> <tr> <td></td> <td>Uncrated</td> <td>54.00</td> <td>110.00</td> </tr> </tbody> </table>				QTY		PRICE PER CWT (100 LBS)	MINIMUM CHARGE		Crated or skidded	46.00	94.00		Special handling	52.00	105.00		Uncrated	54.00	110.00
QTY		PRICE PER CWT (100 LBS)	MINIMUM CHARGE																				
	Crated or skidded	46.00	94.00																				
	Special handling	52.00	105.00																				
	Uncrated	54.00	110.00																				
SUB-TOTAL \$				SUB-TOTAL \$																			
				<p>Please provide a return Waybill with your Account # for outbound shipping.</p>																			



DISCOUNT PRICE DEADLINE

COMPANY NAME _____ **BOOTH #** _____

HIRED Labour

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.
- **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.**

ApEx 2017

Freezer Storage Request Order Form

This service is provided on a complimentary basis by MediaEdge Communications Inc./ApEx. There will be a tractor trailer set up onsite for frozen products. If you wish to store product onsite please complete and return this form **before March 17, 2017.**

Company Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____ Telephone: _____

Contact: _____ Booth #: _____

We wish to store: _____

Approx. Weight: _____ Approx. Space: _____

The ApEx Show, its agents and representatives are not responsible for any loss of product.

Please ensure that a company representative is on hand to receive the product & handle storage.

We, the undersigned, accept full responsibility for all of our products placed in the freezer truck.

Exhibiting Company: _____ Name: _____

Signature: _____ Date: _____

Please return this form to: MediaEdge Communications Inc. – ApEx Show
5255 Yonge St., Ste. 1000
Toronto, ON M2N 6P4
Fax: 416-512-8344
Attention: Gillian Fedchak, gillianf@mediaedge.ca



P A Y M E N T & L A B O U 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 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 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.



ELECTRICAL AND MECHANICAL TERMS & CONDITIONS

OVERVIEW:

The venue and/or its agents reserve the right to inspect any and all equipment and materials which an exhibitor may wish to have connected to the venue's power sources and/or may wish to use while in the building.

Only an authorized LEGAULT representative is permitted to make a connection to any of the venue's electrical sources.

No electrical equipment shall be restarted after failure until a LEGAULT representative has found and corrected the cause of the malfunction.

All material and equipment supplied by LEGAULT to an exhibitor shall remain the property of Legault Companies. The exhibitor is responsible for loss of such materials and shall compensate LEGAULT in the event of loss or damage.

ORDER AND PAYMENT:

1. This order form **MUST BE RECEIVED** with full payment by the discount price deadline date to qualify for the Discount Price. Orders received after that date shall be charged Regular Prices.
2. LEGAULT conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered on our order form will be required to pay Standard Price for electrical service to continue usage. Exhibitors exceeding power consumption ordered will be required to pay for additional consumption. Power may be disconnected pending receipt of full payment. A reconnection fee of \$50.00 will be required.
3. Failure to provide all of the necessary information requested on the order form may result in a delay of service installation.
4. Orders that do not include payment will be regarded as incomplete and will not be processed. See the Method of Payment page which must be completed and accompany your order.
5. On-site orders **MUST** be paid by valid credit card or cash; company cheques can be accepted only if accompanied by a valid credit card number and signature. Personal cheques will not be accepted on show site.
6. Additional and/or special electrical requirements will be quoted by LEGAULT based on exhibitor requirements and will include installation and dismantle.
7. Third Party Order (Exhibitor appointed Contractors). It is understood and agreed that the exhibiting firm is ultimately responsible for payment of services. In the event the named third party does not pay amount owing by the move-in time, charges will revert to the exhibiting company.

REFUNDS/CANCELLATIONS:

- a. If services have already been provided at the time of cancellation, original charges will apply.
- b. No refunds will be issued on unused outlets or lights installed as ordered.
- c. Refunds will not be considered unless the exhibitor has notified the LEGAULT Service Desk of any problem with our service or product on site prior to the show close.
- d. No refund on services that require advance planning ie. Special electrical circuits, transformers, special lighting and non-electrical items.
- e. Full refund will be issued on basic electrical items listed from our order form if we receive a cancellation notice **in writing on or before April 11, 2016.**
- f. A 50% refund will be issued on basic electrical listed items from our order form if we receive a cancellation notice **in writing after April 11, 2016.**

ELECTRICAL:

1. In-line and peninsula outlets are installed at the back of booth. If you require them elsewhere, extension cords will be available at LEGAULT'S service area for a nominal charge.
2. Island booth outlets will be placed in one main location per exhibitor's floor plan. If a plan is not provided, the outlets will be installed at our discretion.
3. All electrical power is turned off approximately 1 hour after show closes and turned on approximately 1 hour prior to show opening. If you require power on a 24-hour basis, please indicate on order form in space provided.
4. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
5. Sharing power from an adjoining booth is not permitted.
6. All electrical connections, installation, motor connections or any electrical operating equipment must conform to all Canadian Standards Association requirements and the Canadian Electrical Code. The use of two wire ungrounded extension cords is prohibited. Extension cords must be #14 gauge, 3-wire grounded cords.
7. All electrical equipment must have a nameplate attached showing the operating voltage, phase, hertz, ampere/wattage/horsepower/kilowatts and full load current and C.S.A. or Electrical Safety Authority approval sticker.
8. LEGAULT is not responsible for damages or expenses incurred due to power surges, spikes or loss of power. Exhibitors are encouraged to supply their own surge protection equipment.
9. A Ground Fault Circuit Interrupter (GFI) must protect all 120 volt electrical equipment and devices within 6 feet of a water/liquid source. It is the exhibitor's responsibility to supply their own GFI.

ELECTRICAL SAFETY REGULATIONS:

It is a requirement of the Electrical Safety Code that any equipment which is being displayed, offered for sale or used in any show, convention, or similar exhibition MUST BE APPROVED. Without this approval, LEGAULT cannot provide electrical services.

MECHANICAL:

1. All mechanical equipment shall have a nameplate attached showing approval by the applicable Provincial Authority.
2. All installations and connections to be made to the venue's sources of natural gas, compressed air, water and all connections to drains must be made by an authorized LEGAULT tradesperson.
3. Mechanical services are turned on during Show Hours only.
4. It is the responsibility of the exhibitor to ensure that all pollutants, hazardous wastes, contaminated water etc. is disposed of by a Government Licensed firm for the appropriate waste product.

TO:

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

SHOW NAME: **ApEx 2017**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **ApEx 2017**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **ApEx 2017**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **ApEx 2017**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **ApEx 2017**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **ApEx 2017**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____