



COMPANIES

Official Trade Show Contractor  
for the



## LEGAULT COMPANIES - ORDER FORMS

### LEGAULT COMPANIES ADVANCE WAREHOUSE ADDRESS

For advance and post show material handling services

#### 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)

### SHIPPING TO THE LEGAULT ADVANCE 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.
- Please see the Material Handling page within this manual for rates and details.
- Freight will be received in the Legault warehouse from October 20<sup>th</sup> until October 31<sup>st</sup>, 2014.
- Exhibitors are responsible to make all shipping arrangements with their own transport company.
- Please note, no freight will be accepted at the venue prior to the official exhibitor move-in date.

### DISCOUNT PRICE DEADLINE

- To receive the advance discount rates on furnishings, electrical, etc., listed in this manual, we must receive your order and payment in full by October 20<sup>th</sup>, 2014



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**  
**OCTOBER 20<sup>TH</sup>, 2014**

**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	\$ _____
TURNKEY BOOTH & OPTION PKGS	\$ _____
CARPET & UNDERPAD	\$ _____
SIGNS	\$ _____
PLANTS	\$ _____
MATERIAL HANDLING	\$ _____
LABOUR - INSTALLATION	\$ _____
LABOUR - DISMANTLE	\$ _____

<b>SUB-TOTAL</b>	\$ _____
<b>HST 15% (#853045920)</b>	\$ _____
<b>YOUR ORDER TOTAL</b>	\$ _____

**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](mailto:halifax@legaultcompanies.com)

NOTES or ADDITIONAL ITEMS:



**DISCOUNT PRICE DEADLINE**  
**OCTOBER 20<sup>TH</sup>, 2014**

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

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

**FURNISHINGS - SPECIALTY FURNISHINGS - CARPET**

<b>TABLES - DRAPED</b>			
Please circle table drape colour required. BLUE BLACK BURGUNDY GREEN RED WHITE			
		<b>DISCOUNT</b>	<b>STANDARD</b>
	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 <sup>th</sup> side draping	20.00	25.00
<b>SUB-TOTAL</b>			

<b>TABLES - UNDRAPED</b>			
<b>QTY</b>		<b>DISCOUNT</b>	<b>STANDARD</b>
	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
<b>SUB-TOTAL</b>			

<b>TABLES - OTHER</b>			
<b>QTY</b>		<b>DISCOUNT</b>	<b>STANDARD</b>
Linen is available @ \$25.00 each for the following tables -			
	Cruiser table (42" h)	52.00	62.00
	Pedestal table (30" h)	50.00	60.00
	Pedestal table/2 chairs	85.00	110.00
<b>SUB-TOTAL</b>			

<b>CHAIRS</b>			
<b>QTY</b>		<b>DISCOUNT</b>	<b>STANDARD</b>
	Padded stool	28.00	34.00
	Padded chair	20.00	25.00
	Modern stool (wt or blk)	35.00	40.00
<b>SUB-TOTAL</b>			

<b>ACCESSORIES</b>			
<b>QTY</b>		<b>DISCOUNT</b>	<b>STANDARD</b>
	ZigZag literature rack	60.00	70.00
	Full size fridge	172.00	190.00
	Bar fridge	145.00	160.00
	Wastebasket	12.00	15.00
	Business card bowl	21.00	26.00
	Poster board	70.00	80.00
	Chrome tripod easel	19.00	24.00
<b>SUB-TOTAL</b>			

<b>SPECIALTY FURNISHINGS</b>			
Leather or fabric sofas, love seats, arm chairs, coffee tables or other specialty furnishings will be quoted based on requirements and availability.			
Please contact us for a quote.			

<b>POP-UP BOOTHS, COUNTERS, BANNER HANGING AND TURNKEY BOOTHS</b>			
<b>QTY</b>	<b>Please see pages 5 and 6 for details</b>	<b>DISCOUNT</b>	<b>STANDARD</b>
	Pop-up booth	490.00	550.00
	Counter (1mx1/2m)	175.00	195.00
	Curved radius counter	215.00	240.00
	Banner hanging	Quoted item	
	10' wide Turnkey Booth	880.00	950.00
	20' wide Turnkey Booth	1,380.00	1,450.00
Turnkey panel colour options – BLUE, GREY OR WHITE			
<b>SUB-TOTAL</b>			

<b>CARPET</b>			
<b>QTY</b>		<b>DISCOUNT</b>	<b>STANDARD</b>
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
	10'x40'	310.00	384.00
	Bulk carpet	.95/sq. ft.	\$1.10/sq. ft.
	Carpet padding	.80/sq. ft.	.95/sq. ft.
	Visqueen	.40/sq. ft.	.50/sq. ft.
<b>SUB-TOTAL</b>			

<b>VACUUMING AND PORTER SERVICE</b>	
•	Daily vacuuming of booth carpet .40/sq. ft./day x 3 days. <b>SUB-TOTAL</b> _____
•	Daily porter service \$45.00/day x 3 days. <b>SUB-TOTAL</b> _____
•	Please record your <b>SUB-TOTALS</b> 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 <a href="mailto:halifax@legaultcompanies.com">halifax@legaultcompanies.com</a>



**DISCOUNT PRICE DEADLINE**  
**OCTOBER 20<sup>TH</sup>, 2014**

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

## ELECTRICAL

QUANTITY	OPTIONS	ADVANCE	STANDARD
	1500 watt outlet/15 amps	90.00	105.00
	120 volts/20 amps	135.00	150.00
	220 volts/30 amps	275.00	290.00
	15' extension cord	15.00	20.00
	25' extension cord	20.00	25.00
	Power bar	20.00	25.00
	Power will be dropped at the back of your booth. If you require your power to be placed in a specified location or under carpet, we must receive written notification and a diagram prior to move-in. We reserve the right to alter the location if there are fire and safety concerns related to placement.		
	<b>Sub-total</b>		
<b>Special Power</b>	<b>For special power requirements not listed above, please complete the section below and submit to Legault for a quote:</b>		
	Type of equipment to be operated: _____		
	Amps: _____ Volts: _____ Single phase: _____ Three phase: _____		
	Do you need to have your equipment hardwired: _____		
	If not, please indicate the type of connector required: _____ (Please sketch the configuration below)		

## LIGHTING

QUANTITY	OPTIONS	ADVANCE	STANDARD
	Flood light on an 8' upright (150 watt)	42.00	52.00
	Clamp-on light(65 watt)	28.00	34.00
	Arm-light (150 watt)	42.00	52.00
	<b>Sub-total</b>		
	<b>Note: The lighting options DO NOT include electrical which must be ordered above.</b>		
	For lighting not listed here, please contact our office for a quote.		

**(LCL) LEGAULT COMPANIES**  
60 RADDALL AVE., UNIT 1  
DARTMOUTH, NS B3B 1T1  
TEL 902.835.8912 FAX 902.835.8913

**ICOE**  
2014  
INTERNATIONAL CONFERENCE  
ON OCEAN ENERGY  
**DISCOUNT PRICE DEADLINE**  
**OCTOBER 20<sup>TH</sup>, 2014**

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**POP-UPS / COUNTERS**



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



**COUNTER** – White, 1m w x ½ m d x 1 m h –  
\$175.00 (Discount); \$195.00 (Standard)  
**SUB-TOTAL** \_\_\_\_\_



**CURVED RADIUS COUNTER** - White  
\$215.00 (Discount); \$240.00 (Standard)  
**SUB-TOTAL** \_\_\_\_\_

**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](mailto:halifax@legaultcompanies.com)

## (LCL) LEGAULT COMPANIES

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**DISCOUNT PRICE DEADLINE**  
**OCTOBER 20<sup>TH</sup>, 2014**

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

### TURNKEY BOOTH PACKAGES

#### TURNKEY BOOTH PACKAGES INCLUDE

- 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)

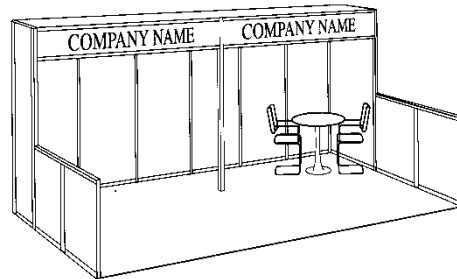
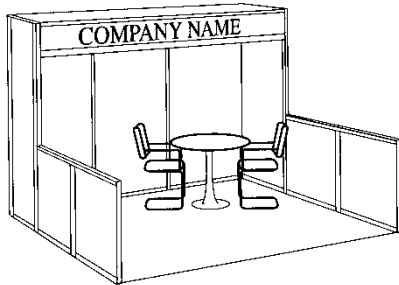
PRICES (Please check the Turnkey Booth package of your choice)

\_\_\_\_\_ 10' wide booth - \$ 880.00 (**Discount Price**) \$ 950.00 (**Standard Price**) + HST

\_\_\_\_\_ 20' wide booth - \$1,380.00 (**Discount Price**) \$1,450.00 (**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 - \$ 950.00 (**Discount Price**) \$1,235.00 (**Regular Price**)

\_\_\_\_\_ 20' wide Slatwall OR Pegboard - \$1,549.00 (**Discount Price**) \$2,013.00 (**Regular Price**)

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](mailto:halifax@legaultcompanies.com)

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**DISCOUNT PRICE DEADLINE  
OCTOBER 20<sup>TH</sup>, 2014**

**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 Labor**

**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 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**  
**OCTOBER 20<sup>TH</sup>, 2014**

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

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

**SIGNS - PLANTS - ADVANCE 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
<b>SUB-TOTAL</b>			

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
<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**

- **Material handling costs** are incurred when we receive your freight in our warehouse or on show-site and deliver your freight to your booth.
- **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.
- **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.

ADVANCE 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

SHOW-SITE MATERIAL HANDLING			
QTY		PRICE PER CWT (100 LBS)	MINIMUM CHARGE
	Crated or skidded	30.00	60.00
	Special handling	35.00	70.00
	Uncrated	37.00	74.00

**SUB-TOTAL \$**

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

**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**  
**OCTOBER 20<sup>TH</sup>, 2014**

**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 <sup>nd</sup> 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									\$
<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 \$45.00									\$
<b>SUB-TOTAL DISMANTLE</b>									<b>\$</b>

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



## 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 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 Standard 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 items listed from our order form if we receive a cancellation notice **in writing on or before Friday, October 31<sup>st</sup>**.

**ELECTRICAL:**

1. In-line and peninsula outlets are installed at the back of booths. 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. Wall, column and permanent building receptacles are not part of the booth space. Exhibitors utilizing these receptacles will be charged for their use.
4. Sharing power from an adjoining booth is not permitted.
5. 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.
6. 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.
7. 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.
8. 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.

