



*Exhibitor Manual for advance storage, freight handling, décor,
furnishings, hired labour, specialty items*

DEFSEC Atlantic 2018

DEFSEC Atlantic 2018 will be held October 2-4, 2018 in Halifax, Nova Scotia



SHOW SCHEDULE

EXHIBITOR MOVE-IN

- Tuesday, October 2, 2018 8:30 am – 6:00 pm **Exhibits must be complete by 6 pm.**

SHOW HOURS

- Tuesday, October 2, 2018 7:00 pm – 9:00 pm – Opening Reception in the Exhibit Hall
- Wednesday, October 3, 2018 9:00 am – 4:30 pm
- Thursday, October 4, 2018 9:00 am – 3:00 pm

EXHIBITOR MOVE-OUT

- Thursday, October 4, 2018 3:00 pm – 10:00 pm
All freight must be removed from the Cunard Centre by 10:00 pm. No exceptions.

FREIGHT

ADVANCED MATERIAL HANDLING / STORAGE – September 19 to September 28.

- **IMPORTANT: Exhibitor freight will not be accepted at the Cunard Centre until Tuesday, October 2**
- DEFSEC, the Cunard Centre, and Legault Companies accepts no responsibility for freight arriving at the Cunard Centre prior to Tuesday, October 2. (If your freight arrives at the Cunard Centre before October 2, you risk having your freight "returned to sender").
- *It is recommended that exhibitors shipping freight in advance of the move-in date, ship directly to the Legault advance warehouse. Please see the Material Handling/Drayage section in this manual and complete the "Warehouse Rates" section. Legault Companies will receive exhibitor freight in our warehouse from Sept. 19 to Sept 28. Hours: 9 am to 4 pm.*
- If you have any questions about Advanced Material Handling/Drayage, please contact our office at 902.835.8912.
Customs Questions: Customs Broker: PF Collins International Trade Solutions Tel: 902-496-1500

ON-SITE MATERIAL HANDLING / DRAYAGE – On October 2.

- Exhibitor freight will be accepted at the Cunard Centre on Tuesday, October 2 between 8:30 am and 4:00 pm.
- Charges will apply if fork-lifting and/or labour are required to off-load freight and deliver to booths or on-load freight at the close of the show on outbound carriers. Ensure your carriers have your company information.
- Please see the Material Handling/Drayage section in the manual and complete the "show-site" rates section.

MOVE-OUT MATERIAL HANDLING / DRAYAGE AND RETURN TO WAREHOUSE – October 4.

- **All Exhibitor freight must be removed from the Cunard Centre by 10 pm, Thursday, October 4.**
- Please note, most couriers and transport companies do not pick-up after 4:00 pm on weekdays.
- Our "return to warehouse" service is available for exhibitors who cannot meet the 10:00 pm deadline.
- **NOTE: Freight remaining on the show floor after 10:00 pm, Thursday, October 4th, will automatically be returned To the Legault warehouse as stranded freight – charges apply.**
- If you require this service, please see the Material Handling section in this manual and complete the "Return to Warehouse" rates section. Each exhibitor must complete all necessary customs & shipping arrangements.

**October 2-4, 2018
Cunard Centre, Halifax, NS**

BOOTH EQUIPMENT PROVIDED:

DEFSEC is providing each 10' x 10' booth space with the following equipment:

- 8' high draped back wall and 3' high side walls
- Venue is fully carpeted
- Each exhibitor receives one, duplex connection (110 v, 15 a,) regardless of booth size. Extras or special requests, order from Global Convention Services

TABLES, CHAIRS, LABOUR, DISPLAYS, DÉCOR

- To order these items, please see attached order forms within this manual for rates.

DISCOUNT PRICE DEADLINE (for tables, chairs, displays, décor)

- To receive the advanced order discount rates listed on the enclosed order forms, your order and payment in full MUST be received by September 19, 2018.

SPECIALTY FURNISHINGS

- Exhibitors requiring "specialty furnishings" such as, lounge groupings, coffee/end tables, water coolers, fridges, table/floor lamps, executive chairs/desks, etc., are asked to contact us [between Aug 1 – Sept. 17](#) for a quote to confirm availability and rates.

TURNKEY BOOTHS

- If you require an all inclusive booth package, please see our **Turnkey Booth** options enclosed.

SHOW-SITE SERVICE CENTRE HOURS

- We will have staff available at our Service Desk during the exhibitor move-in and move-out.
- If you have any questions about our services and equipment, or if you require something that is not included in this Manual, please contact us at 902.835.8912 or e-mail halifax@legaultcompanies.com for assistance.

*For the other official show contractors please visit the website:
<http://www.defsecatlantic.ca/exhibitors/suppliers.asp>*

LEGAULT COMPANIES ADVANCE WAREHOUSE SHIPPING ADDRESS:

Hours: 9 am to 3:30 pm
LEGAULT COMPANIES
60 Raddall Avenue, Unit 1
Dartmouth, NS B3B 1T2 Canada
Tel 902.835.8912
Fax 902.835.8913
halifax@legaultcompanies.com



60 RADDALL AVE., UNIT 1
 DARTMOUTH, NS B3B 1T2
 TEL 902.835.8912
 FAX 902.835.8913
 halifax@legaultcompanies.com

DISCOUNT PRICE DEADLINE
Sept. 19/18

DEFSEC Atlantic 2018

BOOTH # _____

Please Print:

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 For Legault Use: AUTH # _____

CARD # _____ EXPIRY DATE _____ SEC CODE _____

CARD HOLDER NAME (please print) _____

AUTHORIZED SIGNATURE _____

CARD HOLDER BILLING ADDRESS AS ABOVE Cardholder email: _____

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 Sept. 19/18 to confirm your order.**
- Authorized signature _____

ORDER SUMMARY

TABLES	\$ _____
CHAIRS	\$ _____
SPECIALTY FURNISHINGS	\$ _____
TURNKEY BOOTHS	\$ _____
MODULAR EXHIBITS	\$ _____
CARPET	\$ _____
SIGNS	\$ _____
PLANTS	\$ _____
MATERIAL HANDLING	\$ _____
LABOUR - INSTALLATION	\$ _____
LABOUR - DISMANTLE	\$ _____

HST 15% (#853045920) \$ _____

YOUR ORDER TOTAL \$ _____

IMPORTANT

- Place your order before the Discount Price Deadline (noted above) to save money on furnishings.
- 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

Thank you for your order - we appreciate your business !

SUB-TOTAL \$ _____



DISCOUNT PRICE DEADLINE
Sept. 19/18

COMPANY NAME _____

BOOTH # _____

FURNISHINGS - TURNKEY BOOTHS

TABLES – Draped (select colour)			
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, wooden tops)			
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	47.00	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			
QTY		DISCOUNT	STANDARD
(White tops with chrome bases). Spandex covers-see "specialty".			
	Cruiser table (42"H)	64.00	74.00
	Pedestal table (30" H)	62.00	72.00
	Pedestal table/2 chairs	93.00	114.00
SUB-TOTAL			

CHAIRS			
QTY		DISCOUNT	STANDARD
	Folding Resin Chair	15.00	21.00
	Side chair	32.00	39.00
	Padded stool for cruiser	35.00	44.00
SUB-TOTAL			

SPECIALTY FURNISHINGS			
QTY		DISCOUNT	STANDARD
	Booth Drape Insert	57.00	62.00
	Chrome sign holder	43.00	51.00
	Chrome tripod easel	26.00	32.00
	Zigzag Literature Rack	75.00	89.00
	White swivel stools	44.00	49.00
	Plastic ballot box	28.00	32.00
	Wastebasket	16.00	20.00
	Bar Fridge	151.00	180.00
	White or black spandex	32.00	38.00
**Specialty Furnishings- Please call for a quote between Aug. 1-Sept 17.			
SUB-TOTAL			

TURNKEY BOOTH PACKAGES			
Slatwall, pegboard , rates on page 8			
QTY		DISCOUNT	STANDARD
	10' X 10' Turnkey Booth	1012 .00	1092.00
	10' x 20' Turnkey Booth	1583.00	1664.00
	Other Sizes – contact	For a quote	
SUB-TOTAL			

DECOR
 Please visit www.legaultcompanies.com and www.legaultcreative.com. We would be happy to provide you with a quote for booth décor.

MODULAR EXHIBITS				
Hard wall panel colour choices		BLUE	GREY	WHITE
QTY		DISCOUNT	STANDARD	
	Plinth (free standing)	236.00	265.00	
	Pop-up Booth	588.00	660.00	
	1m counter	203.00	225.00	
	Other size - contact	For a quote		
SUB-TOTAL				

Carpet Rental – NOT NEEDED			
QTY		DISCOUNT	STANDARD
Please circle colour choice – RED GREY BLUE			
	10'x10'	109.00	137.00
	10'x20'	195.00	259.00
	10'x30'	323.00	383.00
	Custom cut (per sq. ft with 100 sq. ft. min)	2.00	3.00
	10' x 40'	365.00	450.00
	Carpet padding	1.25/sq. ft.	1.50/sq. ft.
	Visqueen	.65/sq. ft.	.80/sq. ft.
	Vacuuming per day	NA	.70/sq. 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!



DISCOUNT PRICE DEADLINE
Sept. 19/18

COMPANY NAME _____ **BOOTH #** _____

BASIC SIGNS - MATERIAL HANDLING / Freight

BASIC SIGNS			
QTY		DSCOUNT	STANDARD
	7" X 44"	73.00	112.00
	14" X 22"	88.00	126.00
	22" X 28"	109.00	167.00
SUB-TOTAL			

- Sign prices are based on 1 colour copy on white coroplast.
 - 10 word maximum. Logos/colour 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 / Description & Rates < Please Read Carefully

- **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 shipment is less than 200 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 the shipment is less than 200 lbs.
- **Please note:** Exhibitors are solely responsible for arranging pick-up of their freight at the close of the show either from the show floor or from our warehouse. Please provide your booth staff with all the shipping information. Freight must be removed within 5 business days. Beginning day 6, daily storage fees of \$100 + tax will be charged.

Legault Companies is not a shipping/courier company; we only transport between our warehouse and events.
Customs Broker: PF Collins International Trade Solutions Tel: 902-496-1500

WAREHOUSE – RATES (see above)			
QTY		PRICE PER CWT (100 LBS.)	MIN.FEE 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 record your **SUB-TOTALS** on the Method of Payment page.

Special Handling rate applies to loose freight/multiple pieces such as boxes, pop-ups, tubes, etc.,
Uncrated rates apply to equipment and loose machinery not in road cases.

SHOW-SITE – RATES (see above)			
QTY		PRICE PER CWT (100 LBS.)	MIN.FEE up to 199 lbs
	Crated or skidded	38.00	75.00
	Special Handling	43.00	84.00
	Uncrated	45.00	90.00

SUB-TOTAL \$

RETURN TO WAREHOUSE RATES (see above)

QTY		PRICE PER CWT (100 LBS)	MIN. FEE 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 WAYBILL and SHIPPING ACCOUNT number for outbound shipping at the close of the show.



COMPANY NAME _____

BOOTH # _____

Hired Labour for Corporate Booths & Assistance

LABOUR - RATES AND TERMS> Please Read Carefully

MINIMUM 2 HOUR LABOUR per Person 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.
- **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 for special installations

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 special installations

Ship to →		Carrier booked: Yes
Carrier →	Ground: Next day / 2 nd Day / Deferred	No

Freight charges: Must be either pre-paid or collect. Legault Companies will not pay shipping charges.

MINIMUM 2 HOUR LABOUR per Person 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									\$

(LCL) LEGAULT COMPANIES

DEFSEC Atlantic 2018

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

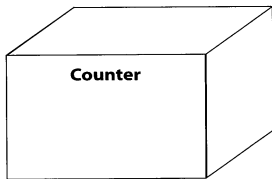
DISCOUNT PRICE DEADLINE
Sept. 19/18

COMPANY NAME: _____ BOOTH # _____

POP-UPS / COUNTERS / PLINTHS

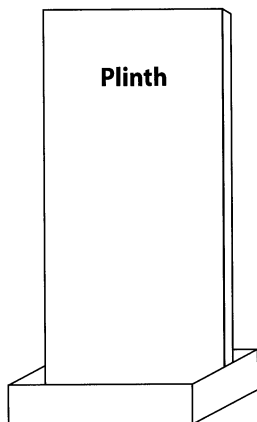


POP-UP – 10' X 10' – \$588.00 (Discount) \$660.00 (Regular) **SUB-TOTAL** _____



COUNTER – White, 1m wide x ½ m deep x 1 m high - \$203.00 (Discount) \$225.00 (Regular)

SUB-TOTAL _____



PLINTH – White, 1 m wide x 2.5 m high - \$236.00 (Discount) \$265.00 (Regular)

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

(LCL) LEGAULT COMPANIES

DEFSEC Atlantic 2018

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

DISCOUNT PRICE DEADLINE
Sept. 19/18

COMPANY NAME: _____ **BOOTH #** _____

TURNKEY BOOTH PACKAGES

PACKAGE INCLUDES

- Aluminum finished structure
- Hard wall panels (white) or fabric, velcro compatible panels (blue, grey, black). Please specify.
- Pedestal table and 2 chairs (1 set per order)
- Carpet – blue, grey or red (please indicate colour)
- 2 clip-on lights
- Installation and dismantle

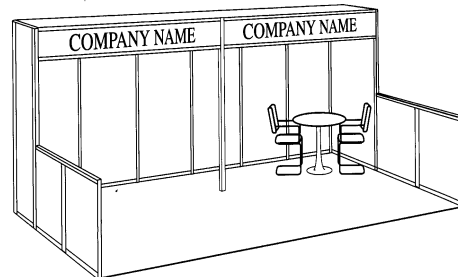
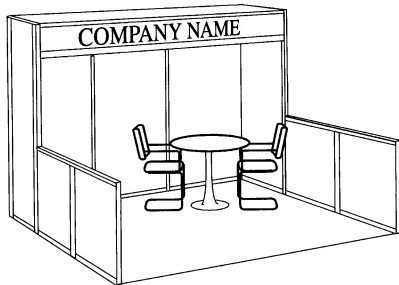
Does not include: Company name or logo on a booth header sign – please contact us for a quote.

PRICES (Please check the Turnkey Booth package of your choice). Specify hard wall or fabric wall. If fabric, indicate the colour.

_____ 10' x 10' - \$ 1012.00 **(Discount Price)** \$1,092.00 **(Regular Price)** + HST
 _____ 10' x 20' - \$1,583.00 **(Discount Price)** \$1,664.00 **(Regular Price)** + HST

SUB-TOTAL _____
10' X 10' TURNKEY BOOTH

SUB-TOTAL _____
10' X 20' TURNKEY BOOTH



SLATWALL OR PEGBOARD BOOTH PACKAGES

SLATWALL OR PEGBOARD

- Slatwall or pegboard may be substituted for the hard wall or Velcro panels in the above Turnkey Booth packages.

PRICES (Please indicate your choice)
 _____ 10' x 10' Slatwall OR Pegboard - \$ 1,105.00 **(Discount Price)** \$1,437.00 **(Regular Price)**
 _____ 10' x 20' Slatwall OR Pegboard - \$1,808.00 **(Discount Price)** \$2,341.00 **(Regular Price)**
 (plus TAX)

SUB-TOTAL _____

Orders are subject to availability and based on a first come, first served basis. Shelves are available at \$29.00 each + tax.

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

DISCOUNT PRICE DEADLINE
Sept. 19/18

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 Sept. 19/18 to confirm your order.
 - Authorized signature _____

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name _____ BOOTH # _____

Company Address _____

Phone # _____ Ext _____ Fax _____

E-Mail _____

TO:

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

SHOW NAME: **DEFSEC**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **DEFSEC**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **DEFSEC**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **DEFSEC**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **DEFSEC**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **DEFSEC**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____