



**Official Trade Show Contractor
for the
Atlantic Fire Leadership Conference
at CASINO NB – July 13-16, 2018**

LEGAULT COMPANIES – ORDER FORMS

SERVICE CONTRACTOR

LEGAULT COMPANIES
40 OSPREY ROAD
UPPER COVERDALE NB E1J 1T8
Tel 506.857.3078
Fax 506.857.3202
e-mail cindy@legaultcompanies.com

We offer all relative show contractor services such as:

- Material handling/drayage and storage of freight
- Labour
- Display systems and Turn Key booths
- Furnishings, carpet, lighting, floral, etc.

EXHIBIT MOVE-IN

EXHIBITOR MOVE-IN
• Friday, July 13 10:00 AM - 5:00 PM

BOOTH EQUIPMENT

Each 10' x 8' booth consists of an 8' high draped backwall and 3' high draped sidewalls.
1 – 2' x 6' skirted table
2 – chairs

EXHIBIT HALL IS CARPETED.

SHIPPING TO THE 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:
- **30 Alcock St. Moncton NB E1C 9T6**
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.

MATERIAL HANDLING

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

ATL. FIRE LEADERSHIP 2018



COMPANY NAME _____

BOOTH # _____

FURNISHINGS - CARPET

TABLES - DRAPED			
Please circle table drape colour required. BLUE BLACK BURGUNDY GREEN RED WHITE			
			STANDARD
	4' draped table 30"H		51.50
	6' draped table 30"H		56.50
	8' draped table 30"H		61.00
	4' draped table 42"H		66.00
	6' draped table 42"H		70.00
	8' draped table 42"H		76.50
	4 th side draping		22.00
SUB-TOTAL			
TABLES - UNDRAPED			
QTY			STANDARD
	4' undraped table 30"H		31.50
	6' undraped table 30"H		36.50
	8' undraped table 30"H		39.50
	4' undraped table 42"H		50.50
	6' undraped table 42"H		54.50
	8' undraped table 42"H		61.00
	Table riser		31.75
SUB-TOTAL			
TABLES - OTHER			
QTY			STANDARD
	Cruiser table 42" H		62.00
	Pedestal table 30" H		52.00
	Spandex for table		25.00
SUB-TOTAL			
CHAIRS			
QTY			STANDARD
	Armchair		27.00
	Padded chair		23.50
	Padded stool		31.50
SUB-TOTAL			
SPECIALTY FURNISHINGS			
QTY			STANDARD
	ZigZag literature rack		77.50
	Chrome Bag Rack		63.00
	Tripod easel		22.00
	Wastebasket		11.00
	Small fish bowl		23.50
	Poster board		82.50
	Flip Charts/with paper		52.50
	Chrome Coat Tree		29.50
	Ballot Box		21.00
	Shelves for Display panel		25.00 each
SUB-TOTAL			


ELECTRICAL				
QTY			STANDARD	
	15' extension cord		25.00	
	Power Bar		26.00	
SUB-TOTAL				
DRAPE – CIRCLE FOR SPECIAL DRAPE COLOR BLUE, BLACK, BURGUNDY, GREEN, GOLD, RED, WHITE				
	Special Drape 3' high/lin.ft		5.50	
	Special Drape 8' high/lin.ft		6.50	
SUB-TOTAL				
MODULAR EXHIBITS				
Hardwall panel colours choices		BLUE	GREY	WHITE
QTY				STANDARD
	Pop-up booth			550.00
	10' hardwall			850.00
	20' hardwall			1350.00
	Counter			195.00
SUB-TOTAL				
CARPET– PLEASE CIRCLE COLOR CHOICE GREY, BLUE, BLACK, RED				
QTY			STANDARD	
	10'x10'		120.00	
	10'x20'		230.00	
	10'x30'		325.00	
	10'x40'		430.00	
	Custom cut (per sq. ft with 100 sq. ft. min)		1.65	
	Carpet padding		.90/sq. ft.	
	Visqueen		.50/sq. ft.	
	Vacuuming per day		.45/sq. ft.	
SUB-TOTAL				
NOTES				
<ul style="list-style-type: none"> 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 : 506-857-3078 or e-mail cindy@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! 				

COMPANY NAME _____

BOOTH # _____

SIGNS - PLANTS - MATERIAL HANDLING

SIGNS			
QTY	SIGN HANGING	DISCOUNT	STANDARD
	7" X 44"	41.25	82.50
	14" X 22"	46.25	92.50
	22" X 28"	61.75	123.50
SUB-TOTAL			
- 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 ↓			

PLANTS			
QTY	PLANT	DISCOUNT	STANDARD
	Table size plant	N/A	25.00
	3'-4' tropical plant	N/A	46.00
	5'-6' tropical plant	N/A	65.00
	Fresh cut flowers	N/A	45.00
SUB-TOTAL			
			

MATERIAL HANDLING
<ul style="list-style-type: none"> Material handling costs are incurred when we receive your freight in our warehouse. 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.

WAREHOUSE - RATES			
QTY	HANDLING	PRICE PER CWT (100 LBS.)	MINIMUM CHARGE (200 LBS)
	Crated or skidded	55.00	110.00
	Special handling	60.00	120.00
	Uncrated	60.00	120.00
SUB-TOTAL \$			
Special Handling – loose freight/multiple pieces such as boxes, pop-ups, tubes, etc., Uncrated – equipment and loose machinery not in road cases. WAREHOUSE ADDRESS LEGAULT COMPANIES 30 ALCOCK ST MONCTON, NB E1C 9T6			

SHOW-SITE - RATES			
QTY	HANDLING	PRICE PER CWT (100 LBS.)	MINIMUM CHARGE (200 LBS)
	Crated or skidded	55.00	110.00
	Special Handling	60.00	120.00
	Uncrated	60.00	120.00
SUB-TOTAL \$			
RETURN TO WAREHOUSE			
QTY	HANDLING	PRICE PER CWT (100 LBS)	MINIMUM CHARGE (200 LBS)
	Crated or skidded	55.00	110.00
	Special handling	60.00	120.00
	Uncrated	60.00	120.00
SUB-TOTAL \$			
Please provide a return Waybill with your account # for outbound shipping.			



ATL. FIRE LEADERSHIP 2018

COMPANY NAME _____

BOOTH # _____

INSTALLATION and DISMANTLE 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 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 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.

TO:

**LEGAULT COMPANIES LTD
30 ALCOCK ST.
MONCTON, NB E1C 9T6**

SHOW NAME: **ATL. FIRE LEADERSHIP 2018**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

**LEGAULT COMPANIES LTD
30 ALCOCK ST.
MONCTON, NB E1C 9T6**

SHOW NAME: **ATL. FIRE LEADERSHIP 2018**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

**LEGAULT COMPANIES LTD
30 ALCOCK ST.
MONCTON, NB E1C 9T6**

SHOW NAME: **ATL. FIRE LEADERSHIP 2018**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

**LEGAULT COMPANIES LTD
30 ALCOCK ST.
MONCTON, NB E1C 9T6**

SHOW NAME: **ATL. FIRE LEADERSHIP 2018**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

**LEGAULT COMPANIES LTD
30 ALCOCK ST.
MONCTON, NB E1C 9T6**

SHOW NAME: **ATL. FIRE LEADERSHIP 2018**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

**LEGAULT COMPANIES LTD
30 ALCOCK ST.
MONCTON, NB E1C 9T6**

SHOW NAME: **ATL. FIRE LEADERSHIP 2018**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____