



HPCS 2014: High Performance Computing Symposium
June 24-27, 2014
Atlantic Ballroom, Westin Nova Scotian, Halifax

S P O N S O R E D B Y



EXHIBITOR MANUAL

SERVICE CONTRACTOR

LEGAULT COMPANIES

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

SHOW CONTRACTOR SERVICES INCLUDE:

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

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 the above address. Material Handling charges apply. See page 4 for rates. Your inbound materials must reach our warehouse not later than **Friday, June 20, 2014**. We will begin accepting your freight as of **Wednesday, June 11, 2014**.
- [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.

EXHIBIT MOVE-IN AND MOVE-OUT SCHEDULE

EXHIBITOR MOVE-IN

- **Tuesday, June 24th @ 10:00 am – 3:00 pm**

EXHIBITOR MOVE-OUT

- **Friday, June 27th @ 3:30 pm - 7:30 pm**

BOOTH EQUIPMENT - Each booth includes, *at no charge*, the following equipment:

- 8' high black draped backwall and 3' high black draped sidewalls
- 1 – 6' black skirted table
- 2 – chairs (Westin)
- Power provided by ACEnet and Compute Canada to each booth

A price list is attached for any extras you might wish to order and please note the DISCOUNT PRICE DEADLINE.

*To receive the advance discount rates, we must receive your order and payment in full by **June 10th, 2014.***

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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
JUNE 10, 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

<u>TABLES</u>	\$ _____
<u>CHAIRS</u>	\$ _____
<u>SPECIALTY FURNISHINGS</u>	\$ _____
<u>ELECTRICAL</u>	\$ _____
<u>MODULAR EXHIBITS</u>	\$ _____
<u>CARPET</u>	\$ _____
<u>SIGNS</u>	\$ _____
<u>PLANTS</u>	\$ _____
<u>MATERIAL HANDLING</u>	\$ _____
<u>LABOUR - INSTALLATION</u>	\$ _____
<u>LABOUR - DISMANTLE</u>	\$ _____

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 @ 902.835.8913

QUESTIONS?

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

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COMPANY NAME _____

BOOTH # _____

DISCOUNT PRICE DEADLINE
JUNE 10, 2014

FURNISHINGS - ELECTRICAL - CARPET

TABLES - DRAPED			
Please circle table drape colour required. BLUE BLACK BURGUNDY GREEN RED WHITE			
		DISCOUNT	STANDARD
	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 th side draping	20.00	25.00
SUB-TOTAL			
TABLES - UNDRAPED			
QTY		DISCOUNT	STANDARD
	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
SUB-TOTAL			
TABLES - OTHER			
QTY		DISCOUNT	STANDARD
Linen is available @ \$25.00 each for the following tables -			
	Cruiser table (42" high)	52.00	62.00
	Bistro table (30" high)	50.00	60.00
	Bistro table/2 chairs	85.00	110.00
SUB-TOTAL			
CHAIRS			
QTY		DISCOUNT	STANDARD
	Folding resin chair	12.00	16.00
	Padded chair	20.00	25.00
	Padded stool	28.00	34.00
SUB-TOTAL			
SPECIALTY FURNISHINGS			
QTY		DISCOUNT	STANDARD
	ZigZag literature rack	60.00	70.00
	Bar fridge	120.00	130.00
	Chrome tripod easel	19.00	24.00
	Wastebasket	12.00	15.00
	Small fish bowl	18.00	23.00
	Poster board	70.00	80.00
	White swivel stools	35.00	40.00
	Booth drape insert	45.00	50.00
	Refrigerator, full size	150.00	160.00
	Sofas, love seats, coffee tables, guest chairs, etc., quoted based on requirements.		
SUB-TOTAL			

ELECTRICAL				
QTY		DISCOUNT	STANDARD	
	Power Bar/extension	30.00	35.00	
SUB-TOTAL				
DECOR				
Please visit www.legaultcompanies.com and view our work We would be happy to provide you with a quote for booth décor.				
MODULAR EXHIBITS				
Hardwall panel colours choices		BLUE	GREY	WHITE
QTY		DISCOUNT	STANDARD	
	Pop-up booth	490.00	550.00	
	10'x10' hardwall	880.00	950.00	
	10'x20' hardwall	1,380.00	1,450.00	
	Counter	175.00	195.00	
SUB-TOTAL				
CARPET				
QTY		DISCOUNT	STANDARD	
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	
	Custom cut (per sq. ft with 100 sq. ft. min)	1.53/sq. ft.	2.14/sq.ft.	
	White Stage Vinyl	.50/sq. ft.	.60/sq. ft.	
	Carpet padding	.80/sq. ft.	.95/sq. ft.	
	Visqueen	.40/sq. ft.	.50/sq. ft.	
	Vacuuming per day	.35/sq. ft.	.45/sq. ft.	
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
JUNE 10, 2014

COMPANY NAME _____

BOOTH # _____

SIGNS - PLANTS - 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
SUB-TOTAL			

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
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 ↓



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 - RATES			
QTY		PRICE PER CWT (100 LBS.)	MINIMUM CHARGE
	Crated or skidded	25.00	50.00
	Special Handling	30.00	50.00
	Uncrated	32.00	60.00

SUB-TOTAL \$

SUB-TOTAL \$

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

FOR YOUR CONVENIENCE, WE HAVE ATTACHED AN ADVANCED WAREHOUSE SHIPPING LABEL TEMPLATE TO BE USED WITH AVERY 5164 LABELS. SEE LAST PAGE.

PLEASE NOTE: SHOW SITE MATERIAL HANDLING is provided during the scheduled exhibitor move-in and move-out **ONLY**, when Legault Staff are on-site. Freight shipped to/from show site outside of these times is the responsibility of the Venue.

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
JUNE 10, 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 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 \$45.00									\$
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 \$45.00									\$
SUB-TOTAL DISMANTLE									\$

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

TO:

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

SHOW NAME: **HPCS 2014**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

TO:

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

SHOW NAME: **HPCS 2014**

EXHIBITOR NAME: _____

BOOTH NO: _____

NUMBER OF PIECES SHIPPED: _____

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