

APPENDIX G: HALIFAX CONVENTION CENTRE EQUIPMENT SERVICES AND LABOUR

AUDIO, VIDEO AND LIGHTING REQUIREMENTS:

Please speak with our official audiovisual supplier, FMAV, for all audio, video and lighting requirements, including stage lighting, focusable lighting, and other specialty lighting.

| EQUIPMENT RATES: | Per Day | Per Event |
|--|-----------------|-----------------|
| Tripod Easel: | \$20 | \$40 |
| 1 x Pen & 1 x Note Pad per seat | \$2 per setting | \$2 per setting |
| Note Pads and Pens, placed at the back of the function room (25 units = 25 pads, 25 pens) | \$30/25 units | \$30/25 units |
| Cruiser/Cocktail Table with Black Spandex Covering: (complimentary with food and beverage-related events) | \$30 | \$60 |
| Stage Piece (3'3"x6'6" / 1mx2m) (including stairs with rails and black stage skirting): (Stage pieces are non-carpeted. Wheelchair ramps are available upon request, at no extra charge.) | \$50 | \$100 |
| Dance Floor Piece (4'x4'): | \$15 | \$30 |
| Flag with Pole and Base: • Canadian Flag • Nova Scotia Flag | \$30 per flag | \$60 per flag |
| Halifax Convention Centre Aluminum Lecterns: (Please note microphones must be ordered through FMAV.) | \$75 | \$150 |

MEETING ROOM SET-UP:

The standard set-up for meeting rooms each day is included in your rent. The initial room set-up includes: the seating style selected, head table and banquet chairs, registration, hand-out tables, waste and recycle stations, a digital event posting outside the room, general housekeeping, and building security.

Charges will apply for any room set-ups beyond the first standard selected for each day. Each room re-set fee will be calculated according to the set-up requirements, with general base costs as follows;

| ROOM RE-SET RATES: | Per Re-set |
|--|------------|
| Ballroom, Main Convention Hall and C5: | \$2,000 |
| Argyle Suite or any section of Ballroom or Convention Hall: | \$1,000 |
| Individual sections of Argyle Suite or all others meeting rooms: | \$300 |

Please note that a meeting room being re-set for the purpose of food and beverage events are not subject to re-set fees, provided food and beverage selections are ordered from our catering menus and there is a minimum of 3 hours provided.

Please note all pricing is subject to 15% HST.

APPENDIX G CONT.:

HALIFAX CONVENTION CENTRE

EQUIPMENT SERVICES AND

LABOUR

| LABOUR RATES: <i>(A minimum of four (4) hours is required for each)</i> | Per Hour |
|---|---|
| Event Technician: | \$30 |
| Equipment Operator: | \$50 |
| Police Officer: | \$125 |
| Security Officer/Firewatch Officer: | \$25 |
| Coat Check Staff: <i>(Minimum billing is based on the greater of the two options. Minimum requirement of two (2) coat check staff)</i> | \$20 per hour per coat check staff person or \$3 per coat |
| Cleaning Staff: | \$25 |
| Electrician: | \$75 |
| Drayage: <i>(Mandatory facility supervision required when suppliers transport goods from loading dock to any location within the facility)</i> | \$150 (4 hour timeframe) |

| FOOD AND BEVERAGE LABOUR RATES: * <i>Minimum of three (3) hours required.</i> | Per Hour |
|--|-----------------|
| Wait Staff: | \$40* |
| Bartenders: | \$40* |
| Culinary Staff: | \$60* |
| Stewarding Staff: | \$40* |

Please note menu prices include all staff required for the event. The above rates are applied for requests above the standard staffing levels and are subject to a service charge of 18%.

| WATER SERVICE RATES: | Per Refill |
|--|-------------------|
| Water cooler re-fill (18.5L): | \$25 |
| Water Station (glassware & pitchers): | \$1 per person |
| Individual water service (at each table): <i>(Please note, there is a minimum of 1 hour required for individual water service refresh.)</i> | \$1 per seat |

Please note all pricing is subject to 15% HST.