

APPENDIX F: HALIFAX CONVENTION CENTRE EQUIPMENT LISTING

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
Cruiser/Cocktail Table with Black Spandex Covering: (complimentary with food and beverage-related events)	\$30	\$60
Stage Piece (3'3"x6'6" / 1m x 2m) (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: <ul style="list-style-type: none"> • Canadian Flag • Nova Scotia Flag 	\$30 per flag	\$60 per flag
Halifax Convention Centre Aluminum Lecterns: <i>Please note microphones must be ordered through FMAV.</i>	\$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. For meetings and conventions, we provide a station with water, pens, notepads and mints.

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	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.

LABOUR RATES: (A MINIMUM OF FOUR (4) HOURS IS REQUIRED FOR EACH)	Per Hour
Event Technician:	\$30
Equipment Operator:	\$50
Police Officer:	\$100
Security Officer:	\$25
Coat Check Staff: (Minimum billing is based on the greater of the two options. Minimum requirement of two (2) coat check staff)	\$20 per hour per coat check staff person or \$3 per coat
Cleaning Staff:	\$25
Electrician:	\$75

APPENDIX F CONT.:

HALIFAX CONVENTION CENTRE EQUIPMENT LISTING

FOOD AND BEVERAGE LABOUR RATES:	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%.

** Minimum of three (3) hours required.*