

The background of the cover features a low-angle shot of a modern glass skyscraper, likely the Halifax Convention Centre, with its blue-tinted windows reflecting the sky. A large, semi-transparent purple circle is positioned in the upper right quadrant, serving as a backdrop for the title. The text is primarily in white and purple, with the title 'EVENT PLANNER TOOLKIT' in a bold, purple, sans-serif font.

HALIFAX
CONVENTION
CENTRE

HALIFAX CONVENTION CENTRE
**EVENT PLANNER
TOOLKIT**

Where it all
comes together.

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Section 1:

Halifax Convention Centre At-a-Glance

OUR DESTINATION

We're on the edge of North America, and in the Centre of it all. Located in the heart of our city's entertainment district, our Halifax Convention Centre offers much more than just a conference experience. Visitors have the chance to immerse themselves in professional development during the day and personal enjoyment after hours with the best local dining, and fantastic arts and culture all within an easy stroll from our doorstep.

It's easy to make the most of every moment in Nova Scotia. When you land, we're just a 30 minute drive from our award-winning Halifax Stanfield International Airport to downtown. [Discover](#) our famous Maritime hospitality as you explore our vibrant and historic city streets. Find outdoor adventure, scenic beach, wineries, golf and much more all less than an hour away from our Centre.

OUR TEAM

The Halifax Convention Centre combines elegant, world-class meeting space, impeccable service, and award-winning cuisine just steps away from vibrant Halifax life.

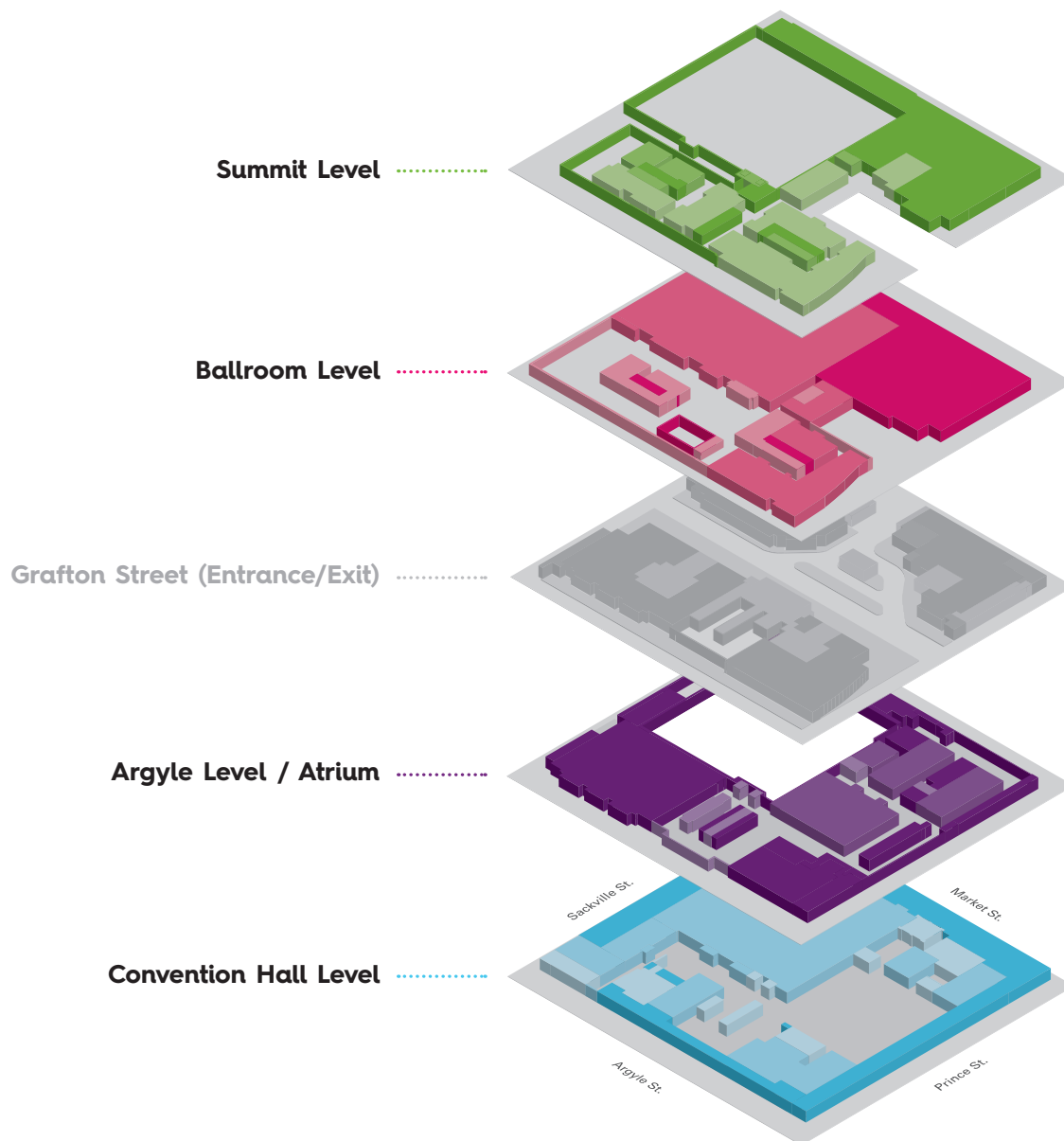
Our people are our strength. With more than 30 years of expertise, [our team](#) takes pride in delivering even the most ordinary task in the most extraordinary way. Our experienced event management staff help you build memorable events by catering to your unique needs and working with you through every detail.

OUR FACILITY

Spacious and flexible, our iconic 120,000 square foot [facility](#) can divide into two independent convention levels, allowing for privacy and optimal traffic flow during multiple events.

Look across the city from our spectacular 30,000 square foot ballroom, explore nearly 50,000 square feet of multi-purpose convention space, including the Convention Hall, or choose from 40,000 square feet of intimate meeting space. Just 100 steps from the ocean, enjoy expansive cityscapes and beautiful water views throughout our certified LEED Gold building.





CONVENTION HALL LEVEL

- Main and secondary Convention Hall combine to provide over 37,000 square feet. Main Convention Hall is column-free and divisible, with 24 foot ceilings.
- An additional nine meeting rooms for breakout sessions, totalling 13,000 square feet.

[LEARN MORE ▶](#)

ARGYLE LEVEL & ATRIUM

- Our bright and iconic Argyle Level & Atrium welcomes every guest to over 120,000 square feet of event space.
- Approximately 11,000 square feet of meeting space throughout six meeting rooms, including the versatile Argyle Suite.

[LEARN MORE ▶](#)

BALLROOM LEVEL

- Column-free Ballroom, with 24 foot ceilings and floor-to-ceiling windows for natural light.
- An additional 15,000 square feet of multi-purpose pre-function space, including our Ballroom Salon.

[LEARN MORE ▶](#)

SUMMIT LEVEL

- Approximately 15,000 square feet of meeting space, with quick, easy access from the Ballroom Level.
- 15 flexible meeting rooms, including the technology-enabled Executive Boardroom.

[LEARN MORE ▶](#)

Let's get the planning started!

Section 2:

Licensing Procedures

A. SPACE CONFIRMATION

Your license agreement outlines the space usage, deposit schedule, payment process and other information relating to the facility. Please note that event space will not be confirmed until any outstanding account balances have been paid in full.

B. SERVICES AND FACILITIES INCLUDED IN RENTAL

All meeting rooms include the following, at no additional charge:

- One-time standard set-up (such as theatre, classroom, or banquet).
- Head table with banquet chairs.
- Registration and materials table.
- Coat rack.
- Waste and recycling stations.
- Digital event posting.
- General housekeeping and building security.

For meetings and conventions, we provide a station with water, pens, notepads, and mints.

In addition, food and beverage-related events also include the following:

- Reception-style cruiser tables with black coverings (quantities are limited, please check with your event manager).
- White tablecloths, and white or black napkins.
- Water service with meals.
- Votive candles (two per table).
- Assistance in placing up to two (2) event-related items (such as menu cards, promotional items or documents) on banquet oval tables.

C. SECURITY REQUIREMENTS

Halifax Convention Centre provides security services for all events hosted within the facility. Although Halifax Convention Centre Security Services provides 24-hour general security of perimeter and event spaces, customers are responsible for the dedicated and unique security needs of their event. Please arrange through your event manager.

D. CROWD MANAGEMENT

If your event is open to the public or could potentially have long activity queues, you are required to make the necessary arrangements for safe and efficient crowd management through Halifax Convention Centre Security Services. This includes appropriate plans for queuing lines at the entrance, reporting event occupancy numbers at any given time, arranging for safety personnel inside the event to manage safe access to escalators, managing event occupancy for each level, and organizing staff to manage the safe exit from the event. These details should be included in your security deployment plan and submitted to your event manager for review and approval.

E. OFFICIAL AND EXCLUSIVE SUPPLIER PARTNERS

The Halifax Convention Centre has agreements with supplier partners. Please see [Appendix B](#).

F. BILLING AND INVOICES

The final invoice is sent to you with all charges and back-up information within 10 business days. Invoices are payable within 30 days. Our service partners submit separate invoices for the services they provide for your event. If you have questions about any items or services on the invoice, please contact your event manager.

G. ADVERTISING AND PROMOTION

All advertising and promotion for events held at the Halifax Convention Centre must be sent to your event manager for approval prior to production and distribution. If approved, all references to the facility in marketing or promotional materials should read 'Halifax Convention Centre' with no variations of the name. Logos and images are available from your event manager for inclusion in your marketing materials. Please contact your event manager for more information on promotional opportunities.

Section 3:

Event Services Team

A. CATERING AND CULINARY SERVICES

Halifax Convention Centre is the exclusive food and beverage provider to the facility, and all food and beverage must be prepared and presented by Halifax Convention Centre Culinary Services. Please refer to Section 4 for detailed food and beverage policies.

B. EVENT MANAGEMENT

A member of our [event management team](#) will partner with you from the initial planning stages through to your move-out. Your event manager answers your questions, proactively makes suggestions, and collects your event details. This important information is then communicated to our operations teams. In short, your event manager is your primary point of contact for all of your event needs, and will be a key member of your team.

To deliver the services you expect for a successful event, we require several types of information from you. These logistical details include a schedule of your daily use of licensed spaces, exhibit hall floor plans, proposed registration overview, banner and signage plans, meeting room set-up requirements, and a list of services contractors and suppliers who will be involved in your event. We have developed an [event checklist](#) that includes a timeline for when we require each of these details. Your event manager can explain the items in further detail and provide you with a customized event checklist.

C. AUDIOVISUAL SERVICES

It is recommended that all presentation technology requirements be arranged through our official audiovisual partner, [FMAV](#).

Please note that FMAV is our partner for audiovisual, digital sign software and support, and is the **exclusive provider** of rigging services at the Halifax Convention Centre. FMAV must be engaged should you require rigging support services for your event.

D. TRADE SHOW SERVICES

It is recommended that all trade show services requirements be arranged through our official trade show services partner, [Global Convention Services Ltd.](#)

Please note that Global Convention Services Ltd. is our partner for trade show services, off-site storage, as well as booth set-up and furnishings support at the Halifax Convention Centre. Global is also the **exclusive provider** of vehicle marshalling and materials handling services at the Halifax Convention Centre, and must be engaged should you require those support services.



E. BUILDING SERVICES

Our team oversees management of loading dock operations, housekeeping of all public spaces and function rooms, and maintains our infrastructure and facility systems.

F. TECHNICAL SERVICES (WIFI AND TELECOMMUNICATIONS)

We have a state-of-the-art data and voice network, allowing us to provide shared and dedicated bandwidth connections, robust WiFi access, and custom networking solutions. See [Appendix C](#) and speak with your event manager to identify all of your technical needs.

G. EVENT SERVICES

Our event services department sets all furniture for your event spaces. This team also maintains our inventory of tables, chairs, stages and podiums for standard set-up services.

H. SECURITY SERVICES

The security services department manages general building security, including: oversight of a 24-hour command centre, building access, building perimeter patrols, securing of leased spaces, approval of show security deployment plans, and first aid training, including automatic external defibrillators (AEDs). Security services also maintains relationships with local emergency response agencies and oversees our emergency preparedness and response planning. Connect with your event manager in advance of your event for an overview of our safety and security protocols.

Section 4:

Food and Beverage

A. MENUS

The Halifax Convention Centre offers innovative menus that showcase rich local flavours and cuisine. We take great pride in the food we serve, so we prepare and handcraft nearly every item – from start to finish. Our culinary experience is designed to put our planners and guests at ease.

Whether you're trying to satisfy the delegate on the go, or planning an intimate gathering for hundreds, our flexible, diverse and inspired menu is sure to give guests a meal to remember. Discover what will make your Halifax event experience that much better – [view the complete menu here](#).

Please note that Halifax Convention Centre is the exclusive caterer to the facility – all food and beverage must be prepared and presented by the Halifax Convention Centre.

B. FOOD AND BEVERAGE PLANNING AND GUARANTEE

Food and beverage specifications must be received in writing at least 45 days in advance of your event to ensure proper planning. To ensure a successful event, it is necessary to receive your final guarantee five (5) business days prior to your event. For weekend events (Saturday/Sunday) the guarantee must be received by noon on the preceding Monday. Once the final guarantee is submitted, the count may not be decreased. The Halifax Convention Centre will make every effort to accommodate increases after the final guarantee is received; however, for events over 100 guests, any increase exceeding 10% of the final guarantee will be subject to a 10% surcharge of the retail cost of the meal.

The Halifax Convention Centre prepares 5% of the final guaranteed number as alternate meals. If specific meal requests are required, please supply your event manager with a detailed allergy or alternate meal list based on client needs.

If the Halifax Convention Centre is required to prepare above the 5%, or has additional requests that were not on the client supplied list, then the additional meals served will be added to the final guarantee for invoicing at the full retail contracted price.

C. FOOD AND BEVERAGE PRICING

Food and beverage prices are subject to an 18% service charge and a 15% Harmonized Sales Tax (HST). Please note that the service charge is subject to HST.



D. RESPONSIBLE BEVERAGE SERVICE

The Halifax Convention Centre supports the responsible service and consumption of alcoholic beverages in compliance with the regulations of the [Nova Scotia Alcohol and Gaming Division](#). The regulations dictate that all alcohol being served in the facility must be purchased under the Halifax Convention Centre liquor license; therefore, the Halifax Convention Centre must provide all alcohol within the facility.

The Halifax Convention Centre reserves the right to discontinue service to patrons who violate the principles of responsible alcohol consumption and the right to, at its own discretion, remove from the premises disruptive patrons who may pose a threat to guests or property.

Alcohol Services Policy

1. Compliance with Laws; Promoting Responsible Consumption.

It is the policy of the Halifax Convention Centre to serve alcoholic beverages in a professional manner which conforms to the requirements of the law and which is intended to promote responsible consumption.

2. No Service to Minors; Identification Required for Persons Appearing Under the Age of 30.

For each purchase transaction, any customer who appears to be age 30 or under may be required to show valid, government-issued photographic identification, which proves that they are of the legal age for consumption.

No alcoholic beverages may be sold or served to any person under the age of 19, the legal age for consumption in Nova Scotia. In addition, those under the age of 19 may not be present in licensed event spaces past 9:00 p.m.

3. No Service to a Visibly Intoxicated Person.

No alcoholic beverages may be sold or served to any person who is visibly intoxicated.

4. Per Transaction Serving Limit.

No more than two (2) alcoholic beverages may be sold or served to any customer per transaction.

5. Portion Limits for individual drinks.

Servers may not exceed the following ounces per single portions:

Beer no more than 16 oz

Wine no more than 6 oz

Liquor no more than 2 oz

Please note:

Bottle service (alcohol) is not available.

6. Hours of Service and Sales Cut-Off Times.

Bar service ends at 1:00 a.m. or earlier, based on event schedule, with last call being given by the Halifax Convention Centre 30 minutes prior to the end of the event. All patrons must vacate the facility no later than 30 minutes past the bar closure time, per the Nova Scotia Alcohol and Gaming Division Regulations.

This is our standard policy, which has been designed to ensure safety and enjoyment of all guests. Please note the Halifax Convention Centre reserves the right to modify this policy at any time before or during the event, without advanced notice. Service may be terminated early at the discretion of the on-site event manager.

7. Bar Charges.

A \$175.00 labour charge, per bar, will be applied when bar sales are less than \$450.00 net sales, and this is subject to current Service Charge and HST rates. The bar service charge is for a four (4) hour period. Please speak with your event manager should you require a longer service time.

E. FOOD SAMPLING/DISTRIBUTION

The Halifax Convention Centre has exclusive rights to food and beverage services; therefore, food and beverage distribution/sampling is not permitted without prior authorization. Exceptions may be granted to trade shows and conventions that are directly related to the food and beverage industry or upon written approval by the Halifax Convention Centre.

Exhibitors may only distribute products they manufacture, in quantities that are reasonable for the purpose of promoting the product (see enclosed guidelines). It is the responsibility of the client/exhibitor to comply with all regulations as mandated by the Nova Scotia Alcohol and Gaming Division and the Department of Agriculture.

Sampling details must be provided by the event organizer to the event manager three (3) weeks in advance of the event for final approval. Details required include: a picture of the product being sampled, ingredients listing, serving size, and

documentation to support that samples meet all provincial food safety regulations. Exhibitors are to provide their own equipment suitable for serving their products, and fees will apply should equipment or other items be required. The Halifax Convention Centre is unable to store any product samples.

Guidelines

Serving Size: Servings must be in sample size portions. Maximum serving sizes include: 3 oz for beer, 2 oz for wine, ¼ oz for spirits and 1 oz for food.

Non-Competitive: The product is deemed by the Halifax Convention Centre to be a non-competitive product, both in content and pricing, to products offered by the Halifax Convention Centre Catering Services. Bottled water and soft drinks are deemed to be competitive.

Documentation: All exhibitors must obtain required documents/permits from the Nova Scotia Department of Agriculture regarding [Food Safety and Handling](#) in the Province of Nova Scotia.

All documents/permits must be displayed during event hours. Please speak with your event manager for more information.

On-Site Cooking: See **section 10D** for details. Please contact your event manager should an exhibitor wish to prepare or cook during your event.

Food Preparations and Services: If an exhibitor requires their food items to be prepared or served by the Halifax Convention Centre Catering Services, a fee will be charged based on requirements. Please contact your event manager for details. Please note that only Halifax Convention Centre employees are authorized to prepare and cook within the kitchen spaces.

It is the responsibility of the client/exhibitor to comply with all local health and safety regulations. If a party brings unauthorized food or beverage into the Halifax Convention Centre and does not subsequently meet one of the conditions listed above, the party must immediately remove the items from their exhibit or meeting space.

F. ALCOHOL, WINE AND BEER SPONSORSHIPS

Alcohol, wine and beer sponsorships have specific regulations that require proper planning. It is important to speak with your event manager before committing to any sponsorship agreements.

G. FOOD DONATIONS

The Halifax Convention Centre is pleased to work with our customers to donate unconsumed food items, that have not left our controlled kitchen environment, to a certified local food bank of their choice. Please speak with your event manager for more information.

Section 5:

Entrances and Access

A. PUBLIC ENTRANCES

There are two (2) primary public entrances to the Halifax Convention Centre: Argyle Street and Grafton Street. Argyle Street is the preferred entrance for organized transportation and Grafton Street is easily accessible via the hotel and retail shops. The Halifax Convention Centre is also accessible from the facility public parking garage via elevator.

B. LOADING DOCKS/ACCESS PROCEDURES

The Halifax Convention Centre loading dock area is located on Market Street in downtown Halifax and is comprised of five (5) docks with the following details:

Dock 3: Accommodates up to a 5 tonne truck and is equipped with a scissor lift.

Dock 4: Accommodates up to a 14' cube van with direct access to the freight elevator for ground loading.

Dock 5: Accommodates up to a 14' cube van with direct access to the freight elevator for ground loading.

Dock 6: Accommodates up to a 53' trailer and is equipped with a dock leveller.

Dock 7: Accommodates up to a 53' trailer and is equipped with a dock leveller.

Loading dock areas are for temporary pick-up and delivery only. Parking is prohibited. Please confirm availability of individual docks with your event manager during the planning phase of your event, as these areas are shared for other deliveries and events.

Please advise your event manager of all freight delivery schedules and changes. Changes made to schedules within 48 hours may result in additional labour charges.

The loading dock is equipped for broadcasting mobiles (BENG box connection) outside on Market Street and inside the receiving area for docks 6 and 7.



C. HAND-CARRY ENTRANCE

Exhibitors may use the Argyle Street, Grafton Street, or parking entrances to transport materials they can carry in one trip to their booths. Examples of acceptable hand-carry materials include: boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.

The following items are not considered hand-carry items: two (2) wheel dolly loads, hotel bellhop carts, boxes or crates requiring two (2) people to carry. Items of this nature must be brought into the facility via the Market Street loading dock entrance.

We secure the public entrances and loading docks at the end of event activities each day. Please discuss overnight access, if required, with your event manager, who will identify the best entrance(s) for you to use, and coordinate with our security and loading dock departments.

Section 6:

Directional Banners and Signs in Common Space

Our common spaces are designed to move people quickly throughout the building. They are key to our overall safety plan for the facility and must remain reasonably open to all guests. To meet the needs of all our customers, and to maintain a safe environment, we schedule use of the common areas.

A. SHARED SPACE

Each customer is permitted to install temporary structures (such as information desks and entrance units) and/or directional signage in appropriate locations so that our common areas remain accessible for overall traffic flow. It is important you and your service contractor discuss possible locations for all structures and signage with your event manager during your planning meetings. Common area plans are reviewed carefully with the plans submitted by other customers occupying the building at the same time.

Furniture is located in common areas throughout the building for the enjoyment of our guests and is not available for rent.

B. GENERAL SIGNAGE GUIDELINES

Permanent signs throughout the facility, both digital and static, cannot be covered or otherwise obscured. For example, banners and temporary signage cannot be hung or placed in front of permanent signs. This includes pipe and drape. Line-of-sight must be maintained for all permanent signage at a distance relative to the size of the sign.

Signage or banners may not be nailed, stapled, taped, tacked or affixed in any way that may cause damage to the facility, and final approval will be granted at the discretion of the Halifax Convention Centre. Signage or banners may not be hung on or in-front of artwork or from handrails or railings, and signage is not permitted on the exterior of the facility.

Sponsorship, advertising, promotional or political signage may be permitted in **client-contracted pre-function space and/or meeting rooms only**, within the following parameters:

Inclusions

- Meeting room doors and entrance ways
- Meeting room walls (painted walls only)
- Pillars without directional signage
- Meeting room monitors (additional cost)
- Washrooms (only on rented level)
- Side glass of escalators, staircases, glass railings (only on rented level)



- Carpet
- Exterior elevator doors (only on rented level)
- Banners hung from rigging points in Argyle Atrium*
- Tile floor in Argyle Atrium*
- Interior doors and windows at Grafton and Argyle vestibules*

**Only available if client has rented the entire facility*

Exclusions

- Any area in the Argyle Atrium*
- Staircase treads and risers
- Escalator treads
- All exterior building windows
- Perimeter Glass on Level 6 (overlooking Ballroom Level)
- Interactive wayfinding kiosks
- Any wallpapered areas
- Any acoustic fanitone wall treatment

**Only available if client has rented the entire facility*

The Halifax Convention Centre reserves the right:

- to remove any signage deemed offensive, harassing or vexatious in nature;
- to approve text and messaging;
- to approve the timing and method for installation/removal (installation and removal shall be done in an approved, safe and clean manner).

Install and removal must take place within contracted move in and move out times. If signage/branding is not removed as scheduled, the facility will remove the signage and apply required labour charges at client's expense. Cleaning charges will apply following signage removal to ensure proper maintenance of facility.

The client is responsible for any associated installation costs, and may be required to remove signs/ banners should they prove to be a fire or safety hazard. Proper precautions must be taken, otherwise repairs and cleaning will be carried out at the expense of the client.

Please contact Global, our preferred signage partner, for acceptable product materials and specifications/ measurements.

C. DIGITAL SIGNAGE

The Halifax Convention Centre has digital signage identifying 'daily events' in the Centre, displayed on interactive wayfinding kiosks throughout the building. Meeting rooms are also equipped with a monitor at each entrance door displaying the name of the event. Requests for logos or custom content to appear on the meeting room monitors can be accommodated at an additional charge and coordinated through our audiovisual supplier, [FMAV](#). This option is not available for the interactive wayfinding kiosks or the Argyle Atrium video wall.

In addition to what the Halifax Convention Centre offers, we recommend that clients provide their own professional directional and informational signage to guide delegates accordingly. Handwritten signage is not permitted.

D. BANNERS

Banner hanging and rigging is an exclusive service that is available through our official audiovisual partner, [FMAV](#).

E. GLASS DOOR AND WINDOW SIGNAGE

If placing signage on glass that requires visibility, such as a high-traffic entrance area, the sign must be produced on perforated window film. A digital proof along with final output size and material specifications must be submitted as a PDF or JPG file to your event manager for approval before moving into full production.

F. FLOOR-MOUNTED (FREE-STANDING) SIGNAGE

Signs must not block exits or obstruct normal traffic flow in building.

G. FLOOR DECALS

The use of floor decals is subject to approval based on other events in the building and the protection of the floor surfaces. A digital proof along with final output size and material specifications must be submitted to your event manager for approval before going into full production. Also include proposed locations, quantity, and desired installation date. If approved, floor decal installation should be included in your overall event plan and timeline. Please note that cleaning and removal of non-approved adhesives by Halifax Convention Centre staff are chargeable costs.

OFFICIAL SUPPLIER CONTACTS:



Global Convention Services Ltd.
Anastasia Smallwood
Exhibit Service Coordinator
902-229-1966
asmallwood@globalconvention.ca



FMAV
Ryan McKinnon
902-830-1430
rmckinnon@fmav.ca

Section 7:

Exhibits, Trade Shows, Public and Consumer Shows

A. MOVE-IN/MOVE-OUT

The client and the Halifax Convention Centre together will clearly identify move-in/move-out times. The client is responsible for communicating move-in and move-out times and guidelines to exhibitors/suppliers. Vehicles are required to exit the loading dock immediately upon loading or unloading.

If your event will impede normal traffic flow around the streets of the facility, traffic control resources must be deployed and should be arranged through our official trade show services partner, [Global](#). Failure to do so will result in the facility deploying resources, at the client's expense, to mitigate the traffic impact.

B. FLOOR LOAD (*PSF: Pounds per Square Foot)

Main Convention Hall – 250 psf

Convention Level C5 – 250 psf

Ballroom – 100 psf

Ballroom Salon – 100 psf

All other meeting and event spaces in the facility – 100 psf

C. FREIGHT ELEVATOR

Elevator specifications:

Two (2) freight elevators, each with 20,000 lbs capacity.

Dimensions: 10'W x 21'10"L x 10'H

For safety reasons, materials, excluding hand-carry items, cannot be transported via the public elevators or on the escalators.

D. FREIGHT SHIPMENTS & DELIVERY

The Halifax Convention Centre cannot accept freight or material shipments prior to the licensed contracted move-in times of an event. Early deliveries must be arranged through the Halifax Convention Centre official trade show services partner, [Global](#), for advance warehousing options.

Advance freight that arrives to the Halifax Convention Centre will be re-routed to Global's warehouse and they will contact the shipper to make financial arrangements for storage, as well as shipping to the Halifax Convention Centre.

For all trade show, meetings, or events, Global must be employed to manage and move freight within the facility. If you are working with a guest trade show services supplier, they must coordinate through Global.



Stranded freight left at the end of an event will be collected by [Global](#), and they will contact the shipper to make financial arrangements for storage and return shipping. Any goods left on the premises after an event are the responsibility of the shipper.

E. CRATE STORAGE

Exhibit, trade show or consumer show exhibitors and/or event producers are required to make arrangements for storage of empty crates/boxes during their event. Should storage requirements exceed contracted event space, you may contact the Halifax Convention Centre official trade show services partner, Global, to arrange for storage of these items.

F. TEMPORARY COLD WATER AND DRAINAGE SERVICES

Water and drainage water services are available in the Convention Hall event space, and require advance planning and approval for use. Please discuss these details with your event manager during your planning phase.

G. ELECTRICAL SERVICES

The Halifax Convention Centre is the exclusive provider of all temporary electrical distribution and related equipment required for events, shows, and for all guest service providers throughout the facility.

Individual exhibitor electrical requirements must be coordinated through Global Convention Services Ltd. who will work with Halifax Convention Centre staff to coordinate safe and effective electrical services for individual exhibitor electrical orders.

H. VEHICLE DISPLAY

All vehicles must be authorized by the Halifax Convention Centre, and the procedures as outlined below must be followed. The Halifax Convention Centre reserves the right to remove any vehicle deemed to be unsafe for display at the exhibitor's expense. The Halifax Convention Centre will grant final approval on the positioning and location of all vehicles. All vehicles must be washed and cleaned before arriving to the facility.

Requirements:

1. Provide exact weight and measurements of the vehicle (diagram where possible) to prevent any floor load bearing issues.
2. Secure copies of insurance coverage in case of loss, damage, theft or fire. The Halifax Convention Centre will not be held accountable for action that results from loss, theft, fire, damage or any other occurrence.
3. Vehicles must have the battery disconnected while on static display, and gas caps are to be locked or protected against tampering. If the gas fill opening can only be opened from the inside, then locking the vehicle doors is sufficient.
4. While on static display, the vehicle must have an oil/fluid pan collecting leaking fluids to protect the show floor surface. This must be monitored and cleaned. To further prevent damage, please provide sheets of plastic to be placed underneath vehicles. Studded tires are not permitted.
5. A set of keys and emergency telephone numbers for contact person(s) responsible for the vehicle are to be left with your event manager.
6. Vehicle move-in and move-out times are to be coordinated with your event manager and trade show services provider.

I. DISPLAY OF WEAPONS

Display of weapons must be in accordance with all national and provincial regulations regarding restricted and prohibited weapons. If an exhibitor or trade show promoter wishes to display or sell firearms and/or other restricted weapons at a trade show, stringent regulations apply. These details must be carefully coordinated in advance with your event manager. Exhibitors who arrive on-site without having coordinated these details in advance will be denied entry.

J. RIGGING/OVERHEAD HANGING GUIDELINES

The Halifax Convention Centre has designated its official audiovisual partner, [FMAV](#), as its exclusive rigging provider. Any client or supplier who requires the use of rigging points and services must engage with the official audiovisual partner directly.

Section 8:

Meetings and Events

A. MEETING ROOM CAPACITIES AND SET-UP STYLES

Please note that our meeting room tables are designed so that linens are not required, with the exception of our oval tables. Our meeting room dimensions and maximum capacities have been verified for standard set-ups, using industry standards, and are based on minimal support equipment in the space. Elements such as lighting or sound towers, camera risers, runways, production control areas, or buffet lines will reduce the seating capacity of the room.

Maximum capacities for standard room set-up styles can be [found on our website](#).

Meeting rooms are generally set-up in the following basic styles:

Theatre

- Fire code allows a maximum of 16 chairs per row and up to 24 rows before a cross aisle is required.
- Centre aisles are a minimum of four (4) feet.
- All rows of chairs in a theatre set-up must be “ganged” or locked together.

Classroom, Conference (Boardroom), Hollow Square, or U-Shape

- Capacities are calculated at seating three (3) people per six-foot table.

Banquet

- Our banquet tables are oval in shape, are 54” x 72” in diameter, and can seat 10 people per table.

B. INITIAL MEETING ROOM SET-UP

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

C. ROOM CHANGEOVERS

Charges will apply for any room set-ups beyond the first standard selected for each day. Your event manager will offer suggestions for room set-up styles, and the best use of your rooms to minimize charges.

D. WATER SERVICE

For meetings and conventions, we provide a water station in each meeting room at no charge. For your convenience, water fountains are available throughout the facility on each level.



E. ROOM REFRESHES

Meeting rooms are fully refreshed each day, based on your meeting schedule. The refresh includes straightening of chairs and tables, removal of food and beverage related items, as well as garbage and recycling disposal, if required. Please advise your event manager if certain materials should not be discarded when room(s) are being refreshed.

F. LINENS

Our standard meeting room tables have finished surfaces, with the exception of our oval tables, which will be covered with white linen.

G. EQUIPMENT INVENTORY

Our equipment inventory is usually sufficient to accommodate standard set-up requirements for several simultaneous events. When our inventory is exhausted, it may be necessary for you to secure additional equipment and labour from an outside vendor at your expense.

H. ALCOHOL IN EVENT SPACES

Due to Nova Scotia liquor license regulations, alcohol of any type not provided by the facility is prohibited. In addition, alcohol of any type that is purchased while attending an event may not leave the function space or facility.

Alcohol may not be displayed as part of auction items, even if it is unopened or contained/wrapped as part of a gift basket. The Halifax Convention Centre suggests preparing a colour photo of the item in lieu of the actual product.

I. MUSIC LICENSING FEES

Daily license fees for functions involving recorded or live music, with or without dance, must be collected and remitted by the Halifax Convention Centre. These fees cover both the [Society of Composers, Authors, and Music Publishers of Canada \(SOCAN\)](#), and artists and record companies ([Re:Sound](#)). Fees are subject to change, and are in accordance with the Copyright Board of Canada. Clients will be charged unless they are able to provide valid proof that they have already reached an agreement with either party.

SOCAN - Without Dancing

Room capacity of 1 to 100:	\$22.06
Room capacity of 101 to 300:	\$31.72
Room capacity of 301 to 500:	\$66.19
Room capacity over 500:	\$93.78

SOCAN - With Dancing

Room capacity of 1 to 100:	\$44.13
Room capacity of 101 to 300:	\$63.49
Room capacity of 301 to 500:	\$132.39
Room capacity over 500:	\$187.55

Re:Sound - Without Dancing

Room capacity of 1 to 100:	\$9.25
Room capacity of 101 to 300:	\$13.30
Room capacity of 301 to 500:	\$27.76
Room capacity over 500:	\$39.33

Re:Sound - With Dancing

Room capacity of 1 to 100:	\$18.51
Room capacity of 101 to 300:	\$26.63
Room capacity of 301 to 500:	\$55.52
Room capacity over 500:	\$78.66

J. SOUND CHECKS AND NOISE

Clients of the Halifax Convention Centre are entitled to quiet enjoyment of space. As a result, sound checks, live music or excessive noise must be scheduled and approved by your event manager during the planning of your event. Event activities causing distractions, interruptions and disturbances for neighboring events will not be permitted, and Halifax Convention Centre will manage and monitor on-site noise levels to ensure all of our customers have an enjoyable experience.

Section 9:

Public Safety

A. HARASSMENT

The Halifax Convention Centre is committed to providing and maintaining a workplace that ensures all employees and clients are treated with dignity and respect, and are able to work and/or conduct business in an environment free from harassment and discrimination of any source. Coarse language and abusive behaviour will not be tolerated.

B. FIRST AID

The Halifax Convention Centre takes the health and well-being of our clients and colleagues seriously. Extensive emergency and first aid supplies, including automated external defibrillators (AEDs) are maintained on-site. Clients with events requiring a greater degree of first aid and health and safety response are encouraged to arrange for additional emergency medical services coverage.

C. FIRE SAFETY

Client event floor plans and exhibit layouts must be set in accordance with the Nova Scotia Fire Code. All emergency exits and equipment must be fully accessible, unobstructed and clearly visible at all times.

D. POWER FAILURE

In the event of a power failure, generators will power all emergency lighting and other critical systems. Exit doors are clearly marked and illuminated. Exit stairwells contain emergency lighting and illuminated graphics for greater visibility and accessibility.

E. GENERAL EMERGENCY PROCEDURES

1. Communication

The Halifax Convention Centre Security Services is staffed at all times. In the event of an emergency, a security officer is able to immediately dispatch a member of our team to any location within the facility.

2. Emergency Response Team (ERT)

There are ERT members on-site at all times (24-hours per day, seven (7) days per week). This team acts as primary responders during any emergency. ERT members are trained in standard first aid, CPR and AED use. Additionally, members take part in regular fire drills and ongoing emergency response training.

3. Fire Procedure

The Halifax Convention Centre has a two-stage fire alarm process. The alarm will go into Alert (first stage) to allow the ERT time to respond and investigate. If the problem cannot be resolved by the ERT, the alarm will go into Evacuation Mode (second stage).

A member of the ERT will provide instruction via the P/A system within minutes of initial activation of the fire alarm. During the first stage of alarm, we ask that our guests prepare to evacuate, although evacuation may not be required during a first stage alarm.

Halifax Convention Centre representatives will be visible within minutes of alarm activation and will be able to provide direction and support to all occupants.

As required by law, the Halifax Convention Centre conducts regular fire drills to continually test and refresh the training of the ERT.

Please speak with your event manager for more detailed instructions.

4. Threat Response

The Halifax Convention Centre has a plan and response process for handling threats. This process includes: actions when receiving a threat, phone call check lists, notification process, command centre control, search plan, police participation, evacuation, and more.

This program is managed by the ERT in cooperation with the building services manager and local authorities. Should a threat situation arise, clients will be involved, as necessary, in the response process. For more details, speak with your event manager.

F. EVENT-BASED SECURITY SERVICES

The Halifax Convention Centre's in-house security department provides 24-hour, seven-day-a-week post and patrol security services for building perimeter areas. This includes internal patrols, and response to access control issues, emergencies and alarms. This team also provides safety and security services for all events hosted within the facility. Exceptions may be granted for events with specific security requirements, and final approval is at the discretion of the Halifax Convention Centre.

Please work with your event manager to determine security requirements for specific event demands, such as: access control and credential checks, during-event and silent-hour coverage, high-valued product post assignment, crowd management, and/or concert security. Depending on the nature of the event, the Halifax Convention Centre may require enhanced security, which may include police officer presence.

G. SECURING YOUR MEETING ROOMS

Electronic keycards are issued for the opening of secured meeting rooms. Halifax Convention Centre security personnel program each keycard to access the meeting room(s) you designate. We can add additional rooms to a specific card without having to retrieve it for reprogramming.

Your event manager will help you determine which rooms should be secured, based on your event requirements, and convey programmed keycards to you. At the conclusion of your event, keycards must be returned to your event manager. Please instruct your staff to bring their issued keycards with them each day. We will not unlock rooms for which keycards have been issued without authorization from show management.

H. LOST AND FOUND

During an event, we recommend that you designate your office or your information/registration desk as the "lost and found." At the end of the event, any unclaimed items may be submitted to Halifax Convention Centre Security Services, which inventories and holds the items for 30 days. Please note that the Halifax Convention Centre is not responsible for lost or damaged items, and, after 30 days, will dispose of items.

I. PROTESTS AND DEMONSTRATIONS

Halifax Convention Centre Security Services maintains relationships with local law enforcement and emergency response agencies, and will coordinate with the appropriate agencies to work with you and your security staff to create a plan to manage protests or demonstrations. Please let your event manager know if you anticipate protesters, demonstrations or other potentially disruptive activity during your event. The Halifax Convention Centre has a detailed internal plan and response to any type of civil disturbance. Procedures include: exterior and internal lockdowns, perimeter protection, staff assignments, police involvement, internal sheltering, alternate evacuation routes, HVAC shut down procedures, and more. The details of this plan remain proprietary to the Halifax Convention Centre.

Section 10:

Fire and Safety Guidelines for Events

A. ROOM SET-UP

Stages and screens may not block exit doors or surveillance equipment. Cables are not permitted on the floor across doorways or entrance thresholds without the use of a cable management system.

Any exhibitors, suppliers, decorators or other service providers must bring their own ladders when working on Halifax Convention Centre premises.

When a ladder is forgotten and the event requirements are of a time sensitive nature, Halifax Convention Centre staff will perform the required service. Any Halifax Convention Centre Event Services labour incurred past 30 minutes will be billed back to the provider in question.

B. OPEN FLAME/CANDLES

Open flame is strictly prohibited by fire code. Enclosed votive, tea light, and floating candles are acceptable, while pillar or taper flame candles must be enclosed in a hurricane glass or other approved enclosure. The use of candelabras, fireworks or large sparklers inside or outside the building is prohibited. Hand-held sparklers are permitted at events, pending approval from your event manager.

Lighted candles may be used at special events, such as banquets, and only under the following conditions:

- Candles must have a solid base, and flames must be enclosed in a fire resistant vessel. Votive candles and “hurricane lamp” candles are examples of acceptable candles.
- Candles must be placed on tables or other stable surfaces.
- Samples of all candles proposed for use must be submitted in advance to your event manager for approval.

C. COMPRESSED GASES/FLAMMABLE LIQUIDS/AEROSOLS

Flammable, combustible, and compressed gases, including propane, may be used and displayed with the approval of the Halifax Convention Centre. Propane must have an approved restriction device and be a minimum of 20 lbs. Pressurized containers (aerosols) not exceeding a 500 ml capacity are permitted. In the case of helium, all tanks brought into the facility for use are to be stored and secured in an upright position, and must be chained to a dolly prior to transporting within the building.

D. COOKING IN EXHIBIT BOOTHS

Cooking is permitted in exhibit booths when food or food equipment products are featured in the event, and with advance written approval from the Halifax Convention Centre. Please note the following:

- Devices producing open flames are not permitted in the facility.
 - Acceptable cooking devices are: induction heaters, hot plates, element burners
 - Fuel must be a contained propane/butane cylinder with auto shut off or device must be powered by electricity
 - Deep fat fryers are prohibited.
 - Frying equipment (pans) must be equipped with a grease shield.

Please note that equipment that does not meet these standards will be removed from event space.

- A fire extinguisher with a minimum rating of 20 lbs, type ABC, must be displayed in each booth that features cooking. Only one (1) propane tank is permitted in a booth at a time. Additional tanks must go to a designated storage area.

E. DECORATIONS

All materials used for decorating, including: drapes, curtains, table coverings, skirts, carpets, or any other materials or décor items, must be constructed of flameproof material.

Guest decorator suppliers working directly with Halifax Convention Centre clients are requested to bring their own equipment, i.e. ladders, tools, and other items required to build décor or production. Any work performed above 10' will require fall arrest protection. If you have any décor that you wish to affix to rigging points, our exclusive rigging partner, FMAV, must be engaged. Please note that these services are subject to applicable charges.

F. ELECTRICAL EQUIPMENT

Electrical equipment must meet applicable local and national electrical codes. Electrical fixtures and fittings must be approved by the Canadian Standards Association. The use of 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded. Only Halifax Convention Centre staff and authorized service partners are permitted to move Halifax Convention Centre owned electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

G. EXITS

Exit doors may not be obstructed, locked or held open. Please review all room set-ups, including décor and drapery plans, carefully with your event manager.

H. FIREFIGHTING AND EMERGENCY EQUIPMENT

Firefighting and emergency equipment may not be blocked or obstructed under any circumstances.

I. FOG, SMOKE MACHINES, LASERS, AND PYROTECHNICS

Water-based chemical fog and smoke machines are permitted with advance approval from the Halifax Convention Centre. Oil-based machines are not permitted.

Fog and smoke machines may not be operated in common areas, as this may affect a space used by another client. A schedule (to include rehearsal and event times) for use of these machines must be submitted to your event manager in advance so that appropriate inspections and ventilation measures are taken.

The use of pyrotechnics and lasers is strictly controlled and monitored, and must be approved in advance by the Halifax Convention Centre. Customers requesting the use of either pyrotechnics or lasers must hire licensed pyrotechnic or laser contractors, and must obtain all relevant permits.

J. HAZARDOUS CHEMICALS AND MATERIALS

Hazardous chemicals and materials, including but not limited to pesticides, herbicides, poisons, and flammable and combustible liquids are generally prohibited inside the Halifax Convention Centre.

If approval of hazardous materials is granted, a Workplace Hazardous Materials Information System sheet must be provided to your event manager and approved by building services before any materials may be delivered, handled, stored, or used within the facility.

K. HAZARDOUS WASTE

You are responsible for the removal of hazardous waste from the facility, and must comply with all applicable regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or biohazardous. These products include: paint, ink, certain chemicals, particularly petroleum-based and ketone-based, and certain medical supplies. A separate charge will be applied by the facility for fees for the removal of hazardous waste. Should you require assistance, please contact your event manager.

L. SMOKING AND ELECTRONIC VAPORISERS (EV)

In accordance with provincial regulations, the Halifax Convention Centre is a non-smoking and non-EV facility. We reserve the right to remove violators.

M. SMUDGING CEREMONIES

Halifax Convention Centre realizes that a traditional smudging ceremony may be an important component to your event, and therefore, these ceremonies are permitted within the facility. Details must be submitted in advance to your event manager for approval.

Section 11:

Facility Protection Guidelines

A. ANIMALS

Note: Certified guide/service/companion animals are always welcome at the Halifax Convention Centre, and the following does not apply to these animals.

Animals or pets, with the exception of service or companion animals, are generally not permitted in the Halifax Convention Centre, except when an approved exhibit, activity or performance legitimately requires the use of animals. Such animals or pets must be on a leash or in an enclosed pen, and under strict supervision at all times. Owners must take full responsibility for their pets, obtaining all appropriate permits and taking care of all sanitary needs for the animals. Any charges for cleaning/repair will be billed to the client on the master account.

B. PRE AND POST-EVENT INSPECTIONS

An inspection of all leased space to record existing conditions occurs on the first day of your event move-in. During your event, you are informed of any damages that occur as they are discovered. A final inspection is scheduled on the last day of your move-out. Any required repairs or cleaning above and beyond standard housekeeping will be billed to the master account.

C. CARPET AND FINISHES PROTECTION

- Wooden skids and crates may not be placed directly on the facility carpet or tile surfaces, and appropriate surface protection must be used.
- Items are not permitted to contact or lean against any facility wall surface.
- Equipment may be transported through service corridors and on freight elevators. Equipment may not be pushed through public meeting room doors or through exterior entrance (glass) doors.
- Only approved adhesives may be used on facility carpeting.

D. DECORATIONS

Decorations and signage may not be taped, nailed, tacked, or otherwise fastened to any permanent surface. Glitter and confetti are not permitted in the building.

E. HELIUM BALLOONS

Helium-filled balloons may not be distributed in the facility. Helium balloons used to decorate must be pre-approved, tethered and must be securely fastened to the booth or respective area. Charges will apply for retrieval of helium-filled balloons.

F. ELEVATORS AND ESCALATORS

Freight elevators are designated for the transportation of materials and equipment. Escalators and passenger elevators are for passengers only, and may not be used to transport freight or equipment.

G. WATER FEATURES

Appropriate protection must be placed on the floor and floor ports before fountains, ponds, hot tubs or other water features are installed. Installations must be monitored by Halifax Convention Centre personnel.

Section 12:

Facility Accessibility

A. GENERAL ACCESSIBILITY

The public sidewalks serving the Halifax Convention Centre feature curb cuts for wheelchair access. Automatic doors are located at the Argyle and Grafton Street entrances to the facility. Drinking fountains and restrooms throughout the building are wheelchair accessible.

B. ELEVATORS

Passenger elevators are located inside the Halifax Convention Centre and provide access to all common areas of the building. Elevators are alarm-equipped with two-way communications to the Halifax Convention Centre Security Operations Centre and have accessible tactile Braille call buttons, both inside and outside.

C. HEARING ASSIST SYSTEMS

Infrared Audio Assistive Listening Systems are permanently installed in the Convention Hall and Ballroom event spaces, and are temporarily available for meeting rooms and public spaces. Contact your event manager if you have guests who will require the use of these systems, as pre-planning is required.

D. PARKING

The Halifax Convention Centre is conveniently located via elevator from the Nova Centre underground public parking garage.

E. RESTROOMS

Our restrooms are fully accessible and have stalls, sinks and mirrors that are wheelchair accessible. Each level is also equipped with a private universal washroom.

F. SERVICE/COMPANION ANIMALS

Certified guide/service/companion animals are always welcome at the Halifax Convention Centre.

G. SIGHT IMPAIRED INFORMATION

Tactile Braille signage is at the entrances of all meeting rooms and restrooms, as well as inside and outside all passenger elevators.

H. WHEELCHAIRS

Event planners are responsible for providing wheelchairs, motorized mobility scooters, and other non-permanent access accommodations.

I. STAGE ACCESSIBILITY

Please speak with your event manager regarding options to accommodate speakers who may require this assistance.



APPENDIX A:

EVENT CHECKLIST

9 MONTHS FROM EVENT START DATE:

Send preliminary function grid to event manager.

Include details such as:

- Expected registration timings.
- Plenary session overview, including anticipated breakout session timeframes.
- Planned meal types and timings.
- Estimated trade show hours.
- Confirm room assignments, estimated attendance numbers, and planned set-up styles with event manager.
- Discuss and review preliminary floor plans with event manager.

6 MONTHS FROM EVENT START DATE:

Confirm event suppliers with event manager, including:

- Audiovisual.
- Trade show services.
- Event decorator.

Review event move-in and move-out requirements with event manager, including:

- Client move-in/out.
- Event supplier move-in/out.
- Exhibitor move-in/out.

Discuss marshalling and move-in/out staffing requirements with event manager.

Review current estimated attendance numbers with event manager, and adjust event plan accordingly.

Review facility emergency procedures.

3 MONTHS FROM EVENT START DATE:

Confirm technical requirements with event manager, including:

- Trade show power.
- Internet- both hard-wired and wireless.
- Any additional technical requirements, such as unique power requirements or plumbing services.

Review current estimated attendance numbers with event manager, and adjust event plan accordingly.

Review safety and security requirements.

45 DAYS FROM EVENT START DATE:

Send food and beverage requirements to event manager.

- Identify cultural dietary requirements, including Kosher and Halal.
- Identify additional lifestyle or dietary requirements, such as vegan or gluten-free.

Confirm event security, usher or coat check requirements.

Notify event manager of any VIPs who may be in attendance.

Review preliminary dinner agenda with event manager (if applicable).

Review registration-to-date with event manager, and adjust event plan accordingly.

2 WEEKS FROM EVENT START DATE:

Forward exhibitor list to event manager.

Review registration-to-date with event manager, and adjust event plan accordingly.

Identify any final food and beverage requirements, including lifestyle and dietary considerations, and adjust event menu accordingly.

5 BUSINESS DAYS FROM EVENT START DATE:

Send event manager signed event plan.

Written food and beverage guarantee is due by 12:00 p.m. AST, along with list of complete dietary requirements.

Confirm your planned on-site timing with event manager.

Forward a copy of final dinner agenda to event manager (if applicable).

APPENDIX B:

EXCLUSIVE & OFFICIAL PARTNER SERVICES



RIGGING SERVICES: PROVIDED BY EXCLUSIVE PARTNER FMAV

The Halifax Convention Centre has designated its official audiovisual partner, FMAV, as its exclusive rigging provider. Any client or supplier who requires the use of rigging points and services must engage with the official audiovisual partner directly.

FMAV will provide skilled and qualified technicians and riggers to support the installation and removal of overhead rigging equipment for specialty lighting, theatrical elements and other show components.

*For more information, contact **Jerod Currie** at 902-421-1302 x2611 or email jcurrie@fmav.ca.*



AUDIOVISUAL, PRESENTATION STAGING, AND LIGHTING SERVICES: PROVIDED BY OFFICIAL PARTNER FMAV

It is recommended that all presentation technology requirements be arranged through FMAV, our official audiovisual partner. FMAV is the audiovisual and event technology company for people who plan meetings and live events.

Full-service. One-stop shop. End-to-end solutions provider. Simply put, FMAV can do it all. A full range of presentation technology services including:

- Audiovisual
- Lighting
- Simultaneous Interpretation
- Presentation Staging
- Scenery and Custom Room Events
- Digital Services: Computers, Webcasting, Encoding, Interactive Voting Systems, Presentation Management

The FMAV team will be happy to work with you to customize a solution that addresses your specific meeting needs.

*For more information, contact **Ryan McKinnon** at 902-830-1430 or email rmckinnon@fmav.ca.*

APPENDIX B CONT.: EXCLUSIVE & OFFICIAL PARTNER SERVICES

HALIFAX CONVENTION CENTRE



INFORMATION TECHNOLOGY AND COMMUNICATION SERVICES: PROVIDED EXCLUSIVELY BY THE HALIFAX CONVENTION CENTRE

A state-of-the-art data and voice network allows for shared and dedicated bandwidth connections, robust WiFi access, and custom networking solutions.

As the exclusive provider of all Technical services, the following requirements must be arranged through the Halifax Convention Centre:

- Internet access (wired and WiFi)
- Telecommunications (telephone and data)
- Local area networking and equipment within the building
- Built-in video broadcast systems

*For more information, speak with your **event manager**.*



ELECTRICAL SERVICES: PROVIDED EXCLUSIVELY BY THE HALIFAX CONVENTION CENTRE

The Halifax Convention Centre is the exclusive provider of all temporary electrical distribution and related equipment required for events, shows, and for all guest service providers throughout the facility.

Individual exhibitor electrical requirements must be coordinated through Global Convention Services Ltd. who will work with Halifax Convention Centre staff to coordinate safe and effective electrical services for individual exhibitor electrical orders.

*For more information, speak with your **event manager**.*

APPENDIX B CONT.:

EXCLUSIVE & OFFICIAL PARTNER SERVICES



FACILITY MATERIALS HANDLING AND VEHICLE MARSHALLING SERVICES: PROVIDED BY EXCLUSIVE PARTNER GLOBAL CONVENTION SERVICES LTD.

Materials handling and vehicle staging/marshalling requirements must be arranged through our exclusive partner, Global Convention Services. Global is responsible for planning, directing, and coordinating the following services in a safe and efficient manner:

- Any material movement within the facility that requires material handling equipment
- Electric or manual pallet jacks and pallet jack operation
- Traffic control and vehicle marshalling
- Loading dock and freight elevator supervision
- 3rd party supplier freight movement
- Receive and off-load exhibitor and show management materials on site at the designated move in times
- Delivery within the Halifax Convention Centre to the allocated booth and or location
- Storage of empty crates and packing materials during events
- Return materials to the docks at designated move out times
- Reload materials on outbound carriers

Clients/exhibitors may use the Argyle Street, Grafton Street, or parking entrances to transport materials they can carry in one trip to their booths. Examples of acceptable hand-carry materials include: boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.

*For more information, contact **Chris Smith** at 902-425-1400 or email csmith@globalconvention.ca*



TRADE SHOW AND EXHIBIT SERVICES: PROVIDED BY OFFICIAL PARTNER GLOBAL CONVENTION SERVICES LTD.

It is recommended that all trade show services requirements be arranged through our official partner, Global Convention Services Ltd. Services include the rental, installation and dismantling of booth and special event furnishings, including hard wall panels, pipe and drape, furniture, carpet and accessories. Global also offers custom booth, graphic and banner fabrication, installation and dismantling services, exhibit transportation and customs clearance, advanced storage, and many other client driven requirements.

*For more information, contact **Chris Smith** at 902-425-1400 or email csmith@globalconvention.ca*

APPENDIX C:

HALIFAX CONVENTION CENTRE

INFORMATION AND COMMUNICATIONS

TECHNOLOGY (ICT) SERVICES

ICT SERVICES:		
WiFi (Guest Network Shared Bandwidth) Pricing:		
Public Spaces WiFi <i>(Available on complimentary basis at a rate of 5 Mbps per device)</i>		Complimentary
In-Meeting Room WiFi <i>(Can be arranged by connecting to the Halifax Convention Centre hotspot while onsite (pay as you go portal))</i>		\$20 per device, per 24 hrs
WiFi Master Billing Options:		
Prepaid WiFi Usage <i>(Halifax Convention Centre guest network, shared bandwidth)</i>		\$5 per person, per event
Wireless Network Configuration <i>(Example: Branded user login page, URL redirect)</i>		\$500 in addition to prepaid WiFi usage
WiFi Dedicated Bandwidth for Custom Networks:		
Base rate 50 Mbps		\$600 per event
Additional Bandwidth		\$100 per day, per 50 Mbps
Maximum Bandwidth - 800 Mbps <i>(If additional bandwidth is required, please speak to your event manager)</i>		\$1,600 per day
Cabled Internet and Data Connections:		Per Event
10 Mbps wired connection to guest network (shared bandwidth) <i>(cabled connection to Wifi network)</i>		\$75
10 Mbps symmetrical dedicated, Dynamic Host Configuration Protocol (DHCP) enabled <i>(may be used for HD streaming)</i>		\$200
20 Mbps symmetrical dedicated, DHCP enabled <i>(may be used for heavier data requirements, such as multiple office connections or media content upload)</i>		\$400
50 Mbps symmetrical dedicated, DHCP enabled <i>(may be used for 4K video streaming and for heavy data requirements)</i>		\$600
Custom Solutions:		
Routable external IP <i>(typically used for broadcasting and web hosting and VPN)</i>		\$500 per event
Physical network connections <i>(used to build private networks; Internet connection is an extra service)</i>		\$75 each
Dark singlemode fibre rental <i>(typically used for video broadcast)</i>		\$600 per event
Voice Over Internet Protocol (VoIP) Phones:		Per Day Per Event
VoIP phone	\$150	\$250
VoIP conference phone with extension mics	\$200	\$350
Video System:		
Serial Digital Interface (SDI) video patch <i>(used to route video throughout the building, such as broadcasting from one room to another)</i>		\$300 per connection

APPENDIX D:

HALIFAX CONVENTION CENTRE

RIGGING POLICY

As of December 1, 2017, FMAV, official audiovisual partner of the Halifax Convention Centre, will have exclusive rights to the rigging of all event and public spaces. As such, FMAV will manage the coordination of rigging according to the following guidelines.

Definition of rigging: Any element suspended from a ceiling structure in the event or public spaces, including audiovisual equipment, event signage, décor components, or cabling.

Guest suppliers that wish to use the facility rigging points must provide the following information to the on-site FMAV representative, so a service proposal can be created and rigging plan approved. This information must be submitted at least 10 business days prior to event installation and is subject to prevailing rates.

Details required include:

- Rigging plan in digital format (AutoCAD, Vectorworks or .PDF), true to scale.
- Clearly indicated positions and functions for each rigging point (for equipment or for cabling – cable picks).
- Load exerted on each rigging point.
- Load calculations.
- List of all the elements to be suspended, including the model, brand and weight of each.
- Production schedule (set-up, focus and dismantling)
- Proof of valid liability insurance. Please contact our on-site FMAV representative Jerod Currie, for details.

Following receipt of this information, plan evaluation, load calculations, and an estimate of the costs related to the rigging will be provided to the client for review and approval signature prior to the event.

Once final approval has been received by FMAV, any changes related to the rigging must be submitted anew for approval (prevailing rates will apply).

While onsite, FMAV is responsible for connecting the hoist (motor or chain fall) to the rigging point and connecting the guest suppliers truss to the hoist. FMAV will inspect the rigging equipment used to connect the guest suppliers truss to the FMAV hoist hook and reserves the right to refuse any equipment that does not pass inspection or respect safety standards. Any element that will be rigged must have been manufactured by an official manufacturer and designed for rigging purposes. FMAV will be able to provide a substitution if required (prevailing rates will apply).

Any equipment suspended to the structure will need to be secured with a steel cable. FMAV will be able to provide a substitution if required.

Once the rigging is completed, additional elements may not be added without the approval of FMAV.

The scissor lift of the Halifax Convention Centre is the only lift that is authorized to be on-site. The guest supplier or the client must reserve this service directly with the facility. If there is a need for a second scissor lift, FMAV will provide the service at prevailing rates.

Please note that Dynamic (moving) loads require very special attention and stringent regulations apply. Please speak directly to our on-site FMAV representative, Jerod Currie to coordinate.

For more information, contact **Jerod Currie** at **902-421-1302 x2611** or email jcurrie@fmav.ca.



APPENDIX E:

HALIFAX CONVENTION CENTRE

ELECTRICAL SERVICES

ELECTRICAL SERVICES AT THE HALIFAX CONVENTION CENTRE ARE DEFINED AS FOLLOWS:

Convenience: Convenience electrical services are prioritized for use by the Halifax convention Centre operations team and our clients and are included with room rental. Additional charges will apply should power distribution and cable management be required. Convenience power may be used to charge cell phones, for example, but is not intended for use by show production or decorating. Electrical services charges will be applied, as per the fees outlined below, for use in these capacities.

Meeting and Event: This includes electrical distribution for meeting style set-ups. Registration desks and decorating requirements are included as part of the meeting and event

electrical services. These services are deployed by Halifax Convention Centre technical staff, and billed to your master account on a per-circuit basis (20 Amp, 120-Volt Duplex Receptacle).

Production: This includes electrical distribution generally used for large-scale event productions, and is distributed for audiovisual and production use. The production electrical services are billed to the master account, as per the fees outlined below.

Trade Show: This includes electrical requirements for exhibitor booths. The trade show electrical services are billed per circuit (20 Amp Duplex Receptacle) to individual exhibitors by Global Convention Services Ltd., who will work with Halifax Convention Centre technical staff as required.

ELECTRICAL SERVICES FEES:

BALLROOM AND CONVENTION HALL			
Service	Use	Per Day	Per Event
400 Amp, 208-Volt, 3-Phase Cam-Lock (Production Power)	Large lighting systems	\$1,000	\$1,500
200 Amp, 208-Volt, 3-Phase Cam-Lock (Production Power) (Available in Convention Hall only)	Medium lighting, large audio, rigging and video	\$800	\$1,000
100 Amp, 208-Volt, 3 Phase (Production Power)	Small lighting, typical audio system, rigging and video, electrical distribution for exhibits	\$650	\$800
60 Amp, 208-Volt, 3-Volt, 3 Phase (Available in Convention Hall only)	Small audio systems and electrical distribution	\$400	\$500
30 Amp, 208-Volt, 3-Phase	Electrical distribution and power devices that require 208 Volts	\$250	\$325
20 Amp, 120-Volt Duplex Receptacle	Standard electrical outlet	\$125	\$125
ARGYLE SUITE, C5, AND PREFUNCTION SPACES ON L1, L2, L5			
Service	Use	Per Day	Per Event
60 Amp, 208-Volt, 3-Volt, 3-Phase	Small audio systems and electrical distribution	\$400	\$500
30 Amp, 208-Volt, 3-Phase	Electrical distribution and power devices that require 208 Volts	\$250	\$325
20 Amp, 120-Volt Duplex Receptacle	Standard electrical outlet	\$125	\$125
MEETING ROOMS			
Meeting Rooms	Service	Per Day	Per Event
30 Amp, 208-Volt, 3-Phase	Electrical distribution and power devices that require 208 Volts	\$250	\$325
20 Amp, 120-Volt Duplex Receptacle	Standard electrical outlet	\$125	\$125

Custom Electrical Solutions: Halifax Convention Centre technical services will accommodate special or custom requests for electrical services. Additional charges will apply for the supply and labour of custom electrical solutions at a standard labour rate of \$125 per hour.

Water Services: Water services are available in the Convention Hall. Labour rates and consumption costs will be calculated based on requirements. Please discuss details with your event manager.

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" / 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:	\$75	\$150

Please note microphones must be ordered through FMAV.

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.*

APPENDIX G: DOCKING BAY MAP



ARRIVAL INSTRUCTIONS:

- Arrive at Market Street
- Announce arrival at driver door intercom
- A bay will be assigned, caution bay doors open outwards
- Wait for instruction before approaching
- Dock manager will direct you into the bay

DOCK 3 - 5 tonne truck, scissor lift

- 4 - 14' cube van, direct access to freight elevator
- 5 - 14' cube van, direct access to freight elevator
- 6 - 53' trailer, dock leveller
- 7 - 53' trailer, dock leveller

Note: Temporary pickup and delivery only. Parking is prohibited.

LEGEND

- 3 Docking bay 3
- 4 Docking Bay 4
- 5 Docking Bay 5
- 6 Docking Bay 6
- 7 Docking Bay 7
- O Driver Door Intercom
- H Hotel Docking Bay

APPENDIX H: OUR ECO-FRIENDLY PROGRAM

Minimizing Our Impact on the Environment

Nova Scotia already produces the least waste per capita and has the highest waste diversion rate in Canada, making it easy for our meeting planners to take advantage of our leading recycling and composting programs.

Built to meet the standards of a LEED Gold building, the Halifax Convention Centre has implemented an array of eco-friendly programs to minimize our impact on the environment while providing the best event experience on Canada's East coast.



BUILDING INFRASTRUCTURE

- HVAC air filtration system that is activated by occupancy levels in the Centre.
- CO, CO2 and NO sensors monitor indoor and outdoor air quality.
- Digital temperature controls in all rooms.
- LED lighting, including occupancy sensors in all rooms.
- LED digital signage outside of every meeting room (reducing the need for printed signage).
- Water-conserving fixtures and equipment to help reduce water consumption levels.
- Energy saving escalators that minimize power by reducing to half speed when not in use.
- Lift devices (e.g. fork and scissor lifts) utilize rechargeable batteries.



WASTE DISPOSAL & CLEANING SUPPLIES

- Use of EnviroPure's revolutionary EPW Food Waste Disposal System a self-contained, continual feed, organic waste disposal system designed to convert food waste into water. The EPW System fits seamlessly into our kitchen operation, allowing food waste to be dealt with as it is generated at the source.
- Solid Waste Management Program, separating paper products and blue-bag recyclables from regular refuse, and composting all organic materials. Waste-separation containers provided in all public areas of the facility to encourage our visitors to participate.
- Stringent protocols for safe disposal of hazardous and chemical waste.
- Adherence to a strict environmental policy for the purchase of products and equipment, all cleaning products are Eco Logo or Green Seal-certified.



MEETING ROOM EQUIPMENT

- Our standard rectangular tables have finished surfaces, reducing the need for linens and the amount of dirty laundry.
- Refillable water stations on every level of the Convention Centre for those carrying their own water bottles.
- Stationary provided to the attendees in a meeting room and/or utilized by our office team is printed on FSC-certified paper stock.

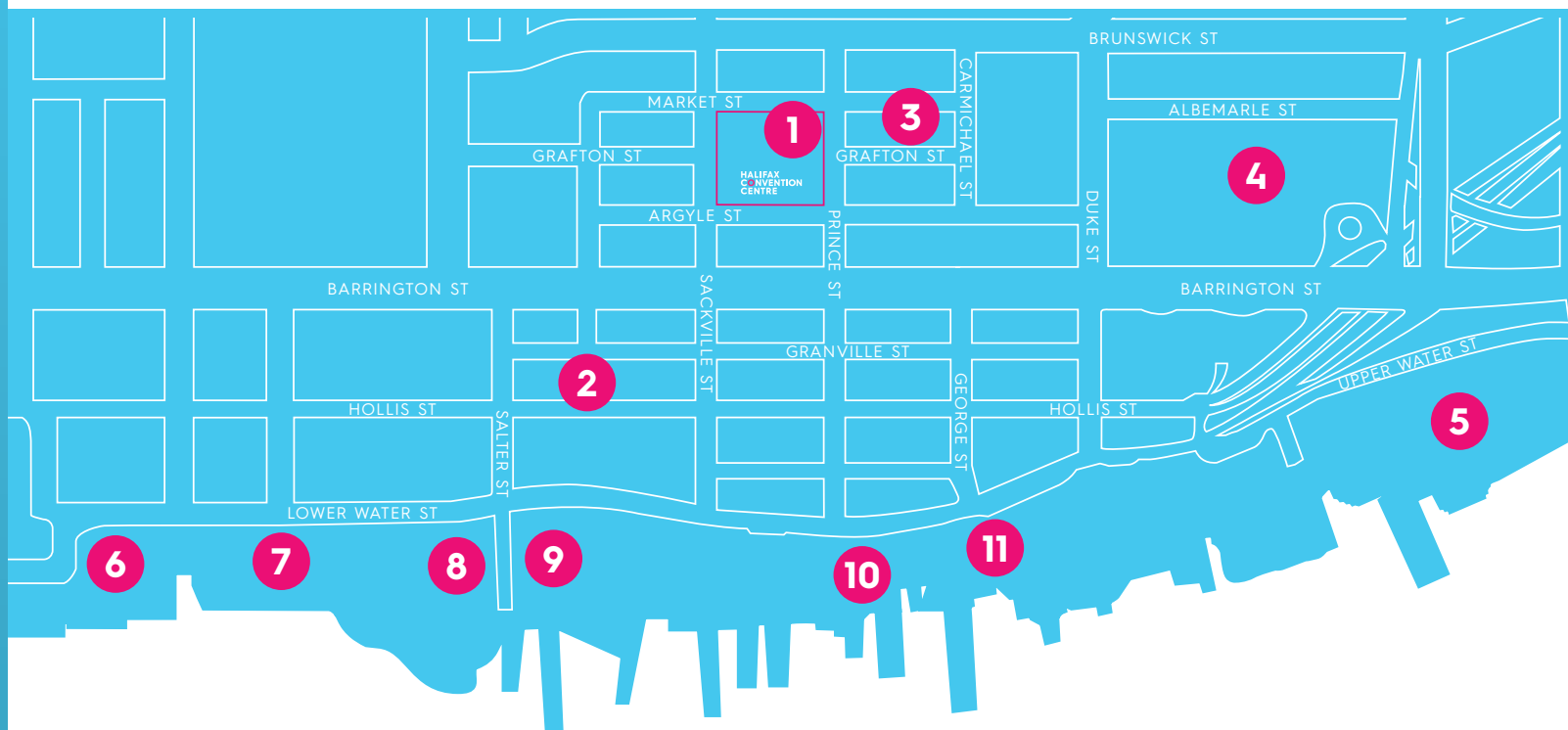


FOOD & BEVERAGE

The East Coast is known for its beauty, hospitality and bountiful locally-sourced cuisine. Our in-house culinary team infuses local flavour into everything they create for our guests.

- Menu features seasonal, regionally available and organic culinary products, all free of trans-fats.
- Option to source local menu items that are organic, fairly traded, seasonal and not processed, helping to reduce the carbon footprint and support our local economy.
- Our culinary team will use imperfect fruits and vegetables, which might otherwise be tossed in the compost bin, into our menus without sacrificing food quality or presentation.
- Meals and snacks are presented on either porcelain or compostable dishware.
- The design of our new state-of-the-art kitchen allows for large cuts of meat to be butchered on site, reducing unnecessary waste.
- The Halifax Convention Centre is pleased to work with our customers to donate unconsumed food items that have not left our controlled kitchen environment to a certified local food bank of their choice.

APPENDIX I: HALIFAX PARKING MAP



In addition to the onsite paid parkade there are several major paid parkades within close proximity of our Centre.

1. NOVA CENTRE

Access via Grafton Street.

2. METROPARK

Access via 1557 Granville Street and 1554 Hollis Street.

3. PRINCE GEORGE HOTEL

Access via Grafton Street.

4. SCOTIA SQUARE

Access via Albemarle Street and Barrington Street.

5. CASINO NOVA SCOTIA

1983 Upper Water Street

6. CUNARD LOT

1325 Lower Water Street

7. BISHOP'S LANDING

1475 Lower Water Street

8. SALTER LOT

1521 Lower Water Street

9. FOUNDATION PLACE

1549 Lower Water Street

10. QUEEN'S LANDING

1707 Lower Water Street

11. CABLE WHARF

1751 Lower Water Street

For more information on parkades including rates [CLICK HERE](#)