

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 Halifax'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 time at night to indulge in the best local dining, explore the bustling waterfront, and take in our city's rich history and culture, all within an easy stroll from our doorstep.

It's easy to make the most of every moment in Halifax and Nova Scotia. When you land, you're just a 30 minute drive from our province's award-winning Halifax Stanfield International Airport to our venue located in the downtown core of Halifax. [Discover](#) our famous Maritime hospitality as you explore our vibrant and historic city streets. Our province offers an abundance of outdoor adventures, scenic beaches, celebrated wineries, world-class golf courses, and much more all less than an hour away from our Centre.

### OUR TEAM

The Halifax Convention Centre combines elegant, world-class meeting spaces, impeccable service, service, and award-winning cuisine with the vibrancy of our city just a few steps outside our doors.

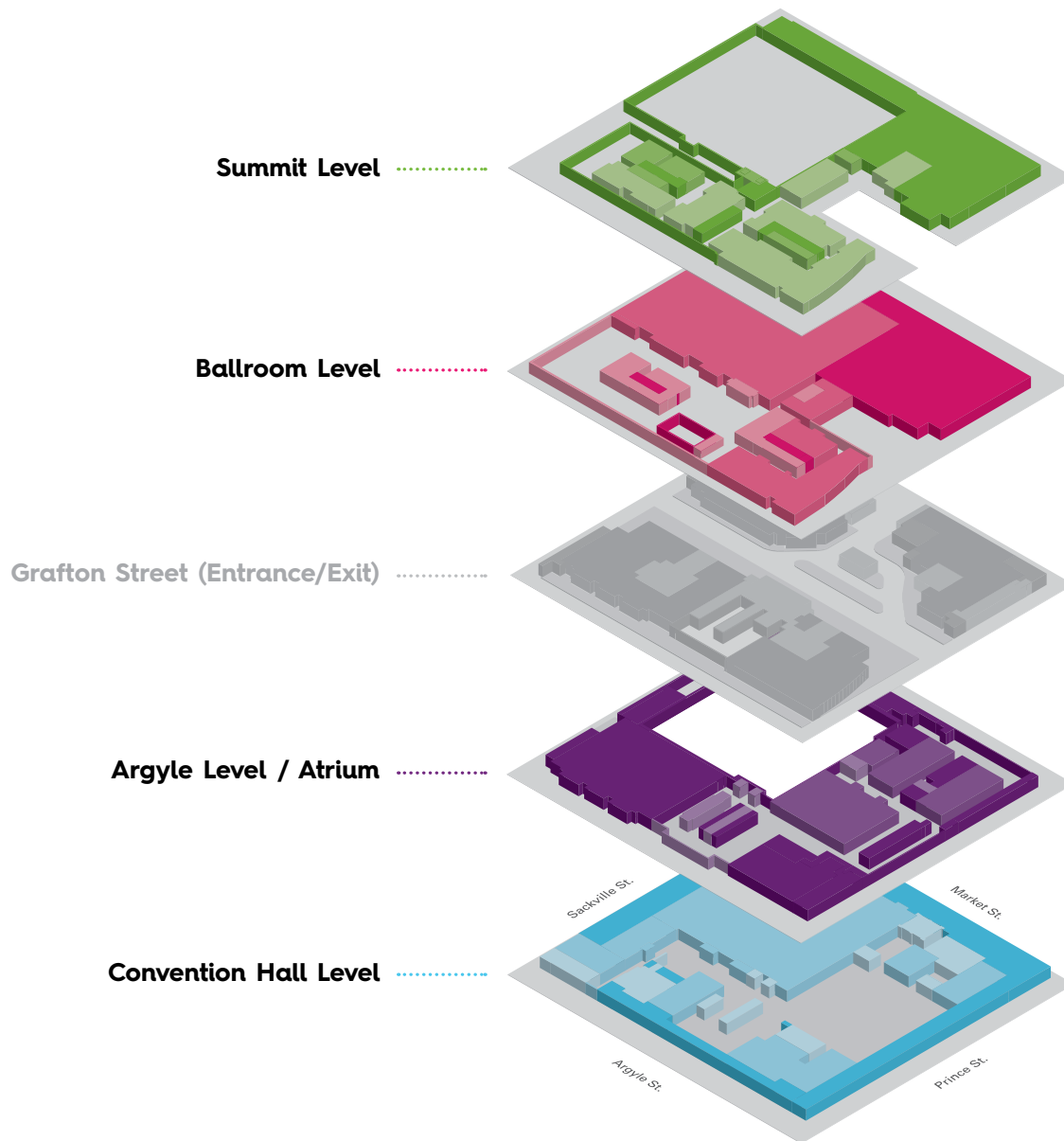
Our people are our strength. With more than 30 years of expertise, [our team](#) takes pride in delivering even the most ordinary tasks in the most extraordinary ways. Our experienced event management staff help you build memorable events by catering to your unique needs and working with you through 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 spaces. Since we're only 100 steps from the ocean, you can enjoy expansive cityscapes and beautiful water views throughout our Centre.





### 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 impressive 24 foot ceilings.
- Nine additional 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

- Our column-free Ballroom can be divided into three independent spaces and offers floor-to-ceiling windows with natural light and views of the city.
- An additional 15,000 square feet of multi-purpose pre-function space, including our bright and airy Ballroom Salon overlooking the heart of Halifax's entertainment district.

[LEARN MORE ▶](#)

### SUMMIT LEVEL

- Approximately 15,000 square feet of meeting spaces, with quick, easy access from the Ballroom Level.
- 15 flexible meeting rooms as well as 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 our 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 water cooler with one complimentary water bottle, one refill bottle per day and recyclable cups at no charge in each meeting room. Additional water bottles are available at \$25 per refill.

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 plated 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

Although Halifax Convention Centre provides general security services within the facility, customers are responsible for the dedicated and unique security needs of their event. Halifax Convention Centre coordinates the security services for all events hosted within the facility and can be arranged through your Event Manager.

The Halifax Convention Centre requires security to be hired by the client for dinner/dance events that include alcohol service. Please speak with your Event Manager to arrange security services.

### 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.

### 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 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 our 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. 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.

We want to ensure we provide the caliber of services you require for a successful event and to do so, we need some important information from you. 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, [Encore](#).

Please note that Encore is our partner for audiovisual, and is the exclusive provider of digital sign software and support as well as rigging services at the Halifax Convention Centre. Encore must be engaged should you require either of these 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 your event spaces and maintains our inventory of tables, chairs, stages and podiums for standard set-up services.

### H. SECURITY SERVICES

At the Halifax Convention Centre we provide general security services within the facility, and are trained in first aid, 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, and to coordinate dedicated event security requirements.

### I. DELEGATE EXPERIENCE TEAM

Our Delegate Experience Team will always be on hand throughout our Centre to guide your guests, help them navigate our city, and make sure you can concentrate on all the other important details of your event.

# Section 4:

## Food and Beverage

### A. MENUS

At the Halifax Convention Centre, we take great pride in the food we serve, and we prepare and handcraft nearly every item – from start to finish. We offer innovative menus that showcase rich local flavours and cuisine, by providing a culinary experience that's 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 how to make your Halifax event experience that much better – [view the complete menu here](#).

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

### B. FOOD AND BEVERAGE PLANNING AND GUARANTEE

In order to properly plan for your event and ensure its success, we need to receive your food and beverage specifications in writing at least 45 days in advance. We also require 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 guarantee number may not be decreased. The Halifax Convention Centre will make every effort to accommodate increases after the final guarantee is received; up to 24 hours prior to the event, however any increase exceeding 5% of the final guarantee will be subject to a 5% surcharge of the retail cost of the meal.

The Halifax Convention Centre prepares to the final guaranteed number of guests. If specific meal requests are required, please supply your Event Manager with a detailed allergy or alternate meal list to be included in the guarantee.

If the Halifax Convention Centre is required to prepare above the guarantee, 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.

Staff will have the final responsibility for determining the most appropriate locations for food and beverage service.

Event agendas must be submitted to the Halifax Convention Centre Event Manager for approval one week prior to the event.



If an event program is late thereby changing the start time of food service by more than 30 minutes, additional staffing costs will apply.

### C. SERVICE TIMING

The following are the times service of meals are available: Breakfast 6am-10am, Lunch 11am-2pm, and Dinner 5pm-9pm. Any change to these may be subject to an additional charge. Meal prices are based upon 1.5 hours continuous service, beginning within 1/2 hour after the doors are opened. Any extension of this time may be subject to additional labour charges at current hourly rates.

### D. FOOD AND BEVERAGE PRICING

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

### E. RESPONSIBLE SERVICE OF ALCOHOL

As the licensee, the Halifax Convention Centre is committed to the responsible sale and service of alcohol and complies with the regulations of the [Nova Scotia Alcohol and Gaming Division \(AGD\)](#). Please see [Appendix L](#) for more details.



## F. 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.

Should sampling be authorized, the sampling details must be provided by the event organizer to the Event Manager three (3) weeks in advance of the event for final approval. Exhibitors must provide their own equipment suitable for serving their products. The Halifax Convention Centre is unable to store any product samples or to provide sampling serving equipment or other items.

Exhibitors may only distribute products they manufacture, in quantities that are reasonable for the purpose of promoting the product (see below guidelines).

### Sampling Guidelines

**Serving Size:** Servings must be in sample size portions. Maximum serving sizes include: 2 oz for beer, 1 oz for wine, ½ 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:** It is the responsibility of each client/exhibitor to comply with all local health and safety regulations and secure the appropriate permits and licenses. Your Event Manager can assist you in identifying what permits and licenses are required. If unauthorized food or beverage is brought into the Halifax Convention Centre and does not meet regulations and requirements as mandated by the Nova Scotia Alcohol and Gaming Division and/or the Department of Environment, we will ask that it be removed immediately from the exhibit or event space.

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.

## G. FOOD & BEVERAGE SPONSORSHIPS

Please check with your Event Manager prior to making any commitments to sponsors relating to food and beverage service.

## H. 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.

## I. PREFERRED BEVERAGE SUPPLIERS

Our preferred beverage suppliers are Pepsico and Labatt Breweries of Canada. Please contact your Event Manager should you require clarification on products offered and/or the policy regarding use of other beverage suppliers not listed.

# Section 5:

## Entrances and Access

### A. PUBLIC ENTRANCES

At the Halifax Convention Centre we have two (2) primary public entrances located on Argyle Street and Grafton Street. Our venue can also be accessed from the Nova Centre public parking garage via elevator.

Please note, public entrances are for guest/client access only. All move in/out must be conducted through our Market Street Loading Dock.

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.

### B. LOADING DOCKS/ACCESS PROCEDURES

The Halifax Convention Centre loading dock area is located on Market Street in downtown Halifax and is comprised of three (3) docks with the following details:

**Dock 3:** 1 bay, 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:** 2 bays, each bay accommodates up to a 53' trailer and each 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 dock 5.



### C. TRANSIT ACCESS

Halifax Convention Centre is conveniently located in downtown Halifax. The city of Halifax offers a variety of transit options through Halifax Transit, including buses, ferries, and Access-A-Bus services.

#### Event Transit Fares Program

Event organizers can take advantage of Halifax Transit's Event Transit Fares Program, which allows the purchase of bulk transit fares. This program enables event attendees to use their event ticket or pass as valid fare for travel on Halifax Transit's conventional buses, ferries, and Access-A-Bus, providing seamless transportation to and from the event. This initiative not only enhances the convenience of attending events but also encourages increased transit use, contributing to reduced traffic congestion in Halifax's downtown core and promoting sustainable transportation options.

For more information: <https://www.halifax.ca/transportation/halifax-transit/transit-programs-services/event-transit-fares-program>

# 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. Signage or banners may not be hung on or in-front of artwork or from handrails or railings, and is not permitted on the exterior of the facility. Final approval of all signage locations will be granted at the discretion of the Halifax Convention Centre.

Cling/vinyl signage considerations may be permitted in client-contracted pre-function space and/or meeting rooms, and must be coordinated through Global Convention Services, our exclusive signage partner. Install and removal must take place within contracted move in and move out times. Please note the following parameters:



#### Inclusions

- Meeting room doors and entrance ways
- Meeting room walls (painted walls only)
- Pillars without directional signage
- Washrooms (only on rented level)
- Side glass of escalators, staircases, glass railings (only on rented level), carpet
- Exterior elevator doors (only on rented level)
- Tile floor and staircase risers in Argyle Atrium\*
- Interior doors and windows at Grafton and Argyle vestibules\* (visibility to exterior must be maintained)

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

#### Exclusions

- Any area in the Argyle Atrium when the client has not booked the entire facility
- All exterior building windows
- Perimeter glass on level 6 (overlooking Ballroom Level)
- Interactive wayfinding kiosks
- Any wallpapered areas
- Any acoustic fantone wall treatment

#### The Halifax Convention Centre reserves the right:

- to remove any signage deemed offensive, harassing or vexatious in nature;
- to approve text and messaging.



## 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, [Encore](#). This option is not available for the interactive wayfinding kiosks or the Argyle Atrium video wall.

## D. BANNERS

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

## E. FLOOR-MOUNTED (FREE-STANDING) SIGNAGE

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

## F. 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 Global Convention Services Ltd. 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 and submitted to Global Convention Services Ltd.

## OFFICIAL SUPPLIER CONTACTS:



**Global Convention Services Ltd.**  
*Lidia Simoes Thomas*  
Event Service Coordinator  
(902) 425-2235  
[lthomas@globalconvention.ca](mailto:lthomas@globalconvention.ca)  
[www.globalconvention.ca](http://www.globalconvention.ca)



**Encore**  
*David Smith*  
Sales Manager  
(902) 210-5710  
[David.Smith3@encoreglobal.com](mailto:David.Smith3@encoreglobal.com)

# 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 Global Convention Services Ltd. 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 and accessibility reasons, materials 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 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 shows and conventions, 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 offsite storage of these items.

### F. TEMPORARY COLD WATER AND DRAINAGE SERVICES

Water and drainage 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 dry of rain or snow, 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, [Encore](#), 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.

## K. CLEANING SERVICES

In booth cleaning services, including garbage removal and vacuuming services, is coordinated for exhibitors by [Global Convention Services](#).

The Halifax Convention Centre will provide general aisle cleaning before and after trade show hours. In addition, spot checks will occur during show hours. The Halifax Convention Centre does not provide in-booth cleaning services.



# 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 audio visual or other 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 up to 10 people per table.

### B. INITIAL MEETING ROOM SET-UP

The standard set-up for meeting rooms each day is included in your license agreement. The 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, and general housekeeping. Please see appendix documents for other available products and services.

### 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 cooler with one complimentary water bottle, one refill bottle per day and recyclable cups at no charge in each meeting room. Additional water bottles are available at \$25 per refill.



### E. ROOM REFRESHES

Meeting rooms are fully refreshed once each day, typically during the groups’ lunch break, and again in the evening, 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. Should you require more frequent room refresh services please speak with your Event Manager for details on rates.

### F. LINENS

Our standard meeting room tables have finished surfaces, with the exception of our oval tables, which will be covered with white linen. All other linens can be rented locally. Please ask your Event Manager for more information.

### 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, or be carried on escalators or elevators.

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

*Please note all pricing is subject to applicable HST.*

## J. SOUND CHECKS AND NOISE

Guests 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 staff will manage and monitor on-site noise levels to ensure all of our customers have an enjoyable experience.

# Section 9:

## Public Safety

### A. HARASSMENT

At the Halifax Convention Centre we are 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 sort. Coarse language and abusive behaviour will not be tolerated. Refer to [Appendix N](#) for our full Code of Conduct.

### B. FIRST AID

The Halifax Convention Centre takes the health and well-being of our clients and colleagues seriously. 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. Your Event Manager will create and approve all floor plans in cooperation with your planning team to ensure all accessibility requirements are met.

### 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

Halifax Convention Centre Security Services is staffed at all times during events and can be reached directly via any of the black house phones which are mounted in various public locations around the facility.

#### 2. Incident Command Team (ICT)

The Halifax Convention Centre employs the standardized Incident Command System, and there are ICT members onsite at all times during events. This team acts as primary responders during any emergency. ICT 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 Stage 1 (slow alarm) to allow the ICT time to respond and investigate. If the problem cannot be resolved, the alarm will go into Stage 2 - Evacuation Mode (fast alarm).

Instruction will be provided 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 will not be required during a first stage alarm.

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

The Halifax Convention Centre conducts annual fire drills to test and refresh our training.

#### 4. Threat Response

The Halifax Convention Centre has a plan and response process for handling threats.

This program is managed by ICT in cooperation with local authorities. Please see [Appendix M](#) for General Emergency Procedures.

### F. EVENT-BASED SECURITY SERVICES

The Halifax Convention Centre provides general security services within the facility during events. This includes internal patrols, response to emergencies and alarms. This team is also the exclusive provider of safety and security services for all events hosted within the facility. Please refer to [Appendix G](#) for hourly rates.

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 you to provide 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. Additional rooms can be added to specific cards without having to retrieve the card 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 or another member of our team. 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 15 days. Please note that the Halifax Convention Centre is not responsible for lost or damaged items, and, after 15 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.

# Section 10:

## Fire and Safety Guidelines for Events

### A. ROOM SET-UP / DÉCOR

Stages, screens or structures may not block exit doors or surveillance equipment. Cables or cords are not permitted on the floor across doorways or entrance thresholds without the use of a cable management system. Any work performed above 10' will require fall arrest protection. All materials used for installation and decorating, including: drapes, curtains, table coverings, skirts, carpets, or any other materials or décor items, must be constructed of flameproof material. Pipe and drape installation that is higher than 16' will not be permitted due to safety concerns and must be rigged from the ceiling. All Pipe and drape installations must be weighted at the base.

Any exhibitors, suppliers, decorators or other service providers must bring their own equipment including ladders, tools and other items required for their build or production. When a ladder is forgotten and the event requirements are of a time sensitive nature, Halifax Convention Centre staff may perform the required service. Any Halifax Convention Centre Event Services labour incurred past 30 minutes will be billed back to the service provider. Our exclusive rigging partner, Encore, must be engaged to arrange for use of rigging points. Please note that these services are subject to applicable charges.

### 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.
- Your Event Manager may request samples of all candles proposed for use.

### 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.
- 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.

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

### E. 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. Please contact your Event Manager with questions.

### F. 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.

### G. FIREFIGHTING AND EMERGENCY EQUIPMENT

Firefighting and emergency equipment may not be blocked or obstructed under any circumstances. This includes fire pull stations, extinguishers and strobe lights.

## H. FOG, SMOKE MACHINES, LASERS, AND PYROTECHNICS

Water-based chemical fog and smoke machines are permitted with advance approval from the Halifax Convention Centre in the Ballroom and Convention Hall spaces only. 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 water-based fog and smoke machines requires fire watch services. Please contact your Event Manager to discuss applicable fees.

The use of pyrotechnics and lasers is not permitted.

## I. 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.

## J. HAZARDOUS WASTE

Clients are responsible for the removal of hazardous waste from the facility, and must comply with all applicable regulations. Hazardous waste includes, but is not limited to, 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. Any items left in the facility will be promptly removed and a separate charge will be applied. Please contact your Event Manager to discuss applicable fees.

## K. 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.

## L. 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 in the Ballroom and Convention Hall spaces only. Details must be submitted in advance to your Event Manager for approval.



# Section 11:

## Facility Protection Guidelines

### A. FACILITY DAMAGE

Clients are responsible for the cost of any damage to the premises or equipment while they are onsite. Should damage be noted, we will bring it to the clients attention, assess the damage, quote on repair and provide an invoice.

### B. CARPET AND FINISHES PROTECTION

- Wooden skids and crates may not be placed directly on the facility carpet or tile surfaces.
- Items are not permitted to contact or lean against any facility wall surface.
- Equipment may be transported through service corridors and on freight elevators and must be under the direction of Halifax Convention Centre facility staff or Global Convention Services
- 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.
- Decorations or signage may not be taped, nailed, tacked, or otherwise fastened to any permanent surface. Confetti is not permitted in the building.

### C. HELIUM BALLOONS

Helium-filled balloons may not be distributed in the facility. Helium balloons used to decorate must be tethered and securely fastened to the booth or respective area. Charges will apply for retrieval of helium-filled balloons. Any balloons left in the facility after the event will be destroyed.

### D. 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.

Please visit [Section 7](#) for details relating to Exhibits, Trade Shows and Public and Consumer Show move in/out.

### E. WATER FEATURES

Water service requires advance planning and must be coordinated through your Event Manager. 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 are level with the roadway separated by a tactile attention indicator (TAI) providing flexible access. Automatic doors are located at the Argyle and Grafton Street entrances. Washrooms throughout the building are fully accessible and each level has one private universal washroom, except for the Ballroom level, which features both a private universal washroom and one full-sized universal washroom.

### B. ELEVATORS

Passenger elevators are located inside the Halifax Convention Centre and provide access to all public areas of the building. Elevators are alarm-equipped with two-way communications to the Halifax Convention Centre Security Operations Centre. The elevators have audible floor notification, and the call buttons have both raised characters and braille.

### 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. Pay stations with tap are located on the parking levels.

### E. SERVICE AND SUPPORT ANIMALS

Halifax Convention Centre is dedicated to fostering an environment that promotes accessibility and inclusivity, ensuring a positive experience for all attendees within our facility. We are committed to accommodating the needs of individuals who rely on service animals, as well as accommodating, to the extent possible, individuals who rely on support animals. See your Event Manager for more detailed information.

### F. STAGE ACCESSIBILITY

Please speak with your Event Manager regarding options to accommodate speakers or guests who have accessibility needs.



# APPENDIX A:

## EVENT CHECKLIST

### 6 MONTHS FROM EVENT START DATE:

**Send preliminary agenda to Event Manager.**

**Please include as many of the below details as possible:**

- 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.

### 45 DAYS FROM EVENT START DATE:

**Send food and beverage selections to Event Manager.**

- Identify cultural dietary requirements, including Kosher and Halal.
- Identify additional 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 current estimated attendance numbers with Event Manager.**

### 3 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.

**Review current estimated attendance numbers with Event Manager, and adjust event plan accordingly.**

**Confirm room setups and review event floor plans with Event Manager:**

**Review technical requirements including internet & IT, power, plumbing, smudging, hazing, etc.**

### 2 WEEKS FROM EVENT START DATE:

**Review final attendance numbers with Event Manager.**

**Identify any final food and beverage requirements, including any 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 ENCORE

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

Encore 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 **Kirk Beazley** at **902-233-5316** or email [Kirk.Beazley@encoreglobal.com](mailto:Kirk.Beazley@encoreglobal.com).*



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

It is recommended that all presentation technology requirements be arranged through Encore, our official audiovisual partner. Encore 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, Encore 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 Encore team will be happy to work with you to customize a solution that addresses your specific meeting needs.

*For more information, contact **David Smith** at **902-210-5710** or email [David.Smith3@encoreglobal.com](mailto:David.Smith3@encoreglobal.com).*

## 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

*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

For more information, contact **Mike Klemm** at **902-717-0814** or email [mklemm@globalconvention.ca](mailto:mklemm@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 **Mike Klemm** at **902-717-0814** or email [mklemm@globalconvention.ca](mailto:mklemm@globalconvention.ca)



# APPENDIX C:

## HALIFAX CONVENTION CENTRE

### INTERNET AND TECHNOLOGY SERVICES

ICT SERVICES:		
WiFi (Guest Network Shared Bandwidth) Pricing:		
Public Spaces WiFi <i>(Available on complimentary basis at a rate of 30 Mbps per device)</i>		Complimentary
In-Meeting Room WiFi <i>(Can be arranged by connecting to the Halifax Convention Centre network 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
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:		
<i>(Please note that any rented computing and printing equipment must be properly set up and configured for use by the supplier of the equipment. Any client provided computing and printing equipment must also be configured and may be coordinated in advance with Encore.)</i>		
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 desktop phone	\$150	\$250
VoIP boardroom phone with extension mics <i>(to ensure optimal microphone and listening conditions for all participants, we recommend these units are used for a maximum of 12 guests or less)</i>	\$200	\$350
Analogue phone line (VoIP Converter)	\$150	\$250
Video System:		
Cable box with Premium Package (TV not included)		\$200

Please note all pricing is subject to applicable HST.

# APPENDIX D:

# IN-ROOM AUDIO AND INTERCONNECTIVITY POLICY

Encore, as the official audio visual partner of the Halifax Convention Centre, exclusively manages the in-room audio systems and interconnectivity (audio/video) of all event and public spaces. For clients who select Encore as their Audio Visual partner, these charges are waived.

## AUDIO SYSTEMS:

- Suitable for speaking and audio presentation clips only (not live music or high volume sound reproduction).
- System maintenance and on-site audio system support is included.

Room	Daily Rate	Per Event Rate (to a maximum of 5 days)
<b>CONVENTION HALL LEVEL</b>		
Convention Hall (includes C5)	\$900	\$2700
C1, C2, C3-4	\$300	\$900
C3, C4, C5	\$75	\$225
Meeting Room(s)	\$75	\$225
<b>ARGYLE LEVEL</b>		
Argyle Suites	\$200	\$600
A1, A2, A3	\$75	\$225
201, 202, 203	\$75	\$225
<b>BALLROOM LEVEL</b>		
Ballroom (includes Salon and Pre-function)	\$900	\$2700
B1, B2, B3	\$300	\$900
Meeting Rooms	\$75	\$225
<b>SUMMIT LEVEL</b>		
Meeting Rooms	\$75	\$225

## VIDEO & AUDIO SYSTEMS INTERCONNECTIVITY:

Balanced audio (analog) and video (SDI 1080i) connections (To be used to connect AV equipment inside meeting rooms or throughout the facility.)	\$125 each	10 or more lines: volume discount available
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Please note all pricing is subject to applicable HST



For more information, contact **Kirk Beazley** at 902-233-5316 or email [Kirk.Beazley@encoreglobal.com](mailto:Kirk.Beazley@encoreglobal.com).

# APPENDIX E:

# RIGGING, LIFTING, AND OVERHEAD SAFETY POLICY

Encore, as the official audiovisual partner of the Halifax Convention Centre, has exclusive rights to the rigging of all event and public spaces. As such, Encore will manage the coordination of rigging according to the following guidelines.

**Definition of rigging:** Any element suspended from a ceiling structure (including the tracks of any movable partition-wall) in event or public spaces, including but not limited to audiovisual equipment, event signage, decor components, or cabling.

Guest suppliers that wish to execute any rigging or ground supported production equipment in the Centre must provide the following information to the onsite Encore representative so a service proposal can be created for rigging plan approval. This information must be submitted by the guest supplier at least 10 business days prior to the proposed load-in date and is subject to prevailing rates.

The guest supplier must send the following information to Encore a minimum of 15 business days prior to the proposed load-in date of the event. In the case where the client is unable to provide the mandatory rigging plan, Encore will produce a rigging plan.

- Rigging plan in digital format (AutoCAD, Vector Works or .PDF), true to scale or, for any stand or structure exceeding 10' in height, a drawing/support structure description including specific supported fixtures with calculated weight load
- 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 (move-in, setup, focus, dismantle, move-out)
- Proof of valid liability insurance of \$5,000,000 listing Encore and Events East as additional insured.

Following receipt of the above information, a plan evaluation, load calculations, and an estimate of the costs related to the rigging will be provided by Encore to the guest supplier for review and approval signature within 5 business days of receipt.

Once final approval has been received by Encore, any changes related to the rigging must be submitted anew for approval (prevailing rates will apply) and are subject to timelines previously created for the event

While onsite, Encore is responsible for connecting the hoist (motor or chain fall) to the rigging point. Encore will inspect the rigging equipment used to connect the guest suppliers truss to the Encore hoist hook and reserves the right to refuse any equipment that does not pass Encore's onsite inspection. Additionally, all personnel that will be working onsite are required to provide their own safety equipment, including safety harness and steel toe boots.

Any element that will be rigged must have been manufactured by an official manufacturer and designed for rigging purposes. Encore 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. Encore will be able to provide a substitution if required (prevailing rates will apply).

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

The scissor lifts of the Halifax Convention Centre are the only lifts that are authorized to be on-site and must be reserved through Encore.

Please note that Dynamic (moving) loads require very special attention and stringent regulations apply. Please speak directly to our on-site Encore representative to coordinate. Any aerial performance act is required to provide their own rigger who is experienced in rigging dynamic loads to work with Encore on the installation and dismantle.



Encore Representative: **Kirk Beazley** at **902-233-5316** or email [Kirk.Beazley@encoreglobal.com](mailto:Kirk.Beazley@encoreglobal.com).



# APPENDIX F:

# 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; (see electrical services below.) 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			
Service	Use	Per Day	Per Event
400 Amp, 208-Volt, 3-Phase Cam-Lock (Production Power)	Large lighting systems	\$1,000	\$1,500
100 Amp, 208-Volt, 3 Phase Cam-lock (Production Power)	Small lighting, typical audio system, rigging and video, electrical distribution for exhibits	\$650	\$800
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

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)	Medium lighting, large audio, rigging and video	\$800	\$1,000
100 Amp, 208-Volt, 3 Phase Cam-lock (Production Power)	Small lighting, typical audio system, rigging and video, electrical distribution for exhibits	\$650	\$800
60 Amp, 208-Volt, 3-Volt, 3 Phase Cam-lock	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

Please note all pricing is subject to applicable HST.

# APPENDIX F CONT.: HALIFAX CONVENTION CENTRE ELECTRICAL SERVICES

## ELECTRICAL SERVICES FEES:

ARGYLE SUITE, C5, AND PREFUNCTION SPACES ON L1, L2, L5			
Service	Use	Per Day	Per Event
60 Amp, 208-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

OTHER SERVICES	
Custom Electrical Solutions:	Fee
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.	\$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.

Please note all pricing is subject to applicable HST.

# APPENDIX G:

# HALIFAX CONVENTION CENTRE

# EQUIPMENT SERVICES AND

# LABOUR

## AUDIO, VIDEO AND LIGHTING REQUIREMENTS:

Please speak with our official audiovisual supplier, Encore, 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 Encore.)	\$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 applicable HST.*

# APPENDIX G CONT.:

# HALIFAX CONVENTION CENTRE

# EQUIPMENT SERVICES AND

# LABOUR

<b>LABOUR RATES:</b> <i>(A minimum of four (4) hours is required for each)</i>	<b>Per Hour</b>
Event Technician:	\$30
Equipment Operator:	\$50
Police Officer:	\$125
Security Guard:	\$35
<b>Security Lead:</b>	\$40
First Aider:	\$55
Coat Check Staff: <i>(Minimum billing is based on the greater of the two options. Minimum requirement of two (2) coat check staff)</i>	\$25 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)

<b>FOOD AND BEVERAGE LABOUR RATES:</b> * <i>Minimum of three (3) hours required.</i>	<b>Per Hour</b>
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%.*

<b>WATER SERVICE RATES:</b>	<b>Per Refill</b>
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 applicable HST.*



## APPENDIX H: 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 - 2 bays, each accommodating a 14' cube van, direct access to freight elevator

5 - 2 bays, each accommodating a 53' trailer, dock leveller

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

### LEGEND

- 3** Dock 3
- 4** Dock 4
- 5** Dock 5
- Driver Door Intercom
- H** Hotel Docking Bay

# APPENDIX I: 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.

Our Halifax Convention Centre has been awarded LEED silver certification and 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.



### 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.
- Stationery 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.

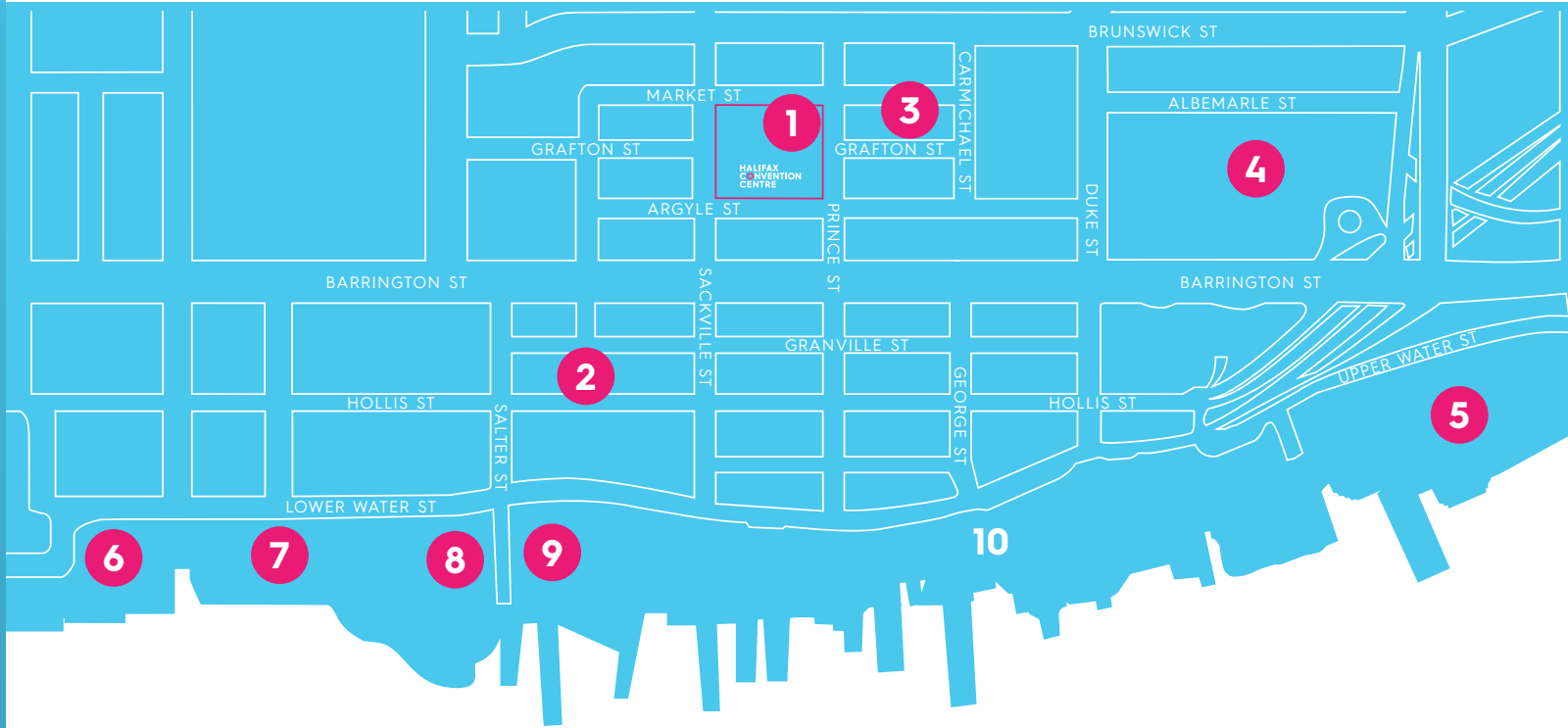


### WASTE DISPOSAL & CLEANING SUPPLIES

- We, along with our third-party supplier, comply with provincial composting guidelines.
- 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.

## APPENDIX J:

# HALIFAX PARKING MAP



*In addition to the onsite paid parking lot at the Nova Centre (connected to the Halifax Convention Centre), there are several major paid parkades within close proximity of our Centre.*

**1. NOVA CENTRE** (425 spaces)  
Access via Grafton Street.

**2. METROPARK** (580 spaces)  
Access via 1557 Granville Street and 1554 Hollis Street.

**3. PRINCE GEORGE HOTEL** (220 spaces)  
Access via Grafton Street.

**4. SCOTIA SQUARE** (400 spaces)  
Access via Albemarle Street and Barrington Street.

**5. CASINO NOVA SCOTIA** (550 spaces)  
1983 Upper Water Street

**6. CUNARD LOT** (160 spaces)  
1325 Lower Water Street

**7. BISHOP'S LANDING** (50 spaces)  
1475 Lower Water Street

**8. SALTER LOT** (300 spaces)  
1521 Lower Water Street

**9. FOUNDATION PLACE** (230 spaces)  
1549 Lower Water Street

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

# APPENDIX K:

## STANDARDS AND GUIDELINES FOR SUPPLIER PARTNERS

*The Halifax Convention Centre (the Centre) works closely with our supplier partners to ensure a seamless event experience for our clients and their guests. The following is an overview of guidelines for working within the Centre. These guidelines have been developed to ensure the utmost safety and care for all of our guests and to maintain a consistent level of professionalism. We ask that you and your teams commit to following these standards as we work together in advance and onsite.*

### A. GENERAL STANDARDS:

1. The Market Street entrance can be used to enter and exit the facility. Argyle and Grafton Street entrances are for the use of clients and delegates only. Market Street is also the designated smoking area.
2. Screens, stands, and carts must be professionally dressed and draped. Cords must be safely taped to the floor or have a cable mat installed.
3. Equipment or cases may be stored neatly backstage, provided the safety and service requirements of the Centre in regards to fire exits, fire cabinets and catering service entrances/corridors are followed.
4. Equipment must meet minimum Canadian Standards Association (CSA), or equivalent, and be in clean and good working condition.
5. Food & beverage may be consumed in a discreet manner and should be brought into the facility via the Market Street entrance.
6. Parking is not available inside or outside of the Loading Bay area.

### B. ADMINISTRATION:

Please contact a representative of our Event Management Team no later than 45 business days prior to the event to discuss load-in/out provisions. Any changes to planned provisions must be discussed with the assigned Event Manager.

### C. PROFESSIONAL CONDUCT:

The Halifax Convention Centre is committed to providing a work environment in which all individuals are treated with respect and dignity and are provided with a safe, healthy work environment that values diversity. Every employee is entitled to work in an environment free from offensive behavior in the form of harassment, sexual harassment and discrimination as prohibited in the Nova Scotia Human Rights Act (the "Act"). *Offensive behavior, including unprofessional language, affects the workplace and the well-being of individuals and will not be tolerated.* The Halifax Convention Centre encourages reporting of all offensive behavior, regardless of who the respondent may be. Any allegation of offensive behavior will be taken seriously and dealt with promptly.

### D. DRESS CODE:

1. Uniforms with company identification must be worn at all times. Shirts with company logo and long pants must be worn during scheduled show hours.
2. Steel-toed footwear must be worn during load-in, set-up and move-out.

### E. LOAD-IN/OUT:

1. Load-in/out must take place through the loading dock located on Market Street.
2. All set-up and tear-down of equipment in the facility must be conducted under the supervision of a Centre representative. Please arrive and depart within the discussed load-in/out times to avoid unexpected labour fees.
3. Event equipment (tables, stage, etc.,) may already be set in accordance with the floor plan prior to your load-in time. Specific equipment set-up times (for example, stage set, chairs dropped) may be accommodated upon request with advance notice (minimum of 5 business days). Requests will be accommodated provided there is no interference with previously planned scheduling.

### F. TECHNICAL SERVICES:

While in the facility, additional fees will apply for technical support beyond the scope of initial planning, for example, lighting, audio, power, networking, cable management.



# APPENDIX K CONT.: STANDARDS AND GUIDELINES FOR SUPPLIER PARTNERS

## G. CABLING:

All temporary cables shall be installed in accordance with the Centre's safety guidelines:

1. If food and/or beverage is being served during an event:
  - Catering service aisles are required and must be a minimum of 6' wide. Your Event Manager will advise the most appropriate locations based on your floorplan.
  - Catering service aisles must be kept clear of any cables of more than 0.5" in diameter. Hard cable mats cannot be used. Appropriate rigging or cable bridges must be implemented to accommodate larger cables.
  - Projectors for rear-screen visuals must be high enough to allow catering service to walk between the screen and projector. When using front-projection, projectors must be placed on carts with cables safely secured to ensure there is no tripping hazard.
2. Notwithstanding, where cabling cannot be flown or bridged, all cables crossing entrances, aisle ways, or public access points must be taped securely to the floor. When the amount of cable makes taping hazardous, cable mats must be used. If cable mats are deemed necessary by the Centre, mats can be provided. Please ensure that tape used to secure cabling does not cause damage or leave residue on any surface to avoid unexpected fees for damage.

## H. POWER:

The Centre is the exclusive provider of all electrical requirements.

1. Any electricity required to operate equipment must be addressed with the assigned Event Manager no later than 14 days prior the event. Unless specified, electricity will be invoiced on the event master bill.
2. When using production power services, the electrical load must be properly planned and balanced according to the size of the service ordered. Damage to the Centre's electrical equipment shall be repaired by the Centre and invoiced directly to the Supplier.
3. All electrical equipment deployed in the Centre must be manufactured or modified in accordance with the Canadian Electrical Code and Canadian Standards Association (CSA) or equivalent. The Centre reserves the right to refuse any equipment that is deemed to be unsafe.

## I. RIGGING:

All rigging services must be coordinated with Encore. Please refer to [Appendix D](#) of the Event Planner Toolkit for more information.

## J. IN-HOUSE AUDIO:

As the official audio visual partner of the Centre, Encore exclusively manages the in-room audio systems and interconnectivity (audio/video) of all event and public spaces. Please refer to [Appendix D](#) of the Event Planner Toolkit for more information.

## K. AUDIO PRODUCTION QUALITY:

1. When reproducing audio in the Ballroom or Convention Hall where rigging is available, we recommend that the sound re-enforcement systems be rigged or flown to provide thorough coverage.
2. Additionally, the Ballroom has floor to ceiling windows along the south side of B1 that must be incorporated into planning to avoid poor sound quality delivery.

## L. LIGHTING:

Standard ceiling lighting is available in each meeting room. Focusable lighting must be coordinated with Encore.

## M. LIFTS:

Encore is the sole provider and operator of scissor lifts within the Centre. Please contact Encore to coordinate details and arrange for rental and operation.

## N. EQUIPMENT DELIVERY:

Due to space limitations, equipment shipments cannot be sent directly to the Centre in advance of the event move-in date. Our preferred partner, Global Convention Services, can provide advance freight storage and delivery options.

## O. STORAGE:

The Centre is unable to guarantee storage space unless a room is rented. Equipment cannot be stored on the loading dock, in the freight elevator or in hallways.

## P. CLEANING:

Please leave all areas of the Centre in the condition in which they were found. This includes disposal of trash, props, cardboard, plastic, etc. If items are left behind at the end of an event, items will be discarded and cleaning fees will be applied appropriately.

## Q. DAMAGE:

Marks and scratches to finishes, door frames, flooring, tables and chairs, etc., will be monitored throughout the course of the event. Damages will be assessed and an invoice for repair will be presented as soon as possible.

## R. LOSS OR THEFT:

The Halifax Convention Centre accepts no responsibility for lost or stolen property.

## S. CERTIFICATES:

Please bring a copy of current General Liability Insurance certificate (minimum \$5 million dollars liability) as well as Workers Compensation certificates.

# APPENDIX L:

## RESPONSIBLE SERVICE OF ALCOHOL

*As the licensee, the Halifax Convention Centre is committed to the responsible sale and service of alcohol and complies with the regulations of the Nova Scotia Alcohol and Gaming Division (AGD). It is the Centre's policy to serve alcoholic beverages in a professional manner which is intended to promote responsible consumption. Your support and commitment to the following guidelines is important to us and will help us deliver a safe and enjoyable event for all of your guests. Improper conduct, which includes but is not limited to profane or abusive language, physical harassment, or other abusive behavior, will not be tolerated. Guests who are demonstrating these behaviours will be asked to leave the facility.*

Please share any relevant information regarding past events with your Event Manager. Include any patterns around beverage consumption to allow us to plan inventory and staffing to best serve your guests. Additionally, we request that you designate a "Person Responsible for the Event" to be in attendance for the duration of the event.

### PER THE NOVA SCOTIA ALCOHOL AND GAMING DIVISION:

- All beverage services are provided exclusively by the Halifax Convention Centre;
- Outside alcoholic beverages are prohibited. Guests attempting to bring alcohol into the facility will be denied entry and the alcoholic beverage will be confiscated;
- Alcoholic beverages are restricted to the event area and may not be carried in elevators, on escalators, or be removed from the premises;
- Alcoholic beverages may not be used as auction or display items.

The Halifax Convention Centre, in consultation with the client, reserves the right to request that security and/or first aid staff be hired by you through the facility when alcohol is being served. Security is required for any dinner/dance event that includes alcohol service. Please speak with your Event Manager regarding staffing ratios.

### A. RESPONSIBLE ALCOHOL CONSUMPTION:

The Halifax Convention Centre will discontinue service to patrons who violate the principles of responsible alcohol consumption and reserves the right to, at its own discretion, remove disruptive guests who may pose a threat to guests or property from the premises. We recommend that you include a message of responsible alcohol consumption as a reminder on your invitations, tickets, or programs.

### B. PREVENTION OF SERVICE TO MINORS:

The legal age for alcohol consumption in the Province of Nova Scotia is 19 years of age. For each alcohol purchase, 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. If a guest is a minor (under the age of 19), they

will not be served any alcoholic beverages and may not be present in the licensed event spaces past 9:00pm.

It is illegal for guests who are of age to purchase alcoholic beverages for minors. During your event, should facility staff witness a person of age purchasing alcohol and distributing it to a minor, our standard protocol is to immediately advise the Halifax Regional Police.

### C. PREVENTION OF OVER SERVICE TO GUESTS:

Upon arrival to the facility, any guest who appears to be intoxicated will be denied access to the event.

Alcoholic beverages will not be sold or served to any person who is visibly intoxicated. Once a guest has been identified as exhibiting signs of possible intoxication, facility staff members are required to stop alcoholic service to the guest immediately and will facilitate the removal of the guest from the event space. We will require your active support to ensure the guest has safe transportation available to get them to their home, hotel or lodging.

To ensure all guests have a safe and enjoyable evening, you may wish to consider the following:

- Limit the bar service hours;
- Limit the amount of hosted alcoholic beverages;
- Host non-alcoholic alternatives;

Additionally, the Halifax Convention Centre abides by the following alcohol service guidelines:

**Per Transaction Serving Limit:** No more than two (2) alcoholic beverages may be sold or served per person.

**Serving Limits for Individual Drinks:** Servers may not exceed the following ounces per single portions:

- Beer - 16 oz
- Wine - 5 oz
- Liquor - 2 oz

Please note: 'Bottle Service' for alcohol is not available.

# APPENDIX L CONT.: RESPONSIBLE SERVICE OF ALCOHOL

## E. HOURS OF SERVICE AND SALES CUT-OFF TIMES:

Bar service ends at 1:00 a.m. or earlier, based upon event schedule, with last call being given by Halifax Convention Centre staff 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.

Alcohol Service times are subject to change and Halifax Convention Centre Management reserves the right to stop alcohol service at its discretion.

*Please note the Halifax Convention Centre reserves the right to modify this guideline at any time before or during the event, without advanced notice.*

# APPENDIX M:

# HALIFAX CONVENTION CENTRE: GENERAL EMERGENCY PROCEDURES

## ACTION TO BE TAKEN FOR A MEDICAL EMERGENCY:

**Call 911.** If you don't have a mobile device with you, you can also pick up any of the black house-phones that are located throughout the Centre. These phones dial direct to our security team, who will dispatch our emergency response team to your location. Our security team members are qualified in First Aid, CPR and the use of the Automated External Defibrillator (AED).

## ACTION TO BE TAKEN IN CASE OF A FIRE:

1. If you see smoke or fire, activate the fire alarm pull station closest to you.
2. Our fire safety system deploys a 2 stage alarm. Stage 1 is a slow alarm and Stage 2 is a fast alarm.
3. During Stage 1 (slow alarm), you will hear a pre-recorded message which will direct Halifax Convention Centre staff to respond, including activation of our Fire Warden team (visible in red hats/vests) who will be updated on the situation. At this time you should:
  - Cease all work.
  - Identify the nearest fire exit to you (marked by green 'running man' signs).
  - Be prepared to evacuate.

Within a few minutes of the alarm activating, announcements will be made over the Emergency Public Address system providing additional information and instructions.

4. Upon being told to evacuate at Stage 2 (fast alarm), fire wardens and other staff will direct guest to the nearest fire exit and the emergency muster area, which is the Grand Parade Square in front of City Hall and Saint Paul's Church, accessible via Argyle Street.
5. Elevators will be not be available during an emergency, so please identify any mobility-challenged persons to Halifax Convention Centre staff who will plan for their evacuation, if required.
6. All guests will be informed if and when it is deemed safe to return to the facility.
7. If there is a power outage, all hallways are equipped with emergency lighting. This will enable you to leave the facility via designated exits.

## ACTION TO BE TAKEN FOR AN ACTIVE AGGRESSOR:

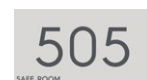
In the unlikely event of an active aggressor, Halifax Convention Centre follows the Run-Hide-Fight procedure. Every individual will need to determine which steps to take based on their location in the facility.

The Centre will deploy the following tools to notify guests of an active aggressor:

- **Audible:** You will hear the following message: ALERT! There is an active threat. RUN or ESCAPE if you can. HIDE if you cannot escape. FIGHT as a last resort."
- **Visual:** You will see the following on the screens outside each meeting room:



**RUN/ESCAPE:** Look for the Green 'Running Man' Signs to exit.



**HIDE:** Locate a SAFE ROOM on any level of the Centre. Deploy the NIGHTLOCK (found in case on the wall) to ensure door can't be opened from the outside. Some rooms have 2 doors so be sure to engage both.

## ACTION TO BE TAKEN FOR A BOMB THREAT:

If you receive a bomb threat, notify your Event Manager or other Centre staff who will escalate appropriately. Alternatively, you may reach Security by picking up a black house phone which will dial direct to the operator.



# APPENDIX N:

## CODE OF CONDUCT

### PURPOSE:

At the Halifax Convention Centre, we are committed to maintaining a safe, inclusive, and welcoming environment for all guests, event organizers, vendors and employees. We uphold the dignity and rights of every individual and do not tolerate behavior that compromises safety, disrupts events, or creates an unwelcome atmosphere.

This Code of Conduct aligns with our guest experience commitment, applicable venue policies, and the [Nova Scotia Human Rights Act](#). In addition, guests must comply with any event-specific codes of conduct set by event organizers, as well as any other venue policies established by the Halifax Convention Centre.

By attending an event at the Halifax Convention Centre, all individuals agree to adhere to these expectations.

### POLICY:

All guests at Halifax Convention Centre are expected to conduct themselves in a manner that promotes a safe, enjoyable, and respectful environment for everyone, as well as any additional requirements established by event organizers or the venue itself. Behavior that jeopardizes the safety, well-being, or experience of others is not acceptable.

To uphold this commitment, we reserve the right to act as necessary—including denial of entry or removal from the venue—to protect the safety, comfort, and experience of everyone in our care. These decisions are made solely at the discretion of the Halifax Convention Centre management and are final.

As a guest of the Halifax Convention Centre, you may not:

- Exhibit disruptive or unsafe behavior that, in the sole discretion of venue management, compromises the safety, accessibility, or enjoyment of others. This includes, but is not limited to, refusal to follow reasonable instructions related to safety and venue policies, entering unauthorized areas or non-public areas without permission, or intoxication.
- Engage in harassment, discrimination, or violence, including but not limited to verbal abuse, physical aggression, sexual harassment, or any behavior targeting individuals or groups based on race, gender, sexual orientation, disability, or any other protected characteristic.
- Display or engage in hate speech or use of hate symbols, including threatening language, signs, symbols, or gestures.
- Engage in unauthorized commercial activities or promotions that have not been approved by the Halifax Convention Centre.
  - Possess prohibited, illegal, controlled, or dangerous items, including but not limited to weapons, firearms, or outside alcohol.

### CONSEQUENCES OF VIOLATING THIS CODE OF CONDUCT:

The Halifax Convention Centre reserves the right to take appropriate action in response to any violation of this Code of Conduct. Failure to comply may result in consequences determined at the sole discretion of the Halifax Convention Centre and are final. These may include, but are not limited to verbal warnings, or the discreet removal of a guest to minimize disruption and maintain a safe environment.

If a guest is removed, refunds or other compensation will not be provided by Halifax Convention Centre.

Event organizers, ticket holders, and exhibitors may be held responsible for the behaviour of their guests, staff, exhibitors, and attendees.

### REPORTING VIOLATIONS & SUPPORT:

Our staff are trained to intervene as needed to ensure a safe and respectful environment; however, guests are encouraged to report violations of this Code of Conduct or any other inappropriate behavior to the nearest staff member or via the house telephones located in public spaces within the facility. We thank you for helping make every event at the Halifax Convention Centre enjoyable and memorable.