



HAL-CON

2023 VENDOR INFORMATION PACKAGE
HALIFAX, NS | HAL-CON.COM

CONTENTS

Hal-Con 2023 - Vendor Information Packet

Page 3

- Deadlines
- Convention Hours

Page 4 - 5

- Application

Page 6 - 10

- Payment
- Rules For Vendors at Hal-Con

Page 10 - 12

- Vendor Pricing

Page 12

- Perks
- Partners

Page 13

- Questions

Copyright © 2023 by Hal-Con Sci Fi Fantasy Association

All rights reserved. This document and its content may not be reproduced or distributed, in whole or in part, without the written consent of Hal-Con Sci-Fi Fantasy Association.

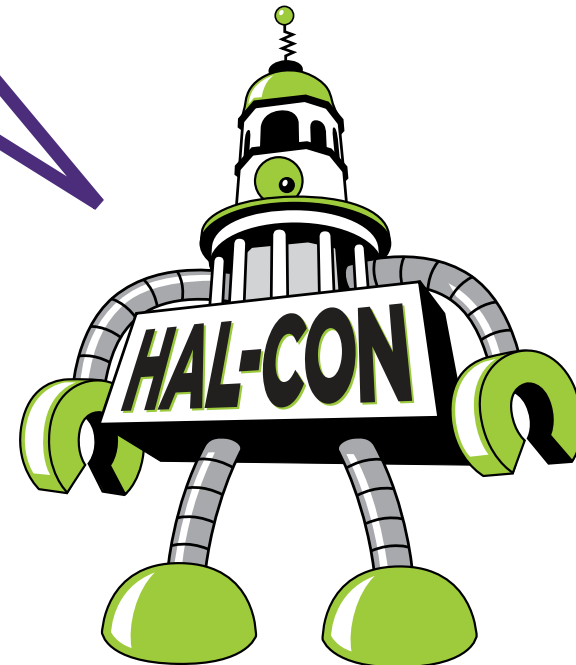
PLEASE READ

This vendor information package contains critical information for all vendors. Please read it carefully; you will be asked to confirm you have read and understand these guidelines when you apply, and these policies are strictly enforced.

COVID-19 STATEMENT

Hal-Con will follow all rules and restrictions for public gatherings set out by the Government of Nova Scotia and Public Health. These restrictions are subject to change without notice and vendors are expected to comply with these guidelines. An up-to-date version of restrictions can be found on the government website at:

<https://novascotia.ca/coronavirus/restrictions-and-guidance/>



DEADLINES

April 1st, 2023 - Vendor Applications open online at 12 (noon) p.m. AST on our website.

June 1st, 2023 onward - Successful applicants begin to be informed. Invoices will be e-mailed. Minimum 25% deposit is due two weeks from the invoice date. This deposit is non-refundable, regardless of when a vendor cancels their space.

Any applications received after this date will be automatically waitlisted.

June 30th, 2023 - Final Balance Due - Any unpaid invoices will be cancelled and tables reassigned. Failure to fulfil payment will result in forfeit of 25% deposit.

Any new vendors acquired due to vacancies/cancellations during the months of July and August 2023 will be invoiced with payment due within 30 days.

July 31st, 2023 - Vendor Registration Closes. Hal-Con reserves the right to close applications earlier or later, depending on volume received.

August 1st, 2023 - Last day to request an additional vendor pass (same price as weekend pass). Limit of 1 per vendor.

Any new vendors acquired as a result of vacancies/cancellations during the month of September will be invoiced with payment due within 10 days.

Any new vendors acquired as a result of vacancies/cancellations during the month of October will be invoiced with payment due upon receipt.

Sept 30th, 2023 - Tentative date for finalised list of vendors, layout map to be posted. Hard deadline for changes in customization (extra tables, set up concerns). No requests for change can be considered after that time.

CONVENTION HOURS AND VENDOR FLOOR HOURS

Load-in (*anticipated based on previous years, pending final confirmation from venue*)

THURSDAY, OCTOBER 26th - 10AM - 10PM

FRIDAY, OCTOBER 27th - 8AM - 11AM

Finalised load-in instructions will be e-mailed to vendors in October.

Hal-Con 2023 Vendor Floor Hours

FRIDAY, OCT 27th - 12 NOON - 7PM

SATURDAY, OCT 28th - 9AM - 7PM

SUNDAY, OCT 29th - 9AM - 6PM

Attendees with specialty tickets can enter the convention at the above times, regular ticket holders will enter a half an hour later.



Dismantle

You can start packing some things up on **SUNDAY after 5pm** but no carts or dollies are permitted in the vendor areas until after the Convention closes at 6pm. Load-out procedures will be circulated in advance.

All vendors must load out Sunday night, without exception. There is no option to store merchandise at the venue after the convention has closed.

Communication

Hal-Con will use the email address you provide during registration for all communication, including invoicing. If there is a change in email address after you apply, please update us as soon as possible. Please ensure you provide one that you check regularly. Up-to-date information will also be posted on our website under: <http://hal-con.com/information-for-approved-vendors>

Photography / Videography

There will be video taken on site; by Hal-Con, by the media, by film students, and by attendees alike. If you are unwilling to be filmed – you should not enter the convention.

The Venue

We are located in the [Halifax Convention Centre](#) at 1650 Argyle Street; part of the Nova Centre complex.

Our layout for 2023 is similar to 2022. All vendors will be located on the fifth floor, along with our guest

tables, sponsors and food court. This area has a combination of booth and table spaces.

APPLICATION

All applications to join Hal-Con as a vendor must be submitted via our website application form: <http://hal-con.com/become-a-vendor>

The application form will be live on the website starting at 12pm (noon) Atlantic Time on Saturday, April 1st, 2023. Filling out an application to be a vendor at Hal-Con does not guarantee your acceptance. Prior attendance as a vendor does not guarantee your acceptance. You will be notified that your application has been received and receive a copy of your application by email. Please check that carefully and notify **vendors@hal-con.com** immediately if there is an error so that we can correct it.

Application Acceptance Process

There was no early registration for Hal-Con 2023. All vendors must apply when applications open in April.

We curate the applications, looking for unique items. Applications are time stamped and we sometimes give preference to earlier applicants when choosing between similar vendors.

Incomplete applications are not considered until complete applications have been reviewed, and will likely be waitlisted. Please fill out the form carefully.



Please enter a link to your work when filling out the application, and it is helpful if you have photos of your display/setup there. If you do not have a portfolio or website, please email us photos of your work after filling out the application. This is mandatory.

- Please note, in order to be accepted as a vendor, you must be selling goods or services that align with pop culture, science fiction, fantasy, comic books, cosplay and/or gaming, with the exception of food vendors.
- Multi-level marketing firms are not accepted at Hal-Con.

We support local, Atlantic-based businesses and artists, but we also encourage vendors from outside our own area, from national and international locations, to apply and bring their unique artistry and retail vision to Hal-Con.

Table Sharing Policy

We permit sharing, but both applicants must fill out an application and indicate their intention to share with each other at the time of applying. Vendors are not permitted to sell, sublet or otherwise divide their space without having explicit approval from Hal-Con. Failure to disclose information on the original application and having someone share your table at the event without prior approval of the vendor team will result in immediate dismissal, with no refund and jeopardising your status at future events.

Should the primary table holder decide to cancel, two options are available:

- The secondary space holder may take over the space as an individual. If the invoice is not yet paid, the balance is transferred to the name of the secondary space holder to be paid by the existing deadlines.
- Once the space is transferred to the secondary space holder, the only sharing option would be with the next eligible vendor from the approved waitlist, at the discretion of the Vendor Team.

Full Disclosure of Items for Sale

All vendors must disclose their intended sale inventory at the time of application and will be vetted by Halifax Police and the venue before acceptance. All goods must adhere to local bylaws.

Insurance

Vendors will be asked for private insurance information at the time of application. Any vendors who sell weapons, food, drink or other potentially hazardous materials will be required to show valid proof of private insurance and/or permits that cover their presence at the convention. Failure to produce said documents may result in immediate dismissal with no refund.

Waitlist

We do not number our waitlist. If spaces open up we look for something that is not already represented on our vendor list. The next step, to maintain the balance and variety, is to replace a vendor with the same type of vendor; e.g. if a comic vendor withdraws, we will look for another comic vendor to replace them.



PAYMENT

Non-Refundable Deposits

The deposit is minimum 25% of the cost for your space. This is payable within two weeks of being invoiced. Without a deposit, Hal-Con will not hold your space. We have a significant waitlist. Non-payment of the deposit will result in your space being reallocated.

Methods of Payment

Invoices are sent through Quickbooks (online software) to your email. Our preferred payment method is via credit card directly through Quickbooks. Directions for email transfers will be on your invoice. Arrangements can be made to pay by cheque or money order by contacting vendors@hal-con.com in advance. Cash is not accepted.

HST is applicable (GST/HST: 811623024RT0001).

Cancellation Policy

The 25% deposit is non-refundable at all times.

- Cancellation prior to June 30th will result in a 75% refund.
- Cancellation between July 1st and July 31st will result in a refund of 50%.
- Cancellation between August 1st and August 30th will result in a refund of 25%.
- Cancellation after August 30th is non-refundable.

Should the convention be cancelled for reasons other than war, fire, strike, government regulation,

public catastrophe, anything considered to be an Act of God, Terrorism, Force Majeur, or the public enemy; you will be refunded the balance of all your payments. Refunds will not exceed the amount paid at any time. The refund will be provided to the original credit card used. Other methods of payment will be refunded by cheque and sent by mail.

RULES FOR VENDORS AT HAL-CON

All vendors are subject to adhere to the policies listed on the Hal-Con website at <https://hal-con.com/policies> . These are subject to change.

Item Sales

- Hal-Con is a family friendly convention. Any materials of a mature nature for sale or distribution may result in the offending materials being removed. Refusal to remove the offending materials may result in expulsion from the convention.
- Vendors must exercise discretion that any items displayed do not cause great offence to attendees.
- Raffle tickets can be sold but they must be licensed by the province with the licence number clearly displayed on the ticket.
- All promotional activities will be limited to your space; Hal-Con must be informed of and pre-approve activities beyond traditional sales of merchandise and other items.



Copyright Policy

Hal-Con strives to be a forum where artists can sell their original work and good quality merchandise be available for sale.

- As a vendor, you are expected to hold all appropriate permissions for any merchandise you have for sale, and Hal-Con will comply with any requests from copyright holders and/or original artists to have that merchandise removed.
- The resale of unlicensed third party products is not allowed. This includes bootlegs, re-printed logos, and imitations or reproductions of official artwork. Any products not originally designed or created by the vendor themselves must be licensed merchandise.

AI Generated Art Policy

Hal-Con Sci-Fi Fantasy Association (Hal-Con) values the creative arts and encourages the skill, craftsmanship and artistic achievement of the vendor community. Due to ongoing controversy relating to copyright infringement and uncertainty concerning the data being utilised by AI creation platforms, Hal-Con will not accept AI generated art and images as a medium sold by vendors in whole or in part of the items being presented and sold on the vendor floor. It is a vendors' responsibility to ensure no products violate this policy and hold all appropriate permissions for any merchandise they have for sale.

The consequences of violating the above policies may include but are not limited to: a request to remove items in whole or in part from the vendor floor, expulsion from the vendor floor without refund, or/and a

temporary ban from applying to become a vendor for future Hal-Con events.

Sales of Weapons

Hal-Con permits the sale of weapons; however, sellers adhere to strict guidelines. Vendors selling weapons must be aware of, agree to, and comply with, Hal-Con's weapon policy:

- Weapons sold must be packaged for transport in a non-lethal fashion (ex. wrapped in a manner that protects other attendees).
- Purchased weapons may only be picked up upon exiting the convention, from the coat check area.
- You must provide a complete inventory list in advance that will be reviewed by Halifax Regional Police.
- All vendors selling weapons of any kind are required to have security personnel for the duration of the convention. Additional security will be organised by Hal-Con. The cost of additional security will be passed on to the weapons vendors at a cost of \$30 per hour, for each hour the vendor floor is open to the public. Overnight security is onsite and provided by the venue. Hal-Con will locate weapons vendors in the same area to minimise security needs.
- Any vendor selling items or weapons prohibited under Nova Scotia or Canadian law may have those items taken without compensation by Halifax Police, venue representatives, security, event staff, or other officials.
- If you do not declare your intention to sell weapons upon application and are accepted as a vendor, but choose to sell weapons, you will be removed



from the event without compensation. Please be advised that both the venue and the Halifax Regional Police Department patrol the site to inspect merchandise for sale.

Food Vendors

We have limited spaces available for food vendors. Applicants must be prepared to handle the large attendance of our convention as the demand for food and drink is quite high. Food vendors do not have to align with our 'geeky' theme, however those that do may be given preference. Private insurance is required to cover any incidents that may occur. You will be asked to present proof of this insurance upon acceptance.

Should a Food Safety inspector visit the event, food vendors may be asked to provide their food sellers permit as proof that their goods were manufactured in a certified kitchen. Have your permit readily available.

Displays

- Vendors are not permitted to adhere anything to the walls of the Convention Centre.
- Open flames, or devices which utilise an open flame, are not permitted in the venue.
- A list and detailed description of any electrical equipment intended to be used on the vendor floor must be provided to the vendor team in advance of the convention (e.g. 3D printers, fridges, food and drink appliances, etc.). This will be vetted by the venue and the Halifax Fire Marshal.
- The maximum display height is 11 feet from the

floor. If your display differs from this please contact the vendor team and we will check if we can have it approved by the venue.

- Your displays may not open on to another vendor's space. Your customers cannot stand in your neighbours' space and browse your wares; that is unfair to your fellow vendors and creates confusion for attendees.
- If your display includes high-sided shelving, any sides facing another vendor's booth must be covered.
- Vendors must ensure all materials remain in their permitted space and do not interfere with human traffic flow or safe passage clearances established by the venue.
- Vendor displays shall not inhibit the view of other vendors.
- If your display includes sound, music, lights, or videos, Hal-Con staff reserves the right to ask you to lower the volume or adjust the display so as not to impact other vendors or attendees.
- Vendors must endeavour to keep their space free of debris and/or materials that may be unsightly. Our vendor team circulates and will be happy to remove garbage for you.
- Please note, there is no backdrop or pipe and drape surrounding most tabletop spaces. Vendors may be back-to-back with common space between them. If you are bringing free-standing equipment to display signage or goods, you may not impede the space of other vendors.

Badges

- All vendors must wear their badges as identification at all times while on-site. This includes while in



costume. Venue staff will not provide admittance to anyone without a pass.

- Hal-Con provides two (2) vendor badges with each full space purchased for use by vendors and staff. Vendor badges are transferable among staff, although the transfer must be made outside the convention.
- In 2023, we will allow the purchase of one (1) additional badge per vendor space when you submit your vendor application. Limited numbers are available. After August 1st, there will be no further opportunity to purchase additional vendor badges. If you require more than that, you would need to purchase day or weekend passes through our regular ticket sale process. Please note that weekend passes sell quickly, do not delay.
- Vendor badges are only to be used by individuals working the vendor space.
- For security purposes, you will be asked to provide a list of names of staff members who will be using your vendor badges during the convention. The primary applicant is responsible for ensuring all of their staff are aware of our policies and regulations, and will be held accountable for their staff's behaviour throughout the convention weekend.
- Vendor badges give the same access as a regular weekend pass, plus early access to the vendor floor only during set-up times. They do not have any other perks. A vendor badge will not permit you to skip lines or enter specially-ticketed events.
- Children under 16 cannot use vendor badges.
- Replacement badges will not be reissued if your badge is lost or stolen.

Security & First Aid

- Uniformed and undercover security will be present on-site during the convention show hours and after-hours; however, Hal-Con is not responsible for property loss or damage.
- The vendor floors will be secured and guarded by posted security during non-vendor show hours. Re-entry to attendees and vendors will not be permitted. Once the vendor areas have closed, you will have 30 minutes to finalise your area, after which you will not be permitted to remain in those areas, but are welcome to explore the other areas of the convention, provided you are displaying your vendor pass.
- First Aid volunteers will be available on-site to respond to any medical needs until such time as the nature of the emergency can be determined.
- If you see or experience a medical emergency immediately get in touch with venue staff, security, or a Hal-Con Volunteer and we will get emergency services to respond.

Code of Conduct

- Vendors must abide by Hal-Con's anti-harassment policy found on our website.
- Profanity will not be tolerated.
- Vendors in costume must comply with Hal-Con weapon policies and costume policies at all times.
- Vendors shall observe and obey all Canadian laws, the by-laws of the municipality of Halifax, and rules imposed by the Venue.
- Vendors and their staff shall not defame, slander or otherwise harm the integrity of the convention through spoken, physical, electronic, written or any



other means, at any time.

Should a vendor be found in violation of these laws or rules, prior to the convention or during, it may result in expulsion from the convention without refund.

Other Rules

- Hal-Con assumes no liability for loss or damage to vendor goods at any time during the convention, including load-in and tear down. Hal-Con staff and volunteers are not permitted to handle the goods of any vendor, including packing up or unloading vehicles.
- Upon being accepted to Hal-Con, vendors agree to have their space occupied during all hours that the vendor floor is open. Vendors should not leave early, show up unreasonably late, or leave their space unattended for extended periods of time. Each full-sized space comes with two vendor badges and extras can be purchased, if necessary, to staff your space. If a vendor needs a short break to attend a panel, use the washroom, get food, etc, Hal-Con staff and volunteers are available to watch your merchandise. Hal-Con staff and volunteers can only sit at the table/booth for you and will not handle merchandise or perform any transactions. Please flag down a volunteer if you need a break, or contact the vendor team by email if you need to be away for an extended period.
- All vendors, once approved by the Vendor team, are subject to review by the venue and the Halifax Police Department. Should either of those reviews decline a vendor, Hal-Con will abide by that decision, and will not intervene.

VENDOR PRICING

BOOTHS

- **10 x 10 Food Court Booth** (limit of 1 per vendor)
Limited availability. For safety reasons, any vendors selling hot food or drink will be placed in the food court.

Each booth includes 2 Vendor Weekend Passes, a 10 x 10ft booth with piping and drape (3ft sides; 8ft backdrop), open on one side, one 6ft table with skirting, a dedicated power supply, bottled water and 2 chairs.

Each booth costs \$600

- **8 x 10 Booth** (limit of 3 per vendor)

Each booth includes 2 Vendor Weekend Passes, a 8 x 10ft booth with piping and drape (3ft sides; 8ft backdrop), open on one side, one 6ft table with skirting, a dedicated power supply, bottled water and 2 chairs. The booths are 10ft wide and 8ft deep, with the wider side facing the aisle.

Each booth costs \$575.00 + HST

- **8 x 10 CORNER Booth** (limit of 2 per vendor)
Limited availability. Please note, vendors with an interactive element or who will otherwise draw crowds will be given preference for corner booths.



Each booth includes 2 Vendor Weekend Passes, a 8 x 10ft booth with piping and drape (3ft sides; 8ft backdrop), open on two sides, one 6ft table with skirting, a dedicated power supply, bottled water and 2 chairs.

Each booth costs \$625.00 + HST

- **8 x 8 Booth** (limit of 3 per vendor)

Each booth includes 2 Vendor Weekend Passes, an 8 x 8ft booth with piping and drape (3ft side walls, and 8ft backdrop), one 6ft table with skirting, a dedicated power supply, bottled water and 2 chairs.

Each booth costs \$500.00 + HST

- **8 x 8 CORNER Booth** (limit of 2 per vendor)
Limited availability. Please note, vendors with an interactive element or who will otherwise draw crowds will be given preference for corner booths.

Each booth includes 2 Vendor Weekend Passes, an 8 x 8ft booth with piping and drape (3ft side walls, and 8ft backdrop), one 6ft table with skirting, a dedicated power supply, bottled water and 2 chairs.

Each booth costs \$550.00 + HST

TABLES

- **Half Tabletop Vendor Space** (Limit of 1 per

selling vendor)

Includes 1 Vendor Weekend Pass, half of a 6ft table that will be shared with another vendor, bottles of water and 1 chair. You are entitled to one half of the space, and are not permitted to take up the space of your tablemate.

Costs \$150.00 + HST

- **Tabletop Vendor Space** (Limit of 2 per selling vendor)

Each tabletop space receives 2 Vendor Weekend Passes, a 6ft table with coverings, bottles of water and 2 chairs.

Each table is \$275.00 + HST

- **Exhibitor Table** (Limit of 3 per vendor)
Limited availability.

Please note that exhibitor tables are discounted and limited to displays, societies, nonprofits and groups who are not selling any products or services at the convention. If you purchase an exhibitor table and break this rule you will be billed for the full vendor price.

Each tabletop space receives 2 Vendor Weekend Passes, a 6ft table with coverings, bottles of water and 2 chairs.

Each table is \$200.00 + HST



ADDITIONS

- **Extra Vendor Pass** (Limit of 1 extra per table/booth)

\$120.00 + HST

- **Extra table for booth**

Each booth comes with one 6 ft table. Additional tables must be requested ahead of time, there will be no option to add them on-site.

\$50.00 +HST

- **Power for table space**

Please note that if you do not indicate you require power, there will be no option to add it onsite. If you purchase two tables you will be charged for a full outlet box, as there is no option to share or only activate half a box.

- **\$75.00 +HST** for a single outlet, shared with the adjacent table

- **\$150.00 +HST** for an exclusive power drop (two outlets)

PERKS

Programming Discount

Any vendor who is accepted to Hal-Con 2023 and contributes two or more timeslots worth of programming (ie. panels, demonstrations, or workshops) during the convention weekend will receive a \$50.00

discount off each vendor space purchased. This must be pre-approved by the programming team.

Virtual Vendor Floor

<https://hal-con.com/directory-vendors>

Vendors accepted to Hal-Con 2023 will receive a three month free subscription to the virtual vendor floor on our website, included with the cost of their space. If you are already participating in our virtual vendor floor, you will be discounted the cost of three months on your invoice.

Any waitlisted applicants or vendors not participating in Hal-Con 2023 are welcome to apply to our virtual vendor floor, as long as your business or organisation aligns with our theme. For more information, check out the Become a Vendor page on our website:

<https://hal-con.com/become-a-vendor>

PARTNERS

We are pleased to promote the following Hal-Con partners, who have extended offers to our vendors:

Maritime Travel

Lisa MacIver

902-429-7883

maciverl@maritimetravel.ca

Whether travelling to Hal-Con from away, or you have travel to book for other reasons, Lisa's at your disposal, your friendly neighbourhood travel agent.



QUESTIONS?

This information packet is the most comprehensive source of information for vendors. Please save it in an accessible spot, and refer to it when you have questions. It will remain posted on our website for your reference.

Should you require information that is not available in the vendor packet, please reach out to Hal-Con's vendor relations team at vendors@hal-con.com

Please note that, during peak times such as application, final payment deadlines and in the days leading up to the convention, our email volume increases dramatically. We do our best to respond within 24 hours but appreciate your patience during our peak periods.

