

## 1.0 OVERVIEW

### 1.1 Introduction

Hal-Con Guest Team is seeking a new photography partner for 2023-2024. This photographer would be involved in taking attendee photos with celebrity guests as well as potentially having a photo booth set up at an offsite location.

### 1.2 History of Hal-Con

A community group, now 14 years old, which produces the largest annual sci-fi and comic book convention in Atlantic Canada. The event continues to grow and expects 10000-12500 people this year. The group, including the board of directors, is 100% volunteer-run and champions a message of equality and acceptance to fans. The Hal-Con Sci-Fi Fantasy Association is a registered society with the Province of NS - we are a not-for-profit entity. In addition to the convention, Hal-Con hosts multiple events throughout the year and volunteers at several events year-round.

### 1.3 Event Dates

Nov 8 - 10, 2024

Nov 7 - 9, 2025

### 1.4 Project Objectives

To select a photography partner for a one-year contract with the option to renew agreement to provide services at our main event. Contract extensions may be considered if the working synergy is found suitable by both parties.

We need a photography company to provide services for our celebrity photo-op booths with 700-1000 full 8x10 (no border) prints for the weekend. This setup will involve two photo booths and may involve one photography area to take pictures with a special guest vehicle.

Request for Proposal/ Request for Quote for official event partners is a requirement under Hal-Con operating guidelines.

### 1.5 Project Schedule 2024\*

Sep	TBD	Final planning, scheduling with Photography partner & Hal-Con
Nov 6	Afternoon	Set-up, walk-through of full event space
Nov 7	Morning	Set-up
Nov 8	12pm-6pm	Photos

Nov 9	10am-6pm	Photos
	6pm - 11pm	Photos off site
Nov 10	10am-5pm	Photos
	6pm-11pm	Tear-down and move out

**\*2025 Event Timeline TBD**

## **2.0 REQUIREMENTS**

### **2.1 Service Level Requirements**

The successful bidder will be able to work all three days of the event. You must set-up and be prepared for the show opening at noon on Friday. You'll likely need a minimum of 6-7 staff on site to run efficiently. Setup will begin Thursday evening.

You will need to provide on-site service to our fans who have purchased photo ops with their favourite celebrities. These sessions generally run between 10am-6pm and can require you to work very quickly to process a line of hundreds. The two photography booths must be accessible so we require that the booths and backdrops do not require a step up. Plexiglass may be required between the guest and attendee, but we will provide this if necessary. Photos (full 8x10 prints, no border) must be printed and made available to fans in a timely manner, preferably within 2-3 minutes of the photo being taken. Should this not be possible due to technical failure during the event, an organized system for retrieval of the photos will be required. Schedules for the official guests can change on short notice - you'll need to be flexible and responsive.

The applicant needs to be professional, but also nerd/geek friendly, inclusive and accepting. Many of our fans can require special consideration and your attention to that detail is especially helpful. Hal-Con reserves the right to refuse to work with any individuals, partners, vendors or sponsors that may reflect negatively on the organization.

Hal-Con also hosts a number of other events during the convention. Each year, we also host an offsite Saturday evening event which will also require a photo booth set up.

### **2.2 Technical Requirements**

1. High speed 8x10 colour photo printers
2. Photo Ink
3. Lights
4. Cameras
5. Photo Paper
6. Computers/Laptops
7. Software to process photos quickly
8. Backdrops in neutral, light colours.

### **2.3 Task Requirements**

1. Set up camera and printer equipment, tape marks on the ground, instruct celebrities and attendees as needed
2. As fans pass through the celebrity photo-op booth, you will take their photo and check it is satisfactory before directing the attendee to leave the photo booth.

3. Print a full colour borderless 8x10 photograph and make it available for pickup at a nearby table.
4. Digital prints at a cost of \$10 each. This cost to be kept by the photographer. Digital prints must be emailed to the attendee the same day as the purchase, or within 24 hours.
5. Have a photo booth with fun props at the Saturday evening Gala off site.

#### **2.4 Deliverable Requirements**

1. 8x10 Photos w/protectors
2. Digital Files
3. Sales Reports
4. Should the fans pay a small additional fee, you will be responsible for emailing a copy of the high resolution photo within 24 hours.

#### **2.5 Provided by Hal-Con**

We offer the square footage and space to work in. We also manage the guest contracts and all itinerary details, including their photo-op schedule.

You will have access to the first floor of the Halifax Convention Center October 26 in the evening to set up and take test shots. Please note that we do not allow test photos with our guests; all test photos should be taken with a stand in subject. A site walkthrough will be made available to inspect the space if you wish.

You will also be mentioned in social media and on Hal-Con's website as our official photographer.

Hal-Con will supply

1. skirted tables
2. pipe & drape to specifications
3. line-up space with volunteers
4. 1 badge / staff member with access to the convention
5. electrical hookups for your equipment
6. a flat of water
7. Wi-Fi

#### **2.6 Resource Requirements**

1. The successful bidder must supply their own labour and equipment.
2. The successful bidder will be responsible for the management and scheduling of their own resources throughout the project.

#### **2.7 Quality Requirements**

1. All photographs will be 8x10 full colour without borders, printed on 8x10 size photo paper that is of high quality with high quality inks.
2. The backdrops shown in the photos must be neutral, in good condition, free from wrinkles and not should not distract from the subjects.
3. The composition of the photos will be acceptable. All subjects will be in focus, centred in the shot and the photo will be well-lit. The subjects' eyes must be open, their glasses will not have a glare, and every effort will be made to ensure that all parties are posed appropriately.

## 2.8 Acceptance Criteria

In order for the project to be considered to have reached completion, and in order for the final payment to be released, all required reports as outlined in section below (Reporting Requirements) will have been submitted, all deliverables must be approved meeting the outlined quality requirements, and the final invoice must be provided by the Successful Bidder.

## Reporting Requirements

	Print sales	Extra prints	Digital photos
Friday			
Saturday			
Sunday			

End of convention report with comments, feedback and suggestions.

## 2.9 Commercial Requirements

### Pricing Information

The prices reflected in the agreement will be firm, fixed, and definitive. The prices are based on the negotiated Contract. Prices will be expressed in Canadian dollars. The prices shall include the HST in the percentage as required by the province of Nova Scotia which is currently fifteen percent (15%) of the pretax total.

Hal-Con agrees to pay the successful Bidder one half of the amount of the contract at the commencement of the agreement as per the initial invoice provided by the Successful Bidder. Hal-Con agrees to pay the Successful Bidder the remaining half (the "Outstanding Balance ") within thirty (30) days upon receipt of the final invoice at the completion of the contract. Payment will be made by e-transfer to the Successful Bidder's business account.

### Required Agreements/Insurance

The successful Bidder agrees to maintain insurance that will indemnify and hold harmless Hal-Con from any liability claims for property damage and personal injury including death which may arise during the successful Bidder's operation under the contract, or by anyone employed either directly or indirectly by the Successful Bidder. The Successful Bidder shall hold General Liability Coverage, Errors and Omissions Liability Coverage, and Products Liability Coverage in an amount of no less than two million dollars (\$2,000,000.00) per occurrence. The Successful Bidder agrees to provide proof of this insurance before the commencement of the contract.

## 3.0 Contract Information and Terms

### Applicable Laws

The contract will be governed by and construed according to the laws of the Province of Nova Scotia and the laws of Canada, that are applicable therein.

### **Confidentiality**

Hal-Con and the Successful Bidder each agree to keep all non-public information related to the business or affairs of either party confidential other than information needed to meet the requirements of the contract. This includes but is not limited to information regarding the party's finances, business plans, strategic plans, proprietary processes, vendors, sponsors, employees and volunteers. If information is required over and above what is outlined at the commencement of the contract, the parties agree to notify the other in writing and allow that party to give approval in writing before any disclosure is made.

### **Disputes and Mediation**

Should a dispute arise out of or in connection to the Contract, the parties agree to meet to pursue resolution through negotiation or other appropriate means of dispute resolution before resorting to litigation. Any information exchanged during this negotiation shall be regarded as confidential and non-prejudicial by the parties.

If the parties are unable to reach an agreement through negotiation, then the parties shall attempt to reach a mutually acceptable resolution to the dispute through mediation. The terms of this mediation will be outlined in the final Contract.

### **Indemnification and Liability**

The Successful Bidder shall be responsible for any loss, bodily injury, expense, death and any other damage which may occur by reason of the Successful Bidder's acts. Any acts, negligence or failure to perform any of the contractual obligations on the part of the Successful Bidder or any of their partners or employees shall be deemed to be the Successful Bidder's acts. The Successful Bidder agrees to indemnify and hold harmless Hal-Con, their employees or volunteers from any claim, damage liability, injury expense or loss including the costs to defend against such a claim arising directly or indirectly from the Successful Bidder's performance of this Contract. This provision shall survive the termination or completion of this contract.

### **Independent Contractor Status**

The relationship of the Successful Bidder to Hal-Con is that of an independent contractor. Nothing contained in any of the project documents including but not limited to the Statement of Work or the Contract itself shall create an employer-employee relationship. The Successful Bidder's employees shall not be considered employees of Hal-Con.

### **IP Ownership**

Each party will retain exclusive interest in and ownership of its Intellectual Property developed before this contract or that is developed outside the scope of the contract. Nothing in this agreement will transfer any rights to the other party. Any Intellectual Property developed by a party under this contract without participation of the other party will belong to the developing party.

### **Non-Assignment/ Subcontracting**

The Successful Bidder shall not assign any contract or rights or obligations under this Contract without obtaining prior written consent from Hal-Con. Any assignment without this consent shall be considered void.

### **Non-Discrimination**

The Successful Bidder agrees to not discriminate in any manner against any employee or applicant for employment because of race, nationality or ethnic origin, colour, religion, age, sex, sexual

orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

### **Order of Precedence**

In the event of conflict in the terms and conditions of the Contract, and the conditions on which it is based, the following order of precedence shall apply: the signed agreement (excluding the RFP and the Successful Bidder's proposal), the RFP, then the terms of the Successful Bidder's proposal and then any written agreements signed and agreed to by both Buyer and the Successful Bidder after the commencement of the contract.

### **Warranties**

The Successful Bidder warrants to Hal-Con that the goods and services it provides to Hal-Con are free from defects in design, craftsmanship, raw materials or manufacture and they conform to the specifications and drawings provided to the Successful Bidder. The term of this warranty (the "Warranty Period") shall be one (1) year from the date of delivery. All repairs and replacements shall be at the Successful Bidder's expense.

### **Assumptions**

The Successful Bidder will have available skilled resources, equipment resources and clear cost estimates and analysis that are identified in the Successful Bidder contract. The Successful Bidder shall be knowledgeable in and responsible for the safe operation of all equipment required for completion of the contract.

## **4.0 RFP CONTENT REQUIREMENTS**

The proposal document should, at a minimum, contain the following information and material:

- **Cover Letter**

The bidder shall include a cover letter signed by an individual authorized to contractually bind the company. Unsigned cover letters will be rejected. The cover letter shall include:

1. Name and address of the responding company
2. Name, title and contact information of the employee who will act as a liaison for the company
3. An expression of interest to provide the services described in this RFP.
4. The following certification: By signing the cover letter I, (we) certify that any and all information included in this proposal is accurate and that any and all attachments required are true and will be binding upon our company.

- **Company Profile**

The response shall include the name, size, location, and description of the responding company. If the work is undertaken in association with another company, the name and description of such other company.

- **Qualifications of Bidder**

The response shall include information about the qualifications and experience of the Responder. The Responder shall provide three (3) work related references as well examples of similar work that has been successfully completed.

- **Proposed Approach**

The response shall outline how the Responder proposes to complete the deliverables by the required deadline. It should outline any and all methods and approaches that will be used for the duration of the project.

- **Staffing**

A list of staff that will be assigned to work at the event when available.

**Submission Information**

1. Bids must be submitted electronically through e-mail prior to the submission deadline. Bids will be rejected as non-compliant if submitted in any other format.
2. It is the supplier’s sole responsibility to ensure its bid is received by the submission deadline. The supplier should be cognizant of possible delays that may arise during the electronic submission process. Late submissions will not be accepted and the Supplier will be disqualified.
3. Proposals must be provided in Microsoft Word or Adobe PDF format and be able to be opened and viewed by the company.
4. Proposals are to be sent to Shawna Romkey ([shawna.romkey@hal-con.com](mailto:shawna.romkey@hal-con.com)) with “RFP # -Hal-Con Celebrity Photography Booth” in the subject line of the e-mail. All submissions must be received no later than 6pm AT on Apr. 30, 2024.

**Contact Information**

1. The contact person for all matters related to this RFP is set out below.

Name: Shawna Romkey  
Title: Director of Guest Relations  
E-mail: [shawna.romkey@hal-con.com](mailto:shawna.romkey@hal-con.com)

2. All communications relating to this RFP must be submitted electronically to the Director of Guest Relations (above) through email.
3. Only communications received by the Director of Guest Relations in the manner stated in this section will be considered in the RFP process.

**Evaluation Criteria**

The successful applicant will be able to comply with our needs, understand our mission and our brand. They will take on feedback at the event if changes are needed. The lowest bid received won’t guarantee the contract.

**Basis for Award Evaluation Matrixes**

The following matrix and rating criteria will be used to evaluate the proposal.

Criteria	Weighting	Score	Total
Approach	30%		

Experience & References	30%		
Equipment	20%		
Completeness of RFP	10%		
Price	10%		
Total Maximum			

**Selection Schedule**

The proposed schedule for each step in the RFP process is set out below.

Event	Date/Time
Issue Date of the RFP on the company website	Apr. 1, 2024
Deadline #1 for Questions	Apr. 7, 2024
Company Response to Questions Addendum #1 (if required)	Apr. 14, 2024
Deadline #2 for Questions	Apr. 15, 2024
Company Response to Questions Addendum #2 (if required)	Apr. 22, 2024
Submission Deadline	Apr. 30, 2024
Anticipated Ranking of Top Suppliers	May. 15, 2024
Bid Validity Period	60 days
Anticipated Award Date	May. 22, 2024