



HAL-CON

2026 VENDOR INFORMATION PACKAGE
HALIFAX, NS | HAL-CON.COM

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IMPORTANT INFORMATION

This vendor information package contains critical information for all vendors who wish to attend Hal-Con Sci-Fi Fantasy and Gaming Convention (“Hal-Con”). 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. The term ‘vendor’ is used throughout this package to refer to vendors, artists, sponsors, societies, and anyone else who will have a space on the Hal-Con vendor floor.

LIMITATION OF LIABILITY

Hal-Con assumes no liability for loss or damage to vendor goods at any time during the convention, including load-in and tear down.

KEY CHANGES FROM LAST YEAR

- **Vendor applications will CLOSE and not reopen as of May 1st, 2026.**
- **We are no longer offering the Virtual Vendor Floor for the foreseeable future.**
- Clarifications regarding our selection process.
- Clarifications regarding our AI policy.
- Clarification photos for display rules.
- Clarifications regarding our dismantle rules at the close of the event.
- Vendor Hall Closes on Sunday at 5PM instead of 6PM.

THE VENUE

The event will be located at the Halifax Convention Centre at 1650 Argyle Street in Halifax, Nova Scotia; part of the Nova Centre complex.

In 2025, Hal-Con had approximately 19,000 attendees!

VENDOR FLOOR HOURS

These hours changed for Sunday only based on vendor feedback we received.

Friday, Nov 6th - 12 Noon - 7pm

Saturday, Nov 7th - 9am - 7pm

Sunday, Nov 8th - 9am - 5pm

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

DEADLINES

April 1st, 2026 - Vendor Applications open online at 12 (noon) p.m. AST on our website.

May 1st, 2026 - Vendor Registration Closes at Midnight AST.

June 1st ONWARD - Applicants begin to be informed of their status. 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.

August 31st, 2026 - 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 month of August will be invoiced with payment in full due within 30 days.

Any new vendors acquired as a result of vacancies/cancellations during the month of September will be invoiced with full 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.

October 1st, 2026 - Tentative date for the finalized list of vendors and layout map to be posted on our website. Hard deadline for changes in customization (extra tables, set up concerns). No requests for changes can be considered after that time.

October 1st, 2026 - Last day to request an additional vendor pass (same price as weekend pass). Limit of 1 per vendor.

VENDOR AND SOCIETY APPLICATIONS

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

Societies are defined as nonprofits, displays, clubs and organizations who are not selling products, or anyone

who does not intend to sell anything at the convention.

The application process below is the same for both societies and vendors.

All rules and regulations in this form that reference 'vendors' apply to societies as well.

The application form will be live on the website starting at 12 pm (noon) Atlantic Time on Wednesday, **April 1st, 2026**. Filling out an application 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.

Please note, we curate our vendor floor and it is not on a first come, first served basis. We do not number our waitlist, so earlier applications do not receive precedence. We encourage all vendors to put time and attention into their applications to better help the jury assess.

APPLICATION ACCEPTANCE PROCESS

With the exception of three contest winners who have already been announced, there was no early registration for Hal-Con 2026. All potential vendors must apply when applications open in April.

Incomplete applications will be rejected. Please fill out the form carefully. Notify vendors@hal-con.com immediately if there is an error so that we can correct it.

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 require a portfolio to process your application. Please enter a primary link to your work when filling out the application. It is helpful if you have photos of your display/setup included. If you do not have a portfolio or website, please email us photos of your work after filling out the application. This is mandatory to be considered.

Applications are curated based on the following criteria, ranked in order of most to least important:

Adherence to our theme

- Is this something our attendees want to see at Hal-Con?
- Do their products or services align with our theme? (*Sci-fi/Fantasy/Gaming/Comics/Cosplay/Pop Culture*)

Uniqueness

- Is the vendor selling a product or service that has never been seen at Hal-Con before / has not been seen in recent years?
- Is their product / service / artstyle unique compared to the other vendors who have applied?
- If they are a returning vendor, do they have new products available?
- Does the vendor carry a niche or different fandoms not often seen from other artists/vendors?

Variety

- Is the vendor selling a variety of products (either a variety of product types and/or variety of fandoms)?
- Do they cater to multiple interests and demographics?

Quality of work

This is the least important criteria. We are not here to be art critics, but we do want our vendors to be successful at the con as well as have quality products for our attendees.

CLARIFYING GUIDANCE FOR 2026

Given the volume of applications we receive which meet the above criteria, after reviewing the applications individually based on the above, we consider:

- Do we have representation within all product categories in which we had applications? This will also consider the proportion of applicants within each category (*ie. our largest categories are art prints and buttons/keychains/stickers, meaning these make up a proportionately larger share of the vendor floor*).
- Which vendors will result in the most variety within that product category, and the most variety across the vendor floor overall while limiting overlap?
- Which vendors have attendees indicated they want to see based on our feedback surveys?
- What other feedback have attendees provided about what they do/don't want to see?
- Prior acceptance never guarantees future acceptance.



- Between highly similar vendors, we consider which is the better fit for the overall composition of the floor this year based on if they have (within their offerings) a more unique product, fandom, or style, or a mix of these factors.

Based on feedback from 2025:

- Attendees want to see more cosplay supplies.
- Attendees want to see more comic books.
- Attendees want to see more toys and collectibles
- Attendees want to see more t-shirts
- Attendees want to see more bags
- Attendees want to see less 3D printed items.
- Attendees want to see less art prints

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

We do not guarantee exclusivity though we try to have a wide range of variety and limit duplication of goods and services.

Waitlist

Unfortunately due to the high interest in our vendor floor and limited space, many potential vendors will be put onto our waitlist. We do not number our waitlist. If spaces open up, we look for something that is not

already represented on our vendor floor or, to maintain the balance and variety, replace the vendor with the same type of vendor; e.g. if a comic vendor withdraws, we will look for another comic vendor to replace them. Once waitlisted, we will contact you if a space becomes available.

VENDOR PRICING

All prices are in CAD. HST is applicable (GST/HST: 811623024RT0001).

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, bulk water and ice, a 10 x 10 foot booth with piping and drape (4 ft sides; 8 ft backdrop), open on one side, one 6 x 2 foot table with skirting, a dedicated power supply, bottled water, and 2 chairs.

** Please note: Extra power can be available by request for food court booths only for extra charge.*

Each Food Court booth costs \$800 + HST





Pictured: 10 x 10 Booth

10 X 10 BOOTH

(limit of 3 per vendor)

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

Each booth costs \$700.00 + HST

10 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 10 x 10 foot booth with piping and drape (3 ft sides; 8 ft backdrop), open on TWO sides, one 6 x 2 foot table with skirting, a dedicated power supply, bottled water and 2 chairs.

Each booth costs \$800.00 + HST

8 X 8 BOOTH

(limit of 3 per vendor)

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

Each booth costs \$575.00 + HST



Pictured: Two 8 x 8 Booths

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 8 foot booth with piping and drape (3 ft side walls, and 8 ft backdrop), open on TWO sides, one 6 x 2 foot table with skirting, a dedicated power supply, bottled water and 2 chairs.

Each booth costs \$675.00 + HST



TABLES

HALF TABLETOP VENDOR SPACE

(Limit of 1 per selling vendor)

Includes 1 Vendor Weekend Pass, half of a 6 x 2 foot table that will be shared with another vendor, bottled 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 6 x 2 foot table with coverings, bottled water and 2 chairs.

Each table is \$300.00 + HST



Pictured: Two full tabletop vendor spaces

SOCIETY TABLE

(Limit of 3 per vendor) Limited availability.

Please note that society 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 a society table and break this rule you will be billed for the full vendor price and banned from applying for a society space in the future.

Each tabletop space receives 2 Vendor Weekend Passes, a 6 x 2 foot table with coverings, bottles of water and 2 chairs. If you need space without a table, you will receive a 6 x 2 foot space only. Please let us know in advance if you do not require the table.

Each table or space is \$200.00 + HST

ADDITIONS

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

- After weekend pass pricing is set, we will send an email to all accepted vendors asking for whether extra passes are required. Please indicate the number of passes *(keeping in mind the limit)* and the name of the pass holders for security reasons. To be announced at: hal-con.com/tickets

Extra Table Rental For Booth

- Each booth comes with one 6 x 2 foot table. Additional tables must be requested ahead of time by the cut off dates listed above, as there will be no option to add them on-site.

\$55.00 +HST



Power For Table Spaces

Please note that if you do not indicate you require power, there will be no option to add it on-site and vendors are not permitted to use the vendor room wall outlets. 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.

\$80.00 +HST for a single outlet, shared with the adjacent table

\$155.00 +HST for an exclusive power drop (*two outlets*)

Parking Passes

Vendor parking pass rates are available for the Scotia Square Parkade, located at 5201 Albemarle St, Halifax.

Limit of four (4) per vendor. Parking passes are only valid Thursday, November 5, 2026, through Sunday, November 8, 2026.

(Price TBD)

Souvenir Lanyards

(Price TBD)

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 or communication to the Vendor

Team, Hal-Con will not hold your space as we have a significant waitlist.

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.

CANCELLATION POLICY

The 25% deposit is non-refundable at all times. Cancellation prior to August 31st will result in a 75% refund.

Cancellation between September 1st and September 30th will result in a refund of 50%.

Cancellation between October 1st and October 31st will result in a refund of 25%.

Cancellation after October 31st 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, the public enemy, or any other Force Majeure event; 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.



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, as important information will be provided as we approach the convention.

RULES FOR VENDORS AT HAL-CON

All vendors must adhere to the policies listed on the Hal-Con website at hal-con.com/policies and the **below additional terms.**

Non adherence to these terms may result in a request to remove items in whole or in part from the vendor floor, expulsion from the vendor floor without refund, a temporary ban from applying to become a vendor for future Hal-Con events or a permanent ban from applying to become a vendor for future Hal-Con events.

These policies and terms are subject to change at any time. Any changes will be posted through official Hal-Con social media channels and/or sent via email to any accepted vendors.

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 Regional Police and the venue before acceptance. All

goods must adhere to local by-laws, Hal-Con and Vendor policies and must not be prohibited under Nova Scotian or Canadian law. Vendors must provide a list of products at the time of application, and once accepted, any changes or additions to offered merchandise must be approved by the Vendor Team. Vendors who fail to advise of (or be approved for) a product type before the convention may be asked to remove the items.

SPACE SHARING POLICY

We permit sharing, but both applicants must each fill out an application and indicate their one intended sharing partner at the time of applying. Vendors are otherwise not permitted to sell, sublet or otherwise divide their space. Vendors cannot add a sharing partner after acceptance.

Failure to disclose information on the original application and having someone share your space at the event without prior approval from the Vendor Team will result in immediate dismissal, with no refund and jeopardizing 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 an eligible vendor from the approved waitlist, at the discretion of the Vendor Team.



INSURANCE

All vendors must have valid liability insurance that covers their presence at the convention for a minimum of \$2 Million coverage.

Any vendors who sell weapons, food, drink or other potentially hazardous materials will be required to show valid proof of liability insurance that covers their presence at the convention in advance of the event. Failure to produce said documents may result in immediate dismissal with no refund.

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 or photographed you should not enter the convention.

ITEM SALES

- Materials of a mature nature are not allowed.
- 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 and must abide by all provincial laws regarding raffle sales.
- If you wish to engage in promotional activities at the convention, all promotional activities must be limited to your purchased space. You cannot engage in promotional activities outside of this space unless you have pre-approval from Hal-Con.

COPYRIGHT POLICY

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

- 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. If Hal-Con has reason to believe that a vendor's application may breach this policy, we will contact the vendor requesting evidence of a license. If this proof is not provided within 2 weeks of the request or the evidence is not, in Hal-Con's sole discretion, satisfactory, then the application will be rejected.

HAL-CON AND HAL-CON MASCOT ART

While appreciated, we will no longer allow art made with the likeness of our mascot, Nelson, or the Hal-Con logo to be sold on the vendor floor.

If you are interested in collaborating for Hal-Con branded merchandise, please contact merch@hal-con.com

AI GENERATED ART POLICY

Hal-Con Sci-Fi Fantasy Association (Hal-Con) values the creative arts and encourages the skill, craftsman-



ship and artistic achievement of the creative community. Due to ongoing controversy relating to copyright infringement and uncertainty concerning the data being utilized by AI creation platforms, Hal-Con prohibits the use, display, or sale of AI generated (in whole or in part) or AI assisted images, audio, or other media. 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 this policy may include but are not limited to: a removal of items in whole or in part from the event, expulsion from the vendor floor without refund, or/and a temporary or permanent ban from applying to become a vendor for future Hal-Con events.

If Hal-Con has reason to believe that a vendor's application may breach this policy, we will contact the vendor requesting evidence that it was not AI generated. If this proof is not provided within 2 weeks of the request or the evidence is not, in Hal-Con's sole discretion, satisfactory, then the application will be rejected.

SALE OF WEAPONS

Hal-Con permits the sale of weapons; however, sellers must 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*).
- You must provide a complete inventory list in

advance that will be reviewed by Halifax Regional Police and venue security.

- Any vendor selling items or weapons prohibited under Nova Scotia or Canadian law may have those items taken without compensation by Halifax Regional 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 refund. Please be advised that both the venue and the Halifax Regional Police Department patrol the site to inspect merchandise for sale.
- All vendors selling weapons of any kind are required to have security personnel for the duration of the convention. Security will be organized by Hal-Con. The cost of security will be passed on to the weapons vendors at a cost of \$35 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 minimize security needs.
- Purchased weapons will be transported by security to the coat check area and may only be picked up by attendees upon exiting the convention. No unguarded weapons will be allowed inside the convention.

SALE OF PROPS

Hal-Con permits the sale of prop weapons; however, sellers must adhere to strict guidelines. Vendors



selling props (i.e. weapons or armour) must be aware of, agree to, and comply with Hal-Con's props policy as found on our website. As well, we note the following conditions specific to the vendor floor:

- All props being sold will be reviewed and tagged by Hal-Con staff.
- Any prop that falls outside of our prop policy will be deemed a weapon and must follow our weapons policy as stated above.

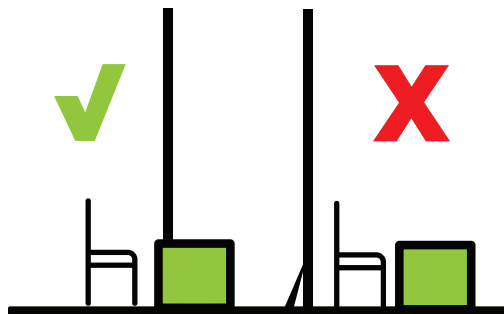
FOOD VENDORS

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.

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.

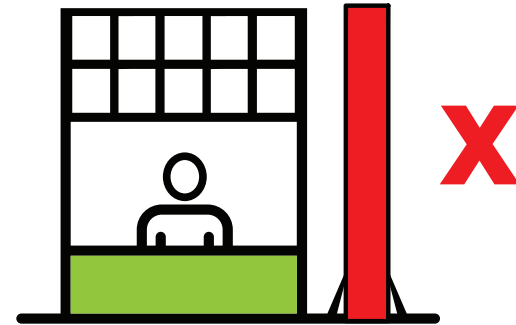
DISPLAYS

- 1. Displays are only allowed on top of the table**



1. Vendors who purchase one or more Tabletop Vendor Spaces are limited to building their display on the top of their table. Free-standing displays behind the vendor's table(s) are not allowed. Displays built on the table that extend past the dimensions of the vendor's table(s) are not allowed.
2. No merchandise or displays permitted in the aisle.

- 2. No displays/banners are allowed behind or beside tables**



3. Tabletop Vendor Spaces are back-to-back with other vendors. Vendors must remain within their own space and not impede the space or movement of other vendors.

- 3. Stay in your designated table space**

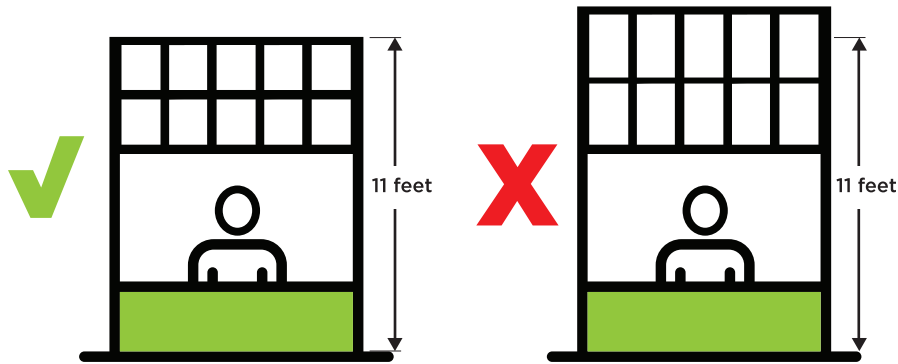


4. Vendors are not permitted to adhere anything to the walls of the Convention Centre.



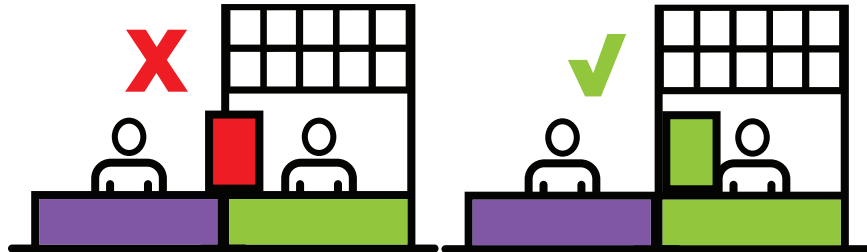
5. The maximum display height is 11 feet from the floor. If your display differs from this please contact the Vendor Team and we will check if we can have it approved by the venue.

5. Displays are allowed to be 11 feet high from floor up



6. Your displays may not open onto another vendor's space. Your customers cannot stand in your neighbors' space and browse your wares; that is unfair to your fellow vendors and creates confusion for attendees.

6. Do not take up your neighbours table space.



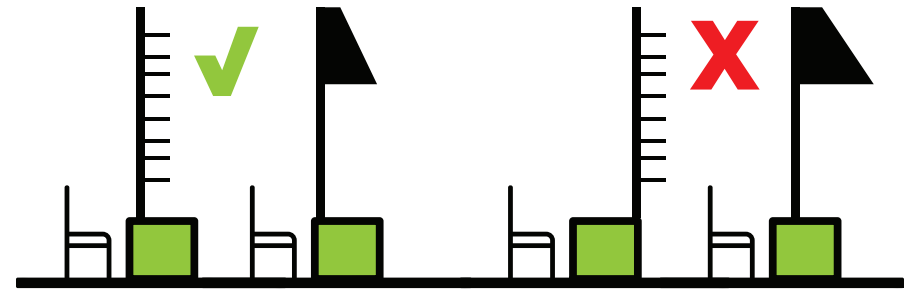
7. If your display includes high-sided shelving, any sides facing another vendor's booth must be covered.

8. Vendors must ensure all materials remain in their

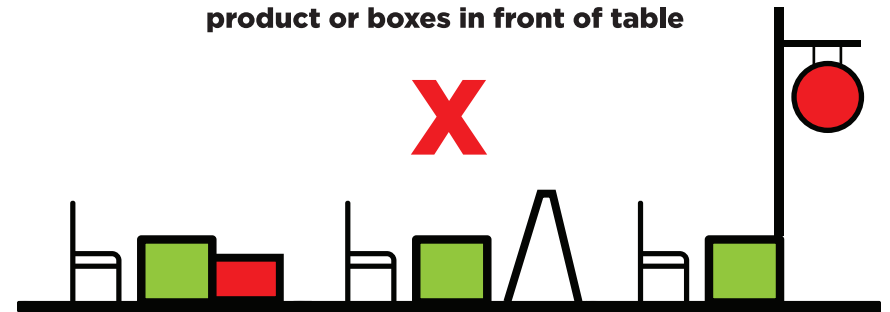
permitted space and do not interfere with human traffic flow or safe passage clearances established by the venue.

8. Displays are only allowed in your table space

Displays cannot hang over your table space



8. Table spaces are not allowed to have signs, product or boxes in front of table



9. 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.

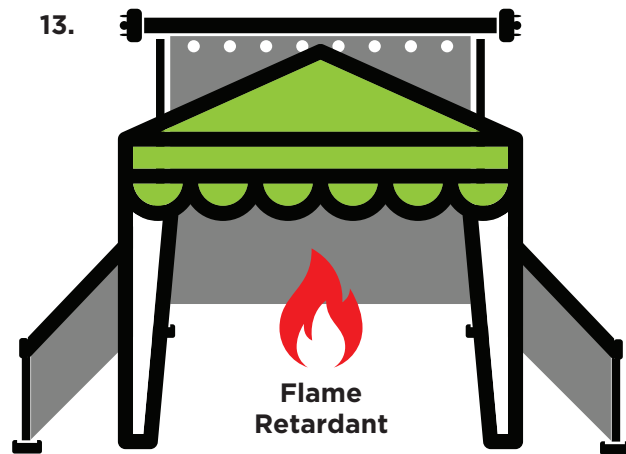
10. Vendors must endeavor to keep their space free of debris and/or materials that may be unsightly. Hal-Con volunteers circulate and will be happy to remove garbage for you within reason.

11. Open flames, or devices which utilize an open flame,



are not permitted in the venue.

12. 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.
13. All tents must meet the CAN/ULC S109, or, must pass the NFPA 705 “match test”, NFPA 701 is also accepted as a rating in this jurisdiction. This will be vetted by the venue and the Halifax Fire Marshal.



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 2026, we will allow the purchase of one (1) additional badge per vendor space when you submit your vendor application. Limited numbers are available. After October 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 behavior 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 floor 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 finalize 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 Respectful Community policy found on our website.
- Vendors in costume must comply with Hal-Con props policy and costume policy 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 and/or a ban from future events.

OTHER RULES

- 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 late, or leave their space unattended for extended periods of time without informing Hal-Con staff. 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 space. 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.
- Vendors must be at their space at least 15 minutes prior to opening each day unless otherwise



communicated to the Vendor Team.

- All vendors, once approved by the Vendor Team, are subject to review by the venue and the Halifax Regional Police. Should either of those reviews decline a vendor, Hal-Con will abide by that decision, and will not intervene.

LOAD-IN AND LOAD-OUT

LOAD-IN

(anticipated based on previous years, pending confirmation from venue)

THURSDAY, NOV 5TH - Noon - 9:00PM
FRIDAY, NOV 6TH - 8AM - 11:00AM

In October, you will receive an email with instructions for loading-in. This will include scheduling your load-in time. The use of the loading bay requires a time slot or you could be turned away until time allows to load you in.

Please ensure all merchandise is carefully packaged for transport when loading in and out, as loading bay staff will be handling your items unless otherwise requested.

If carrying-in you **MUST** still check in through the loading bay with a member of the Vendor Team. This is where you will receive your information package and passes. You will not be permitted to reenter the building without passes so it is extremely important to check in at the loading bays at first arrival.

There is no option to store merchandise, boxes, or other items at the venue outside of your assigned space, without exception.

DISMANTLE

Vendors are not permitted to pack up or dismantle before the convention closes at 5PM on Sunday. No carts or dollies are permitted in the vendor areas until after the convention closes at 5PM. If an exception needs to be made, please contact the Vendor Team. Vendors who are **entirely** sold out may begin packing up at 4PM (*1 hour before the convention closes*) but no display units may be dismantled until the vendor hall is closed without exception unless discussed prior with the Vendor Team. Please respect your fellow vendors and attendees.

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

CARRY-OUT

You are able to carry-out through any door of the building after the vendor floor closes at 5 PM. Please note, in order to carry-out you must be able to do so in one load (*unless prior arrangements are made with the Vendor Team*) and no large items are allowed to go on the public elevator.

If you are using the public elevator to carry-out, attendees must be given priority of use to exit the building. Large items may not be taken on the escalator. Please use the freight elevator in the loading bay.

LOADING BAY LOAD-OUT

If you are not able to carry-out in one load or you require building provided carts, you must use the loading bay.



If you are a large display with multiple booth spaces, you may be asked to yield to smaller vendors for load-out. Please plan accordingly as there may be a wait. We recommend having two people on site, one to escort your merchandise, and the other to bring your vehicle around. Detailed load-out instructions will be circulated in advance of the convention.

QUESTIONS?

This information package is the most comprehensive source of information for vendors, please 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 package, please reach out to Hal-Con's Vendor Team at vendors@hal-con.com

Please note that Hal-Con is 100% volunteer run therefore, 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.

