

Sponsor Vendor Kit



Thursday, April 20 & Friday, April 21, 2023
Halifax Convention Centre
Halifax, NS

WELCOME!



Within this document, you will find everything you need to know to prepare for your participation in **AtlSecCon 2023** as a Sponsor Vendor.

AtlSecCon is the premiere, non-profit security conference in Atlantic Canada focusing on bringing some of the world's brightest and darkest minds together with one common goal – to expand the pool of IT Security knowledge beyond its typical confines. The conference runs for two days and features multiple tracks of programming presented by experienced security and privacy professionals.

LOCATION

Halifax Convention Centre
1650 Argyle Street, Halifax, NS B3J 0E8

***Loading Dock Access is located on Market Street, at the back of the building**

*The Sponsor Vendor Tradeshow will be housed in the Ballroom Salon as part of the **Conference Café**, the central hub of the conference where all guests will arrive, meet and network. This space will also host the coffee break stations and Vendor Reception.*

SCHEDULE

Move-in, set-up and loading dock access:

Wednesday, April 19, 2023	2:00 pm – 5:00 pm
Thursday, April 20, 2023	6:00 am – 7:30 am

Please note: Booths must be completely set-up and ready by 7:45 am on April 20

Conference Tradeshow Hours:

Thursday, April 20, 2023	8:00 am – 4:30 pm
Vendor Reception	4:30 pm – 6:00 pm
Friday, April 21, 2023	9:00 am – 3:00 pm

Dismantle and Move-out:

Friday, April 21, 2023	3:00 pm – 5:00 pm
------------------------	-------------------

Please note: Booths must be completely dismantled by 5:00 pm

EARLY SHIPPING, STORAGE AND DELIVERY

Items that must be shipped and received prior to April 19, 2023, must be routed through the event's supplier, **Global Convention Services**. All shipping and receiving costs are at the expense of the sponsor vendor.

If you require for early shipment direct-to-site or booth please contact:

Global Convention Services
Resmije Zogjani
rzogjani@globalconvention.ca
(902) 425.1400

If you require the services of a customs brokerage please contact:

ConsultExpo
Jeff Labbé
JeffL@ConsultExpoinc.com
(514) 482.8886 Ext. 7

LOADING DOCK ARRIVAL, MARKET STREET

All Sponsor Vendors are to arrive via the **Halifax Convention Centre Loading Dock** located on Market Street, during move-in and set-up hours only, as listed above. Smaller set-ups that can be carried in via a single bag or suitcase may be brought in via the Argyle or Grafton Street public entrances. For those vendors who pre-arranged early shipment with **Global Convention Services** (as noted in Early Shipment & Delivery) your items will be delivered directly to your booth space, on the day of the event.

ON-SITE REGISTRATION

After unloading at the dock please make your way to the Ballroom level of the Halifax Convention Centre to check in at the Conference Registration Desk, located in the Ballroom Salon, to receive your conference passes for your booth attendants and/or guests, based on your level of sponsorship – **passes are required to access the conference floor and all meals.**

BOOTH SPACE

Spaces are open concept and approximately 10' x 10' in size (Platinum Booths are 20' x 20') and include:

One(1) 6' skirted table

Two(2) chairs

One(1)power outlet

Conference WiFi Access

**It is imperative that sponsor vendors supply their own extension cords or arrange for additional equipment rental, including furniture, carpet or draping, with Global Convention Services.*

ADDITIONAL EQUIPMENT REQUIREMENTS, RENTALS & CUSTOMS BROKERAGE

If you require for carpet, furniture or other both infrastructure, please contact:

Global Convention Services
Resmije Zogjani
rzogjani@globalconvention.ca
 (902) 425.1400

If you require audio-visual equipment, please contact:

Basil Audio-Visual Services
Nick Nifort
nick@basilav.com
 (902) 471.1338

CARE OF THE EXHIBIT SPACE

No signs or articles are to be fastened to the walls, floors, ceilings, drapes, or equipment. The use of thumb tacks, scotch tape, nails, screws, bolts, tools or material which could mark the floors, walls, drapes or equipment is prohibited. Any damage will result in a surcharge to the Vendor.

CONFERENCE PASSES

Vendors will receive complimentary conference passes based on their sponsorship levels – passes will be provided on-site during the set-up times listed above.

Platinum	2 Booth Attendant passes, 5 Guest passes
Gold	2 Booth Attendant passes, 3 Guest passes
Silver	2 Booth Attendant passes, 1 Guest pass
Bronze	2 Booth Attendant passes
Village	2 Workshop Attendant passes

Hospitality

Each conference pass includes access to a continental early morning buffet breakfast, buffet lunch each day at noon and the Vendor's Reception, with light refreshments and cash bar service, scheduled for Thursday, April 19th at 4:30 pm, immediately following the first day presentations.

**A conference pass is required to access all meal service. Additional passes can be purchased via the conference website, www.AtlSecCon.com prior to the event.*

PASSPORT PROGRAM

The passport program has been instituted to incentivize conference attendees to visit all Sponsor Vendors, not including Village sponsors, in the room. Vendors will be provided with a stamp at the beginning of the conference and each participant will be provided with a passport listing all the vendors. Stamped passports will be entered in a prize draw, for conference attendees, at the end of Day 2.

INDIVIDUAL VENDOR PRIZE GIVE-AWAYS

All vendor prize giveaways will be presented to winners at lunch on Day 2 in the Plenary in the main Ballroom. Vendors are responsible for collecting participant names at their booths, selecting the winning name in advance of the lunch-time presentation and making their way to the Plenary at 12:15 pm. Event staff will be on hand to assist with the presentation of prizes.

PARKING

In addition to metred street parking, the HCC is conveniently located via elevator from the Nova Centre underground public parking garage. There are also two major parkades within close proximity: the Prince George Hotel and Scotia Square Mall.

CONTACTS

For questions regarding your **Sponsorship**, please email:

Leanne Andrecyk
AtISecCon Sponsor Liaison
Leanne@AtISecCon.com

To follow the updated **conference agenda, sponsors or to buy passes**, please visit the conference website:

www.AtISecCon.com

