

Invitation to Supply Event Operations & Production Management Services

Sydney Gay and Lesbian Mardi Gras 2021 and 2022 (with option to extend for 2023 and 2024)

Sydney Gay and Lesbian Mardi Gras Limited (SGLMG) makes this Invitation to Supply Event Operations and Production Management Services with respect to 2021 and 2022 with an option to extend for a further two-years (2023 and 2024) at SGLMG absolute discretion.

Section 1 - Background

Sydney Gay and Lesbian Mardi Gras is one of the oldest continuously operating LGBTQI organisations in Australia. A not-for-profit, member-based organisation, SGLMG is built on the foundations laid by early community activists who fought for LGBTQI rights in a time of wide-spread, institutionalised oppression and discrimination. From these origins, SGLMG has evolved to include a strong focus on celebration while maintaining a commitment to social justice for LGBTQI communities.

SGLMG's vision is to be a global leader in promotion of diversity, inclusion, equity and social justice through culture, creativity and partnerships.

Each year SGLMG produces many signature events. Amongst them, the renowned and spectacular Parade along Sydney's Oxford St; our extravagant Mardi Gras Party at the Entertainment Quarter; Fair Day - an event for the whole family, with approximately 250 food and general stalls, a main stage, a dance floor and the Arena which hosts 'Doggywood' dog show and sports demonstrations; Our Festival Hub, showcasing and celebrating our diverse communities through a mix of queer performance, theatre, music, dance, circus, cabaret, and thought-provoking talks; Laneway our official closing party in the Beresford Hotel and the Hill St Laneway, going from the afternoon into the night with DJs and musical entertainment.

SGLMG acknowledges the Gadigal people of the Eora nation, the traditional owners of the land on which our celebrations are held.

Section 2 - About This Invitation

The invitation consists of:

- Section 1 – Background (Read Only)
- Section 2 – About this Invitation (Read Only)
- Section 3 – Services (Read Only)
- Section 4 – Key Accountabilities (Read Only)
- Section 5 – Selection Criteria (Read Only)
- Section 6 – Specification (Read Only)
- Section 7 - The Offer to Supply (Complete and Return)

Procurement Timeline and Term

| | |
|------------------|--|
| 10 February 2020 | Invitation to Supply Opens |
| 12 February 2020 | Email Registration of Interest, for Site Tour Attendance |
| 14 February 2020 | Site Tour - Fair Day in Victoria Park, Newtown Time 11am |
| 27 February 2020 | Site Tour – Mardi Gras Party at Entertainment Quarter. Time 11am |
| 28 February 2020 | Site Tour – Parade, Diamond Club and Sideshow – Oxford St. Darlinghurst. Time 10am Site Tour – Laneway Party – Hill Street Darlinghurst. Time 2pm |
| 2 March 2020 | 12pm – Deadline for Questions and Clarifications |
| 9 March 2020 | 12pm Invitation to Supply Closes |
| 13 March 2020 | Shortlist Candidates Notified |
| 16-19 March 2020 | Interviews with Shortlisted Candidates, with a potential presentation by the Candidate of approximately 25 minutes. |
| April 2020 | Outcome notifications |
| 1 July 2020 | Contract Commences |

SGLMG Primary Contact:

All enquiries regarding this procurement should be directed to the Chief Executive Officer.

Albert Kruger

Chief Executive Officer

albert.kruger@mardigrasarts.org.au

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How to Submit

Suppliers interested in submission should email albert.kruger@mardigrasarts.org.au by 12noon 13 February 2020 to express interest and be kept up to date on details regarding site tour information.

Suppliers should review the Invitation to Supply and complete Section 7 – The Offer to Supply.

Suppliers are required to respond to answers within this document for Section 7.

Suppliers may attach supporting documentation.

Suppliers should submit a signed pdf by email to albert.kruger@mardigrasarts.org.au before the closing date and time.

Section 3 - Services

SGLMG invites proposals for the provision of Event Operations and Production Management Services for the Sydney Gay and Lesbian Mardi Gras Events outlined herein in accordance with the Specification ('Services').

We seek proposals addressing Event Operations, Event and Site Management including Production, Planning and Management. The Services are broken down into the following Parts:

Part A – Project and Budget Development, Management and Reporting;

Part B (i) – Parade

Part B (ii) – Parade Diamond Club;

Part B (iii) – Parade Sideshow

Part B (iv) – Laneway Party

Part C – Mardi Gras Party

Part D – Fair Day

Responses to this Invitation to Supply must include and address Part A of the Specification.

Respondents may elect to respond to either Part B (i)-(iv), Part C or Part D in isolation or, a combination of Parts B (i)-(iv), Part C, and/or Part D together.

SGLMG reserves the right to engage multiple suppliers across any combination of Parts B (i)-(iv), Part C, and Part D and/or to negotiate with respondents with regards to all Parts other than the Parts included in their response.

The Events will take place on the following dates:

| | |
|------------------|---|
| Fair Day | Sunday 21 February 2021 and Sunday 20 February 2022 |
| Parade | Saturday 6 March 2021 and Saturday 5 March 2022 |
| Parade Sideshow | Saturday 6 March 2021 and Saturday 5 March 2022 |
| Diamond Club | Saturday 6 March 2021 and Saturday 5 March 2022 |
| Mardi Gras Party | Saturday 6 – Sunday 7 March 2021 and Saturday 5 March – Sunday 6 March 2022 |
| Laneway | Sunday 7 March 2021 and Sunday 6 March 2022 |

The historical investment in event operational and production expenditure across Parts B (i)-(iv), C and D of the Invitation to Supply, is indicated in the table below. This is exclusive of GST and any service or management fees applicable for Part A – Project and Budget Development, Management and Reporting.

Of that historical spend, a breakdown by events is:

| | |
|---------------------|----------------------|
| Parade | \$200,000-\$215,000 |
| Parade Diamond Club | \$120,000 -\$135,000 |
| Parade Side Show | \$100,000 -\$110,000 |
| Laneway Party | \$40,000-\$50,000 |
| Mardi Gras Party | \$620,000-\$650,000 |
| Fair Day | \$225,000-\$240,000 |
| Laneway | \$35,000-\$50,000 |
| Parade Side Show | \$100,000-110,000 |
| Parade | \$200,000-\$215,000 |
| Diamond Club | \$120,000-\$135,000 |

Section 4 – Key Responsibilities and Accountabilities

- a) Provide such combination of the Services as contained in the Offer to Supply, or as subsequently negotiated with SGLMG.
- b) Provide budget development, management, monitoring and sound financial reporting with regular updates on all budget matters as required by the SGLMG CEO, Executive Producer, or other SGLMG nominated representative.
- c) Develop and implement the production and operational strategies required for the event(s), in consultation with the SGLMG Executive Producer, Event Producer, Creative and Production Teams.
- d) Liaise with and/or engage services of third-party suppliers as necessary, agreed and approved by SGLMG including, but not limited to food and beverage services, lighting, sound, staging, special effects, patron amenities, first aid, cleaning, VIP requirements and volunteers.
- e) Develop, maintain and supply to SGLMG key event documentation including but not limited to, critical project path, event plans, site and CAD plans required by landowner(s) and/or venue(s), production schedules, and such other documentation outlined in the Specification as well as monitoring and reporting against milestones and timelines established for the event.
- f) Ensure compliance with NSW WHS legislation and other legislative requirements. To this end the Supplier has the delegated authority to direct SGLMG's volunteers, employees or suppliers in relation to minimising risk and providing a safe work environment in connection with the provision of the services under this Agreement.
- g) SGLMG engages subject matter experts to develop Security and Risk Reports for each event. The Supplier is required to assist these third-party Suppliers in planning, reviewing, providing feedback on and executing such plans. The Supplier must have in place their own Risk, WH&S Policies, Procedures and Safe Work Method Statements and these should be made available to SGLMG on request.
- h) Oversee and facilitate all staging and production requirements for the event(s).
- i) Manage and deliver any applicable artists technical and hospitality riders.
- j) Liaise with key SGLMG internal and external stakeholders including LGBTQI community groups who may perform services or undertake responsibility for certain aspects of the event(s).
- k) Liaise with other SGLMG internal stakeholders as required.
- l) Attend and/or Chair, as applicable, Production and/or stakeholder meetings and provide associated information and documentation as required by the Executive Producer, or other SGLMG nominated representative.
- m) Liaise with landowners; venue managers and licensees; residents, strata managers and businesses, or other relevant stakeholders as required for efficient and compliant event delivery.
- n) Provide full budget reconciliation and reporting within two (2) weeks of the events' delivery including but not limited to, final budget tracker, data collecting for grant acquittals, purchase orders, invoices, expenses and carbon offset reporting relating to the event. Time frames and deadlines may be adjusted if mutually agreed by SGLMG and Supplier in advance.
- o) Co-ordinate the event de-brief meeting(s) and provide a report to the Chief Executive Officer (CEO) and Executive Producer (EP) within two (2) weeks of the events' delivery.

Section 5 - Selection Criteria

All Offers to Supply will be evaluated against the following Selection Criteria.

| Professional Competence | |
|--|----------------------------|
| Compliance with specifications | 20% |
| <ul style="list-style-type: none"> Capacity and expertise in event operations and production management Proven track record in large scale major public events that are safe and incident free | |
| Capability | 20% |
| <ul style="list-style-type: none"> Qualifications and experience of nominated personnel Availability of nominated personnel Contingency plans to cover personnel resourcing Experience with Subcontractors | |
| Past Performance | 15% |
| <ul style="list-style-type: none"> References from past work Demonstrated experience and ability in major events in not-for-profit sector Proven record to deliver on time and budget | |
| Customer Service | 15% |
| <ul style="list-style-type: none"> Proven outstanding stakeholder liaison and relationship management experience and ability Demonstrated experience with procurement and management of suppliers and contractors | |
| Strategic | 10% |
| <ul style="list-style-type: none"> Flexibility and adaptability to evolving budget and timeframe constraints Responsiveness and collaborative approach to change Demonstrated inclusive and sustainable business practices and event management methodology | |
| Innovation | 10% |
| <ul style="list-style-type: none"> Ability to work creatively and propose innovative solutions | |
| Technical | 10% |
| <ul style="list-style-type: none"> Proven systems for monitoring and evaluating project and budget success | |
| Commercial | |
| Financial Viability | Not Weighted |
| Risk and Insurance | Complies or Doesn't Comply |
| Conflict of interest | Complies or Doesn't Comply |
| Financial | |
| Costing | Not Weighted |
| | Like of Like Assessment |

Section 6 - Specification

Part A - SCOPE Project and Budget Development, Management and Reporting

The Supplier will meet with SGLMG and relevant stakeholders to confirm the event footprint, design and any constraints or other requirements for the event(s).

Stakeholder may include meetings include:

- Department of Premier and Cabinet Whole-of-Government Agency meetings
- Moore Park Event Operations Group
- Royal Botanic Garden and Centennial Parkland Trust
- City of Sydney Stakeholder Event(s) Working Group(s)
- Other Venue or Landowner representatives
- SGLMG Traffic and Transport Working Group
- Resident, Strata and Local Business Associations
- NSW Police and Emergency Services Working Group(s)
- Office of Liquor and Gaming
- Other focus groups as may be applicable from time-to-time

An indicative meeting schedule is included below.

The Supplier will develop and have approved by SGLMG a project critical path with milestones and timelines clearly identified for the Services.

Based on rate cards included in the Offer to Supply, the Supplier will develop, have approved by SGLMG, and will administer a separate budget for each of the event(s) in accordance with cost centre and expense line framework advised by SGLMG.

The Supplier will at a minimum, report on expenditure as follows:

- An Initial cost estimate: per Part / event(s) which includes costed or quoted items during and for the purpose of the confirmation of event footprint, design and constraints or other requirements of the event(s).
- Project quote: a formal quotation of the approved and confirmed event footprint, design and constraints or other requirements of the event(s) against SGLMG Board approved budget
- Monthly budget reports against SGLMG Board approved budget
- Final Budget Reconciliation: Post Event budget showing final expenditure against Board approved budget.

Indicative Meeting Schedule:

During 2020 preproduction SGLMG will hold fortnightly WIPs and additional meetings as needed, with the Supplier. In 2021 these will move to weekly WIPs and additional meetings as needed. Attendance may also be required at government and stakeholder meetings as per below table, with similar dates can be anticipated for 2022.

| Indicative Meeting Date | Meeting Purpose |
|--------------------------------|--|
| Early July 2020 | Initial meeting (all) |
| July 2020 | Parade walk through/site visits |
| 23 July 2020 | Parade Traffic & Transport Working Group Meeting |
| Mid-August 2020 | Initial site visits (all) |
| September 2020 | Security Planning - Parade |
| September 2020 | Parade – Operations Walk Through |
| Mid-September | Fair Day site visit – preparation for stall applications |
| Early October | Laneway site visit – stage positioning confirmation |
| Early October 2020 | Parade Operations Site Visit |
| Mid October 2020 | TCP & Infrastructure Meeting - Parade |
| 28 October 2020 | Parade Traffic & Transport Working Group Meeting |
| 2 November 2020 | NSW Event Operations Group Meeting - Parade |
| 4 November 2020 | All Agency Meeting #2 – Parade |
| 29 November 2020 | Parade – Moore Park Operations Group Meeting |
| 2 December 2020 | Stakeholder Meeting (Fair Day) |
| 4 December 2020 | Parade Traffic & Transport Working Group Meeting |
| 4 December 2020 | Parade Post-Operations Planning Meeting |
| 10 December 2020 | Parade Stakeholder Meeting / Walk Through |
| 10 January 2021 | TCP & Infrastructure Meeting - Parade |
| 15 January 2021 | Stakeholder Meeting (Fair Day) |
| 21 January 2021 | Security & Risk Procedures Meeting - Parade |
| 22 January 2021 | Party Stakeholder Meeting |
| 28 January 2021 | Stakeholder meeting (Laneway) |
| 4 February 2021 | Parade – ECG Meeting |
| 3 February 2021 | Party Initial Police Meeting |
| 5 February 2021 | All Agency Meeting #2 – Parade |
| 7 February 2021 | Infrastructure & Police Meeting - Parade |
| 5 February 2021 | Parade Emergency Services Meeting |
| 13 February 2021 | Parade Stakeholder Walk Through |
| 17 February 2021 | Parade Police/Security/Operations Walk Through |
| 18 February 2021 | Party Stakeholder Meeting |
| 22 February 2021 | Party Risk Review Round Table |
| 26 February 2021 | Party Police Walk Through |
| 30 March 2021 | All Agency Debrief - Parade |

Part B (i) - SCOPE Parade

The Sydney Gay & Lesbian Mardi Gras is an annual LGBTQ+ pride parade with 12,500 participants and an audience of 300,000-500,000. The parade attracts over 20,000 interstate or international visitors and has an economic impact in NSW of approximately \$30 million AUD. In addition to this, the event is broadcast live on SBS, SBS on Demand and NiTV. The parade begins at Hyde Park South in Sydney CBD and travels some 2km along Oxford St, Flinders St and Anzac Parade where it finishes in Moore Park. This involves major road closures across CBD, Darlinghurst, Surry Hills and Moore Park. The parade has multiple ticketed or restricted access viewing areas, including an accessible viewing bay for over 250 guests.

The event footprint typically includes Oxford Street Darlinghurst between Whitlam Square and Taylor Square, Hyde Park, Whitlam Square, Liverpool Street, College and Wentworth Street, Yurong Street, Flinders Street, Anzac Parade, Moore Park, and surrounding feeder roads and land. Spectator viewing ends at the Albert 'Tibby' Cotter Bridge at Moore Park. The Parade End Area and float de-rig is along Anzac Parade south of the Albert 'Tibby' Cotter Bridge until Lang Road.

****Please note due to the changing nature of the Parade route, the footprint of the Parade may change.**

In collaboration with SGLMG the Supplier is responsible for aspects of Event Operations and Production Management of the Parade and the development and management of the Budget.

The Supplier is required to work closely with the Executive Producer, Parade Producer and all relevant SGLMG staff and volunteers. The Supplier will also be required to liaise & attend meetings with multiple stakeholders, such as:

- Department of Premier and Cabinet (DPC)
- City of Sydney
- Royal Botanic Gardens and Centennial Parklands Trust
- NSW Police
- NSW Ambulance / NSW Health
- NSW Fire & Rescue
- Transport for NSW Transport Management Centre (TMC)
- SGLMG risk consultants
- Traffic Management – third party Supplier
- Third party Security Supplier

The Supplier is required to manage key documentation including, but not limited to:

- Event Management Plan
- Emergency & Operational Procedures
- Waste Management Plan and Cleansing Procedures
- Noise Management Plan
- Weather Management Plan
- WHS Policies and Procedures
- Site maps and CAD Plans
- Production Schedule
- Amenities Plan

SGLMG CEO will be the final arbiter in any production decision not resolved between the Supplier and SGLMG Event Production/Creative team.

All expenditure is subject to the approval of the Executive Producer and Parade Producer, executed in accordance with SGLMG's purchasing processes and policies.

Indicative Staffing Requirements of the Supplier

Event Producer

Event Runner

Site Crew Bump In / Out

Site Manager

Assistant Site Manager

Site Crew Event

Audio Crew

Lighting Crew

Video Crew

The Parade is broadcast for television each year. SGLMG partners with a Host Broadcast network, who provides all necessary personnel and infrastructure for the broadcast requirements. The Supplier will be required to collaborate with the Parade Producer and Host Broadcast team to ensure the Host Broadcast requirements are integrated in the event footprint and supplement infrastructure as directed.

Part B (ii) - SCOPE Parade Diamond Club

Parade Diamond Club is an exclusive VIP viewing area located at Taylor Square, on the corner of Oxford and Flinders St. This ticketed viewing area has a capacity of 1700 which includes 600 VIP guests, and features DJ performances, key views of the parade and camera feeds at Taylor Square. It includes a large grandstand build, multiple bars & catering points, an accessible viewing area and dedicated viewing areas for Destination NSW and ANZ.

The scope and management fee should be based on an event footprint that includes Taylor Square set up and vicinities. **Please note due to the changing nature of the Parade route, the footprint and/or placement of Diamond Club May change.

The Supplier is required to work closely with the Executive Producer, Parade Producer and all relevant SGLMG staff and volunteers.

In collaboration with SGLMG the Supplier is responsible for the overall Event Operations and Production Management of Diamond Club and the development and management of the Budget.

The responsibilities include, but are not limited to:

- Production supply and delivery
- Liaison with third-party catering supply
- Liaison with NSW Emergency services including Police, Ambulance and Fire
- Liaising with third-party contactors including Security and Traffic Management
- Liaison with SGLMG Partnerships team in support of SGLMG Corporate Partners
- Resident, Strata and Business Stakeholder management including with Kinselas, T2 Building Owners/Tenants and other local business relationships
- Taylor Square building managers + businesses

The Supplier is required to manage key documentation (feeding into overall Parade documentation) including, but not limited to:

- Event Management Plan
- Emergency & Operational Procedures
- Waste Management Plan
- Noise Management Plan
- Weather Management Plan

- WHS Policies and Procedures
- Site maps + CAD Plans
- Production Schedule
- Talent Briefs

SGLMG CEO will be the final arbiter in any production decision not resolved between the Supplier and SGLMG Event Production/Creative team.

All expenditure is subject to the approval of the Executive Producer and Parade Producer, executed in accordance with SGLMG's purchasing processes and policies.

Indicative Staffing Requirements of the Supplier

Event Producer

Site Manager

Assistant Site Manager

Site Crew Bump In / Out

Site Crew Event

Audio Crew

Lighting Crew

Part B (iii) - SCOPE Parade Sideshow

Parade Sideshow is a ticketed VIP, family-friendly viewing area located on the west side of Flinders St, between Linden Lane and Albion St. It includes a general admission standing section, a seated section with multiple grandstands and an enclosed viewing area for the LGBTIQ community's 1978 rights activists known as the 78ers; whose demonstration on Oxford Street is the foundation of today's Parade.

Sideshow features live hosts/commentators, live camera feeds of the parade, dedicated bars and food trucks and an accessible viewing area. The site has a capacity of 2100.

****Please note due to the changing nature of the Parade route, the footprint and/or placement of Side Show May change.**

The Supplier is required to work closely with the Executive Producer, Parade Producer and all relevant SGLMG staff and volunteers.

In collaboration with SGLMG the Supplier is responsible for the overall Event Operations and Production Management of the Parade Sideshow and the development and management of the Budget.

The responsibilities include, but are not limited to:

- Production Supply and delivery
- Resident, Strata and Business Stakeholder management
- Liaison with third-party catering supply
- Liaison with SGLMG Partnerships team in support of SGLMG Corporate Partners
- Liaison with NSW Emergency services including Police, Ambulance and Fire
- Liaising with third-party contactors including Security and Traffic Management
- Hamilton's Hospitality partnership

The Supplier is required to manage key documentation (feeding into overall Parade documentation) including, but not limited to:

- Event Management Plan
- Emergency & Operational Procedures

- Waste Management Plan
- Noise Management Plan
- Weather Management Plan
- WHS Policies and Procedures
- Site maps and CAD Plans
- Production Schedule
- Talent Briefs

SGLMG CEO will be the final arbiter in any production decision not resolved between the Supplier and SGLMG Event Production/Creative team.

All expenditure is subject to the approval of the Executive Producer and Parade Producer, executed in accordance with SGLMG's purchasing processes and policies.

Indicative Staffing Requirements of the Supplier

Event Producer

Site Manager

Assistant Site Manager

Site Crew Bump In / Out

Site Crew Event

Audio Crew

Lighting Crew

Video and Camera Crew

Part B (iv) - SCOPE Laneway Party

Laneway is the official recovery party of the Sydney Gay and Lesbian Mardi Gras. Laneway takes place the Sunday after the Parade (7 March 2021) in the Beresford Hotel and the adjacent Hill St Laneway, going from the afternoon into the night with DJs and musical entertainment. The event has three stages including a stage on Hill street, a DJ booth inside the courtyard and on level one of the Beresford. The total event capacity is 2800, with Hill Street capped at 1000 Pax.

The scope and management fee are based on an event footprint that Includes Beresford Hotel and adjoining Laneway.

The Supplier is required to work closely with the Executive Producer, Laneway Producer and all relevant SGLMG staff and volunteers.

The Supplier is responsible for the overall Event Operations and Production Management of the Event and the management of the Budget.

The responsibilities include, but are not limited to:

- Leading stakeholder meetings
- Liaison with Venue Partner
- Liaison with NSW Emergency services including Police, Ambulance and Fire
- Liaising with third-party contactors including Security and Traffic Management
- Resident, Strata and Business Stakeholder management
- In collaboration with SGLMG Creative Director, Executive Producer and Laneway Producer the Supplier will be responsible for the stage design including sound and lighting of the Hill Street performance stage.

The Supplier is required to manage key documentation (feeding into overall Parade documentation) including, but not limited to:

- Event Management Plan
- Emergency & Operational Procedures
- Waste Management Plan
- Noise Management Plan
- Weather Management Plan
- WHS Policies and Procedures
- Site maps and CAD Plans
- Production Schedule
- Talent Briefs

SGLMG CEO will be the final arbiter in any production decision not resolved between the Producer, Supplier and Event Production/Creative team.

All expenditure is subject to the approval of the Executive Producer, Laneway Producer and executed in accordance with SGLMG's purchasing processes and policies.

Indicative Staffing Requirements of the Supplier

Site Manager

Assistant Site Manager

Site Crew Bump In / Out

Site Crew Event

Stage Manager (Hill St. Stage)

Audio Crew (Hill St. Stage)

Lighting Crew (Hill St. Stage)

Video Crew

Part C – SCOPE Mardi Gras Party

The extravagant, post-parade, Mardi Gras Party is Australia's most treasured LGBTQI+ Party. We transform the Hordern Pavilion and surrounding venues into an inclusive, adult play land, bursting with music, light and performance across immersive fantasy worlds, from the eccentric to the extraordinary, where our communities come together to celebrate into the early hours.

The scope and management fee are based on an event footprint that includes the Hordern Pavilion (Playbill venues), Backyard Burger, PJ Gallagher's and Max Watts (contracted via Playbill) Coach Bay and Errol Flynn Boulevard. Other spaces that may be contracted by SGLMG should be considered as part of the scope of work.

The Supplier is required to work closely with the Mardi Gras Creative Director, Executive Producer and Party Producer or other relevant SGLMG staff or volunteers.

The Supplier is responsible for the overall Event Operations and Production Management of the Event and the management of the Budget in consultation with SGLMG Producer.

The Supplier will also be required to liaise & attend meetings with multiple stakeholders, such as:

- Department of Premier and Cabinet (DPC)
- City of Sydney
- NSW Police
- NSW Ambulance / NSW Health
- NSW Fire & Rescue
- Transport for NSW Transport Management Centre (TMC)
- Playbill Venues
- Botanical Gardens & Centennial Parklands (BGCP)
- PJ Gallagher's
- Backyard Burger
- Fox Studios
- SGLMG risk consultants
- Traffic Management – third-party Supplier
- Third-party Security Supplier

The responsibilities further include, but are not limited to:

- Collaborate with and advise SGLMG Creative director for the creative development of Production, Staging, Lighting, Vision, Audio and Site Design
- Liaison with Playbill Venues (Venue Partner) + any additional Entertainment Quarter Venues
- Liaison, collaboration and integration with third-party venue operators
- Liaison, collaboration and integration with risk, Security and Traffic Management Suppliers
- Liaising NSW Emergency services including Police, Ambulance and Fire
- Resident and Business Stakeholder management
- Working with SGLMG volunteers
- Leading nominated stakeholder meetings
- Regular meetings with SGLMG

The supplier will be required to provide the following for each venue:

- Overall site infrastructure (marquees, plant and equipment, crowd and traffic control and safety equipment etc)
- Audio, Video, Lighting and Staging including creative development, costing, technical solutions and on-site operation
- Associated labour for bump in, event delivery and bump out.

The Supplier is required to manage key documentation (feeding into overall Parade documentation) including, but not limited to:

- Event Management Plan
- Emergency & Operational Procedures
- Waste Management Plan
- Noise Management Plan
- Weather Management Plan
- WHS Policies and Procedures
- Site maps and CAD Plans
- Production Schedule
- Talent Briefs

SGLMG CEO will be the final arbiter in any production decision not resolved between the Producer, Supplier and Event Production/Creative team.

All expenditure is subject to the approval of the Executive Producer/Festival Producer and executed in accordance with SGLMG's purchasing processes and policies.

Indicative Staffing Requirements of the Supplier

| | |
|------------------------------|-------------------------------|
| Event Producer | Rigging crew |
| Event Manager | Event Runners |
| Technical/Production Manager | Control Room Manager/Operator |
| Stage managers | Talent Control Room Operator |
| Assistant Stage Managers | Other personnel as required |
| Show Caller | |
| Talent Runners/Managers | |
| BOH Manager | |
| Gate Manager | |
| Safety Officer | |
| Fire Warden | |
| Site Crew Bump In / Out | |
| Site Crew Event | |
| Audio Crew | |
| Lighting Designer | |
| Lighting Crew | |
| Video Crew | |

Part D - SCOPE Fair Day

Fair Day is a landmark event of the Mardi Gras Festival, held at Victoria Park, Camperdown. An event for the whole family, Fair Day has approximately 40 x food stalls and 215 x general stalls as well as 35 x Mardi Gras Sponsor activations. Fair Day has a main stage which is activated from approximately 10am – 9pm, a dance floor and DJ from 12pm – 6pm and the Arena which hosts 'Doggywood' dog show and sports demonstrations.

The scope and management fee are based on an event footprint that includes Victoria Park, Camperdown.

The Supplier is required to work closely with the Executive Producer and Fair Day Producer or other relevant SGLMG staff or volunteers.

In collaboration with SGLMG the Supplier is responsible for Event Operations and Production Management of Fair Day and the development and management of the Budget.

The responsibilities include, but are not limited to:

- Liaising NSW Emergency services including Police, Ambulance and Fire
- Resident, Strata and Business Stakeholder management, including resident notification
- Liaison with Victoria Park Pool and the City of Sydney
- Liaison, collaboration and integration with security and risk Suppliers
- Liaison, collaboration and integration with third-party bar operators
- Leading the nominated stakeholder meetings
- Creation of key documentation including, but not limited to: event plan, site/CAD maps, waste management plan, noise management plan,

SGLMG CEO will be the final arbiter in any production decision not resolved between the Producer, Supplier and Event Production/Creative team.

All expenditure is subject to the approval of the Executive Producer/Festival Producer and executed in accordance with SGLMG's purchasing processes and policies.

Indicative Staffing Requirements of the Supplier

Event Producer

Site Manager

Assistant Site Manager

Site Crew Bump In / Out

Site Crew Event

Stage Manager (Main Stage)

Stage Manager (Second Stage)

Assistant Stage Managers

Audio Crew (Main Stage)

Audio Crew (Second Stage)

Lighting Crew

Video Crew

Indicative Infrastructure, Plant and Equipment Inventory

| Item | Parade | Diamond Club | Sideshow | Laneway | Fair Day |
|---|--------|--------------|-------------------------|---------|----------|
| 2.4m x 2.4m stalls | | | 3 | 5 | 225 |
| 3m x 3m tent | 4 | | 5 | 4 | 5 |
| 6m x 6m tent | | | | | 14 |
| 3m x 6m tent | 1 | | | | 1 |
| 3m x 9m P series structure with dividers | | | | | 2 |
| 3m x 9m hoecker | 2 | | | | |
| 3m x 9m tent | | | 1 | | 1 |
| 4m x 4m tent | | | | | 1 |
| 6m x 9m hoecker | | | | | 1 |
| 10m x 9m hoecker | | | | | 2 |
| 10m x 10m structure | | | | | 1 |
| 20m x 15m marquee | | | | | 1 |
| 10m x 15m structure | | | | | 2 |
| 24m x 6m structure | | | | | 1 |
| 18m x 6m Structure | | | | | 1 |
| 12m x 6m Structure | | | | | 1 |
| 16 x 3m structure | | | 1 | | |
| Concrete Ballast for shade structures | all | all | all | | |
| Bleachers | | | 6 (total capacity 1360) | | 6 |
| 6 x 2.4m demountable with bars/power and aircon | | | | | 1 |
| 3.6 x 2.4m demountable shed | | | | | 1 |
| 6 x 3m wall bar signage + gutter | | | 1 | | |
| P Series Wall bar 279mm | | | | | 2 |
| Picket Fencing (per metre) | | | | | 18 |
| High tables | | | | 10 | 8 |
| Low tables | | | | | 8 |
| chairs | | | | | 32 |
| Trestle tables | 9 | 10 | 25 | 21 | 36 |
| Pippee chairs | 170 | 35 | 165 | 43 | 340 |
| Square tables | | 11 | | | |
| Round tables | | | | | 81 |
| Island bar table | | | 10 | | |

| Item | Parade | Diamond Club | Sideshow | Laneway | Fair Day |
|--|------------|--------------|-----------------------|---------|----------------|
| Black table cloths | | 5 | | | |
| Black bar stool | | | 40 | | |
| White folding chair | | | 30 | | |
| Market umbrella | | | 4 | 4 | |
| Black bollard + velvet rope | | | 20 x bollards + ropes | | |
| Misting fans | | | | | 3 |
| Makeup mirrors with lights | | | 1 | | 2 |
| Cheval mirrors | | | | | 2 |
| Dress racks | | | | | 2 |
| Industrial fans | | | | | 5 |
| Profloor (sqm) | 60m2 | 18m | | | 2125 |
| 10amp 3 phase distro | | | | | 12 |
| Temp fencing (per metre) | | | | 67.5 | 472.5 |
| Fence Scrim | | | | 67.5 | 472.5 |
| Blocks | | | | | 35 |
| trackmats | | | | | 100 units |
| Crowd control barrier (metre) | | | | 115 | 900 |
| Side PA wing banners | | | | | 2 |
| Stage backwall banner | | | | | 1 |
| Portaloos | 132 | 20 | 30 | 10 | 100 |
| Accessible portaloos | 8 | 2 | 1 | | 10 |
| Toilet attendant | 2 x 6 hrs | 1 | 2 x 7-11pm | | |
| Wizz walls | 7 | | | | |
| Toilet paper | 10 x cases | 4 | | | |
| Luxury trailer mounted toilet | | 1 | | | |
| On site pump truck | 1 | | | | 1pm – 9pm x 10 |
| 2.4m 1.2m carpeted riser | | | | | 3 |
| LED screens on trailer | | | | | 2 |
| DJ Equipment (per stage, dependent on performer requirements) | | 1 | | | 2 |
| Stage audio + lighting production (dependent on-stage design and performer requirements) | | 1 | 1 | 1 | 1 |

| Item | Parade | Diamond Club | Sideshow | Laneway | Fair Day |
|--|--------|--------------|-----------------|---------|----------|
| Video Production, Supply, Install and manage Video Production, 2Camera + Vision Mixer.SDI cables - 2 cameras | | | 1 | | 1 |
| Gas certification and sink for food vendors | | | | | |
| Hot water hand basins | | | | | 2 |
| Water station | 2 | | | | |
| Water station connections | | | | | |
| Ramps to cover water lines | | | | | 10 |
| DDA compliant gutter ramps | 6 | | | | |
| Large cool rooms | | 1 | | | 7 |
| 200 kva genset | | 1 | | | |
| 125 kva genset | | | | | 3 |
| 80 kva genset | | | | | 3 |
| 60 kva genset | | | | 1 | 1 |
| 50 kva genset | 1 | | 2 (on trailers) | | |
| 40 kva genset | | | | | 2 |
| 37 kva genset | 1 | | | | |
| 30 kva genset | 1 | | | | |
| 6 kva genset | | 1 | 2 | | 2 |
| Fuel cell 1250ltr | | | | | 1 |
| Generator techs | | | 2 x 18 hrs | | |
| Cable ramps | | 20 | 100m | | |
| Entension cables | | 15 | | | |
| QI light for tents | | 5 | | | |
| Power boards | | 10 | | | |
| ladder | | | | | 1 |
| Amorzone traffic barriers | | | | | 29 |
| Lighting towers | 13 | | 7 | | 5 |
| LX Pod towers | 13 | | | | |
| LX barrel towers | 2 | | | | |
| VMS | direct | 1 | 1 | | 3 |
| Motorola Comms | | | | | 98 |
| 2.5T All Terrain fork lift – grass tyres | 1 | 1 | 1 | | 4 |
| 4T fork lift | 1 | | | | |
| Extension tyres for fork lift | | | | | 2 |

| Item | Parade | Diamond Club | Sideshow | Laneway | Fair Day |
|------------------------------------|---|--|--|-------------------------------------|----------|
| Forklift Jib | | 1 | | | |
| Gas bottle | | 6 | 2 | | |
| 1800 tynes | | | 1 | | |
| Forklift slippers | 1 | 1 | | | |
| JIB | | | | | 1 |
| Main Cage | | | | | 1 |
| Telehandler | | | | | 1 |
| Golf Cart | 2 | | | | 1 |
| Golf Cart (Accessible 6 seater) | 2 | | | | |
| Permit for on-road golf cart | 4 | | | | |
| Waste management | 1 x end area (approx \$7k) 1 x start (approx \$3k) | 1 (approx \$2k) | 1 (approx \$3.5k) | 1 x approx. \$3k, bump in, bump out | |
| Cleaning staff | 2x Hyde Park at event + post (sunday) | 3 | 4 x 4pm-3am 2 x 7-11pm | | |
| Fluro lights for tents | 6 | | | | |
| Fire extinguishers | 2, x foam, 2 x dry powder | 4 x dry powder, 2 x carbon dioxide, 2 x air foam | 4 x dry powder, 2 x carbon dioxide, 2 x air foam | | 10 |
| Fire blankets | 2 | 3 | 3 | | 3 |
| CCB barriers (m) | 6813 | 180 | 850 | 115 | |
| 1.8m hoarding (m) | 990 | 12.5 | | | |
| 1.8m mesh fence (m) | 620 | 97.5 | 500 | | |
| Coloured scrim | | 110m | | | |
| Track mats | 50 (1m2 each) | | | | |
| Waterfill barrier (filled on site) | | | 20m | | 10 |
| Waterfill barrier with mesh top | 12m | | | | |
| Amourzone | | | | | 10 |
| Picket fence, 1.2m tall (m) | 45m | | | | |
| Main Stage | | | | | 1 |

| Item | Parade | Diamond Club | Sideshow | Laneway | Fair Day |
|--|-------------|--------------------|------------|--|----------------------------------|
| Tech accommodation | | | | | 1 |
| Pyro | \$12k | | | | |
| Scissor lift (40 ft) | 1 | | | | |
| Site ute | 1 x 7 days | | 1 x 3 days | | |
| Site manager | 1 x 7 days | 1 x 8 days | 1 x 5 days | 26 hours | 73 hours |
| Site assistant | 18 hrs | | | 16 hours | |
| Site crew | 10 x 12 hrs | 5 x 12 hrs | 7 x 15 hrs | 36.25 hours | 65 hours + 57.7 Hours + 45 hours |
| FOH manager | | | 1 x 6 hrs | 10 hours | |
| Production Manager | | | | | 38.9 hours |
| Ticket scanner / wrist bander | | | | | |
| Custom Grand Stand build + engineering certification | | 1 | | | |
| Corflute | | 17 x various sizes | | 2 x A2 | |
| Entry banners | | 3 | | | |
| Letterbox drop to residents | | | | 2 x staff (10 hours) + printing of letters | |
| Metal detector wands | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Section 7 – The Offer to Supply

Previous Work and Performance

Invitees are to provide 500 words outlining their previous work and quality of their performance for as it relates to the Services:

Insert response

Current Commitments

Invitee to provide details of existing and current commitments

Insert response

Proposed Methodology and Timeframe

Invitees are to provide 500 words outlining your methodology and indicative timeframe for the delivery of the Services.

Insert response

Supporting Documentation

Invitees may elect to supply supporting documentation. Invitees should list the supporting documents here.

Insert response

Key Personnel

Suppliers must include a list of their proposed key personnel in relation to each Part included in the Suppliers Offer to Supply.

Details must include name, role, credentials and experience in the table(s) below.

Part A

| Name | Role | % FTE to Services | Experience and Credentials |
|-------------|-------------|--------------------------|-----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Part B (i) – (iv)

| Name | Role | % FTE to Services | Experience and Credentials |
|-------------|-------------|--------------------------|-----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Part C

| Name | Role | % FTE to Services | Experience and Credentials |
|-------------|-------------|--------------------------|-----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Part D

| Name | Role | % FTE to Services | Experience and Credentials |
|-------------|-------------|--------------------------|-----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Subcontractors

Invitees are to provide details of external resources to be engaged by them in the delivery of the Services including detail about the nature of the relationship and how long it has been established.

| Name | Extent of Services Provided | Relevant Qualifications | Relevant Experience and Skill | Detail Relationship |
|------|-----------------------------|-------------------------|-------------------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Risk and Insurance

Invitee to provide details of all relevant insurances held.

| Insurer | Policy Type | Policy Number | Expiry Date | Limit of Liability | Relevant Exclusions |
|---------|-------------|---------------|-------------|--------------------|---------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Financial Viability

Invitees are to demonstrate that they have the financial capability to provide, over the term of the contract, all the requirements as specified in this Invitation to Supply. In this section the term 'Invitee' refers to the business, its parent or any associated entities or any director(s).

| |
|--|
| Are there any proceedings, of an actual or threatened nature, against the Invitee, its parent or associated entities or any director of the Invitee, its parent or associated entities or have there been any such proceedings with the past five years? If so, what (if any) remedial action has been taken in respect of such proceedings? |
| |
| Are there any bankruptcy actions against a director of the Invitee, its parent or associated entities or has there been within the past five years? |
| |
| Are there any insolvency proceedings, actual or threatened (including voluntary administration, application to wind up, or other like action) against the Invitee, its parent or associated entities, or have there been any within the past five years? |
| |
| Is the Invitee, its parent or associated entities currently in default of any agreement, contract, order or award that would or would be likely to adversely affect the financial capacity of the Invitee to provide the Goods and/or Services contemplated by this invitation? |
| |
| Is the Invitee solvent and able to meet its debts as an when they fall due in the normal course of business? |
| |
| Do you undertake to comply with this invitation? |
| Yes/No |

References

Invitee to provide three references from past clients for similar services

| | |
|--------------------------------|---------------------------|
| Client Name and Contact | Name: Phone: Email: |
| Description of Services | |
| Period of Contract | |

| | |
|--------------------------------|---------------------------|
| Client Name and Contact | Name: Phone: Email: |
| Description of Services | |
| Period of Contract | |

| | |
|--------------------------------|---------------------------|
| Client Name and Contact | Name: Phone: Email: |
| Description of Services | |
| Period of Contract | |

Pricing

For the purposes of this Invitation to Supply responses must itemise management fee and estimated production expenditure separately.

Management Fee

Candidates must itemise the Production Management Service Fee by each Part included in their submission in the following table:

| Part | Price | Notes |
|--------------|-------|-------|
| Part A | | |
| Part B (i) | \$ | |
| Part B (ii) | \$ | |
| Part B (iii) | \$ | |
| Part B (iv) | \$ | |
| Part C | \$ | |
| Part D | \$ | |

Estimated Production Expenditure

For each Part B (i) – (iv), Part C and/or d the Supplier chooses to include in the Offer to Supply, Suppliers must:

1. Provide a unit price rate card for Infrastructure, plant and equipment based on the indicative inventory included in Section 6 – Specification. This rate card should include, itemised, any applicable subcontract labour relevant to infrastructure, plant and equipment supply.
2. Provide a unit price rate card for Production Equipment (Lighting, Audio, Video, Radio Comms). This rate card should include, itemised, any applicable subcontract labour relevant to production equipment supply.
3. Provide a unit price rate card for their event personnel engaged for the indicative staffing requirements identified in each Part of the Specification and any other staffing otherwise identified by, or included in the Offer to Supply

| Item / Personnel | PART B (i)-(iv) C &/or D | Description/Notes | Unit Price |
|------------------|-----------------------------|-------------------|------------|
| | | | |
| | | | |
| | | | |

Extend table as applicable.

Payment Schedule

Suppliers are to provide preferred payment schedule (SGLMG reserves the right to negotiate the payment schedule):

| Date | Description | Amount |
|------|-------------|--------|
| | | |

Signature

The Offer to Supply should be signed by an authorised representative of the Invitee:

| | |
|-----------|--|
| Name | |
| Title | |
| Signature | |
| Date | |