

**“Freespace Fest” Production Services**

**Scope of Services – Detailed Specifications**

Requirements:

1. Preparation of production timeline
2. Site visits with the Authority
3. Scaled floor plan with location of all infrastructure
4. Stages
  - A. To provide all documentation, payment and facilitation of applicable licences and approvals (inclusive but not limited to CASH , TPPE , Licence for Temporary Food Factory, Liquor Licence, licences involved in use of pyro, etc.
  - B. Submission of RSE Surveyor Report, with full settlement of payment
  - C. 3 Stages
    - a. Stage A 12m x 10m with side stage, decoration, ramp for getting a grand piano on stage, and stairs
    - b. Stage B 11m x 11m with PVC flooring, side stage, decoration and stairs
    - c. Stage C 4m x 4m with decoration and stairs
  - D. Backdrop (14.6m W x 3.7m H) with die-cut event title
  - E. Top cover for all 3 stages (Please see attached photos for reference)
  - F. Props and stage furniture (inclusive but not limited to 2 vintage barber chairs, of which a photo must be supplied at least 15 days before Event date; 2 utility tables of approx. 80cm x 80cm x 80cm, etc.)
  - G. Power Supply to the whole site
  - H. Cabling Fee
  - I. P.A. System for the whole site, including stages
  - J. Lighting System for the whole site and stages, including House light

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- for audience
- K. LED Wall (400 pcs)
  - L. DV cam & Jib (4 sets)
  - M. On-site Video Editing
  - N. Pyro & Confetti gun
  - O. Operational Material
  - P. Container Office (6 sets)
  - Q. Walkie talkie (30 sets)
  - R. Sound Monitor Fee
  - S. Marquee (approximately 4M x 5M, 14 pcs), (Please see attached photos for reference of the top of the marquees; marquees should be able to used as changing rooms (with side flaps and opening as entrance), green rooms (with side flaps and opening as entrance), film tent (to seat at least 30 pax, with side flaps and opening as entrance), information stations, first aid stations etc.)
  - T. Marquees and counters for catering and merchandising (3-4 pcs, must be suitable for serving both abled-bodied people and people with disability)
  - U. Tables (60 pcs)
  - V. Chairs (500 pcs)
  - W. Mobile Toilets (30 pcs), including cleaning service
  - X. Crowd Control Devices (e.g. Mill Barriers, stanchions, etc.)
  - Y. Miscellaneous
5. Manpower and other related Service requirements
- A. MC and artist arrangement (on-site)
  - B. Security (number of security must be able to handle a minimum of 6,000 audience per day)
  - C. Crowd Control Staff (number of staff must be able to handle a minimum of 6,000 audience per day)

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- D. Ushers (number of ushers must be able to handle a minimum of 6,000 audience per day)
- E. Photographer (2 pax)
- F. Video Director (on-site)
- G. Video Editor (on-site)
- H. Producer and production crew (number of crew must be adequate to deliver Services on schedule and to handle Event day production and contingencies)
- I. Cashiers and sales to manage the Merchandise marquee
- J. Press invitation
- K. Design, adaptation and reprint artwork for all related materials (inclusive but not limited to backdrop, signage, panels, slides for LED screens)
- L. Food and drinks for crew
- M. Transportation for crew and equipment
- N. Shuttle Bus for 2 days (1230pm-11pm) with three drop-off/pick-up points: Jordan MTR, Austin MTR, Elements
- O. Cleaning Services (including adequate number of cleaners during and after show; rubbish collection points with bins dedicated to recycling)
- P. Miscellaneous

### 6. Other support and suggestions

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## Reference Photos for Top Covers for Stages



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## Reference Photos for Marquees

