



ST. JOHN'S / NL
APRIL 29-MAY 3, 2020

**REQUEST FOR PROPOSALS (RFP) TECHNICAL PRODUCTION SERVICES
EAST COAST MUSIC AWARDS AND CONFERENCE 2020
St. JOHN'S, NL**

***ECMA 2020 is currently accepting bids for technical suppliers for the 2020
Festival and Conference for the following events:***

1) Awards Show

Location: Mile One Centre, St John's NL

Date: Thursday April 30, 2020

- I. Audio
- II. Lighting
- III. Video
- IV. Staging

2) Big Ticket Shows/Songwriters Circle/Music & Industry Awards

Location: Avalon Ballroom, Delta St John's Hotel and Conference Centre

Dates: April 30 - May 3, 2020

3) Conference

Location: Various, Delta St John's Hotel and Conference Centre

Dates: April 28 - May 2, 2020

CONTACT INFORMATION

East Coast Music Association
PO Box 31237
Halifax, NS B3K 5Y1
Main: 902-423-6770
Toll Free: 1-800-513-4953
www.ecma.com

Technical Director:

Danny Thomas (danny@rockboundproductions.com) 902-209-2258



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EVENT

East Coast Music Awards (ECMA) April 29 - May 3, 2020 in St John's NL - Awards Show, Showcases and Conference.

OBJECTIVE

The purpose of this RFP is to solicit offers from a technical production company or companies (audio, lighting and A/V) that can provide a complete range of professional services associated with the technical execution of the **2020 East Coast Music Awards and Conference**.

Companies may submit proposals for any or all of the venues, as are appropriate. The successful bidder or bidders will be required to work closely with the Technical Director and Event Managers in contributing to the achievement of the objectives of the conference, showcases and awards shows.

COMPANY BACKGROUND INFORMATION

It is the ECMA's mission to foster, develop, promote and celebrate East Coast music and its artists locally, regionally, nationally and internationally.

We strive to succeed in our mission through the execution of our annual event (East Coast Music Awards), educational sessions, trade missions and our International Export Program. We also partner with special industry organizations to offer additional opportunities to our artists.

The East Coast Music Association (ECMA) is a regional collaboration of people in the music industry of Atlantic Canada. We are a registered non-profit association dedicated to the music of Atlantic Canada. Membership is open to all individuals working in any sector of the music industry or those who support the music industry. Membership includes musicians, artists, agents, managers, record companies, studios, media, related corporation and retailers. The ECMA currently has over 1,000 members.

Over the past 32 years, the association has been witness to the successes and struggles of hundreds of East Coast artists. ECMA has been a catalyst, bringing music industry representatives from all over the world here to the East Coast to discover and cultivate one of our greatest exportable resources - our music. By doing so, we have also helped build a regional and professional music industry in our corner of the world, one that supports and develops the careers of both the artists and the industry.



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The music industry has never been static one, and ECMA has evolved with the industry over the past 32 years. We have facilitated national and international record deals, and huge tours around the world. In the

2000's, as music became more readily available in digital format, ECMA recognized that this change would cause a surge in do-it-yourself independent artists, and chose to embrace them and include these artists in their mandate. Now, as the industry continues to change drastically worldwide, ECMA strives to keep on top of these changes by presenting relevant and helpful workshops and seminars during East Coast Music Week.

East Coast Music Awards is now a five-day, non-stop musical celebration showcasing and recognizing the best of East Coast artists and music. The ultimate goal of this internationally recognized event is to position and promote it as the premiere music event for the public and the music industry in Canada and the conference of choice for artists and industry professionals.

PROPOSAL REQUIREMENTS

- 1) ECMA wishes to engage qualified private sector organizations or individuals to provide technical production services for 'East Coast Music Awards 2020' to be held April 29-May 3, 2020 in St John's NL. Technical Production Services will include:
 - a) Audio (PA, FOH & Monitors)
 - b) Lighting (Conventional and Intelligent Lighting, Rigging & Trussing)
 - c) Video (Projectors, Screens, LCD/Plasma Monitors, Playback Devices & Cameras)
 - d) Staging (Stages, Room Dress, Barricade, etc.)
 - e) Technicians/Engineers for FOH, Monitors, Stage, Lighting, Rigging & Video
- 2) Please provide profiles and accountabilities of key individuals that will be assigned to this contract, include description of experience with similar projects. Also include a list of any subcontractors that you will be using, including key contacts and personnel that will be assigned to this project. **All technicians (FOH, MON, Lighting, Video & Stage) must provide resume and references upon request.** ECMA reserves the right to tender each technical position separately.
- 3) East Coast Music Association will provide accommodation where applicable. Please note all technicians are expected to share a room.



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- 4) Bidders are to submit a pdf copy of their proposal via email to: Danny Thomas, Technical Director, East Coast Music Association to danny@rockboundproductions.com prior to the tender closing on **FRIDAY FEBRUARY 14, 2020 at 5:00PM AST.** **NOTE: Proposals will not be accepted by post, courier, or fax.**
- 5) Proposals received after the closing date and time will be disqualified from the competition and will not be reviewed.
- 6) All inquiries concerning the specifications are to be directed to: **Danny Thomas**, Technical Director, East Coast Music Association danny@rockboundproductions.com **902-209-2258.**
- 7) All proposals submitted must identify and comply with the specifications requested unless ECMA specifically requests an equivalent or alternative. Brand names are utilized to designate the type and quality of the product requested. Substitutions offered must be of equal quality and clearly identified and accompanied by information to permit evaluation of the item being offered. Please provide a **complete itemized breakdown** for the cost of your proposal including equipment rental rates, labour, and transportation (trucking, mileage, fuel, tolls, drivers and accommodations) with totals.
- 8) The East Coast Music Association will acknowledge all tenders at the time of receipt and may contact the company for further information to assist in its deliberations.
- 9) All respondents will be informed of the selection decisions should the East Coast Music Association proceed with any one or more of the tenders.
- 10) Proposals will be evaluated not only on the submitted price but also on the quality of goods, delivery, availability of supply, servicing, **added value**, and the capacity of the bidder to meet the requirements in accordance with the criteria stated in the RFP.
- 11) Production companies seeking tender satisfaction should be aware that successful applicant(s) might be awarded singular, various or all components depending upon product specifications and competitive pricing.
- 12) Please note that the successful production supplier must adhere to the production schedule provided. Also, a company representative must be made available for advance consultation.
- 13) Successful supplier must have a minimum Commercial General Liability Insurance of \$5,000,000. Successful bidders will be required to provide a Certificate of Insurance naming ECMA as additional insured. *Please note ECMA does not assume liability for production equipment while in transit.



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- 14) By issuing this tender the East Coast Music Association has made no commitment that it will form a contractual relationship with any of the respondents. The ECMA Board and Staff retain the absolute discretion to use the information submitted to it in any manner it chooses. Notwithstanding the foregoing, the East Coast Music Association will not divulge any proprietary or commercially confidential information contained in the tenders provided that this information has been clearly identified in writing and is not otherwise available in the public domain or has not been provided to ECMA by a third party, without the permission of the owner of the information.



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TECHNICAL PRODUCTION REQUIREMENTS AND SPECIFICATIONS

EVENT COMPONENTS

1. Awards Show

Location: Mile One Centre April 27 - 30

Show Date: Thursday April 30, 2020

- a) Audio
- b) Lighting
- c) Video
- d) Staging

2. Big Tickets/Songwriters Circle/Music & Industry Awards

Location: Avalon Ballroom, Delta St John's Hotel and Conference Centre

Dates: April 30 - May 3, 2020

3. Conference

Location: Delta Hotels St. John's Conference Centre

Dates: April 29 - May 3, 2020

The Delta Hotel and conference center has a pre-existing contract with PSAV. In such a case a fee will need to be paid if any outside company supplies equipment. This fee will be added to any outside bidder's final number.



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COMPONENT 1 - AWARDS SHOW

** Please note successful bidders of the Awards Show will be required to attend a site visit and production meeting within 4 weeks after being awarded the bid at their own expense.*

a)AUDIO

- (32) Large format Line array (Meyer, Adamson, D&B, L-Acoustics)
- (12) 2 x 18 High Power Subs
- (4) Fly Bumpers
- (8) Low profile front fills
- (2) System controllers matched for system
- (2) Digidesign S6L, Profile/SC-48, CL-5, Digital Consoles or similar
- Digital snake system with 3-way analog split
- (2) Midas M32 for distribution and traffic
- (16) High quality monitors (Low profile) (Clair, Meyer, JBL, and Adamson)
- (16) Mixes of power
- (2) Drum subs
- (8) Removable head sub-snakes
- (8) IEM systems with (16) belt packs and antennae combiner
- (12) Channels of wireless systems with mics and belt packs
- (1) Wired Clear-Com system with (8) belt packs combination of (8) handsets and headsets
- (2) Mic kits 'festival style' (High quality including specialty microphones)
- (2) Mic stand kits - 24 stands (Black)
- 200 amps 3 phase AC Distribution system
- 150 Feet of cam
- (20) 1 Metre 5 channel cable mats
- All required rigging and cables for this system
- (1) Audio systems technician required for distribution and traffic operations
- (1) Monitor technician operator
- TECHNICIANS WILL BE REQUIRED FROM APRIL 27 - MAY 3, 2020
- *ECMA will provide FOH mixer, RF/Patch technician, Stage manager

b)LIGHTING

- (1) 96 FT rear truss
- (1) 96 FT front truss
- (1) 96 FT video truss
- (24) Profile moving heads (Min 700 watts)
- (24) Profile wash (Min 700 watts)
- (24) Zoom LED moving heads



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- (16) Sharpy or platinum beam moving heads
- (8) Blinders
- (48) LED blocks
- (16) Lekos Source 4 various lens
- (4) Water based hazers
- (2) MA 2 series lighting desks
- All required DMX splits, cable and rigging
- (1) Lighting Technician/Operator
- (1) Lighting Technician/Dimmer
- TECHNICIANS WILL BE REQUIRED FROM APRIL 27 - MAY 3, 2020

Soft Goods

- 100 FT 32' High Black (in good repair) with grommets and ties
- 100 FT 13' x 16' Black Drape with P&D support

c)VIDEO

- (3) 9' x16' Stage screens black backed/with fly kits
- (3) 14-20K HD Projectors
- (3) Projector fly kits
- OPTION 'B'
- (130) 2X2 Led video panels with fly kits for 3 separate screens
- (1) HD SDI distribution system
- (2) HD Video controllers (VGA, HDMI) SDI
- (2) HD Camera's with long throw lens for locked off shots
- (4) HD Robo cams for onstage shots. With controller
- (2) MacBook Pro with solid state hard drives, with licensed Q-Lab application
- (2) PC laptops min Core 5
- Cue monitors as required for all source
- (2) 70' - 80' plasma screens and stands for teleprompters
- (1) Video Operator /switcher
- (1) Video Assistant / robo cam operator
- TECHNICIANS WILL BE REQUIRED FROM APRIL 27 - MAY 3, 2020



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COMPONENT 2 - BIG TICKETS/SONGWRITERS CIRCLE/MUSIC & INDUSTRY AWARDS

*All elements of this show will be made up of the awards show equipment.

Avalon Ballroom, Delta Hotels St. John's
May 1-3

- (12) Mid size Line array (Meyer, Adamson spektrix, D&B v-series, L-Acoustics D-vdosc)
- (6) 2 x 18 High Power Subs or 8 single 18"
- (4) Low profile front fills
- (2) System controllers matched for system
- (2) Digidesign S6L, Profile/SC-48 Digital Consoles
- Digital snake system with 3-way analog split
- (12) High quality monitors (Low profile) (Clair, Meyer, JBL, Adamson)
- (8) Mixes of power
- (1) Drum subs
- (8) Channels of IEM with extra packs
- (8) Channels of wireless systems with mics and belt packs
- (1) Mic kits 'festival style' (High quality including specialty microphones)
- (1) Mic stand kits - 24 stands (Black)
- (1) FOH Systems Technician
- (1) Monitor Technician
- (1) Lighting technician
- (1) Video Technician
- (1) 40 FT rear truss with fly support
- (2) 32 FT front truss with fly support
- (2) 8 FT upright truss with base plates
- (2) 6 FT upright truss with base plates
- (2) 4 FT upright truss with base plates
- (12) Profile moving heads (Min 700 watts)
- (12) Profile wash (Min 700 watts)
- (12) Zoom LED moving heads
- (6) Sharpy or platinum beam moving heads
- (8) Lekos Source 4 various lens
 - (1) Water based hazers



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- (1) MA 2 series lighting desks
- (1) All required DMX splits, cable and rigging Soft Goods
- (1) 40 FT wide 16" High Black (in good repair) with grommets and ties
- (2) 20 FT 16'h Black Drape with P&D support
- (2) 16 x 9 rear projection screens
- (2) 10-12k Projectors for screens
- (1) HD SDI distribution system
- (2) HD Video controllers (VGA, HDMI) SDI
- (1) HD Camera's with long throw lens for locked off shots
- (3) HD Robo cams for onstage shots. With controller
- (2) MacBook Pro with solid state hard drives, with licensed Q-Lab application
- (2) PC laptops min Core 5
- (1) Video switching system
- (1) 8' x 8' x 1' Drum riser
- (2) Self-powered speakers for delays at FOH position

COMPONENT 3 - CONFERENCE APRIL 30 - MAY 3

Harbourview Ballroom Salon G

- (1) Small audio package
- (1) K-array 400 system
- (1) M32R digital console
- (6) K-10 or equivalent wedges
- (1) Mics and stands package
- (4) Channels of wireless mics, beltpacks / headsets
- (6) Desktop stands
- (1) Small led lighting package with 4 truss uprights
- (2) 70" tv's on stands or preferably mounted on truss uprights.
- (1) Video switcher and laptop.

Harbourview Ballroom Salon F

- (1) Small Conference P.A.
- (2) 60" tv's on stands
- (1) Video switcher
- (1) Laptop Computer



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Harbourview Ballroom Salon E

- (1) Small Conference P.A.
- (2) 60" tv's on stands
- (1) Video switcher
- (1) Laptop Computer

SCHEDULE

See attached draft production schedule for labour times.