



REQUEST FOR PROPOSALS (RFP) TECHNICAL PRODUCTION SERVICES EAST COAST MUSIC AWARDS 2024 CHARLOTTOWN PEI

Bid includes the following components:

- 1) AWARDS SHOW BROADCAST PRODUCTION**
- 2) AWARDS SHOW/ SHOWCASING VENUES**

Organization:

East Coast Music Association
1800 Argyle Street, Suite 801
Halifax, NS B3J 3N8
Main: 902-423-6770
Toll Free: 1-800-513-4953
www.ecma.com

RFP Contact Information:

Danny Thomas, Technical Director danny@rockboundproductions.com 902-209-2258

Submission Deadline:

Friday February 2, 2024, 5:00PM AST

EVENT

East Coast Music Awards

May 1 - 5, 2024 CHARLOTTETOWN, PEI

Awards Show, Showcases and Conference

OBJECTIVE

The purpose of this RFP is to solicit offers from a technical production company or companies (audio, lighting, A/V) that can provide a complete range of professional services associated with the technical execution of **East Coast Music Awards 2024**. 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 to contribute to the achievement of the objectives of the conference, showcases and awards show.

COMPANY BACKGROUND INFORMATION

East Coast Music Awards Mission

"It is the ECMA's mission to develop, advance and celebrate East Coast Canadian music, its artists and its industry professionals throughout the region and around the world. We advocate for our members to ensure they can sustain music careers while based in Canada's Atlantic region."

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 36 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.

The music industry has never been a static one, and ECMA has evolved with the industry over the past 36 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 the East Coast Music Awards: Festival and Conference.

The East Coast Music Awards: Festival and Conference 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 2024 to be held May 1-5, 2024, in CHARLOTTETOWN PEI. 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
 - ⇒ Please provide profiles and accountabilities of key individuals that will be assigned to this contract, including descriptions 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.**
 - ⇒ All technicians must sign ECMA code of conduct before their first shift these will be provided once contracts have been awarded via email.
 - ⇒ ECMA reserves the right to tender each technical position separately.
 - ⇒ East Coast Music Association will provide accommodation where applicable. Please note all technicians are expected to share a room.

1. Bidders are to submit a pdf copy of their proposal via email to:
CEO and Kathryn @ ecma@ecma.com
Deadline to submit: **FRIDAY, FEBRUARY 2, 2024, at 5:00 PM AST.**
Proposals will not be accepted by post, courier, or fax.

2. Proposals received after the closing date and time will be disqualified from the competition and will not be reviewed.

3. All inquiries concerning the specifications are to be directed to: **Danny Thomas**,
Technical Director, East Coast Music Association [**danny@rockboundproductions.com**](mailto:danny@rockboundproductions.com)

902-209-2258.

4. 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, labor, and transportation (trucking, mileage, fuel, tolls, drivers, and accommodations) with totals.
5. 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.
6. All respondents will be informed of the selection decisions should the East Coast Music Association proceed with any one or more of the tenders.
7. 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.
8. All video applicants must provide a highlights reel of recently shot productions that focuses on live music.
9. 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.
10. Please note that the successful production suppliers must adhere to the production schedule provided. Also, a company representative must be made available for advance consultation.
11. Priority will be given to quotes that respond to how the supplier intends to actively include emerging industry professionals, specifically from equity-seeking groups/groups that have been historically and systematically excluded from the industry.
12. 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.

TECHNICAL PRODUCTION REQUIREMENTS AND SPECIFICATIONS

EVENT COMPONENTS

1. AWARDS SHOW BROADCAST PRODUCTION

Date April 30-MAY 2, 2024

Location: **DELTA BALLROOM MAIN**

2. AWARDS SHOW / SHOWCASES

Dates: Vary for each venue May 1 – 5, 2024

Locations:

- (1) DELTA MAIN AWARDS SHOW AND SHOWCASES
 - (2) DELTA HARBOURSIDE ROOMS 4 ROOMS 300 CAPACITY
 - (3) FAN-FEST VICTORIA ROW CHARLOTTETOWN
 - (4) ST. PAUL'S ANGLICAN CHURCH 400 CAPACITY
 - (5) BEER GARDEN NIGHT CLUB
 - (6) JOHN BROWN'S NIGHT CLUB
 - (7) MISCELLANEOUS OTHER GEAR and LABOUR
-

COMPONENT 1 – AWARDS SHOW BROADCAST PRODUCTION

** Please note successful bidders of the Awards Show broadcast production will be required to attend a site visit and production meeting within 4 weeks after being awarded the bid. All video applicants must provide a highlights reel of recently shot productions that focuses on live music.*

a) AUDIO

Broadcast audio will be responsible for supplying a professionally live mixed feed and a multi-track recording to the video component of the broadcast.

Requirements

- 1) 1 X 64 channel digital console with effects engine.
- 2) 1 x pro-tools or equivalent recording set-up only needed for 64 channel console no traffic required.
- 3) Audience mics, near field monitors and all required cabling etc. for integration with the Awards show audio supplier.

TECHNICIANS WILL BE REQUIRED FROM APR 30 - MAY 2, 2024

b) VIDEO

Broadcast video will be responsible for supplying all equipment required for the capturing, live switching and outputting of all video components of the Awards show. This includes sending feeds to our broadcast partner Rogers, in-house screens, and

backstage preview monitors. All cameras and equipment must be able to produce a minimum 1080P/59.94 quality resolution. The stage is essentially in 3 parts – center performance area, Right performance area and Presenter’s platform.

- 1) Minimum 4 onstage cameras with operators or 6 PTZ remote operated cameras.
- 2) 2 x Front of house cameras at least one must be with an operator.
- 3) 3 x specialty camera set-ups, gimble, camera cranes, dolly etc. these will be operated on the floor level.
- 4) Video playback system and back-up system.
- 5) Video recording devices for main feed and all isolated camera feeds. These can be on camera recording.
- 6) Video switching system capable of handling all the above inputs and outputs and provide the output for broadcast Livestream over Vimeo.
- 7) Additional monitors for F.O.H., lighting, producer and broadcast positions required.

TECHNICIAN WILL BE REQUIRED FROM APR 30 - MAY 2, 2024

COMPONENT 2 –1) AWARDS SHOWS / SHOWCASES

AWARDS / SHOWCASES MAIN DELTA BALLROOM APRIL 30 – MAY 5, 2024

a) AUDIO REQUIREMENTS

- (24) Mid-size Line array (Meyer, Adamson, D&B v-series, L-Acoustics) (16 MAIN 8 FOR DELAYS 4 BUMPERS REQUIRED)
- (8) 2 x 18” High Power Subs or combo with single 18” subs
- (8) Low profile front fills
- (2) AVID, DIGICO, YAMAHA. OR EQUIVELENT 64 CHANNEL CONSOLES.
- (2). 16 channel digital console for traffic with remote I/O head
- (1) 3-way audio split
- (12) High quality monitors (Low profile) (Clair, Meyer, JBL, Adamson)
- (8) Channels of IEM
- (1) Drum sub
- (12) Channels of wireless systems with mics and belt packs.
- (2) Mic kits ‘festival style’ (High quality including specialty microphones)
- (2) Mic stands kits - 24 stands (Black)
- (12) Channels of com 6 wired, 6 wireless

b) LIGHTING

- (3) 60’ wide truss front, mid, rear
- (4) 20’ wide truss front and rear of 2 side stages
- (32) moving heads spots (Min 700 watts)
- (16) moving heads wash (Min 700 watts)
- (2) Water based hazers

- (1) Lighting desk and a spare
- (1) All required DMX splits, cable and rigging Soft Goods

c) VIDEO, STAGING AND SOFT GOODS

- (1) 60 FT 16' h Black Drape with P&D support
 - (2) 16' x 9' screens with minimum 12k projector
 - (2) 7.5' X 11' screens with projectors (DELAYS) (THURS ONLY)
 - (1) Video switcher with 3 iso outputs with playback system with Q-lab
 - (1) 48' x 24' x 4'h stage with skirting and stairs
 - (2) 16' x 8' x 4'h stages with skirting and stairs
 - (3) 8' x 8' x 12" Drum riser with skirts
- ALL RIGGING, MOTORS ETC. REQUIRED TO FLY ALL THE PREVIOUS COMPONENTS

TECHNICIANS REQUIRED

- (1) Audio technician
- (1) Systems/traffic engineer
- (1) Lighting Technician
- (1) Video Technician (exact timing TBD)

NOTE) DELAY SYSTEM, TRAFFIC CONSOLES, SIDE STAGE LIGHTING PACKAGE AND STAGE WILL GET RECONFIGURED FOR SONGWRITERS CIRCLE.

Technicians will be required for shows and sound checks.

Monday April 29,	2.00 pm – 10.00 pm
Tuesday Apr 30,	10.00 am- 8.00 pm.
Wednesday, May 1	8.00 am – 12.00 am.
Thursday, May 2	10.00 am – 2.00 am.
Friday, May 3	1.00 pm – 2.00 am.
Saturday, May 4	1.00 pm – 2.00 am.
Sunday, May 5	10.00 am – 2.00 pm then strike.

2) DELTA HARBOURSIDE BALLROOM MAY 1 - 4, 2024

a) AUDIO REQUIREMENTS

- (8) Mid-size Line array (Meyer, Adamson, D&B v-series, L-Acoustics
- (2) 2 x 18" High Power Subs or 4 single 18" subs
- (2) Low profile front fills
- (2) SC-48 OR M-32 or equivalent Digital Consoles
- (1) 3-way audio split
- (8) High quality monitors (Low profile) (Clair, Meyer, JBL, Adamson)
- (6) Channels of IEM
- (1) Drum sub
- (4) Channels of wireless mics
- (1) Mic kits 'festival style' (High quality including specialty microphones)

- (1) Mic stands kits - 24 stands (Black)

b) LIGHTING

- (1) 32' wide truss arch 12' high
- (1) 32' wide back truss on lifts
- (12) Profile moving heads (Min 700 watts)
- (8) Profile wash (Min 700 watts)
- (1) Water based hazer
- (1) Lighting desk
- (1) All required DMX splits, cable and rigging Soft Goods

c) VIDEO, STAGING AND SOFT GOODS

- (1) 60 FT 14' h Black Drape with P&D support
- (2) large format TV's and stands. Cabling etc.
- (1) video switcher with playback computer.

TECHNICIANS REQUIRED

- (1) FOH Sound Technician
- (1) Monitor Technician
- (1) Lighting Technician

Technicians will be required for shows and soundchecks

Wednesday May 1	Set-up 11.00 am-7.00 pm.
Thursday, May 2	11.00 pm – 2.00 am.
Friday, May 3	11.00 pm – 12.30 am.
Saturday, May 4	11.00 pm – 12.30 am.
Sunday, May 5	Strike 10.00 am – 2.00 pm.

3) FANFEST VICTORIA ROW

a) AUDIO REQUIREMENTS

- (8) Mid-size Line array (Meyer, Adamson, D&B v-series, L-Acoustics)
- (2) 2 x 18" High Power Subs or 4 single 18" subs
- (2) Low profile front fills
- (2) M-32 or equivalent Digital Consoles
- (8) High quality monitors (Low profile) (Clair, Meyer, JBL, Adamson)
- (1) Drum sub
- (2) Channels of wireless mics
- (1) Mic kits 'festival style' (High quality including specialty microphones)
- (1) Mic stands kits - 24 stands (Black)

b) LIGHTING

MINIMUM REQUIRED THIS IS A DAYTIME OUTDOOR SHOW WILL NEED A BASIC FRONT WASH WITH 8 MOVERS ON THE BACK FOR FUN

c) VIDEO, STAGING AND SOFT GOODS

- (1) 20' x 16' x 3'h portable stage with skirting and stairs SI-50-75
- (1) 8' x 8' x 12" Drum riser with skirt
- (1) FOH tent. Vendor is responsible for all their own weather protection.

TECHNICIANS REQUIRED

- (1) FOH Sound Technician
- (1). Mon technician
- (1) Lighting/stage Technician

Technicians will be required for shows and soundchecks

Saturday, May 4 8.00am-4.00pm

4) ST. PAUL'S ANGLICAN CHURCH

- (8) Mid-size Line array (Meyer, Adamson, D&B v-series, L-Acoustics
- (2) 2 x 18" High Power Subs or 4 single 18" subs
- (2) Low profile front fills
- (2) SC-48 OR M-32 or equivalent Digital Consoles
- (1) 2-way audio split
- (8) High quality monitors (Low profile) (Clair, Meyer, JBL, Adamson)
- (6) Channels of IEM
- (1) Drum sub
- (2) Channels of wireless mics
- (1) Mic kits 'festival style' (High quality including specialty microphones)
- (1) Mic stands kits - 24 stands (Black)

a) LIGHTING

- (1) method of front lighting
- (1) 32' wide back truss on lifts with backdrop
- (12) spot moving heads
- (8) wash moving lights
- (12) led uplights
- (1) Water based hazer
- (1) Lighting desk
- (1) All required DMX splits, cable and rigging Soft Goods

TECHNICIANS REQUIRED

- (1) FOH Sound Technician
- (1) Monitor Technician
- (1) Lighting Technician

Technicians will be required for shows and soundchecks.

Friday, May 3	10.00 am - 11.00 pm.
Saturday, May 4	11.00 am – 1.00 am.

5) BEER GARDEN NIGHTCLUB

- (1) Mid-size Ground stack P.A. 400 capacity
- (2) Low profile front fills
- (2) SC-48 OR M-32 or equivalent Digital Consoles
- (1) 2-way audio split
- (8) High quality monitors (Low profile) (Clair, Meyer, JBL, Adamson)
- (6) Channels of IEM
- (1) Drum sub
- (2) Channels of wireless mics
- (1) Mic kits 'festival style' (High quality including specialty microphones)
- (1) Mic stands kits - 24 stands (Black)

a) LIGHTING

- (6) front wash or any method of front lighting
- (4-8) spot moving heads.
- (1) Lighting desk
- (1) All required DMX splits, cable and rigging Soft Goods

TECHNICIANS REQUIRED

- (1) FOH Sound Technician
- (1) Monitor Technician
- (1) Lighting Technician

Technicians will be required for shows and soundchecks.

Thursday May 2	12.00 pm – 2.00 am.
Friday, May 3	5.30 pm - 2.00 am.
Saturday, May 4	1.00 pm – 2.00 am.

6) JOHN BROWN'S NIGHT CLUB

- (1) Small Ground stack P.A. 200 capacity
- (1) M-32 or equivalent Digital Consoles
- (6) K-10 or equivalent monitors
- (1) Mic kits standard 6-piece band
- (1) Mic stands kits – 16 stands (Black)
- (8) up lights, color blasts etc.

TECHNICIANS REQUIRED

- (1) FOH Sound Technician

Technicians will be required for shows and soundchecks.

Friday, May 3	2.00 pm - 2.00 am.
Saturday, May 4	11.00 am – 2.00 am.

8) MISCELLANEOUS OTHER GEAR and LABOUR

Please inform us if you are interested in providing additional gear to supplement some of the local venues. This could include mics, stands, wedges or small consoles. We are also looking for local stage managers, technicians and stagehands.