

**Event Manager**  
**Expressions of Interest**  
for  
**Swire Symphony Under The Stars,**  
**Hong Kong**  
Presented by  
**The Hong Kong Philharmonic Society Ltd**  
  
2024

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## 2.0 Introduction

The following document specifies the Event Manager's role for The Hong Kong Philharmonic Society Limited's "Swire Symphony Under The Stars" concert (SUTS) annual outdoors concert.

The Hong Kong Philharmonic Society Limited (HK Phil) intends to appoint an experienced Event Manager for the 2024 SUTS concert featuring the Hong Kong Philharmonic Orchestra (HK Phil). The Event Manager will be responsible for the design, planning, licensing and safe implementation of all aspects of the concert.

The SUTS concert will be held on Saturday, 16 November 2024, at West Side of Sites 4 & 7 of the Central Harbourfront in Central. A second performance might be added on Sunday 17 November on the same site. The area of the site is about 36,500m<sup>2</sup> and a site map will be provided on request. Full details of the proposed schedule are provided later in this document.

## **3.0 Swire Symphony Under The Stars**

### **3.1. SUTS Background**

In previous years, the SUTS concerts have been presented by the Provisional Urban Council, featuring the HK Phil, and these concerts took place at a range of venues that have included Happy Valley and Hung Hom. In 2006, the HK Phil resurrected the concerts, this time presented by HK Phil with support from commercial sponsors. The concert has been held at the Central Harbour since 2012. The HK Phil uses the services of an Event Manager to plan and implement the concerts.

The SUTS concert is an annual outdoors free concert in picnic style, attended by approximately 18,000 people, and forms an important part of the HK Phil's community outreach programme which aims to take classical music to a wider audience

### **3.2. Key Objectives**

HK Phil's aim is for the concert to replicate the atmosphere of community concerts elsewhere overseas such as in the US, Europe and Australia, where families and friends attend the concert, spread out a rug and enjoy a picnic while listening to a relaxed concert of popular classical music that culminates with a display of fireworks. It is hoped to attract members of the public who may not otherwise attend classical music concerts.

The HK Phil must be supported by a first-class sound system, designed and operated by an experienced sound engineer who can demonstrate a proven track record of working with world-class orchestras in outdoor settings. The Sound designer / engineer will be engaged directly by HK Phil, the Event Manager is welcome to propose a relevant professional to take up the audio service for the Event under optional cost.

To further enhance the relaxed atmosphere, the concert must be visually spectacular, and it is expected that the Event Manager will secure the services of an experienced lighting designer and pyro contractor to ensure an enjoyable visual experience.

Of primary importance to the HK Phil is the creation of a safe and eco-friendly environment for the members of the audience, performers and staff at the event. To make SUTS an environmentally friendly event, the Event Manager is expected to take additional measures to minimize waste and offer recycling options on site to reduce impact on the environment.

### 3.3. Procurement Process

HK Phil wishes to appoint an Event Manager on a fixed fee basis for the scope of services described within this document.

Lighting, sound, staging, video and other companies may either be appointed directly by the HK Phil or as a subcontractor to the Event Manager. When appointed by the Event Manager, it will be on a cost-plus basis using the profit and overhead charge defined in the schedule of rates later in this document. When appointed by the HK Phil, it will be deemed that the cost of coordinating these subcontractors has been included in the Event Manager's fee.

HK Phil is not committed to accepting the lowest bid; they will accept the bid which, in their opinion, offers the best value to the project. If in the opinion of HK Phil none of the bids meets their criteria, they may choose not to appoint any contractor.

There will be no reimbursement of costs incurred by any vendor whilst bidding for this project.

The following procurement principles will be adhered to in the procurement of materials and services by the Event Manager:

- (a) Fair Competition – all bidders should be treated by the Event Manager with fairness and ensure that they are given the same level of information when preparing quotations of tenders.
- (b) Conflict of Interest – situations of conflict of interest with the Event Manager should be declared to the HK Phil in accordance with the code of conduct of the HK Phil.
- (c) Cost-effectiveness – quotations and tenders should be evaluated not only on competitiveness in pricing but also factors such as quality of the products/services and track record of the bidders.
- (d) Transparency – to ensure transparency, tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.
- (e) Public Accountability – the HK Phil shall be held accountable to the HKSAR Government and the public for any procurement involving the use of public funds, therefore the Event Manager shall adhere to these procurement principles once appointed by HK Phil.

### EOI Queries

All queries shall be addressed to Mr. Arthur Lo (arthur.lo@hkphil.org) at HK Phil; answers will be circulated to all companies.

Any discrepancies in the documentation or specification shall be brought to the HK Phil's immediate attention.

### EOI Deliverables

Your tender return shall include the following documents:

- A completed pricing schedule in print and in excel copy, including any optional cost
- A completed relevant experience questionnaire
- A methodology detailing your approach to implementing the project including an outline licensing strategy, production timeline and site layout plan with audience zonings to catering 18,000 pax, and crowd control and admission plan.
- An organization chart clearly laying out the Contractor's proposed project management, design and site staff as well as any proposed subcontractors
- CV's of key project personnel
- In the event of using subcontractors to fulfill part of the project, please provide details of these companies and their relevant experience
- A company profile

Note that a two-envelope system must be followed, so you must submit technical information [5.0 Relevant Experience Questionnaire] and price information [6.0 Costs] in two separate envelopes.

### Currency

All prices shall be submitted in Hong Kong dollars.

### Price Validity

Prices shall be valid for 60 days from the date of submission.

### EOI Returns

EOI documents shall be returned to: Ms. Vanessa Chan  
Director of Orchestral Operations  
Hong Kong Philharmonic Society Ltd  
Level 8, Administration Building,  
Hong Kong Cultural Centre, Kowloon, HK

EOI return date: 5pm (HK time) 2 July 2024 (Tue)  
Late submissions may be rejected.

### Interviews

Following the review of submissions one or more Vendors may be invited to participate in a post tender interview. No expenses or other costs relating to this interview will be reimbursed.

Post tender interview: 8-12 July 2024

### Evaluation Criteria

HK Phil will undertake an evaluation of all submissions; consideration will be given to the following:

- Previous experience in managing similar scope of orchestral projects
- Previous experience in licensing TPPE for public events
- Previous experience in creating and implementing crowd safety plans for audiences of around 18,000
- Relevant experience of the proposed project team with specific attention being paid to the experience of the Project Manager and Sound engineer
- Management fee
- Pricing schedule

## 4.0 Scope of services

### 4.1. General Responsibilities

- To design and implement a safe and eco-friendly first-class outdoor concert.
- TPPE licensing of event, including liaison with all relevant government departments.
- Developing a site layout in accordance with local regulations, any specific license and HK Phil requirements.
- Development and implementation of a safety plan that takes into consideration all members of the audience, performers, staff and other people on the site
- Development of a traffic plan, crowd control and admission plan including liaison with Police, Transport and other government departments.
- Design and supervision of installation of all site services.
- Site management during the whole booking period of the venue.
- Coordination with Food and Environmental Hygiene Department (FEHD), Hong Kong Police Force (HKPF), Fire Service Department (FSD), Leisure & Cultural Services Department (LCSD), Transportation Department (TD), Electrical and Mechanical Services Department (EMSD), and the Environmental Protection Department (EPD) with regard to site planning and logistics.
- Preparation of technical specifications to allow the procurement of all required technical equipment, staging and other related systems.
- Management of all contractors and suppliers, whether appointed as a subcontractor to the Event Manager or the HK Phil.
- Design and operation of sound, lighting and video systems
- Coordination with RTHK TV and the appointed video producer on the live broadcast and streaming of SUTS
- At all stages of the design to consider the weather, and to work with the client to develop a bad weather strategy.
- To follow the HK Phil's procurement guidelines for procurement of goods and / or services from contractors and suppliers.



## 4.2. Design Phase

The Event Manager will be responsible for the design, licensing and operations of the SUTS concert.

### Site Safety Plan

At all stages of the design process, safety of the audience, performers and other staff must be a primary consideration. The safety thought process shall be documented in a safety plan. The safety plan shall be a “live” document that should be updated and reviewed on a regular basis to ensure that all aspects of the document remain current. This document shall include, as a minimum:

- Overview of site layout defining all entrance, exit and emergency routes including emergency vehicular access
- Safety considerations for the construction / dismantling phases
- Site operational plan
- Site evacuation plan

### Event Licensing

The licensing of the event, including liaison with all relevant government departments, may include some of the following:

- Buildings Department
- Water Supplies Department
- Civil Engineering Services Department
- Environmental Protection Department
- Electrical & Mechanical Services Department
- Food & Environmental Hygiene Department
- Lands Department
- Leisure & Cultural Services Department
- Police
- Transport Department
- Drainage Services Department
- Fire Service Department

The Event Manager shall retain the services of all relevant professionals, such as Structural Engineers or Traffic Consultants, in order to ensure a successful license application process.

The Event Manager’s fee shall include the cost of the necessary licenses and all associated fees or costs relating to the license application process.

### Traffic Plan

Development of a traffic plan including liaison with the Police, Transport and other government departments required to ensure safe access and egress from the SUTS site. The plan should identify any other local events and identify safe routes to and from public transport. This plan should also consider access and egress for wheelchair users or other physically impaired guests.

### Site Planning

Development of a site layout that, as a minimum, meets the requirements of the relevant emergency regulations, licensing authorities and fulfils the needs of the audience, the orchestra, the staff and other people on the site.

This site layout should include, but may not be limited to:

- Emergency access to and from the site
- The stage and backstage areas including:
  - Orchestra risers
  - Dressing rooms
  - Site offices
  - Toilets
  - Technical facilities for audio, lighting, video and livestreaming, pyro
- The audience spaces including:
  - Crowd control and safety equipment
  - Toilets
  - Catering
  - F&B tents
  - Directional and sponsor acknowledgement signage
  - Other public facilities – first aids and enquiries
  - Recycle bins
  - Pre-concert activities tents (optional)
- Define the spaces required for technical systems including:
  - Control positions
  - Video screens and cameras positions
  - PA locations
  - Lighting locations
- Define the spaces required for audience zoning including:
  - VIP seating zones (appx 4,500 pax)
  - General public zones (appx 13,500 pax)
  - Wheel Chari zone (appx 50 pax)
- Design and supervision of installation of all site services including:
  - Electrical power

- Water
- Waste water
- Toilets
- Internet network for live-streaming

Development of a detailed site schedule, in conjunction with HK Phil, LCSD and LD, which clearly identifies the use of the land and other site facilities throughout the Set Up, Operational & Dismantling phases.

#### Sound Design (optional)

The design of the sound system is of paramount importance to HK Phil and anything less than exceptional sound quality will not be acceptable. The Event Manager shall retain the services of a professional Sound Designer with a proven track record of designing and implementing outdoor orchestral concerts to the highest international standards. It is expected that the Sound Designer will also act as the Sound engineer to mix the show. The Sound Designer will be required to produce a technical specification for the sound system in order to allow local suppliers to bid for the provision and installation of hardware.

In the event that the sound designer / engineer is engaged directly by HK Phil, the Event Manager is expected to coordinate the set up on the audio requirement of the concert from the design phase and the installation of the sound system.

#### Lighting Design

The Event Manager shall retain the services of a professional Lighting Designer with a proven track record of designing outdoor shows. The lighting shall enhance the visual appearance of the concert, providing additional interest for the audience. The lighting designer shall consider that video relay screens may be used for close-up images. The Lighting Designer shall program and operate the lighting system. The Lighting Designer will be required to produce a technical specification for the lighting system in order to allow local suppliers to bid for the provision and installation of hardware.

#### Video Production

The Event Manager shall retain the services of a professional Video Producer, if required for this event, with a proven track record of producing video material for orchestral performances. The video production will require careful coordination between camera shots and musical material in order to visually enhance the musical experience for the audience, as well as to feature the individual and overall group contributions of members of the Orchestra, conductor, soloist and any other participants in the performance. In the event that the video producer is engaged directly by HK Phil, such a producer will not be required. The Event Manager is

expected to coordinate the technical requirements with the appointed producer and to liaise with local vendors to bid for the provision and installation of hardware.

#### Live-Streaming

The Event Manager shall retain the services of a professional streaming service company, if required for this event, with a proven track record of providing live-streaming service for large-scale outdoor event. The concert will be live stream through content delivery network (CDN) including HK Phil's youtube channel, facebook, RTHK TV station and other platforms. The streaming company shall be responsible for liaising with the local network provider and coordinate additional network installation to ensure the required bandwidth to ascertain the good quality of the video. In the event that the live-streaming company is engaged directly by HK Phil. The Event Manager is expected to coordinate the network installation and technical requirement with the appointed vendor.

#### Stage Design

The Event Manager shall retain the services of a professional designer with a proven track record of designing outdoor shows. The stage design shall fulfill the space requirements of the HK Phil as well as providing lighting opportunities for the Lighting Designer. The designer shall ensure that consideration is given to wind and rain in respect of the musicians and noise over microphones. The designer will be required to design all site safety and directional signage.

The designer will be required to design all site safety and directional signage.

The designer will be required to coordinate with the appointed sound designer for the sound system design

The designer will be required to produce technical drawings and specifications in order to allow local vendors to bid for the provision of the built elements.

Event Manager is expected to coordinate the technical requirements including surveyor reports and oversee the handover of the shared facilities to ensure compliance with license and safety requirements.

#### Technical Management

The Event Manager shall be responsible for the overall technical management, procurement, co-ordination and implementation of all technical systems required to present the SUTS concert.

#### Crowd Control and Audience Admission

The Event Manager shall be responsible for developing and implement the crowd control and audience admission plan, including the provision of securities, ushers and other equipment

required to facilitate the admission procedure. The admission plan shall comply with the latest requirements imposed by FEHD.

### Procurement

The Event Manager shall be required to produce specifications and manage the procurement of all subcontractors, regardless of who finally contracts these subcontractors. This shall include, but not be limited to:

- Staging (including stage roof & wall system, stage structure, orchestra risers, treads and handrails, access ramps, orchestra chairs and music stands, stage decoration)
- Tents or container offices for backstage (conductor, soloist, MC, orchestra, production, audio, video, live-streaming, including flooring) and FOH (VIP, F&B, customer service, First Aid)
- Scaffolding Speaker Towers and Control Tower (including appropriate waterproofing)
- Platforms and other structures
- Rigging
- Lighting, Video & other technical equipment
- Power, toilets, fencing, barriers, signage and other infrastructure items

The Event Manager shall abide by the Procurement Principles outlined in Clause 3.03.

### Risk Assessment and safety plan

The Event Management is required to develop a safety plan and review the risk assessment from time to time, in consultation with HK Phil, to assess and decide if any additional control measures are required in response to latest the public health and social situation. If the situation becomes critical, HK Phil may consider bringing in external consultant to provide advices.

### **4.3. General Co-ordination**

The Event Manager is expected to take a proactive, leading role in liaison with all parties involved in the successful design, planning and implementation of the SUTS concert. This shall include management and liaison with:

- HK Phil
- Government departments
- The venue management, LCSD and LD
- Contractors (regardless of who they are contracted by)
- Concert Sponsors
- Other interested parties

### Project Start Up Meeting

Within one week of appointment, a meeting in Hong Kong will be held with the HK Phil to present a project implementation strategy that will include:

- Project programme, clearly identifying critical path tasks and HK Phil deliverables
- Licensing strategy
- Draft site layout

The meeting shall be attended by the Vendor's project manager and other key personnel.

### Fortnightly Project Meetings

Fortnightly co-ordination meetings in Hong Kong with the HK Phil will be held to:

- Review safety plan
- Review licensing progress
- Review site layouts
- Review progress
- Co-ordinate with contractors

### Additional Meetings

Additional site meetings / workshops may be required by the HK Phil or other third parties. No expenses or other costs relating to these meetings will be reimbursed.

#### **4.4. Set Up & Dismantling Phase**

The Event Manager shall be responsible at all times for running a safe and efficient site. During the set up and dismantling phases, the Event Manager shall be responsible for the planning, sequencing and coordination of all contractors and their works on the site. The Event Manager shall also be the primary contact with the venue throughout the set up and dismantling of the SUTS concert.

Site management services shall, include, but not be limited to:

- Conducting a photographic survey of the site, in conjunction with the venue owner, in advance of taking possession and works commencing, to agree the general condition of the site.
- Supervising the installation of adequate site protection in order to ensure that the site is handed back in the same condition as when taken over.
- Upon completion of the dismantling of the concert conducting a photographic survey of the site, in conjunction with the venue owner, to agree the general condition of the site upon completion.
- Supervision of installation of stage, dressing rooms, control positions, catering points, first aid facilities, toilets and all other structures.
- Supervision of installation of lighting, sound, video, internet network, live-streaming, power and other technical systems.
- Supervision of commissioning and programming of all technical systems.
- Ensuring the provision of all transport and staff to deliver, set-up, maintain in good order, change-over, readjust as necessary, dismantle and remove all equipment provided on site.
- Inspection of site prior to statutory inspections to ensure compliance with license requirements.
- Supervision and placement of signage of route from public transport locations to site.
- Regular communication and coordination with all parties involved including the HK Phil, government departments, subcontractors and the venue management.

#### 4.5. Operations Phase

The Event Manager shall be responsible for operating the site throughout rehearsals and the concert. These services will include:

- Stage management
- Front-of-house management
- Supply of trained site stewards and site managers for the night of the concert
- Hygiene & Social Distancing Policies align with HKSAR Government's recommendations

#### 4.6. Site Schedule

The outline site schedule will be as follows:

12 – 14 November 2024	As required	Set up
15 November 2024 (Fri)	18:00 –20:30	Sound check rehearsal
	20:30 –23:00	Technical check and live streaming signal check
16 November 2024 (Sat)	15:00 –17:30	Dress Rehearsal
	18:00 –19:15	Admission / Pre-concert activities
	19:30 – 21:30	Performance
17 November 2024 (Sun)	As required	Rain Day/2 <sup>nd</sup> performance / Load out
18-19 November 2024	As required	Load out / Site clean /Reinstatement

#### 4.7. Services Outside This Scope

- Insurance, HK Phil to take out rain / bad weather insurance
- Venue Rental, HK Phil is responsible for venue negotiations



## 5.0 Relevant Experience Questionnaire [SUTS 2024]

**[NB: please submit in separate envelope to comply with 2-envelope system]**

1.0 Company Name			
1.1	Registered Company Name		
1.2	Trading Name (if different)		
2.0 Contact Details			
2.1	Registered Address:		
	Telephone:		
	Fax:		
	E-mail:		
	Website:		
2.2	Address from which this office would be run:		
	Project Manager:		
	Telephone:		
	Fax:		
	E-mail:		
3.0 Company Status			
Sole Trader		Partnership	Limited Company
Public Limited Company		Limited Liability Partnership	Other
3.1	Country of Registration:		
3.2	Year of Establishment:		
3.3	Associated Companies:		
	Company Name		Relationship
4.0 Insurance			
	Public Liability	Employer's Liability	Professional Indemnity
Value Per Incident (HK Dollar)			
Total Value (HK Dollar)			

5.0 Relevant Project Experience		
5.1	Please provide details of your three most recent outdoor classical music concerts:	
	Project Name	Value (HK Dollar)
1		
2		
3		
5.2	Please provide details of your three most recent TPPE licensing projects:	
	Project Name	Value (HK Dollar)
1		
2		
3		
5.3	Please provide details of your three most recent projects in which you were responsible for the creation and implementation of a site safety plan for an audience of no less than 18,000 people:	
	Project Name	Value (HK Dollar)
1		
2		
3		
5.4	Please attach a company profile	
6.0 Personnel		
	No. of Full Time Staff	No. of Contract / Agency Staff
Project Management		
Technical		
Site / Install		
Management		
Administration		
Others (please specify)		
TOTAL		

**7.0 References**

Please provide details of three client references that we may contact:	
7.1	Company:
	Contact:
	Telephone:
	E-mail
7.2	Company:
	Contact:
	Telephone:
	E-mail
7.3	Company:
	Contact:
	Telephone:
	E-mail

**8.0 Applicant's Undertaking**

I certify that the information supplied is true and accurate to the best of my knowledge. To be signed by an authorized company representative.	
	Signature:
	Full Name:
	Position:
	Date:

## 6.0 Costs [SUTS 2024]

**[NB: please submit in separate envelope to comply with 2-envelope system]**

### 1.0 Budgetary Estimates:

Please provide a breakdown of each line item costs per section as defined in the requirements found in sections 4.01 – 4.05 of this document. This is to be a full cost exercise and all administration, travel and other associated costs involved with fulfilling the above scope are required to be fulfilled. Kindly include a soft copy of attached excel with your hard copy submission.

<b>1A Budgetary Estimates</b>			
	<b>Category</b>	<b>Suggested items to include in the category*</b>	<b>HKD</b>
1.01	Design & Project Management	Project personnel cost in overseeing the whole Event	
1.02	On-Site & Show Management	Crew and technicians, site manager, show caller, stage manager, graphic operator, surveyor	
1.03	Set & Staging (excluding main stage ground support, main stage deck and stage roof)	a) Site structures including PA towers, control tower, cameras towers, follow spots towers, projection screen towers, signage tower; design calculation etc	
		b) Stage façade (optional cost to replace LED wall)	
		c) Orchestra risers, ramp and stairs, acoustic panel etc	
1.04	Lighting	a) Lighting designer fee	
		b) Stage lighting equipment (optional cost)	
1.05	Video System	Projectors and screens, playback system, set up manpower, operator	
1.06	Site Management	communication equipment, such as intercom for show, walkie talkies for set up and dismantle, admissions etc	
1.07	Pyro Effects	2min of Pyro display at the end of the concert	

1.08	Site Facilities	a) Audience Zoning, barriers and fencing,	
		b) Marquees and containers site offices, include furniture and equipment etc	
		c) Admission marquees and facilities	
		d) Toilet, rubbish management, recycle bins	
		e) VIP catering – tent for distributing meal box and back of house storage tents	
1.09	Power Distribution		
1.10	Crowd Control and Admission	a) Site security to cover set up, show day and dismantle	
		b) usher for admission and zone coordination	
		c) Mobile device rental cost for ticketing system	
1.11	Technicians		
1.12	Consulting & Licensing	RSE report, TPPE, Fire Certificate and equipment, noise control etc	
1.13	Livestreaming	broadband network to cover ticketing system and live-streaming	
1.14	Miscellaneous	pig ceremony, working passes, signage printing etc	
1.15	Astro turf for VIP zones	For the front area of the audience zone (around 4000 pax)	
		<b>TOTAL (for 1 performance):</b>	
1.16	<b>Additional Cost for 2<sup>nd</sup> performance:</b>		

1B	Optional cost	Suggested items to include in the category*	HKD
1)	Audio	a) Sound design and sound engineer fee (include travel and accommodation cost)	
		b) Sound System and Audio Equipment	
		c) Audio mix for live-streaming	
		d) House rule audio recording	
		<b>TOTAL (for 1 performance):</b>	
		<b>TOTAL (for 2 performance):</b>	

**2.0 Event Management Fee:**

In the event of variation of scope changes, please also furnish the schedule of rates that will be used to calculate changes to the fixed fee. Please append a list of other labour rates that may be required to implement the project where required.

2.0 Event Management Fee		
		HKD
		Number of pax
2.01	Project Manager – Day Rate	
2.02	Project Assistant – Day Rate	
2.03	Technical Manager – Day Rate	
2.04	Structural Engineer – Day Rate	
2.05	Traffic Consultant – Day Rate	
2.06	Lighting Designer – Day Rate	
2.07	Set / Graphic Designer – Day Rate	
2.08	Video Producer – Day Rate	
2.09	Stage Manager – Day Rate	
2.10	Site Stewards /ushers – Hourly Rate	
2.11	Site Managers – Hourly Rate	
2.12	Security – Hourly Rate	
2.13	Sound Designer – Day Rate (optional)	

3.0 Subcontractors Works		
	% Profit and overhead charge to be applied to subcontractors and all costs (excluding fees) on an open book policy.	%
	As an example – for an invoice of HKD 150,000 from a subcontractor please confirm the % profit and overhead to be applied:	150,000.00
	Profit & Overhead	%
	<b>TOTAL</b>	