

## Appendix 1

## FESTIVALS AND EVENTS

Table 1 presented provides the following details in respect of each of the events covered by the initial contract term of Contract No. 19/057:-

- the name of the event
- the scheduled date or indicative timing of the event
- the location of the event
- the estimated attendance at the event
- the nature of the activities undertaken at the event
- the indicative temporary infrastructure and audio/visual requirements for the event
- any time constraints or scheduling parameters for setting up and removal of event equipment

Table 1: Details of Events to be serviced by Contract No. 19/057

Event	Scheduled	Location	Est. Pax	Load In/Out	Indicative Event Requirements	
					Temp Infrastructure	AV & Tech
Djeriwarth Festival	November 11.00am-10.00pm	Melton	30,000	Three days prior (or later) / pack down and clearance to be finalised by 12pm the next day	<ul style="list-style-type: none"> <li>- Small to large marquees (instant and pagodas and variety) for various stalls, activities and backstage</li> <li>- Furniture including chairs, tables, furnishings, display boards, trestles, catering equipment, lounge sets.</li> <li>- Picket fencing</li> <li>- Staging</li> </ul>	<ul style="list-style-type: none"> <li>- Suitable AV/ equipment and technical support for the main stage set up and event duration.</li> <li>- Stage lighting</li> <li>- Production requirements and backline for main stage program</li> <li>- PA System required along the street parade route in High Street, Melton</li> <li>- Construction of bunting/lights area (trusses)</li> </ul>
Carols by Candlelight	07/12/2019 6.00pm-9.30pm	Melton	5,000	Load in up to two days prior to the event/load out to be finalised by 10am the next day	<ul style="list-style-type: none"> <li>- Small to large marquees for various stalls/activities and back stage.</li> <li>- Furniture including chairs, tables, furnishings, display boards, trestles, catering equipment, lounge sets.</li> <li>- Shade structures</li> </ul>	<ul style="list-style-type: none"> <li>- Suitable AV/ equipment and technical support for the main stage set up and event duration.</li> <li>- Stage lighting</li> <li>- Production requirements and backline for main stage program</li> </ul>
Australia Day	26/01/2020	Melton	1,000	Load in up to two days prior/ pack down by 11am the following day	<ul style="list-style-type: none"> <li>- Small to large marquees (instant and pagodas and variety) for various stalls, activities and backstage</li> <li>- Furniture including chairs, tables, furnishings, display boards, trestles, catering equipment, lounge sets.</li> <li>- Shade structure for crowd (not to be included in as exclusive to the contract)</li> </ul>	<ul style="list-style-type: none"> <li>- Suitable AV/ equipment and technical support for the main stage set up and event duration.</li> <li>- Stage lighting</li> <li>- Production requirements and backline for main stage program</li> </ul>
Caroline Springs Signature Event	23/03/2020	Caroline Springs	15,000	Load in up to five days (or earlier) / pack down by 12pm the next day	<ul style="list-style-type: none"> <li>- Small to large marquees (pagodas and variety) for various stalls, activities and backstage</li> <li>- Large clear span structures</li> <li>- Furniture including chairs, tables, furnishings, display boards, trestles, catering equipment, lounge sets.</li> <li>- Picket fencing</li> <li>- Pallet furniture – or other unique "lounge" furnishings</li> <li>- Shade structures</li> </ul>	<ul style="list-style-type: none"> <li>- Suitable AV/ equipment and technical support for the main stage set up and event duration.</li> <li>- Stage lighting</li> <li>- Production requirements and backline for main stage program</li> <li>- Construction of bunting/lighting area (trusses)</li> </ul>