

PRODUCTION OF CONCERTS DURING THE NEW YORK STATE FAIR

IFB #0234

Addendum 2 Amendment Issued April 13, 2020

Page 5, Section 2.2.1 of the IFB, shall be amended as follows:

2.2.1 CONCERT PRODUCTION SERVICES

The selected contractor will be responsible for providing concert production services for entertainment acts booked during the New York State Fair. This will include acting as a liaison between AGM, agents for the entertainers and booking company, security and event and show management to coordinate the presentation of entertainment acts at Chevy Court, the Experience Stage, and other miscellaneous stages as needed. Concert production services will include, but not be limited to:

- A. Advance each show with Artist's Management/Production staff to include the coordination of all aspects of production with AGM's stagehands and AGM's audio, lighting, video, staging and backline contractors. This includes, but is not limited to, coordinating: load in and load out times, show calls, stage and show staffing requirements (stagehands), stage space allocation, loading dock space allocation, video production management, lighting production management, audio production management, and coordinating parking for show buses and vehicles.
- B. Provide on-site management and oversee technical coordination of shows including front of house production and stage management. Oversee set-up, operation and breakdown of all staging, audio and lighting. Manage load-in and load-out.
- C. Review Artist's riders with AGM to advance any special needs or items that include, but are not limited to:
 - o Determine the catering requirements for each show and arrange for catering with the caterer designated by AGM. All orders will be placed and picked up by the selected contractor. This shall include, but not be limited to, determining water, sundry supplies and bulk needs to fulfill rider requirements for scheduled shows. When determining these requirements note that AGM does not provide alcoholic beverages to any act scheduled to perform at the State Fair. This shall be completed and approved by AGM no later than thirty (30) days prior to the first day of the State Fair each year.
 - o Determine any change in the standard audio, lighting and backline needs. This shall be completed by the selected contractor and approved by AGM no later than thirty (30) days prior to the first day of the State Fair each year.
- D. Determine Artist's local transportation requirements for event and show personnel and arrange for transportation as needed and required. Assist AGM in obtaining the requisite number of vehicles needed to provide transportation during the State Fair.

- E. Schedule and run Artist's rehearsals, sound checks for performances; review upcoming schedules for operation of events each day; create stage diagrams and coordinate with stage workers; keep areas onstage and backstage free of debris and obstacles; serve as main point of contact with Artist's production manager, video production, local production and stagehand crews; produce and distribute daily load in, load out and performance schedules for all technical staff as directed by Artist's production manager. The selected contractor's front of house manager must have general knowledge of lighting, staging, sound design and theatrical rigging and should be able to lift, push or pull up to 50 lbs.
- F. Coordinate with AGM's Security Manager and State Police on security needs for each show.
- G. Coordinate with AGM's Property Manager to schedule trash clean up and removal as well as to address any maintenance and/or property needs.
- H. Provide staffing recommendations for runners, assistants and backstage security. Staff will be hired on AGM payroll with processing and approval of all staff through AGM's Division of Human Resources. Manage staff hired for these positions. Track time worked by employees as they are brought on AGM payroll. The employees will be employed by AGM and managed by the selected contractor. Time tracking includes the daily monitoring of the staff hours via the online payroll system used by AGM. All corrections, additions and changes to staff hours must be made on a daily basis and will be monitored by AGM.
- I. Review and verify all stagehand staff payroll and submit to AGM's stagehand contractor for processing. All hours and signed timecards must be verified against the stage calls and discrepancies resolved prior to the payroll being submitted to AGM's stagehand contractor.
- J. Provide on-site management representatives throughout the annual New York State Fair and such other personnel necessary to provide the required services. Staff should arrive and be on-site no later than five (5) days prior to the first day of the State Fair each year.
- K. Provide technical assistance to AGM concerning Chevy Court and Experience Stage entertainment events, including information about current industry requirements and standards relating to staging, audio, lighting, video and other entertainment production related services.
- L. Coordinate the sale of Artist's merchandise, if needed, at both Chevy Court and the Experience Stage. This shall include:
 - Receiving and displaying Artist's merchandise for sale;
 - Coordinating staffing for the sale of Artist's merchandise onsite (AGM will provide a tent, table(s), power, and lighting for sales only);
 - Conducting a pre-sale and post-sale audit of Artist's merchandise including preparation of internal AGM cash accounting sheets and other auditing reports as needed, settlement of Artist's merchandise sales percentage payment to AGM, and submission of daily merchandise sales reports including sales and the percentage payment to AGM.