

TO: Scott Humphrey  
Light Action Inc.  
Fax: 998-6203

FROM: Rick Cunningham  
Production Manager  
First Night Wilmington

RE: Request for Bids

DATE: October 3, 1997

Dear Scott,

I am attaching the stage and lighting needs for FIRST NIGHT WILMINGTON >98 and would like Light Action Inc. to provide a bid. A venue walk-thru is scheduled for Tuesday, October 14 at 10:00am starting from the new FNW office in the Community Services Building at 100 W. 10<sup>th</sup> Street, suite 1115.

Written bids are due by 5:00pm on October 24, 1997, and should be allocated with specific information on equipment and labor costs. Vendors responding to the bid will be considered the General Contractor for the services awarded and will be responsible for all sub-contracted equipment and labor, if applicable. All installation costs must be included.

Let me know if you will be attending the walk-thru or if you have any questions about the event.

Thanks,

## SECTION A: STAGES AND STEP UNITS

- Height measurements are from ground to top of platform
- All stages require steps.

<u>Reference Number</u>	<u># Needed</u>	<u>Depth</u>	<u>Length</u>	<u>Height</u>	<u>Venue</u>
A-1	1	8'	x 8'	x 2'	#3
A-2	5	8'	x 12'	x 2'	#5, 9, 23, 27, 43
A-3	2	8'	x 16'	x 2'	#12, 25
A-4	5	12'	x 16'	x 2'	#1, 6, 8, 13, 31
A-5	2	12'	x 16'	x 3'	#33, 34
A-6	2	12'	x 24'	x 2'	#16, 26
A-7	2	12'	x 24'	x 3'	#29, 42
A-8	1	12'	x 14'	x 2'	#40
*A-9	1	16'	x 24'	x 5'	#37
	2	4' x 8' x 5' sound wings			
A-10	4 rolls	Marley Dance Flooring			#21

\* See section SPECIAL EVENTS

## SECTION B: LIGHTING

- All cables must be included in cost.
- All labor must be included in cost.
- Indicate on bid where operator is included
- Technical Staff must be available to assist all performers with equipment whether or not it is a vendor item.
- Vendor must supply sufficient spare equipment on December 31, 1997 to ensure the efficient operation of technical production.

<u>Reference Number</u>	<u># Needed</u>	<u>Description</u>
B-1	1	Large lighting packages for Finale Stage (city mobile stgs)
B-2	1	Large lighting package for Rodndy Square (see attached specs)
B-3	1	Interior tent lighting (see section SPECIAL EVENTS)
B-4	6	One lighting tree boom on tree with 3 - 4 lights, installed Venues: #4, 16, 33, 34, 40, 42
B-5	17	Two lights installed Venues: #1, 5, 6, 8, 9, 10, 12, 13, 19, 29, 31, 36, 39, 41a, 41b, 41c, 43,
B-6	4	Single lights, installed Venues: #2, 3, 7, 38

## SECTION C: SPECIAL EVENTS

- C-1            Rodney Square:  
66' x 116' tent (Remsberg Tent)  
16' x 24' x 5' stage w/ 4' x 8' x 5' wings (no stage canopy needed)  
Lighting package as requested in performer=s specs (see attachment)  
Genral overhead interior tent lighting  
Stage to be installed at library-end of Rodney Square inside the tent
- C-2            Finale Stage (5<sup>th</sup> and King Street):  
City of Wilmington Mobile Stage  
Same lighting package as used in Rodney Square last year

**VENUE REFERENCE NUMBERS:**

- |   |   |
|---|---|
| 1.     Wilmington School of Art               | 29. Mellon Bank lobby                         |
| 2.     Brandywine Suites Window (on mall)     | 30. 9 <sup>th</sup> Street Bookshop           |
| 3.     Brew Ha Ha                             | 31. One Rodney Square lobby                   |
| 4.     CCAC Theatre                           | 32. Playhouse                                 |
| 5.     CCAC Dance Studio                      | 33. PNC 222                                   |
| 6.     Chase Manhattan Bank lobby             | 34. PNC 300                                   |
| 7.     Community Services Bldg Museum Store   | 35. 1 <sup>st</sup> Presb. Church Sanctuary   |
| 8.     Corestates Bank lobby                  | 36. 1 <sup>st</sup> Presb. Church Social Hall |
| 9.     Courthouse corridor                    | 37. Rodney Square                             |
| 10.    Courthouse lobby                       | 38. Saville Grill                             |
| 11.    Delmarva Power lobby                   | 39. St. Andrews Fellowship Hall               |
| 12.    Dupont Center for Human Development    | 40. Train Station                             |
| 13.    Dupont 10 <sup>th</sup> Street lobby   | 41a. Tix Booth 10 <sup>th</sup> and Market    |
| 14.    Dupont Nemours auditorium              | 41b. Tix Booth 9 <sup>th</sup> and Market     |
| 15.    Dupont Canopy                          | 41c. Tix Both 4 <sup>th</sup> and Market      |
| 16.    Encore Books                           | 42. Wilmington Trust Lobby                    |
| 17.    5 <sup>th</sup> and King Finale Stage  | 43. WSFS lobby                                |
| 19.    Grace Methodist Church Fellowship Hall |   |
| 20.    Grace Methodist Church Sanctuary       |   |
| 21.    Grand Opera House                      |   |
| 22.    Grand Opera House Canopy               |   |
| 23.    Historical Society Library             |   |
| 24.    Historical Society Museum              |   |
| 25.    I.M.Pei Lobby                          |   |
| 26.    Library left Room                      |   |
| 27.    Library right Room                     |   |
| 28.    MBNA Lobby                             |   |

TO: Dan Zeo  
Zeo Brothers Productions, Inc.  
Fax: 215-675-8816

FROM: Rick Cunningham  
Production Manager  
First Night Wilmington

RE: Request for Bids

DATE: October 3, 1997

Dear Dan,

I am attaching the sound needs for FIRST NIGHT WILMINGTON >98 and would like Zeo Brothers Productions to provide a bid. A venue walk-thru is scheduled for Tuesday, October 14 at 10:00am starting from the new FNW office in the Community Services Building at 100 W. 10<sup>th</sup> Street, suite 1115.

Written bids are due by 5:00pm on October 24, 1997, and should be allocated with specific information on equipment and labor costs. Vendors responding to the bid will be considered the General Contractor for the services awarded and will be responsible for all sub-contracted equipment and labor, if applicable. All installation costs must be included.

Let me know if you will be attending the walk-thru or if you have any questions about the event.

Thanks,

## SECTION D: SOUND EQUIPMENT

- Technical Staff must be available to assist all performers with equipment whether or not it is a vendor item.
- Vendor must supply sufficient spare equipment on December 31, 1997 to ensure the efficient operation of technical production..
- All labor must be included in cost.

<u>Reference Number</u>	<u># Needed</u>	<u>Description</u>
D-1	3	24 channel system to include all microphones, cables speakers, amplifiers and monitors for a main stage event VENUES: 8, 12, 40
D-2	2	16 channel system to include all microphones, cables speakers, amplifiers and monitors for a main stage event VENUES: 13, 18
D-3	3	12 channel system to include all microphones, cables speakers, amplifiers and monitors for a main stage event VENUES: 31, 36, 43
D-4	1	8 channel system to include all microphones, cables speakers, amplifiers and monitors for a main stage event VENUES: 1
D-5	2	6 channel system to include all microphones, cables speakers, amplifiers and monitors for a main stage event VENUES: 39, 42
D-6	3	4 channel system to include all microphones, cables speakers, amplifiers and monitors for a main stage event VENUES: 15, 22, 38
D-7	1	2 channel system to include all microphones, cables speakers, amplifiers and monitors for a main stage event VENUES: 4
D-8	4	Single microphone with amplifiers and speakers VENUES: 2, 23, 27, 30

<u>Reference Number</u>	<u># Needed</u>	<u>Description</u>
D-9	6	Cassette decks VENUES: 2, 12, 15, 18, 20, 22
D-10	2	DAT players VENUES: 12, 18
D-11	3	CD Players VENUES: 13, 15, 22
D-12	65	Microphones and stands (minimum)
D-13		Special Event: see attached spec sheet VENUE: Rodney Square Stage (37)

**- All items and locations are subject to change -**

1. Wilmington School of Art
2. Brandywine Suites Window (on mall)
3. Brew Ha Ha
4. CCAC Theatre
5. CCAC Dance Studio
6. Chase Manhattan Bank lobby
7. Community Services Bldg Museum Store
8. Corestates Bank lobby
9. Courthouse corridor
10. Courthouse lobby
11. Delmarva Power lobby
12. Dupont Center for Human Development
13. Dupont 10<sup>th</sup> Street lobby
14. Dupont Nemours auditorium
15. Dupont Canopy
16. Encore Books
17. 5<sup>th</sup> and King Finale Stage
19. Grace Methodist Church Fellowship Hall
20. Grace Methodist Church Sanctuary
21. Grand Opera House
22. Grand Opera House Canopy
23. Historical Society Library
24. I.M.Pei Lobby
25. Library left Room
26. Library right Room
27. MBNA Lobby
29. Mellon Bank lobby
30. 9<sup>th</sup> Street Bookshop
31. One Rodney Square lobby
32. Playhouse
33. PNC 222
34. PNC 300
35. 1<sup>st</sup> Presb. Church Sanctuary
36. 1<sup>st</sup> Presb. Church Social Hall
37. Rodney Square
38. Saville Grill
39. St. Andrews Fellowship Hall
40. Train Station
- 41a. Tix Booth 10<sup>th</sup> and Market
- 41b. Tix Booth 9<sup>th</sup> and Market
- 41c. Tix Booth 4<sup>th</sup> and Market
42. Wilmington Trust Lobby
43. WSFS lobby

TO: Paul Kraft  
Accent Tents and Rentals  
Fax: 888-2719

FROM: Rick Cunningham  
Production Manager  
First Night Wilmington

RE: Request for Bids

DATE: October 6, 1997

Dear Paul,

Please consider bidding on the following items for FIRST NIGHT WILMINGTON >98. A venue walk-thru is scheduled for Tuesday, October 14 at 10:00am starting from the new FNW office in the Community Services Building at 100 W. 10<sup>th</sup> Street, suite 1115.

Written bids are due by 5:00pm on October 24, 1997, and should be allocated with specific information on equipment and labor costs. Vendors responding to the bid will be considered the General Contractor for the services awarded and will be responsible for all sub-contracted equipment and labor, if applicable. All installation costs must be included.

Let me know if you will be attending the walk-thru or if you have any questions about the event.

Thanks,

## **SECTION E: PIPE AND DRAPES**

<u>Reference Number</u>	<u># Needed</u>	<u>Width x Height and Description</u>
E-1	1	12' x 8' ; pipe frame only; artist will hang own banner VENUE: PNC 300
E-2	1	8' x 6' ; pipe frame only, artist will hang own banner VENUE: Rodney Square

## **SECTION F: CANOPIES AND HEATERS**

<u>Reference Number</u>	<u># Needed</u>	<u>Length x Width x Height : Type and Location</u>
F-1	1	20' x 20' x 10' Canopy; no sides; w/ lights and heater VENUE: 811 Market Street Mall
F-2	1	20' x 20' x 10' Canopy; no sides; w/ lights and heater VENUE: 10 <sup>th</sup> Street square west of Nemours Building
F-3		Heaters VENUE: Finale Stage 5 <sup>th</sup> and King

## **SECTION G: TABLES AND CHAIRS**

<u>Reference Number</u>	<u># Needed</u>	<u>Item and Location</u>
G-1 30	60	6' tables with table cloths folding chairs VENUE: Rodney Square (covered venue)
G-2 1		6' table with cloth VENUE: Courthouse Corridor
G3	6	6' tables with cloths VENUE: Courthouse Corridor
G-4	1	6' table with cloth VENUE: F-1
G-5	1	6' table with cloth VENUE: F-2
G-6 4	15	6' tables (2 with cloths) chairs VENUE: Finale Stage 5 <sup>th</sup> and King
G-7	1 2	6' table with cloth chairs VENUE: Historical Society Museum
G-8 4		chairs VENUE: MBNA lobby
G-9 1		6' table VENUE: Mellon Bank Lobby
G-10	2	chairs VENUE: One Rodney Square Lobby
G-11	5 20	6' tables with cloths chairs VENUE: Train Station
G-12	16	chairs VENUE: Wilmington Trust lobby

## FNW '98 PRODUCTION EXPENDITURE ESTIMATES

Starting budget: \$60,000.00

	<u>Worse Case</u>	<u>Best Case</u>
Rick Salary	8,000.00	8,000.00
D.O.E. Crew	2,000.00	1,500.00
Rodney Sq. Tent	13,000.00	10,000.00
Piano Rental/Tuning	2,300.00	2,000.00
Movers	500.00	400.00
Radios	1,100.00	650.00
Instrument Rentals	500.00	100.00
Playhouse Fees	6,000.00	6,000.00
Accent Tents	3,000.00	2,700.00
Lights and Stages	15,000.00	13,000.00
Sound	15,000.00	14,000.00
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Total	66,400.00	58,350.00

RC- 10/6/97