

# Request for Quotation – Artist Contract Management Services, Vivid Sydney 2025

## Request:

Destination NSW is seeking proposals from music / entertainment companies and event producers to provide contracting and talent management services for music and ideas events during Vivid Sydney 2025.

**Please Note: This is not a position of employment but a contract for the supply of services. Companies who can propose a person for this contract, or sole traders are equally encouraged to apply.**

## Background on Destination NSW:

Destination NSW is the lead agency, champion and voice for the visitor economy within the NSW Government. Vivid Sydney, the Southern Hemisphere's leading multi-artform festival, transforms Sydney into a vibrant hub of creativity, innovation and community connection. Proudly owned by Destination NSW, Vivid Sydney showcases NSW's cultural vibrancy and positions it as a global leader in artistic innovation. For more information visit: [www.vividsydney.com](http://www.vividsydney.com).

## 2025 Creative Direction

The creative direction for Vivid Sydney 2025 is **Vivid Sydney, Dream**. Please refer to the 2025 Creative Overview document for further information <https://www.vividsydney.com/creative-direction>

## Timeline:

Deadline for receipt of clarification requests	10:00am Tuesday 22 October 2024 (AEDT)
<b>RFQ closing date</b>	10:00am Tuesday 29 October 2024 (AEDT)
Interviews	Week commencing Monday 4 November 2024
Successful applicant notified	Week commencing Monday 11 November 2024
Unsuccessful applicants notified	Week commencing Monday 11 November 2024
<b>Commencement of Contract</b>	<b>November 2024</b>

## Selection Criteria

Criteria	Weighting (%)
Value for money for the project scope	30%

Demonstrated experience in management of large-scale multi-day music stages.	30%
Demonstrated experience in contracting and administration of artists of various profiles, demographics and genres	25%
Established contacts with artists, agencies, promoters and management and knowledge of a wide range of musical acts including contemporary artists, nightclub DJs and children's performers	10%
Compliance with Request for Quotation	5%
<b>TOTAL</b>	<b>100%</b>

Projects will be selected on merit and strength of the proposal at the discretion of the Vivid Sydney Festival Director, Vivid Music Curator / Producer, Vivid Ideas Producer and other relevant Destination NSW team members.

**What Destination NSW requires**

Please provide:

- Proposal which addresses the items in Annexure A and specifications of services required
- Key considerations and general items.
- Response to the selection criteria
- Itemised budget including artist / talent fees, and producer fees
- Details on the event timeline and delivery
- Business credentials or resume containing details of two referees

Attention should also be directed towards the selection criteria.

**Clarification of requests for proposals:**

If you require clarification on the above request, please contact only via email:

Julian Ramundi, Producer, Vivid Music

[Julian.ramundi@dnsw.com.au](mailto:Julian.ramundi@dnsw.com.au)

Please note that any clarification will be given to the other organisations that have been offered the opportunity to submit a proposal.

**How to respond to a Request for Quotation (RFQ):**

Please review the relevant RFQ documentation, Clarification Addendums, Frequently Asked Questions and Terms & Conditions prior to preparing your response.

Respondents should address the specific requirements of the services and, the selection criteria detailed within the RFQ documentation. Answers and supporting documentation will need to be uploaded via the Vivid Sydney Website using the [Apply Now](#) button.

NB: This form cannot be saved or changed after submission, please ensure that you check the accuracy of your information prior to submitting.

**ANNEXURE A**

### Background:

Vivid Sydney is the largest festival of light, music, ideas and food in the Southern Hemisphere and the largest event in Australia, and is owned, managed and produced by destination NSW. Vivid Sydney has been integral in positioning Sydney as the creative capital of the Asia Pacific and instrumental in driving visitation to Sydney and stimulating the city's visitor economy/ For more information visit [www.vividsydney.com](http://www.vividsydney.com)

Vivid Music presents an extensive series of live performances and musical collaborations, including free concerts and ticketed events across the city. The program features local and international artists alongside immersive and interactive experiences, family and children's events.

### Specifications of proposal required:

Destination NSW is seeking proposals from music companies and event producers to deliver contracting and financial management for music stages during the Vivid Sydney dates – Friday May 23 to Saturday June 14 2025 - across multiple locations, yet to be determined:

#### Outdoor Music Stage:

A live music stage will host evening live performances and DJs across the below timelines each week:

- Sunday – Wednesday: DJs from 6pm - 10pm
- Thursday – Friday: Minimum of two live acts per night, with DJs during changeover periods.
- Saturday: Up to four live acts, with additional children's performances beginning in the afternoon. DJ will perform during changeover periods.
- An additional evening of live music will feature on Sunday 8 June and Monday 9 June, with up to four acts performing each evening.

The above comprises of 23 nights of live entertainment, including 13 live event dates and 10 DJ only evenings.

#### Additional Live Venues – To Be Confirmed

An additional indoor live music venue program to be determined, featuring live music on up to 8 dates during the Vivid Sydney program

Curation and scheduling of all live acts and DJs across both Outdoor Music Stage and Additional Live Venue will be undertaken by the Vivid Sydney Programming team, with a list of artists and negotiated costs given to the Contractor to finalise and contract each artist.

Additional events may be added to this scope of work as required.

#### The Contractor will undertake the deliverables below through the course of the contract:

- Contracting of talent, including Destination NSW required contract inclusions such as superannuation and expenses
- Consultation with the Vivid Sydney Programming team on event and artist scheduling (if required).
- Replacement of artists who may become unavailable, liaising with agents and management as well as the Vivid Sydney team.
- Collection of artist information including technical and hospitality riders, artist bios, images and marketing materials.
- Manage schedule of DJs for outdoor stage during the festival dates.
- Creating and sending of all production-related documents including artist worksheets, working in consultation with the Vivid Sydney Programming and Operations teams.
- Communication to artists of music brief and code of conduct.

- Managing talent for any promotional requirements at program launch, festival launch, pre and during festival dates.
- Management of payments / contributions of all artists and DJs on receipt to valid invoices.
- Informing artist management of any filming being undertaken at each event site.
- Collection of track / song lists from all artists and DJs for One Music reporting.
- Collection of talent information for event research purposes including age-range, city of origin and gender information.
- Attendance at events as required

**Destination NSW will manage the below elements:**

- Venue bookings
- Artist programming and curation
- Technical production, including backline hire
- Road closures and event operations
- Marketing, PR and promotion of the events
- Organisation and payment of OneMusic licenses

Talent line up, copy and images must be contracted by **Wednesday 31 January 2025**, ready to announce as part of the Vivid Sydney Program Launch in **mid-March 2025** (exact date TBC).

**General items:**

- The service provider must provide appropriate product liability and public liability insurance. Min \$20 million.
- Goods/Services provided must be of the highest quality
- The service provider must provide an Australian Business Number or Australian Company Number.

**Key Considerations:**

- The successful service provider will need to enter a contract with Destination NSW which includes, but is not limited to the following terms:
  - Ownership of all intellectual property (including copyright) in any project material will vest in and/or be assigned to Destination NSW on a royalty free, for use worldwide, free of charge in perpetuity basis. The service provider agrees to execute all documents and do all things required for the purposes of giving effect to this. The project material once assigned will be used by Destination NSW, tourism trade stakeholders, media, and the NSW Government.
  - Indemnifying Destination NSW for all work carried out
  - Compliance with Modern Slavery legislation in Australia
  - Abiding by a supplier's code of conduct as issued by the NSW Government

**Destination NSW will provide the following:**

- Curatorial approval on all programming