



Invitation for Provision of Services

The HKAGE aims to deliver top quality programme & services to stakeholders. We now invite service providers to provide the following service(s). If you are interested, please contact us for more details.

Service Required <i>e.g. Course Delivery, Staff Training, Translation, Pest Control</i>											
HKAGE 15th Anniversary Expo Days											
Target Audience											
<input type="checkbox"/> Students	approx no.: _										
<input type="checkbox"/> Parents	approx no.: _____										
<input type="checkbox"/> Teachers	approx no.: _____										
<input type="checkbox"/> Staff	approx no.: _____										
<input checked="" type="checkbox"/> Others, please specify: N/A	approx no.: N/A										
Service Details											
Date/time of Delivery:	6-8 July 2023										
Venue:	N/A										
Scope of Services <i>e.g., Programme Objectives, Medium of Instruction</i>											
<p>1. Expected Outcomes</p> <ul style="list-style-type: none"> To enhance the quality of the Expo Day. To accomplish the Expo Day effectively. <p>2. Timeframe</p> <table border="1"> <thead> <tr> <th>Timeframe</th> <th>Service Required/ Service Provision</th> </tr> </thead> <tbody> <tr> <td>28 April 2023</td> <td>All the Graphic Design should be confirmed.</td> </tr> <tr> <td>6 July 2023</td> <td>Setup of venue and prepare all instruments in Grand Hall at HKSTP; Rehearsal in Grand Hall at HKSTP Remark: All required materials should be delivered to HKSTP on 6 July 2023, the suggested move in time is 09:00, all installations in Grand Hall and the rehearsal should be completed by 18:00.</td> </tr> <tr> <td>7-8 July 2023</td> <td>Setup the Welcome stand-up Backdrop in Charles. K. Kao. Auditorium at HKSTP on 7 July 2023 at 18:30. Event days: Tentative rundown would be provided.</td> </tr> <tr> <td>8 July 2023</td> <td>Move out all the instruments and setup, in order to reinstate the venue by 18:00.</td> </tr> </tbody> </table> <p>*Time is subjected to change due to the mutual agreement.</p>		Timeframe	Service Required/ Service Provision	28 April 2023	All the Graphic Design should be confirmed.	6 July 2023	Setup of venue and prepare all instruments in Grand Hall at HKSTP; Rehearsal in Grand Hall at HKSTP Remark: All required materials should be delivered to HKSTP on 6 July 2023, the suggested move in time is 09:00, all installations in Grand Hall and the rehearsal should be completed by 18:00.	7-8 July 2023	Setup the Welcome stand-up Backdrop in Charles. K. Kao. Auditorium at HKSTP on 7 July 2023 at 18:30. Event days: Tentative rundown would be provided.	8 July 2023	Move out all the instruments and setup, in order to reinstate the venue by 18:00.
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3. **Service to be included:**

- The below services are required but not limited:

Service Required / Service Provision	Description
<p>Graphic Design + Production + Installation & Dismantle</p>	<p>No. of design layouts: Service provider should provide at least 3 versions for HKAGE to select. HKAGE has the right to modify the design upon receiving satisfactory design.</p> <p>The contents (e.g., design elements and logos etc.) of the items below will be provided by HKAGE later.</p> <p>Grand Hall:</p> <ol style="list-style-type: none"> 1. Stage stand-up backdrop: 8.5m x 3m with HiRes Printed Vinyl Materials 2. 15 sets of booths stand-up backdrop: Graphic design: 3m x 1m stand-up backdrop 3. Welcome stand-up Backdrop: 7m x 3m double-sided wooden backdrop with HiRes Printed Vinyl Materials 4. Podium Cover: 10m x 3m 3-sides U shape Foamboard Podium cover <p>Charles. K. Kao. Auditorium:</p> <ol style="list-style-type: none"> 1. Welcome stand-up backdrop: 5.7m x 2.7m with HiRes Printed Vinyl Materials 2. Podium Cover: 10m x 3m 3-sides U shape Foamboard Podium cover <p>Remark:</p> <ol style="list-style-type: none"> 1. Pre-event site visit for all the actual size of stand-up backdrops is needed. 2. AI File and JPG File of the final version
<p>Project Crew</p>	<p>Service providers should provide the enough manpower to facilitate the procedure of the 6 – 8 July (ct. Timeframe).</p>
<p>15 set of in Booth</p>	<p>HKAGE will invite 15 programmes service providers to showcase their programmes at HKAGE and HKAGE student members' projects. The service provider is responsible for installation and dismantlement.</p> <p>Required instruments for each booth include:</p> <ol style="list-style-type: none"> 1. 3m x 1m stand-up backdrop 2. 1 Power socket 3. 2 Chairs & 1 Table
<p>AV System</p>	<p>Items are included for the 2 days show:</p> <p>Audio:</p> <ul style="list-style-type: none"> • Speaker: 8 sets • Digital Mixer: 1 set • Wireless Handheld Microphone: 6 sets



	<ul style="list-style-type: none">• Podium mic: 1 set• MacBook Pro for music playback: 1 set <p>Video:</p> <ul style="list-style-type: none">• Video Switcher: 1 set• Link-up venue's existing projector: 4 sets• MacBook Pro: 2 sets• Clicker: 1 set
Certificate	As requested by HKSTP about the issues of electrical installation and structural safety, service provider should be responsible to possess: <ol style="list-style-type: none">1. RSE structural safety certificate2. WR1 Certificate for electricity
Insurance	As requested by HKSTP, Contractor' All Risks Insurance (CARI) and Public Liability Insurance (PL) to ensure the safety during setup, dismantling and any activities on the event days.
Live-feed Camera	Live-feed camera and live-feed system for opening ceremony ONLY 2 cams
Opening Ceremony items (Kick-off ceremony)	Design and produce an LED light box for kick-off ceremony. Proposed Design: <ul style="list-style-type: none">• Event theme wordings can be produced as a giant light box.• When the guests touch the lightbox/ put some elements into the lightbox (e.g., token), the lightbox will be lighted up by backstage staff
Production crew	Include all the tech crew need for setup, AV, camera man etc.

Contact Information

Any enquires concerning this *Invitation for Provision of Services* shall be directed to :

- E-mail: pcm@hkage.org.hk
- Telephone: 3940 0501