



USATFTM

REQUEST FOR BID PROPOSAL
USA TRACK & FIELD
2021-2022
ANNUAL MEETINGS



About USA Track & Field

USA Track & Field (USATF) is the National Governing Body for track and field, long-distance running and race walking in the United States. USA Track & Field holds a unique place in American culture: we stand as the premium brand in our category. USATF encompasses the world's oldest organized sports, the most-watched events of the Olympic broadcasts, the World's #1 Track & Field Team, the #1 high school participatory sport and more than 30 million adult runners in the United States. USATF is a volunteer-driven, not-for-profit organization with a staff of professional program administrators at the National Office in Indianapolis, IN.

USA Track & Field Annual Meeting

Traditionally held the week following Thanksgiving, our Annual Meeting brings together more than 1,200 of the sport's officials, coaches, administrators, athletes, and supporters. The yearly gathering serves as a forum to chart the future of our sport by considering policy changes, selecting national team staffs and Championship meet sites, and electing national officers. It is a forum where the individual's voice can be heard.

But it is not all business. The Annual Meeting also gives us the opportunity to recognize the achievements of our sport's volunteers and athletes. Each year, USATF awards the Jesse Owens Award for the top American male athlete and the Jackie Joyner-Kersey Award for the top American female athlete. Members attending the Annual Meeting have the opportunity to meet the sport's top stars, and USATF offers various social and recreational opportunities for attendees throughout the four-day event.



Meeting Specifications

USATF is looking for one host city for 2021 and 2022, please submit bid accordingly.

Event Dates	2021 (December 1-5), 2022 (November 30-December 4)
Anticipated Attendance	1,000 registrants, plus 200 unregistered guests and staff
Method of Reservations	The registrants, guests and staff will book all hotel reservations through National Travel Systems. National Travel Systems will be the group contract holder.
Group Demographics	Adult members of USATF in leadership positions, elite athletes (including Olympic Gold Medalists), coaches, officials, sponsors and business partners, honored guests and foreign dignitaries.
Avg. Stay	Three to Four nights per room
Payment Method for Reservations	33% of rooms are paid for via group master, remaining 67% are paid for by individual reservations.

Location

It is the desire of USATF to have hotel accommodations and meeting room space centralized in one location. If the headquarter hotel cannot accommodate the meeting space needs it should be located adjacent to the meeting site or Convention Center. While not preferred, meeting space can be split between a hotel and Convention Center as long as both properties are connected.

Group Housing Block

2021

Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon
Nov 28	Nov 29	Nov 30	Dec 1	Dec 2	Dec 3	Dec 4	Dec 5	Dec 6
5	32	289	526	680	700	630	48	11

2022

Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon
Nov 27	Nov 28	Nov 29	Nov 30	Dec 1	Dec 2	Dec 3	Dec 4	Dec 5
5	32	289	526	680	700	630	48	11



- Block needs to be 65% double / double rooms
- Group rate needs to be available three days pre and three days post block
- Suite – Numerous suites are needed including a large suite for hospitality functions nightly
- Rate – One set rate from single to quad occupancy
- USATF has the right to increase, or reduce, the block by +/- 20% (at the group rate, based on availability) up to 6 months prior to the first check in at no penalty.

Concessions:

- 10% Commissionable Rate to National Travel Systems
- \$11 rebate per room night to USA Track & Field
- 2 week cut off on block
- 1 per 40 complimentary room nights applied to the Masterbill
- Complimentary Meeting Space
- Maximum Number Complimentary Suites (above and beyond 1 per 40)
- 10 Upgrades at Group Rate
- Complimentary Wi-Fi in common areas, all meeting rooms, banquet rooms and all guest rooms
- Discounted Parking for Attendees
- 15 to 25 Complimentary Valet Parking Passes, 3 of which will be allowed to park in front of the hotel for the duration of the event
- Complimentary Parking for USA Track & Field Merchandise and Events vehicles
- Complimentary received shipping for all USATF event production deliveries.
- Complimentary or negotiated discounted charges for received shipping to Annual Meeting guests with extended dates for received shipments due to Thanksgiving holiday.
- 20 – 25 discounted staff rate rooms
- No Attrition with past history
- Complimentary Pre Planning Nights (space available basis)
- Complimentary health club access to all attendees
- Meeting Planning Points to USATF

Meeting Room Needs

The following schedule summarizes peak meeting room needs by day. Approximately 5 Conference and Work Rooms, generally sized for 20 – 30 people, are needed for staff activities starting on the first Sunday of event week (these rooms are included in the totals below). On many days, rooms are used for multiple sessions



throughout the day. USATF requires a 24 hour hold on most meeting rooms with designated rooms re-keyed to secure equipment and merchandise.

Number Meeting Rooms per Day

Capacity	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Max/Day
20-30	6	7	7	13	14	12	3	14
30-50				5	8	5	2	8
50 -75				5	5	3		5
75-100			1	2	4	4	1	4
100-150			1	1	4	5		5
150-200				1	3	3		3
200-300						2		2
300-400					1	1		1
400-500		3	3	2	1	2		3
800				1				1
Registration Desk		1	1	1	1	1		1
Boardroom	1	1	1	1	1	1	1	1
Ballroom for up to 1000		1	2	2	2	2	1	2
Total	7	13	16	34	44	41	8	

Additional Needs:

- Registration Desk for traffic of 1200 over four days (Wed – Sat)
- Storage area adjacent to registration area of approximately 125 sq. ft.
- High traffic area for merchandise sales
- Storage area near merchandise sales area of approximately 300 sq. ft.
- Executive Boardroom

Special Events (for ballroom space):

- Thursday, evening: Opening Session (1000 Theatre w/ staging and AV)
- Thursday, evening: Welcome reception to follow Opening Session (1000 Cocktail Style w/ F&B)
- Friday, evening: Officials Hall of Fame Dinner (300 rounds w/ F&B, A/V and staging)
- *Saturday, morning: Awards Breakfast (1000 Banquet Rounds w/ F&B, staging and AV)
- *Saturday, evening: Jesse Owens Banquet (600 – 700 Banquet Rounds w/ F&B, staging and AV)
- Sunday, morning: Closing Session (1000 Theatre w/AV and staging)



Note: Sample schedule only, dates subject to change – ballroom space must be held on a 24 hr basis from Tuesday evening to Sunday afternoon.

*Properties with two large Ballrooms or adjacent property (i.e. convention center) with large ballrooms for seating of 1000 banquet rounds are preferred for the Saturday portion of schedule due to TV involvement. The need for set up and rehearsal for the Saturday evening Jesse Owens Banquet eliminates adequate prep time if a shared room has to be flipped during the day.

Room Sets:

The above meeting room requirements include three staff offices and a computer work room. USATF supplies and installs all technology although bids may be sought for rental of two large copiers. Most small conference rooms are set up conference style. Medium sized, 25 – 75 people, room set up varies (theatre, classroom and Hollow Square). Large rooms are usually set theatre or classroom style and require a raised platform, podium, etc.

F&B Requirements:

USATF purchases a significant amount of food and beverage. Approximately one-third of that total is for the Saturday night banquet (plated dinner for 600 plus a cash bar). The second third is for the other special events in the ballrooms. The last third is for in-meeting meals and breaks. In general, these large F&B events have been located at the headquarters hotel; however, these special functions may be conducted at off-site venues (theatres, reception halls, convention centers) depending on the proximity (must be walkable and adjacent to hotel property), availability, F&B cost and AV.

AV Requirements:

USA Track & Field's Opening Session, Saturday evening Jesse Owens Banquet, and Closing Session use large video screen(s) with a one or two camera video package and a professional sound package and decorated staging. Specifications for these events are flexible based on the ballroom / theatre being used. All three events are heavily produced with video elements supplied by USATF staff. * Note that the Saturday evening Jesse Owens Banquet will likely be televised nationally and will require working with television networks and television production crews in conjunction with USATF.

Small events and most meetings use limited AV set ups, generally podium microphones patched into house sound, projectors, screens, Mac adapters, flip charts, etc. USATF will supply its own laptops and in some instances its own LCD projectors. Discounted AV prices requested based on the amount used.

Bid Requirements:

- Guaranteed Rates for 2021 and 2022. Furthermore, said rates shall be guaranteed to be the lowest rate offered to any hotel guest during the period of the USATF Annual Meeting.



- Confirm the complimentary air travel and lodging for one (1) site visit for USATF Annual Meeting Site Selection Committee (3 - 5 people, at USATF's sole discretion, for 1 – 1 ½ days).
- Provide information on nearby athletic facilities for approximately 100 athletes (up to 4 hours daily – Wednesday through Saturday). Generally, a college track and field facility with weight room access is desired. Indicate the distance from hotel to this facility (also include the distance from hotel to other local tracks, high schools, and training areas, such as large parks). Provided transportation for athlete practice will be viewed favorably in the bid process.
- Ability to make sponsor products available to attendees at no additional cost/corkage. Provide storage (which may include refrigeration) and receiving of sponsor products at no cost to USATF or Sponsor.
- Meeting room rental fees and set up fees (inclusive of basic AV set-ups – table lectern/microphone, where necessary, for meeting rooms up to 150 people) must be waived. Include pricing on easels, flipcharts, projectors and other such items in bid proposal.
- Confirmation that USA Track & Field will be permitted to bring its owned audio visual equipment (to include projectors and computers) into meeting rooms without service charges or additional fees.
- Confirmation that Hotel will not charge installation or de-installation fees for any event décor (to include signage and welcome banners) used at the event. USATF shall have sole discretion of which vendor is used to produce said décor.
- Confirmation that USA Track & Field may contract with any vendor to supply office equipment including multi-function copiers, printers, computers, etc. to be used by attendees.
- Note airport shuttle arrangements, options and pricing.
- The successful bidder of the USA Track & Field Annual Meeting agrees to adhere to any and all USA Track & Field policies, procedures, rules, and/or regulations. One of the purposes of USA Track & Field is to promote diversity of representation at all levels of participation in its activities. To that end, the successful bidder of the USA Track & Field Annual Meeting is strongly encouraged to utilize minority owned business and/or women owned business entities in its execution of the USA Track & Field Annual Meeting. Please include in your bid application, the local laws (municipality or state goals) pertaining to such participation and your plan to promote and encourage such participation in the USA Track & Field Annual Meeting.

Bid Enhancements

- Involvement of local sports corporation and/or CVB with bid.
- City/CVB/Sports Commission grant, cash, or VIK. Note: recent successful bids have included a minimum of \$25,000 in value from all sources including local sponsors and a commitment to host the Welcome Reception at the preceding Annual Meeting.
- Locally-sponsored reception. Note: in recent years, local products (food, beer, wine) have been donated and served at the Thursday night Opening Reception.
- Local company gifts, regional specialties, and other amenities to add to registration bags.



- Welcome table/greeting signage at airport. Please indicate proposed welcome activities (“Welcome USA Track & Field” signage programs, street banners, etc.)
- Provision of drinks and snacks in staff office.
- Transportation to local training facility for athletes.

Contract Matters

USA Track & Field requests 0% attrition. In recent years, attendance has consistently approached 1300 attendees and USATF fully expects to fill at least 600 rooms on peak nights. National Travel Systems is allowed to make any and all changes to those reservations that are held under our group block up until the check-in of the reservation. Based upon availability, hotel will honor group rate until check-in.

USA Track & Field is currently or will be registered as a tax-exempt 501(c)3 organization and thus, may be exempt from applicable state taxes.

USA Track & Field requires certain provisions in its contract with the bidder, including but not limited to: reasonable and clear language for Americans with Disabilities Act (ADA), indemnification (must be mutual), requirements for bidder to carry insurance as specified by USATF, and dispute resolution through arbitration.

USA Track & Field has a solid credit history, significant cash reserves, and the credit card capacity necessary to pay the master account upon presentation of a reconciled and accurate invoice. National Travel Systems will be conducting numerous reconciliations pre-event, event, and post-event to ensure accuracy. USA Track & Field is prepared to provide credit references, payment history and credit card information as necessary.

Cancellation Language

USA Track & Field fully understands the basic need for cancellation clauses and agrees to a reasonable schedule of liquidated damages should USA Track & Field cancel the contract. However, we would also like to see a contract that addresses USA Track & Field’s concerns should a property attempt to cancel the agreement or modify important terms. Accordingly, USA Track & Field requires contract language that addresses our legitimate concerns with respect to changes in ownership/management of the company, problems related to construction, damaged facilities, or remodeling during our event. As such, we require the following language to be added to the executed contract:

“USA Track & Field’s acceptance of the terms of this contract is contingent upon hotel standards, ownership/management, and solvency being maintained through the end of our contracted event. Hotel agrees that there shall be no appreciable changes to public space, meeting or guest rooms, or any other major construction underway at the time of the Annual Meeting. For purposes of this paragraph, “major” is defined as requiring USA Track & Field to modify its meeting schedule; relocate its meetings or functions to another facility or a less desirable location in the same facility; require staff or guests to wear protective garments, eyewear or masks; relocate guests due to noise, debris, or safety hazard; require the use of temporary meeting, function or bathroom facilities; or impair its ability to serve its disabled guests. If such conditions exist, USA Track



& Field shall be released from all commitments in this contract or entitled to a pro-rata reduction of expenses, at USATF's sole discretion. In such event, the Hotel shall use its best efforts to locate and confirm alternative arrangements for USATF's event. Further, if such conditions exist, or are reasonably expected to exist during our event, and USATF elects to be released from the contract, Hotel shall pay liquidated damages in the amount of \$250,000 as a reasonable estimate of USA Track & Field's cost to relocate or cancel its meeting."

We believe this term to be reasonable, especially when balanced with the dollar volume proposed for a Hotel's liquidated damages. We also note the circumstances requiring such cancellation are quite rare. Finally, the contract should be clear that interpretation of this term shall be subject to the general arbitration clause.

Option Date Clause

It is currently anticipated that the decision as to the cities and sites of USA Track & Field's 2021 and 2022 Annual Meeting selections will be made no later than February 28, 2018. As such, we intend to review all proposals, determine a short list of finalists for site visits (2-3 sites) and conduct site visits in January 2018. While a property's initial proposal in response to this RFP is considered final, Hotels may update their proposal after the site visits as long as such changes are clearly communicated in writing before January 30, 2018. Additionally, a limited number of finalists may be asked to present their final bid to USATF. To accommodate this timeline, your proposal must stipulate that USA Track & Field has a first option on the room block and meeting facilities detailed and that this option will be held open until the subcommittee has reached their final decision. To accommodate this requirement, the following section should be incorporated into the proposal:

"USA Track & Field holds a first option on the room block and meeting facilities detailed in this proposal. This option will be held open until the USA Track & Field Site Selection Subcommittee's actual decision date, on or before which date a signed copy of this proposal/agreement should be returned to the hotel along with a letter verifying USA Track & Field's acceptance. If we have not received your confirmation by May 31, 2018, Hotel reserves the right to release all space.

Presentations

The top two to three sites may be asked to do a presentation of their proposal for the Site Selection Subcommittee. The presentations should be from 10 to 15 minutes in length. Afterward, the presenter should be prepared to field questions from the subcommittee.

Upon completion of the presentations, the subcommittee will meet in private to discuss the proposals. The presenters should make themselves available in case of questions or clarifications.

Each city that bids on the USA Track & Field Annual Meeting is located in a local USA Track & Field Association. We encourage each bidder to communicate with the local Association prior to the formal bid being made as the local Association's support would be a plus.



Questions Regarding Hotel Property:

1. How old is the property? Please list any renovations within the last three years? Are there any renovations scheduled between now and the date of the event?
2. How long has the current ownership and management team been in place?
3. Please comment on diversity of senior management (race, sex, and other protected categories).

NOTE: USA Track & Field is an equal opportunity organization committed to doing business with partners that share its goals for providing opportunities for women, minorities, people with disabilities, and those in other protected classes.

4. Please supply a map or diagram of the proposed meeting space. Please indicate all elevators, escalators, and stairways.
5. With whom do you currently contract for audio-visual services, decorator, florist and related services? What exposition and security companies most frequently work in your property?
6. Are there any other groups currently scheduled in your Hotel during the dates of the event? Are there any other large groups in the city around those dates?
7. Please provide names and numbers of three meeting planners who have recently conducted events similar to ours at your Hotel.
8. Please list the complimentary amenities and services provided in meeting rooms (water, pens, paper, etc.)
9. Describe your storage capability, especially with respect to security, private keys, etc. Note that USA Track & Field requires two storage areas for merchandise and registration materials (see meeting room list for further details).
10. Describe how meeting room assignments are communicated to guests (paper signs outside rooms, electronic signs, monitors, etc.).
11. List current sales, hotel occupancy, and other taxes applicable to our group. Please note any local initiatives to increase hotel occupancy taxes or other taxes. Confirm which taxes, if any, USA Track & Field is exempt due to its 501(C) 3 status. Please describe any surcharges or other mandatory fees applicable to our room rate.
12. Please list current service charges on F&B and AV.
13. Please list number of total sleeping rooms and meeting rooms within the proposed Hotel property.
14. Please include your proposed policies for the following:
 - a. No show and early departure penalties.
 - b. Relocation of guests if oversold.
15. Are guests charged parking fees? If so, what are the current charges?
16. Are guests charged internet access fees? If so, what are the current charges?



PROPOSAL INFORMATION:

Proposal Submissions and Questions Should Be Directed To The Following:

Desiree Friedman, Associate Director of Constituent Services

USA Track & Field

130 East Washington Street, Suite 800

Indianapolis, IN 46204

Phone: 317-713-4656

Email: Desiree.Friedman@usatf.org

Proposals should be submitted electronically.

Intent to Bid Due Date: November 1, 2017

Proposal Due Date: November 15, 2017

