



Where Olympic & Paralympic Journeys Begin

2028 USATF Annual Meeting

Request for Proposal

Proposal Due Date: April 30, 2026

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About USATF

USA Track and Field (USATF) is the national governing body (NGB) for track and field, paralympic track and field, long distance running, and race walking in the United States. USATF is a not-for-profit organization headquartered in Indianapolis, Indiana, with a nationwide membership of more than 130,000 individuals. USATF promotes the sport of Track & Field through training programs and competitions for men, women, boys, and girls of all ages. Additionally, USATF establishes and enforces the rules and regulations for track and field, paralympic track and field, race walking, and long distance running, and certifies records in those disciplines.

USATF is comprised of 55 member Associations overseeing the sport at the local level. Member organizations include the National Collegiate Athletic Association (NCAA), Running USA, the Road Runners Club of America (RRCA), and National Federation of State High School Associations (NFHS). As the NGB for track and field, USATF is a member of the United States Olympic and Paralympic Committee (USOPC) and World Athletics (WA) and is responsible for selecting athletes to compete in Olympic Games, World Championships, Pan American Games, and other international team competitions.

USATF is proud of our continued success as an organization and of our storied history; however, the past few years have been particularly special for USATF. At the 2024 Olympic Games in Paris, we had an outstanding performance, with 34 medals. In 2025, at the World Indoor Championships, Team USA led the medal count with 16 total medals. At the 2025 World Athletics Championships in Tokyo, the United States collected 26 medals. The 16 gold medals tie the best performance ever at an international championship for the U.S. (Olympics and World Championships) in the modern era and it is by far our best performance at a championship event in Asia. This increased success has and will continue to greatly benefit our sport by exposing the nation and the world to our athletes, who comprise Team USATF – The World’s #1 Track & Field Team.

USATF Annual Meeting

Annually held the first weekend in December, the USATF Annual Meeting brings together more than 1,000 of the sports officials, coaches, administrators, athletes, and supporters for four days. The yearly gathering serves as the general business meeting of the organization to chart the future of our sport by considering policy changes, selecting national team staff and Championship meet sites, and electing national officers.

While the days are filled with general business meetings, educational sessions, and workshops, the USATF Annual Meeting also gives us the opportunity to recognize the achievements of our sports volunteers and athletes. Each year, USATF rolls out the red carpet for the “Night of Legends” awards banquet to celebrate the achievements of many in the sport in front of a televised crowd and nearly 600 in person attendees. The USATF Annual Meeting also hosts other large banquets, award ceremonies and general sessions throughout the weekend giving attendees an opportunity to make new connections or catch up with old friends.

Contact info for questions

Please feel free to contact the USATF National Office for assistance with this bid. Questions can be directed to bids@usatf.org or by phone at 317-713-4691.

Fast Facts

What

USATF is looking for a host city for the 2028 USATF Annual Meeting. The USATF Annual Meeting is the general business meeting for the organization and includes daily meetings and nightly banquets. This event serves as the place where USATF charts the future of the organization.

When

November 30, 2028 – December 3, 2028

Numbers

1,000 + registrants comprised of:

- 900+ Volunteer Leadership representing all 50 states of the United States
- 100+ Elite or developmental athletes including Olympic & Paralympic Medalists
- 50 USATF National Office Staff
- 25 Local and National Sponsors
- 20 Honored Guests and Foreign Dignitaries

2,400 + Room Nights

- 3-4 Average night stay for attendees

Recent Event History of the USATF Annual Meeting

Year	Location	Venue	Dates
2026	Portland, OR	Oregon Convention Center	December 3 – December 6
2025	Lake Buena Vista, FL	Hilton Orlando Lake Buena Vista	December 5 – December 6
2024	Lake Buena Vista, FL	Hilton Orlando Lake Buena Vista	December 5 – December 8
2023	Lake Buena Vista, FL	Hilton Orlando Lake Buena Vista	November 30 – December 3
2022	Lake Buena Vista, FL	Hilton Orlando Lake Buena Vista	December 1 – December 4
2021	Lake Buena Vista, FL	Hilton Orlando Lake Buena Vista	December 2 – December 5
2020	Virtual	Virtual	December 3 – December 6
2019	Reno, NV	Grand Sierra Resort and Casino	December 5 – December 8
2018	Columbus, OH	Hyatt Regency Columbus	November 28 – December 2
2017	Columbus, OH	Hyatt Regency Columbus	November 29 – December 3

Location

USATF will give preference to bidders who are able to provide hotel accommodation and meeting room space under a single property roof. Second preference will be given to a headquarter hotel with meeting space located adjacent to the hotel site or a Convention Center. While not preferred, meeting space can be split between a hotel and Convention Center if both properties are connected or have appropriate transportation options between the two.

RFP Timeline

RFP Distributed	February 13, 2026
Final Bid Applications Due	April 30, 2026
Bids Reviewed and Site Visits Conducted	May 2026 - June 2026
Location Selected and Contract Process Begins	July 2026
Public Announcement at the 2026 USATF Annual Meeting	December 2026

*USATF reserves the right to alter any dates above at their discretion.

RFP Instructions

It is important all prospective bidders review these instructions closely and comply with each specific request. USATF will not review submitted proposals that are incomplete and not presented thoroughly. Please label all responses regarding the ensuing pages with the appropriate topic heading and numbering scheme.

BIDDER TO PROVIDE THE FOLLOWING:

- One (1) digital copy of their entire USATF Annual Meeting Bid Application which includes answering all questions within the RFP and the RFP Checklist verification. A table of contents should be included in the bid application. To effectively illustrate your bid, photos, video content, maps, charts, etc. may be included. Bidders should combine the bid and any supplementary information into a single file that is the bid proposal.

All applications must be received no later than the date provided within the RFP Timeline above.

Digital copies of the USATF Annual Meeting Bid Application should be provided via a zipped file, pdf or a dropbox link and emailed to bids@usatf.org.

Projected Housing Block

Please refer to the below projected housing block needs for the 2028 USATF Annual Meeting.

Day of the Week	Date	Projected Housing Block Needs Per Day
Sunday	November 26, 2028	2 Rooms
Monday	November 27, 2028	25 Rooms
Tuesday	November 28, 2028	140 Rooms
Wednesday	November 29, 2028	495 Rooms
Thursday	November 30, 2028	660 Rooms
Friday	December 1, 2028	690 Rooms
Saturday	December 2, 2028	635 Rooms
Sunday	December 3, 2028	50 Rooms
Monday	December 4, 2028	12 Rooms
Total Projected Housing Room Needs:		2,709 Rooms

Additional details regarding the above projected housing block needs for the Annual Meeting.

- Block needs to be 65% double / double rooms
- Block should include ADA accessible rooms
- Group rate needs to be available three days pre and three days post block
- Numerous suites are needed including a large suite for hospitality functions nightly
- One set rate from single to quad occupancy

Requested Hotel Concessions

Please refer to the below hotel concessions that USATF would like to request:

- 10% Commissionable Rate to USATF Travel agency of record
- \$10.00 rebate per room night to USATF
- 2 week cut off on hotel block
- 1 per 40 complimentary room nights
- Complimentary Meeting Space
- Maximum Number of Complimentary Suites (above and beyond 1 per 40 rooms)
- 10 upgrades at Group Rate
- Complimentary Wi-Fi in common areas, all meeting rooms, banquet rooms and all guest rooms
- Discounted Parking for Attendees
- 25 Complimentary Valet Parking Passes
- Complimentary Parking for USATF Merchandise and Event 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.
- 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
- Complimentary re-key of staff office and storage rooms
- Waived resort fees

BIDDER TO PROVIDE THE FOLLOWING:

- Detailed list of the above hotel concessions that the potential hotel(s) would provide.

Annual Meeting Bid Enhancements

Please refer to the below list that would further enhance your bid submission:

- 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 value from all sources including local sponsors and a commitment to host the Welcome Reception
- 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 which could include the following:
 - “Welcome USA Track & Field” signage, programs, street banners, etc.
- Provision of drinks and snacks in staff office
- Transportation to local training facilities for athletes
- Complimentary local training facilities for athletes
- Transportation for attendees from airport to Annual Meeting Location
- Waived Resort/Destination Fee (if applicable)
- Discounted audio visual and electrical fees
- Food and beverage minimums not exceeding \$60,000
- Waived branding fees
- Complimentary easels, tables, and chairs for exhibitors throughout the duration of the Annual Meeting

BIDDER TO PROVIDE THE FOLLOWING:

- A detailed list of the above that would be provided to further enhance the bid submission.

Meeting Room Needs

The following schedule summarizes peak meeting room needs by day, subject to change based on needs of the year. Approximately five conference or work rooms, generally sized for 20 – 30 people, are needed for staff activities starting on the first Monday of event week (these rooms are included in the totals below). On many days, rooms are used for multiple sessions throughout the day. The room capacity of 1000+ would need to include an attached foyer. USATF requires a 24-hour hold on most meeting rooms with designated rooms re-keyed to secure equipment and merchandise. USATF will make commercially reasonable efforts to prevent midday changes of meeting room set-ups but may require flexibility from host property.

Meeting Rooms Per Day (approximate)							
Date	Room Capacity						
	10 - 50	50 - 100	100 - 300	300 - 500	500 – 1000	1000+	Registration
Sunday, Nov. 26	1						
Monday, Nov. 27	6						
Tuesday, Nov. 28	7					1	1
Wednesday, Nov. 29	8	4	1	1	1	1	1
Thursday, Nov. 30	18	10	4	2	1	1	1
Friday, Dec. 1	18	10	4	2	1	1	1
Saturday, Dec. 2	18	10	4	2	1	1	1
Sunday, Dec. 3	5	1				1	
Monday, Dec. 4	1						

The below tables describe the number of rooms needed throughout the Annual Meeting and a daily total of meeting rooms needed per day. These are just an overview of the above Meeting Rooms Per Day Table.

Number of Rooms Needed							
	Room Capacity						
	10 – 50	50 – 100	100 – 300	300 – 500	500 – 1000	1000+	Registration
Max # Needed	18	10	4	2	1	1	1

Meeting Rooms Needed Per Day (Overview)	
Date	Total Rooms Needed
Sunday, Nov. 26	1
Monday, Nov. 27	6
Tuesday, Nov. 28	9
Wednesday, Nov. 29	17
Thursday, Nov. 30	37
Friday, Dec. 1	37
Saturday, Dec. 2	37
Sunday, Dec. 3	7
Monday, Dec. 4	1

Meeting Room Set-Ups:

- Meeting room set-up will be variable based on type of meeting and number of participants. Bidder should anticipate all traditional set-ups including classroom, theater, banquet, conference, and U-shape/hollow square.
- USATF will work with venue to limit number of room set-up changes, or limit to overnight changes

when possible.

- Meeting rooms may require additional Audio Visual or Food & Beverage needs.

Additional Needs (not included in the tables above):

- Registration Desk for traffic of 1200 over five days (Tuesday – Saturday)
- Secure storage area adjacent to registration area of approximately 125 square feet.
- High traffic area for an expo (Thursday – Saturday)
- Storage area near expo area of approximately 300 square feet.
- Executive Boardroom (Monday – Sunday)

BIDDER TO PROVIDE THE FOLLOWING:

- A detailed list and map confirming that all meeting room needs will be met.

Special Events

During the Annual Meeting, USATF holds special events that are included in the Meeting Room Needs Section. Here is a brief overview of what those special events entail:

- Thursday, November 30th
 - Opening Session (Approximately 1200 Theatre seating)
 - Welcome reception to follow Opening Session in foyer
- Friday, December 1st
 - Officials Hall of Fame Dinner (300 attendees in Banquet Rounds w/ F&B)
- Saturday, December 2nd
 - Awards Breakfast (1000 attendees in Banquet Rounds w/ F&B)
 - Night of Legends Banquet (600 – 700 Theater w/ F&B)
- Sunday, December 3rd
 - Closing Session (Approximately 1000 Theatre Seating)
 - USATF Board of Directors Meeting (45 Attendees w/ F&B)

Note: The above is a sample schedule only. Dates subject to change and the ballroom space must be held on a 24-hr basis from Tuesday evening to Sunday afternoon. Full production will be built in the room to include rigging, lighting, stage, flown projectors and screens and a full look and feel. Space should also be allocated behind the stage for a backstage and storage area. Bidders should be aware and take these factors into account when submitting information.

*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 Night of Legends eliminates adequate prep time if a shared room must be flipped during the day.

Room Sets, F&B and AV Requirements

Room Sets

The above meeting room requirements include staff offices, a computer workroom and meeting space for attendees to conduct business. USATF should have the opportunity to secure technology provider; in-house providers information should be included in this bid application. Most small conference rooms (10 - 50 capacity) are set up conference or U-shape style. Medium sized (50 – 100 capacity) room set up varies (theatre, classroom, and hollow square). Large rooms are usually set theatre or classroom style and may require a raised platform, podium, etc.

Food and Beverage (F&B)

USATF will have several food and beverage needs throughout the course of the week. The food and beverage will primarily be focused on the Saturday night banquet (heavy appetizers for 600 plus a cash bar), other special events in the ballrooms and a meeting of the Board of Directors. In general, these large F&B events have been located at the site of the Annual Meeting; 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 Annual Meeting site), availability, F&B cost and AV. Meals in hotel outlets are on one check, and charged to the master account, to count toward any F&B minimums. Historically, F&B minimums have been reasonable (less than \$60,000) for the expected attendance listed in this document and has been used to offset room rental and set-up costs.

AV Requirements

USATF's Special Events 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 events are heavily produced with video elements supplied by USATF staff.

*Note that the Saturday evening Night of Legends Banquet may be televised nationally and may require working with television networks and television production crews in conjunction with USATF. Ballrooms should be free of any branding that may conflict with a USATF Sponsor or Supplier.

Small events and most meetings use limited AV set ups, generally podium microphones patched into house sound, projectors, screens, 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

The below information, details and requests allow USATF to have an efficient Annual Meeting.

General Bid Requirements

- Guaranteed Rates for 2028. Furthermore, said rates shall be guaranteed to be the lowest rate offered to any hotel guest during the period of the USATF Annual Meeting.
- USATF may conduct Site Selection Visit(s) and requests lodging, airfare, and local transportation for the USATF Annual Meeting Site Selection Committee to be provided at no costs (up to 15 total nights per contract year and up to 3 individual visits).
- Provide information on nearby athletic facilities for approximately 100 athletes (up to 4 hours daily: Wednesday through Saturday). Generally, a high school or college track and field facility with weight room access is desired. Indicate the distance from hotel to the facility (also include the distance from hotel to other local tracks, high schools, and training areas, such as large parks). Complimentary transportation from host hotel to practice facility is recommended. If cold weather location, this facility must have indoor availability.
- Waive all facility corkage fees for USATF Sponsors, Suppliers, and expo partners (i.e. Gatorade, etc.).
- Meeting room rental fees and set up fees (inclusive of basic AV set-ups – table lectern/microphone, where necessary) must be waived.
- Confirmation that USATF will be permitted to bring its own audio-visual supplier or equipment (to include projectors and computers) into meeting rooms without service charges or additional fees. In-house providers should provide a competitive bid for review.
- Confirmation that Hotel will not charge service fees for any event décor/branding (to include signage and welcome banners) used at the event. USATF shall have sole discretion of which vendor is used to produce said décor. Unless mandated by local regulations, USATF is responsible for installation of said décor and all production costs.
- Confirmation that USATF may contract with any vendor to supply office equipment including multi-functional copiers, printers, computers, etc. to be used by attendees.
- Bidder shall provide major airport hubs and all transportation options for airport to host hotel, including complimentary hotel shuttles, availability of Lyft/Uber, taxis, etc.
- USATF requests 0% attrition, based on recent history. USATF or their designated housing provider are allowed to make any and all changes to those reservations that are held under our group block up until the check-in of each reservation. Based upon availability, hotel will honor group rate until check-in.
- USATF shall be considered tax-exempt as a 501c 3 organization, appropriate paperwork can be supplied upon request.
- The successful bidder of the USATF Annual Meeting agrees to adhere to any and all USATF policies, procedures, rules, and/or regulations. One of the purposes of USATF is to promote diversity of representation at all levels of participation in its activities. To that end, the successful bidder of the USATF Annual Meeting is strongly encouraged to utilize minority owned business and/or women owned business entities in its execution of the USATF Annual Meeting. Please include in your bid submission, the local laws (municipality or state goals) pertaining to such participation and your plan to promote and encourage such participation in the USATF Annual Meeting.

Questions Regarding Hotel Property

- How old is the property?
 - Please list any renovations within the last three years. Please include any renovations scheduled between now and the final date of the event. If any, please describe in detail.
- How long has the current ownership and management team been in place?
- Please supply a map or diagram of the proposed meeting space. Please indicate all elevators, escalators, and stairways. If the hotel property has other amenities (restaurants, gyms, pools, shops, etc.), please include these as well.
- 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?
- 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? If yes, please provide information.
- Please provide names and numbers of three (3) meeting planners who have recently conducted events similar to ours at your hotel.
- Please list the complimentary amenities and services provided in meeting rooms (water, pens, paper, podium, etc.)
- Describe your storage capability, especially with respect to security, private keys, etc.
 - USATF requires two storage areas: one for merchandise and one for registration materials
- Describe how meeting room assignments are communicated to guests (paper signs outside rooms, electronic signs, monitors, etc.).
- 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, USATF is exempt due to its 501c 3 status. Please describe any surcharges or other mandatory fees applicable to our room rate.
- Please include a current AV and F&B menu for your property, including any current service charges.
- Please list number of sleeping rooms and meeting rooms within the proposed Hotel property.
- Please include your proposed policies for the following:
 - No show and early departure penalties
 - Relocation of guests if oversold
- Are guests charged parking fees? If so, what are the current charges?
- Does your property charge a resort fee? If so, how much and what is included?

BIDDER TO PROVIDE THE FOLLOWING:

- List of any issues that could be foreseeable in the General Bid Requirements Section.
- Answering the above questions regarding the Host Hotel(s).

Cancellation Language

USATF fully understands the basic needs for cancellations clauses and agrees to a reasonable schedule of liquidated damages should USATF cancel the contract. However, we would also like to see a contract that addresses USATF's concerns should a property attempt to cancel the agreement or modify important terms. Accordingly, USATF 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:

“USATF’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 USATF 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, USATF shall be released from all commitments in this contract or entitled to a pro-rata reduction of expenses, at USATF’s sole discretion. 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 \$50,000 as a reasonable estimate of USATF’s cost to relocate or cancel its meeting.

If the USATF Annual Meeting is not held for any reason beyond the control of USA Track & Field or its travel partner, then neither USA Track & Field nor its travel partner shall be held liable for any costs or damages associated with the meeting. Additionally, each party’s performance is subject to Acts of God, war, terrorism, civil disorder, natural disaster (including but not limited to fire, severe weather, and earthquake), strikes or work stoppages, national emergency, pandemic, quarantine orders, or any other event beyond that party’s control making it illegal, impossible, or commercially impracticable for that party to perform its obligations under this agreement (each a “Force Majeure Event”). Either party may terminate this agreement without liability or damages because of a Force Majeure Event, provided that the terminating party gives the other party written notice of the Force Majeure Event within 14 days after it occurs.”

We believe this term to be reasonable, especially when balanced with the much higher 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 USATF's 2028 Annual Meeting selections will be made based on the schedule provided above. USATF reserves the right to delay the decision-making process at its sole discretion. As such, we intend to review all proposals, determine a short list of finalists for site visits (2-3 sites) and conduct site visits during the window above. 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 July 31, 2026. To accommodate this timeline, your proposal must stipulate that USATF has a first option on the room block and meeting facilities detailed and that this option will be held open until USATF has reached their final decision. To accommodate this requirement, the following section should be incorporated into the proposal:

"USATF holds a first option on the room block and meeting facilities detailed in this proposal. This option will be held open until USATF'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 USATF's acceptance. If we have not received your confirmation by December 8, 2026, Hotel reserves the right to release all space."

RFP Checklist Verification

Prior to electronically returning your Bid Submission to USATF, please ensure the statements below are true & accurate. Affirm the accuracy by initialing next to each statement. Failure to affirm all the requested information could impact your eligibility to be awarded this event.

_____ I/We reviewed the entire RFP.

_____ I/We answered all the questions and provided all documentation requested by USATF.

_____ I/We will abide by applicable USATF policies and procedures.

_____ I/We believe that we can successfully execute this event.

Your Final Bid Submission must be submitted electronically to bids@usatf.org no later than **April 30, 2026**.

By your electronic submission of the bid application and signing below, I/We hereby agree that the information contained in this bid submission is true and accurate. If, for any reason, the submitted information is incorrect or insufficient documentation is provided it could impact your eligibility to be awarded this event.

Signature: _____

Date: _____

Full Name: _____

Title: _____

Entity Represented: _____

E-mail: _____

Phone Number: _____