



[office]: 719.866.4567 [fax]: 719.632.0979
[website]: usafieldhockey.com
[address]: 5540 N. Academy Blvd., Suite 100
Colorado Springs, CO 809018



2020 & 2021 USA Field Hockey Summit & Hall of Fame RFP



Member, U.S. Olympic Committee

About Summit

On March 20 - 22, 2020 and March 19 -21, 2021, USA Field Hockey will hold our third and fourth annual USA Field Hockey Summit. The goal of Summit is to unite the USA Field Hockey community for a weekend of education, inspiration and networking with fellow and potential members, coaches, umpires, club administrators, advocates, vendors and sponsors. USA Field Hockey will host our biannual Hall of Fame and Awards ceremony in 2020 and annual awards ceremony in 2021.

All USA Field Hockey staff, including our women's and men's national team coaches and select national team players, will be involved in the Summit in some capacity; assisting with the planning, marketing and promotion, and potentially speaking and attending the event.

The event will be strategically placed in the Northeast or Mid-Atlantic region of the country. The majority of USA Field Hockey member clubs are located in this region. Additionally, many high school and college programs are from this region. With a large number of the coach, club and umpire membership within this region, we believe that a healthy attendance of 300-500 attendees is viable.

The Summit will serve as an opportunity to demonstrate and share best practices with the coaches, umpires, club owners, and important sponsors and vendors. These best practices will be shared through on field demonstrations, breakout sessions, videos and town hall meetings. The event will also provide networking, socializing, and a celebration of past and future achievements. In addition to the Summit schedule, Olympic athletes will be in attendance, a Hall of Fame Dinner will be held in 2020, an Annual Awards banquet in 2021, USA Field Hockey Board of Directors and USA Field Hockey Foundation Trustee meetings may also take place.

About USA Field Hockey

USA Field Hockey (USAFH) is the National Governing Body for Men's and Women's Field Hockey in America. The organizations mission is to "Grow the Game. Serve members. Succeed Internationally". USAFH serves a membership of approximately 27,000. We provide support to grassroots, elite athletes, coaching, umpiring and many other areas of the sport. <http://www.teamusa.org/USA-Field-Hockey>. USA Field Hockey is a 501(c)(3) nonprofit sports organization. The organization is under the leadership of the Board Chairman, Bree Gillespie and the Chief Executive Officer, Simon Hoskins.



USA Field Hockey’s National Office is located in Colorado Springs Colorado. Our U.S. Women’s National Team is located in Lancaster, Pa. and our U.S. Men’s National Team is located in Chula Vista, Calif.

USA Field Hockey Annual Summit and Hall of Fame

USA Field Hockey is looking for one host city for the 2020 and 2021 Summit. Please submit your bid accordingly.

Meeting Specifications

| | |
|------------------------|---|
| Event Dates | 2020 (March 20-22), 2021 (March 19-21) |
| Anticipated Attendance | Estimated 300 attendees minimum, 225 in the inaugural year 2018 |
| Method of Reservations | The registrants, guests and staff will book all hotel reservations through USA Field Hockey or USA Field Hockey hotel booking partner. USA Field Hockey or USA Field Hockey hotel booking partner will be the group contract holder (if partner is used). |
| Group Demographics | Coaches, Licensees, Officials, Club Owners, Sponsors and Umpire members of USA Field Hockey. High School, Middle School, College Coaches that may not be members of USA Field Hockey will also be in attendance. |
| Avg. Stay | One to three nights per room. |



Location

It is the desire of USA Field Hockey to have hotel accommodations and meeting room space centralized in one location. Ideally, a large indoor “field” space would also be available for on-field demos. This can either be a real indoor field or gymnasium space, or a large ballroom where turf and seating can be brought in. If the headquarter hotel cannot accommodate the meeting space needs it should be located adjacent or within walking distance 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 or within walking distance.

Group Housing Block

| 2020 | Mon | Tues | Wed | Thur | Fri | Sat | Sun | Mon |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|
| | Mar 16 | Mar 17 | Mar 18 | Mar 19 | Mar 20 | Mar 21 | Mar 22 | Mar 23 |
| Deluxe Double | | | 12 | 20 | 100 | 100 | 10 | |
| Deluxe King | | 2 | 10 | 20 | 100 | 100 | 20 | 5 |
| Suite | 4 | 4 | 4 | 5 | 5 | 5 | 4 | 4 |
| 2021 | Mon | Tues | Wed | Thur | Fri | Sat | Sun | Mon |
| | Mar 15 | Mar 16 | Mar 17 | Mar 18 | Mar 19 | Mar 20 | Mar 21 | Mar 22 |
| Deluxe Double | | | 12 | 20 | 100 | 110 | 10 | |
| Deluxe King | | 2 | 10 | 20 | 100 | 110 | 20 | 5 |
| Suite | 4 | 4 | 4 | 5 | 5 | 5 | 4 | 4 |

- Group rate needs to be available two days prior and two days post block
- Suite – Four suites are needed for USA Field Hockey Staff for meetings, including a large suite for hospitality functions nightly



- Rate – One set rate from single and double occupancy

Concessions:

- 10% Commissionable Rate to USA Field Hockey hotel booking partner (if partner is used)
- \$10 rebate per room night to USA Field Hockey
- Week of cut off on block
- 1 per 40 complimentary room nights for USA Field Hockey to use at their discretion.
- Complimentary Meeting Space
- 4 Complimentary Suites for staff (above and beyond 1 per 40)
- Complimentary Wi-Fi in common areas, all meeting rooms, banquet rooms and all guest rooms (Wi-Fi name and password must be customizable)
- Discounted parking for attendees
- 25 complimentary valet parking passes
- Complimentary parking for USA Field Hockey merchandise and events vehicles
- Complimentary received shipping for all USA Field Hockey event production deliveries including sponsors and licensees.
- Complimentary or negotiated discounted charges for received shipping to Summit guests.
- 10 discounted staff rate rooms
- No Attrition
- No Food and Beverage Minimum
- Up to 4 Complimentary pre-planning/site visit nights (space available basis)
- Complimentary health club access to all attendees
- Meeting Planning Points to USA Field Hockey
- Best price possible on AV requests

Describe your Hotel Block availability and property concessions in detail.

Meeting Room Needs

The following schedule summarizes peak meeting room needs by day. Approximately 3 Conference and Work Rooms, generally sized for 30 – 40 people, are needed for staff activities starting on the Tuesday of event week (these rooms are included in the totals below). On many days, rooms are used for multiple sessions throughout the day. USA Field Hockey requires a 24 hour hold on most meeting rooms with designated rooms re-keyed to secure equipment and merchandise.



The schedule of events below is the tentative schedule based on 2018 schedule. Included to provide an idea of the agenda and space needs. [Click here to see the 2018 Agenda](#)

Additional Needs:

- Registration Desk for traffic of 300 to 500 over three days (Fri. – Sun.)
- Storage area adjacent to registration area of approximately 100 sq. ft.
- High traffic area for merchandise sales
- Storage area near merchandise sales area of approximately 200 sq. ft.
- Executive Boardroom
- Demonstration area 30 yards x 30 yards area fully turfed (turf provided by USA Field Hockey)

Special Events (for ballroom space):

- Friday, evening: Welcome reception to follow Opening Session (300 Cocktail Style w/ F&B)
- Saturday, morning: Breakfast and presentations (40 Banquet Rounds w/ F&B, staging and AV)
- Saturday, Keynote Lunch and Awards Banquet (2021 only on non Hall of Fame Year) (40 Banquet Rounds w/ F&B, staging and AV)
- Saturday, evening: Hall of Fame Banquet and awards ceremony (2020 only) (50 – 70 Banquet Rounds w/ F&B, staging and AV)
- Sunday, morning: Breakfast (40 Banquet Rounds w/AV and staging)
- Sunday, afternoon: Lunch Closing (40 Banquet Rounds w/AV and staging)

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

Room Sets:

Most small conference rooms are set up conference style. Medium sized, 80-100 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.

Describe how your property meets our Meeting Room Needs for our various programs. Please include photos of proposed spaces and spatial dimension diagrams of the properties.



F&B Requirements:

USA Field Hockey will purchase a significant amount of food and beverage. Approximately one-third of that total is for the Hall of Fame Dinner (2020 only) (plated dinner for approximately 200-300 plus an open or cash bar). The second third is for the other special events in the ballrooms. The last third is for in-meeting meals and breaks. Ideally these large F&B events will be 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. No F&B minimum will be set. An agreed upon price will be set for F&B annually.

AV Requirements:

USA Field Hockey's Opening Session, Saturday evening Hall of Fame Banquet, and Closing Session use large video screen(s) with projector and decorated staging. Specifications for these events are flexible based on the ballroom / theatre being used.

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

Bid Requirements:

- Guaranteed Rates for 2020 and 2021. Furthermore, said rates shall be guaranteed to be the lowest rate offered to any hotel guest during the period of the USA Field Hockey Summit.
- Confirm the complimentary air travel and lodging for one (1) site visit for USA Field Hockey annual site selection committee (2 people, at USA Field Hockey's sole discretion, for 1 day and night).
- Ability to make sponsors products available to attendees at no additional cost. (i.e. Gatorade)
- Meeting room rental fees and set up fees (inclusive of basic AV set-ups – table lectern/microphone, where necessary, for meeting rooms up to 100 people) to be waived. Include pricing on easels, flipcharts, projectors and other such items in bid proposal.
- Confirmation that USA Field Hockey will be permitted to bring its own audio-visual equipment (to include projectors and computers) into meeting rooms without service charges or additional fees.



- Confirmation that hotel or conference center will not charge installation or de-installation fees for any event décor (to include signage and welcome banners) used at the event. USA Field Hockey shall have sole discretion of which vendor is used to produce said décor.
- Airport shuttle arrangements, options and pricing.
- The successful bidder of the USA Field Hockey Summit agrees to adhere to all USA Field Hockey policies, procedures, rules, and/or regulations.

Clearly define how you will meet the bid requirements

Bid Enhancements

- Bid hotel is located within 50 miles of a USA Field Hockey member club. We encourage each bidder to communicate with member club(s) prior to the formal bid being made as the member club(s) volunteer support would be a plus.
- Involvement of local sports corporation and/or CVB with bid.
- City/CVB/Sports Commission grant, cash, or VIK. \$10,000 value requested.
- Locally-sponsored reception.
- Local company gifts, regional specialties, and other amenities to add to registration bags.
- Welcome table/greeting signage at airport and/or at event venue. Please indicate proposed welcome activities

Contract Matters

USA Field Hockey requests 0% attrition. Estimated attendance is expected to be 300+ attendees expects to fill at least 200 rooms on peak nights. USA Field Hockey hotel booking partner 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 Field Hockey is currently or will be registered as a tax-exempt 501(c)3 organization in the state where the meeting will be held and, thus, be exempt from applicable state taxes.

USA Field Hockey 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 USA Field Hockey, and dispute resolution through arbitration.

USA Field Hockey 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. USA Field Hockey hotel booking partner will be conducting numerous reconciliations pre-event, event,



and post-event to ensure accuracy. USA Field Hockey is prepared to provide credit references, payment history and credit card information as necessary.

Cancellation Language

USA Field Hockey fully understands the basic need for cancellation clauses and agrees to a reasonable schedule of liquidated damages should USA Field Hockey cancel the contract. However, we would also like to see a contract that addresses USA Field Hockey's concerns should a property attempt to cancel the agreement or modify important terms. Accordingly, USA Field Hockey 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 Field Hockey'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 Summit. For purposes of this paragraph, "major" is defined as requiring USA Field Hockey 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 Field Hockey shall be released from all commitments in this contract or entitled to a pro-rata reduction of expenses, at USA Field Hockey's sole discretion. Further, if such conditions exist, or are reasonably expected to exist during our event, and USA Field Hockey elects to be released from the contract, Hotel shall pay liquidated damages in the amount of \$50,000 as a reasonable estimate of USA Field Hockey's cost to relocate or cancel its meeting."

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 USA Field Hockey's 2020 and 2021 Summit selections will be made no later than December 1, 2018. As such, we intend to review all proposals, determine a short list of finalists for site visits (1-2 sites) and conduct site visits before November 1, 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 November 15, 2018. Additionally, a limited number of finalists may be asked to present their final bid to USA Field Hockey. To accommodate this timeline, your proposal must stipulate that USA Field Hockey 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 Field Hockey holds a first option on the room block and meeting facilities detailed in this proposal. This option will be held open until the USA Field Hockey Site Selection Committee'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 Field Hockey's acceptance.

Presentations

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

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.

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 supply a map or diagram of the proposed meeting space. Please indicate all elevators, escalators, and stairways.
4. 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?



5. 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?
9. Describe your storage capability, especially with respect to security, private keys, etc.
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 Field Hockey 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 in room internet access fees? If so, what are the current charges?

PROPOSAL INFORMATION:

Proposal Submissions and Questions Should Be Directed to The Following:

Primary Contact:

Adam Andrasko
USA Field Hockey
5540 N. Academy Blvd. Suite 100
Colorado Springs, CO 80918
Phone: 719-866-4361
Email: aandrasko@usafieldhockey.com

Proposal Due Date: October 1, 2018

