



***USA Football  
Flag Football Nationals***

**Dates for Bid:  
2020**

**REQUEST FOR PROPOSAL  
DUE DATE: June 15, 2019**

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## **Objective**

USA Football seeks to procure venues and host hotels to produce its 2020 USA Football Flag Championships. The ideal dates of the event are July 24-26, 2020; however, USA Football is open to alternative dates in July of 2020. USA Football's key goal for the request for proposal process is to determine which venues and budgetary concepts best meet the function and financial requirements set forth in this document.

## **Overview**

USA Football designs and delivers premier educational, developmental and competitive programs to advance and grow the sport. As the sport's national governing body, member of the U.S. Olympic Committee and organizer of the U.S. National Team for international competition, USA Football partners with leaders in medicine, child advocacy and athletics to support positive football experiences for youth, high school and other amateur players.

Attached are detailed specifications for the USA Football Flag Championships, associated activities and other supporting information.

## **Basis for the Award of Contract:**

- USA Football will award this event to the lowest bid from the complex that meets all basic event requirements.
- Determining factors will include the facility's ability to provide a cost-effective event site and successful event marketing package.

Please be sure to submit all required documentation/information by **May 31, 2019**. Any incomplete proposals, or proposals submitted after deadline, **will not be reviewed**. Final decisions for locations will be made after the proposal is reviewed and a site visit conducted.

## **USA Football Contact**

**Elizabeth Faust**

**USA Football**

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***Direct contact with the USA Football CEO or other USA Football staff/volunteers (local or national level) is neither necessary nor appropriate.***

Thank you for your time and response to this request. We look forward to reviewing your proposals.

## **\*\*Bid Process Deadlines:**

- Bids due May 31, 2019 via mail or electronically
- Site Announcement for 2020: Summer 2019

## USA FOOTBALL FLAG FOOTBALL NATIONALS

### Overview

USA Football's inaugural summer Flag Football Nationals will play host to 200+ teams from across the country in a competition to determine who the best flag teams are in the nation. This event will become an annual event hosted by USA Football.

<b>Open Years for Proposal:</b>	2020
<b>Preferred Dates:</b>	July 24-26, 2020
<b>Projected Attendance:</b>	150-200 teams 2,000 participants 200 coaches 2,500 spectators (game days)
<b>Facility Preference:</b>	Convention or meeting space for team check-in and registration Host tournament venue, artificial turf preferred Host hotel(s) teams and spectators

### EVENT SPACE REQUIREMENTS

#### Physical Layout:

##### Registration Space:

- One large space (example: Conference area at the team hotel or indoor field space at the tournament location)
- Ten (10) 6' tables
- Ten (10) chairs

##### Tournament Space:

- 24-30 flag fields, 70 yards x 30 yards (preferably turf)
  - 3 fields fit on a regular soccer field and 2-4 fields can fit on a football field depending on width
- Field painter to paint the flag football lines on the field
- Forty (40) 6' tables
- Forty (40) chairs
- Access to restrooms
- Access to potable water and ice
- Access to power
- 4-5 golf carts
- Forty or more (40+) trash cans placed around all the fields
- Janitor service to pick up trash and clean restrooms throughout tournament
- Ability to place signage on and around the playing surface and fencing

**Sponsor Space:**

- Flat area, grass or concrete, for ten to fifteen (10-15) 10x10 tents
- Access to power
- Ten (10) trash cans placed around the space

**Game Management Area:**

- 20 x 20 covered area for Information and Game Management
- Electric and internet accessibility is preferred
- Access to enclosed, locked storage area for overnight equipment storage or space available to have a temporary storage unit on-site

**Officials Area:**

- 10 x 20 covered area or open classroom

**Medical Area:**

- 10 x 20 covered area for Command Central

**Game Management:**

Game Management provided by Site:

- Water stations on each field which includes a table and trash cans
- PA Announcer
- 40-45 Volunteers
- EMT with Ambulance during hours of competition
- Trash receptacles and dumpster

Game Management provided by USA Football:

- Game scheduling
- Official scheduling
- Coach/Team communication
- Two-way radios for key points of contact
- Athletic trainers?

**Staff:**

Staff provided by Site:

- Site Manager with knowledge of venue on-site during event hours
- 24-hour security
- Maintenance staff for fields
- Custodial staff for fields

Staff provided by USA Football:

- Lead Event Manager
- Team Communications Contact
- Operations crew for field set-up
- Game Officials
- On-site Game Scheduling and Volunteer Lead
- Volunteers?

**Sponsorship:**

- USA Football will solicit Regional/Local sponsors for this event
- The site must be able to support the official event sponsor's needs; allowing for branding, signage, and on-site activation
- Please list any sponsors that are specific to the site

**Concessions:**

- Food concessions must be operational during all hours of competition offering a variety of dining options
- If possible, USA Football venue contract should accommodate branding and sampling programs by national USA Football food and beverage sponsor.
- If possible, USA Football national food and beverage sponsors will have the opportunity to sell product at the venue, either independently or in conjunction with the venue concessionaire
- If concessions are not available, USA Football can contract food trucks or other vendors

**Marketing:**

- USA Football relies on the Host to provide a comprehensive local/regional marketing and PR plan to promote the event and the sport of football

**The following information from the complex must be included in the proposal:**

1. Possible space/dates
2. Complex rental fees for all space
3. Discounts available for rental fees
4. Discounts for any multi-year agreements
5. Cancellation fee prior to executing contract
6. Signage opportunities in the complex – locations, etc.
7. Sample complex contract
8. Complex operations/rules and regulations
9. Current price list for all in-house services (i.e. telecomm, internet, electrical, in-housing shipping/business center, etc.)
10. Current labor rates in the city/venue
11. Technology available in the complex
12. Concession stands and pricing information
13. Third party preferred vendor list for security, EMS, and staffing services
14. Additional products/services/concessions offered to USA Football upon contract from local CVB and/or Complex

**HOTEL ROOM REQUIREMENTS**

*Hotels should send all proposals to the CVB. Hotel proposals should NOT be sent directly to USA Football, nor should they contact USA Football directly at this time. Complete hotel proposals to be provided by CVB only.*

**Room Block Requirements: These requirements are based on our current pattern and can be altered based on facility availability.**

Hotels	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.
	21-July	22-July	23-July	24-July	25-July	26-July	27-July
<b>Staff Kings</b>	20	20	20	20	20	20	20
<b>TOTAL ATHLETE KINGS</b>							
<b>TOTAL ATHLETE DOUBLES</b>			75	350	350	50	

### HOST HOTEL REQUIREMENTS

Hotels should send all proposals to the CVB. Hotel proposals should NOT be sent directly to USA Football, nor should they contact USA Football directly at this time, unless the hotel can provide convention space and all necessary rooms under one roof.

**Anthony Travel is the official travel partner of USA Football. Anthony Travel will secure and manage all hotel rooms.**

#### Accommodations: 965 room nights

- Hot breakfast included in rate (athlete friendly items) preferred

#### Host hotel must provide the following information (or agree to the following):

1. Grid format of room block (see above grid)
2. A breakdown of room types (singles, doubles, suites, etc.)
3. At least 20 rooms with complimentary internet access for USA Football staff the length of the event
4. Complimentary internet access provided for ALL meeting room spaces the duration of the event
5. Confirmed or proposed room rates – USA Football requests a flat single/double rate
6. Provide a list of any rebates offered
7. Ability to drop 2 storage units (pods) in the parking lot the duration of the room block
8. Meeting Space
  - a. 1 room that can seat 40 classroom style for staff HQ for duration of the event
  - b. 1-2 rooms that can seat 60 theater style for coach meetings
  - c. 1 room empty for equipment storage / inventory for duration of the event
9. One (1) complimentary room night for every 40 room nights sold on a cumulative basis Rooms to be used during event first and any unused rooms will be credited to the master and paid out to USA Football, though, Anthony Travel, within 30 days of departure
10. At least 10 complimentary parking spaces per night at the host hotel, valet preferred if available
11. Complimentary handling of USA Football shipments to host hotel
12. Current catering menu
13. Two (2) complimentary meeting planner suites/rooms for duration of the event
14. All agreements are on a courtesy basis. USA Football will not contract any hotels that contain attrition clauses
15. Two (2) complimentary USA Football Marketing Host Hotel Lobby promotions to be placed in prominent area. May include set up for GOBO's, flat screen branding or banners
16. No fee charged from host hotel to give custom made hotel room key to event
17. Title and Presenting Sponsors receive complimentary display in lobby of host hotel (size and scope to be determined by hotel)

18. The property agrees not to charge a lower rate than the contracted group rate during these periods without giving all Anthony Travel reservations the same rate under the terms of the final agreement. The property will not take any reservations for this event. All reservations must be made through Anthony Travel.
19. The property will agree to direct all USA Football reservations to Anthony Travel at 800-736-6377
20. Contracted rates are in effect of the period starting four (4) nights prior to the first night of the room block and ending four (4) nights after the last night of the room block
21. Room rates must be 10% commissionable to Anthony Travel as well as a 10% rebate to USA Football to be paid within thirty (30) days of the last departure date of the event

### **CVB REQUIREMENTS**

**The following information must be submitted to provide detailed information on travel to your city and to the hotels within your city, including the following:**

1. Number of hotel rooms within one mile of complex
2. Peak season/shoulder season months
3. Distance from the complex to the nearest airport
4. Seasonal temperatures during the proposed meeting month
5. Number and list of area attractions within a 5 to 10-mile radius of the Host Hotel and or complex
6. Any concessions or rebates provided to USA Football for hosting an event in the local community
7. List of complimentary services provided by the CVB
8. Provide price list for any fee based CVB service
9. List any external hospitality or entertainment services:
  - a. Directions/Maps
  - b. Restaurants and attractions that provide discounts to event attendees
10. List of marketing support/materials provided by the CVB

### **PROVIDED CONCESSIONS TO USA FOOTBALL**

#### **Items and services to be provided by local CVB and/or Convention Center/Hotel**

- Assistance in securing a host event venue, the CVB will cover basic facility rental fees
- Complimentary meeting room rental at host hotel
- A \$10/night room rebate to USA Football from the host hotel
- Two (2) complimentary USA Football Marketing Host Hotel Lobby promotions to be placed in prominent area. May include set up for GOBO's, flat screen branding or banners.
- EMT with Ambulance on site during hours of competition unless a local hospital is within the required USA Football range