



USA Football
IFAF U19 World Championships

Dates for Bid:
2020

REQUEST FOR PROPOSAL
DUE DATE: July 17, 2019

Elizabeth Faust
USA Football
45 North Pennsylvania Ave, Suite 700
Indianapolis, IN 46204
317-614-7755

Objective

USA Football seeks to procure venues and hotels to host the IFAF U19 World Championships. This event brings together the best 6-8 countries and from around the world to compete to be crowned 'World Champion.' The ideal dates of the event are mid-July 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 IFAF U19 World 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.

USA Football Contact

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

IFAF U19 World Championships

Overview

USA Football has been awarded the right to host the 2020 IFAF U19 World Championships. This event is a 6-8 team international tackle football tournament that brings the best teams in the world together to compete for gold.

| | |
|---------------------------------|---|
| Open Years for Proposal: | 2020 |
| Preferred Dates: | Ideal dates are July 6-20, 2020. Alternative dates are acceptable with Game Day 3 falling on a Saturday |
| Projected Attendance: | 8 teams 400 participants 70 coaches 1,500 spectators (game days) |
| Projected Schedule: | Day 1 – Team Arrival & Opening Ceremonies Day 2 – Team Practices & Meetings Day 3 – Game Day 1 Day 4-6 – Team Practices & Meetings Day 7 – Game Day 2 Day 8-10 – Team Practices & Meetings Day 11 – Game Day 3 Day 12-14 Team Practices & Meetings Day 15 – Medal Games & Closing Ceremonies Day 16 – Teams Depart |
| Facility Preference: | Meeting space for team check-in and registration 16 meeting rooms for team meetings Stadium with seating for 2-3,000 for game days, artificial turf preferred 2-4 lined football fields for practice days, artificial turf preferred |

EVENT SPACE REQUIREMENTS

Physical Layout:

Registration Space:

- One large room for teams to check in
- Ten (10) 6' tables
- Six (6) chairs
- Access to power

Game Day Space:

- 1 stadium with minimum 2,000 seats
- 4 locker room spaces available in the stadium for teams
- 1 locker room space available for officials
- Access to training room

- Twenty (20) 6' tables
- Fifteen (15) chairs
- Team benches on each sideline
- Access to restrooms
- Access to potable water and ice
- Access to power
- Electronic Scoreboard
- Access to PA system
- Access to field lights
- Access to (2) coach boxes
- At least 2 coach boxes
- 1 press box
- Area for VIP space
- EMT on site
- Concession stand open on games days
- 2-3 golf carts
- Trashcans on each sideline, in locker rooms, and throughout the spectator areas

Meeting Rooms

- Sixteen (16) meeting rooms/classrooms large enough for 60 people
- Meeting rooms/classrooms must have white boards and projectors

Practice Fields

- 2-4 lined football fields for teams to practice (turf preferred)
- 2 golf carts at practice fields for staff
- Access to lights
- Storage space at fields for practice equipment
- Access to water and ice

Accommodations:

Dorms Preferred

| | | | | | | | | | | | | | | | | | |
|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 4-Jul | 5-Jul | 6-Jul | 7-Jul | 8-Jul | 9-Jul | 10-Jul | 11-Jul | 12-Jul | 13-Jul | 14-Jul | 15-Jul | 16-Jul | 17-Jul | 18-Jul | 19-Jul | 20-Jul | 21-Jul |
|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|

Event Staff

| | | | | | | | | | | | | | | | | | | |
|---------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| Singles | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | c/o |
| Doubles | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | c/o |

Teams

| | | | | | | | | | | | | | | | | | | |
|---------|--|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Singles | | | 48 | 48 | 48 | 48 | 48 | 48 | 48 | 48 | 48 | 48 | 48 | 48 | 48 | 48 | 48 | c/o |
| Doubles | | | 224 | 224 | 224 | 224 | 224 | 224 | 224 | 224 | 224 | 224 | 224 | 224 | 224 | 224 | 224 | c/o |

- Different teams can be in different dorms, but each individual team should stay together in the same dorm (Individual teams require 6 singles and 28 doubles.)
- Linens, towels, and pillows should be provided or included in price

Cafeteria/Meals

- Cafeteria space for all meals is preferred
- Capacity to feed 500 people (can schedule team meals in shifts if needed)

Additional Campus Needs

- Access to pool
- Access to weight room

Game Management:

Game Management provided by Site:

- Water stations on each field which includes a table and trash cans
- PA Announcer
- 10 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

Staff:

Staff provided by Site:

- Site Manager with knowledge of venue on-site during event hours
- Security at stadium on each game day
- Maintenance staff for fields
- Custodial staff for stadium

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

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.

Transportation:

- Assist USA Football with securing bus needs for teams (to/from airport, to/from games and practice if needed, to/from team activities)

Closing Ceremonies:

- Assist with securing a space for the closing ceremonies.
 - Stage for award presentation
 - Seating for 500 in rounds
 - Ability to cater dinner or appetizers

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.

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.

Room Block Requirements:

| | 4-Jul | 5-Jul | 6-Jul | 7-Jul | 8-Jul | 9-Jul | 10-Jul | 11-Jul | 12-Jul | 13-Jul | 14-Jul | 15-Jul | 16-Jul | 17-Jul | 18-Jul | 19-Jul | 20-Jul |
|--------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Single | | | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 15 | 20 | 20 | |
| Double | | | 20 | 20 | 20 | 20 | 20 | 30 | 30 | 30 | 40 | 40 | 40 | 50 | 60 | 60 | |

Total Room nights: 645

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 12 rooms with complimentary internet access for USA Football staff (Tuesday – Sunday)
4. Complimentary internet access provided for ALL meeting room spaces (Tuesday-Sunday)
5. Confirmed or proposed room rates – USA Football requests a flat single/double rate

6. Provide a list of any rebates offered (shuttle rebate may be required depending on distance of hotel to the convention center)
7. 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.
8. At least 10 complimentary parking spaces per night (Tuesday-Monday) at the host hotel, valet preferred if available
9. Complimentary handling of USA Football shipments to host hotel
10. Current catering menu
11. Distance from the convention center
12. Copy of standard marketing material for hotel
13. Suite floor plans/brochures
14. Two (2) complimentary meeting planner suites/rooms for duration of convention (Tuesday-Monday)
15. All agreements are on a courtesy basis. USA Football will not contract any hotels that contain attrition clauses
16. 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.
17. No fee charged from host hotel to give custom made hotel room key to Convention attendees. (Keys provided by USA Football)
18. Title and Presenting Sponsors receive complimentary display in lobby of host hotel (size and scope to be determined by hotel).
19. 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. 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.

Ancillary Event Accommodations Team USA Training Camp

The US National Team will be holding training camp the week prior to the tournament. Would be ideal if they can do this in the same location or location near tournament location

- Team would consist of 60-65 people
 - Training Camp Length
 - 7-10 days prior to the tournament
 - Housing needs
 - 28 doubles, 8 singles, the same dorms as competition housing preferred
 - Meal Needs
 - All meals for the duration of training camp, cafeteria preferred

Meeting Room

- 8 meeting rooms
 - 1 that holds at least 60 people
 - All others need to hold at least 30 people

Practice Fields

- 2-4 lined football fields for teams to practice (turf preferred)
- 2 golf carts at practice fields for staff
- Access to lights
- Storage space at fields for practice equipment
- Access to water and ice
- Access to locker room
- Access to training room

Additional Needs

- Access to pool
- Access to weight room

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. Any concessions or rebates provided to USA Football for hosting the conference in the city/center
2. List of complimentary services provided by the CVB
3. Provide price list for any fee based CVB service
4. List any external hospitality or entertainment services:
 - a. Directions/Maps
 - b. Restaurants and attractions that provide discounts to convention attendees
5. List of marketing support/materials provided by the CVB
6. Total of marketing support dollars willing to USA Football to assist USA Football in promoting events
7. Meeting planning guide

Part XI – Provided Concessions to USA Football

Items to be provided by CVB and/or Convention Center or Host Hotel

- Complimentary meeting room rental
- Meeting room set-up to include podium and staging in each room
- Reduced service fee not to exceed 18% for all applicable food and beverage and A/V services
- No charge/fees for utilization of outside A/V vendors/contractors
- Identify at least two area restaurants and attractions that will provide a pre-set discount of at least 15% to teams for team functions
- Complimentary internet for USA Football Board meeting and executive meetings (up to 30 total connections for each meeting)

Anthony Travel is the official travel partner of USA Football. Anthony Travel will secure and manage a hotel room block for participants friends and family

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. Distance from the complex to the nearest airport
2. Number and list of area attractions within a 5 to 10-mile radius of the Host Hotel and or complex
3. Any concessions or rebates provided to USA Football for hosting an event in the local community
4. List of complimentary services provided by the CVB
5. Provide price list for any fee based CVB service
6. List any external hospitality or entertainment services:
 - a. Directions/Maps
 - b. Restaurants and attractions that provide discounts to event attendees
7. 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 Complex and/or Hotel

- Assistance in securing a host event venue, the CVB will cover basic facility rental fees
- Assistance finding an affordable closing ceremonies location
- Assistance providing transportation (bus) support if the game/dorm/practice venues are not walkable

- 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