BID APPLICATION
FOR THE YEARS 2020 THRU 2024

GIrlS’ 18s JUNIOR NATIONAL CHAMPIONSHIPS

A PROPERTY OF USA VOLLEYBALL

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REVISED AUGUST 2018
This Bid Application has been designed for your response in order for USA Volleyball to determine your capability to host and assist with the conduct of the USA Volleyball Girls’ 18s Junior National Championships. The queries contained herein are specific to the information in the Bid Manual. If you have any questions, or are unsure of the requirements detailed in the Manual, you may direct your inquiries to the USAV Event Director. Contact information is listed below.

It is important you respond to all of the questions in the application form. If a question does not apply, place a “N/A” on the appropriate line so we know it is not an oversight. In order to make a well informed decision we need as much information pertinent to the conduct of this Event as you can provide us.

**Attachments/Supplemental Information**

Important: We request you submit supplemental information as attachments. You may elect to include additional information to enhance your bid, which we welcome. The required attachments include:

1. The Venue: A detailed floor plan with dimensions and other specifics as requested.
2. Meeting Space: A detailed floor plan with dimensions of the meeting room facilities in both the Headquarters Hotel and the venue.
3. All Hotels: Specific proposals from all hotels in the proposed hotel block.
4. All Hotels: Flyers and printed information from all hotels in the proposed hotel block.

The Bid Application is divided into four sections, i.e.; (1) contact information*, (2) venue information, (3) LOC information, and (4) hotel information. With the attachments, this will constitute the essential components of the Bid Application.

*Contact information is primarily designed to establish with whom USAV will be communicating during the bid process. This should not be confused with the names of contact persons should the bid be in favor of your city.

**Bid Submittal Schedule**

<table>
<thead>
<tr>
<th>Year</th>
<th>Notice of Bid Proposal</th>
<th>Final Decision Date</th>
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<tr>
<td>2020</td>
<td>Letter of Intent submitted no later than October 31, 2018</td>
<td>December 2018 or sooner</td>
</tr>
<tr>
<td>2021</td>
<td>Letter of Intent submitted no later than January 31, 2019</td>
<td>March 2019 or sooner</td>
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<tr>
<td>2022</td>
<td>Letter of Intent submitted no later than September 30, 2019</td>
<td>December 2019 or sooner</td>
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<td>2023</td>
<td>Letter of Intent submitted no later than January 31, 2020</td>
<td>March 2020 or sooner</td>
</tr>
<tr>
<td>2024</td>
<td>Letter of Intent submitted no later than September 30, 2020</td>
<td>December 2020 or sooner</td>
</tr>
</tbody>
</table>
A complete Bid Application is to be mailed to the following USAV personnel:

1. Kristy Cox, Director, Events
   USA Volleyball
   4065 Sinton Road, Suite 200
   Colorado Springs, CO 80907
   Phone: 719-228-6800
   Fax: 719-228-6899
   Email: kristina.cox@usav.org
USA Volleyball Girls’ 18s Junior National Championships
A Property of USA Volleyball
4065 Sinton Road, Suite 200
Colorado Springs, CO 80907
V: 719-228-6800
F: 719-228-6899

Application for: Girls’ 18s Junior Nationals (18sJNC)
Application for the year 202____

Host City/County/State: _________________________________________________________
and/or
Bidding Organization: _________________________________________________________

Street Address: ________________________________________________________________

City/State/ZIP _________________________________________________________________

Telecommunications:

Phone: (______) _______________________ Ext: ________

FAX: (______) _________________________

E-mail: ______________________________________________

*Person submitting Bid Application: ______________________________________________

Position: ______________________________________________

AFFADAVIT:
By witness of my signature, I affirm I am an authorized representative of the organization submitting
this application, and confirm that I (we) have read and understand the terms outlined in the Bid
Manual. I (we) are prepared to commit to these responsibilities should we be granted host (city)
privileges as per this Bid Application.

____________________________________________ Date: _________________

* Authorized Signatory

______________________________

Position

*While not mandatory, the person listed as submitting the bid should also be the authorized signatory.
I. BID APPLICATION - Venue Information
USA Volleyball Girls’ 18s Junior National Championships

A. VENUE INFORMATION

Name of Venue: _____________________________________________________________
Address: _________________________________________________________________
City/State/ZIP: _____________________________________________________________
Name of Contact Person: ____________________________________________________
Title: _________________________________________________________________
Telephone: (_____) __________________ FAX: (_____) __________________
E-mail: _____________________________ Website: ___________________________

B. PROJECTED COST FACTORS

The Venue

USAV financial obligation?       ____ None     Rental Fee of $______________

The rental fee includes the following: [Attachment optional]___________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Other Organizations participating in the rental requirement:

1. ___________________________________________________ $ _____________
2. ___________________________________________________ $ _____________

Additional Cost factors: ___________________________________ $ _____________
Venue Parking:

Cost for attendees parking:

If YES, what is the cost per day?

If there is a cost, are there In/Out Privileges?

NOTE: Complimentary parking for USAV Staff and Officials vehicles required

C. SPACE AND ANCILLARY REQUIREMENTS

1. The Playing Area (250,000 -300,000 sq. ft.)

   Unobstructed space available for playing surface:

   Are there Columns?

   If YES, distances between columns:

   Distance from floor to lowest part of any overhanging obstacle from the ceiling:

   Basic floor surface: □ Concrete □ Wood □ Other (Please specify):

   Is there any venue policy that would prohibit the use of Sport Court portable flooring or other flooring tiles?

2. Meeting Rooms and Other Space Requirements

   a. Does the venue design provide meeting and other rooms easily accessible to the playing area, as specified in the Bid Manual?

   b. Will venue staff be available to support the physical requirements for these functions?

      (1) If YES to item b, is there an additional cost factor to USAV?

      (2) If YES to item 1., is it a □ unit cost; a □ flat fee? Amount?
c. Is there a room re-set fee?  
   If YES, list conditions?  
   (1) If YES to item c, is it □ unit cost; □ flat fee? Amount?  

   □ Yes □ No

   d. Will the following equipment/furnishing be available as required for the various rooms specified in the Bid Manual, i.e.; standard chairs, circular and/or rectangular tables, chalk boards, bulletin boards, audio-visual equipment, large waste receptacles, ice machines?  
   If any part of this list requires a NO response, please specify:  

   □ Yes □ No

   e. Is there sufficient space available near the main playing area for a minimum of ten (10) exhibit booths, 10’ X 10’ in size, and for one (1) 60’ X 90’ merchandise sales areas?  

   □ Yes □ No

   f. Is there any agreement in place between the venue management and a principle vendor(s), which will prohibit USAV from sponsoring and operating its annual exposition and sales of Event specific Merchandise?  
   (1) If YES, can this be waived with the vendor?  
   (2) If YES to #(1), is there a fee attached?  
   (3) If YES to #(2), what is the fee?  
   (4) Can this be negotiated w/vendor?  

   □ Yes □ No

   □ Yes □ No

   □ Yes □ No

   □ Yes □ No

   Vendor Name & Contact:  
   Address:  
   Phone: ( )  
   FAX: ( )

   If a YES to (f.) w/ a NO response to (1) & (4) STOP there is no need to finish this application.
3. **Miscellaneous Items**

   a. Accessible loading dock?

   If YES, will the loading dock be available as specified in the Bid Manual?

   b. Is there available and sufficient electrical source to meet the needs of USAV as specified in the manual?

   c. Is there an available water source in the playing area?

   To fill 55 gallon water barrels for flooring system (4 per court)

   (1) If NO, how close is the nearest water source? ______________________________

   (2) Is there a cost for the water?

   If Yes, what is the cost? $#___________________________

   d. Is there capability to install temporary telephone service?

   e. Type of lighting used in venue:

   (1) Lighting intensity in venue (rated in foot-candles or lux): ______________________

   (2) If necessary, can lighting be increased over feature courts?

   f. Are secured storage areas available close to playing area?

   If YES, what is the size of this area(s)? ______________________________

   g. Number of concession stands: (Note locations on venue layout)

   (1) List specific services available through these concessionaires in an ATTACHMENT:

4. **Signage**

   a. Can sponsor signage be hung in venue?
(1) If YES, are there any restrictions? □ Yes □ No

(2) If YES to #(1), please specify restrictions: ________________________________

Does venue have existing sponsor agreements preventing USAV sponsors from receiving signage exposure?

(1) If YES, please list those restrictions: ________________________________

5. **Food and Sales Items**

   a. Will the venue waive any or all charges to USAV for selling event specific merchandise during the Event?

      (1) If NO, what are the prevailing conditions? ________________________________

   b. Will venue permit food to be brought in for Event Staff, Volunteers and Officials?

      (1) If YES to item b, are there any restrictions?

      (2) If YES to #(1), please list restrictions: ________________________________

6. **Time Availability**

   Are the specified times and dates available for set-up and competition as specified in the Bid Manual?

   If NO, what is your compromise proposal? ________________________________

7. **Labor Force**

   a. The venue labor force is □ Non-Union □ Union

      (1) If Union labor, will USAV be required to utilize this workforce?

      (2) If YES to #(1), what is the cost factor for this service? $__________________
(3) Will this cost be subsidized? □ Yes □ No

If NO to # (3) STOP no need to finish this application.

8. **Machinery**
   
a. Will the venue make available the below listed machinery? □ Yes □ No
   
   (1) Three forklifts
   
   (2) Scissors Lift
   
   (3) Two battery operated golf cart trucks (flatbed type)

   b. If YES to any of the above, will approved USAV staff be permitted to operate them? □ Yes □ No
   
   c. If NO to any of item a, can USAV rent equipment to operate in venue by USAV staff □ Yes □ No
   
   d. If NO to item b & item c, STOP no need to finish application.

9. **Seating**
   
a. **Permanent Seating:**
   Does any part of the venue have permanent seating? □ Yes □ No

   If YES, what is the seating capacity? ________________________________

   b. **Bleacher Seating:**
   Will host secure at least 1,500 bleacher seats for use on the Championship Court? (Including labor costs associated with installing and dismantling the bleacher seats).

   □ Yes □ No

   If NO, present USAV Events Department with alternative options: ________________________________

   If NO to item b & no to alternative options, STOP no need to finish application.

   c. **Chair Seating:**
   How many chairs and tables can the venue make available for court-side use?

   Chairs_________________ Tables_________________
Comments to Section 9: ____________________________________________________________

10. **Public Address/Sound Systems**

Please describe the public address/sound systems available for the venue.

11. **Security**

   a. Will security be available as specified in Bid Manual? □ Yes □ No

   b. Will USAV have keys to secured areas as requested and specified? □ Yes □ No

   c. Does USAV have the option to procure lock changes on secured areas specifically for this Event?

      (1) Will there be a charge for this changeover? □ Yes □ No

      (2) If NO to (1), what are the options and charges (use attachment)?

   d. Will venue staff have access to these secured areas?

      (1) If YES to item c, who will this (ese) person(s) be? □ Yes □ No

12. **Sports Medicine Center**

   a. **Ice**

      (1) Will the venue make available an ice machine, or supply ice daily in the amounts specified in the bid manual? □ Yes □ No

      (2) If NO to (1), can this service be donated? □ Yes □ No

      (3) If NO to (2), can you suggest a source for this item? □ Yes □ No

Vendor Name:

Address:

Phone: ( ) FAX: ( )

Email:
If the space available for your responses is insufficient or you wish to expand on the information you are submitting, please attach it to this section and indicate below you have an attachment.

Required Attachments:
- Sample contractual agreement with venue.
- Schedule of fees and charges, applicable to USAV.
- Detailed line drawings of all levels of the venue proposed for use showing:
  1. Dimensions of the proposed playing area(s)
  2. Columnar layout
  3. Electrical and water locations in the Exposition Hall
  4. Location/size of loading docks
  5. Pedestrian and vehicular access and egress
  6. Meeting and administration rooms and required storage areas
  7. Location of concession areas
  8. Location of locker rooms and public rest room areas
  9. Proposed location of sales/exposition area
  10. Proposed location of registration area
  11. Other areas you deem appropriate

If applicable, agreements/requirements with Union labor force.
If applicable, agreement with venue concessionaire(s).

Optional Attachments [Please list/specify]

1.

2.

3.

4.
The responsibilities of the Local Organizing Committee (LOC) are both comprehensive and extensive. They must be able to provide and/or procure a variety of products and services. Planning for this activity should begin at least one year in advance to identify and commit these volunteers, staff personnel, services and procurement procedure.

A. HUMAN RESOURCES

1. LOC Contact Information

What organization is being proposed to serve as the LOC?

Contact person: Name:

Title:

Address:

City/State/ZIP:

Telephone: ( ) FAX: ( )

E-mail:

B. Donations

Check any products or services listed below that the Host can donate to the Event.

Rental Vehicles:

□ Full size, 4 door sedans How many?
□ 8-passenger mini-vans, How many?
□ Cargo van; USAV Needs (1)

Office Equipment:

□ Telephone line installation: (venue) How many?
□ Internet Access line/installation: (venue) How many?
□ Personal computers Manufacturer: How many?
☐ Printers; Manufacturer: How many?
☐ Copy machine (large) Manufacturer: (Need one)
☐ Copy machines (small) Manufacturer: How many?

Office Supplies:
☐ Copy paper: How much? (8 1/2 X 11) reams
☐ Copy paper: How much? (11 X 17) reams
☐ Miscellaneous pens, pencils, calculators, paper clips etc. List specific items and quantities available for donation:

Audio-Visual Equipment:
☐ DVD Players (as required)
☐ Television monitors (as required)
☐ LCD projectors (as required)
☐ Sound System (specific to the Championship Court inside venue)

Printing of Event related materials:
☐ Donated
☐ Reduced cost.

Sports Medicine Supplies:
☐ Ice machine/Freezer for Storage of specified amounts in bid manual.
USA Volleyball girls' 18s junior national championships

III. BID APPLICATION - Hotel Information

USA Volleyball initially will require a hotel block that can provide approximately 7,000 room nights during this event. This should be done in as few hotels as possible. It is paramount that most, if not all hotels be located in close proximity of the competition venue(s) in order that players and other participants can conveniently walk to the site. This section of the Questionnaire will address (1) the primary Headquarters Hotel, (2) the Headquarters hotel for officials, and (3) other block hotels. It is important you address all of the questions as completely as possible.

PLEASE NOTE: We ask when you submit this bid, you enclose a layout of the primary Headquarters Hotel which diagrams specific ancillary information.

Fully completed Hotel Forms are to accompany this Bid Application:

- Headquarters Hotel Form
- Ancillary Hotels, each must have a completed form to be considered

Please see the attached RFP for the specific year you wish to bid, for more information.

ANCILLARY INFORMATION

Other information regarding the Headquarters Hotels and other block hotels you feel important to be included in this Bid Application (this may be as an attachment or comment):

Required Attachments:

☐ Floor diagrams for meeting space for primary Headquarters Hotel (prefer CAD disk)

☐ For each proposed block hotel: Rate proposals, brochures, flyers, and other important information

Optional Attachments

☐ Yes ☐ No