

BID MANUAL

FOR THE YEARS 2021 THRU 2024



USA***Volleyball***®

GIRLS' JUNIOR NATIONAL CHAMPIONSHIPS

A PROPERTY OF USA VOLLEYBALL

COPYRIGHT © USA VOLLEYBALL
REVISED AUGUST 2018

ACKNOWLEDGEMENT & COMMENTARY

This *Bid Manual* and *Bid Application* is based on the demands of continued development in managing the ongoing growth of the USA Volleyball Girls' Junior National Championships. This manual was initiated primarily to address the needs of all the Junior National Championships events and assure their needs in continuing the quality and growth each respectively deserve. This Bid Manual and the accompanying Application is relevant to the bidding process for the years 2021 through 2024.

We wish to acknowledge the contributions of USA Volleyball leadership and staff in helping to compile this manual.

REPRESENTING THE JUNIOR ASSEMBLY:

Dave Gentile
Chair

REPRESENTING USA VOLLEYBALL STAFF

Kristy Cox
Director, Events
USA Volleyball

Jasmine Sapp
Manager, Events
USA Volleyball

By design, this *Bid Manual* and *Bid Application* may require annual review and update to remain current. Comments, suggestions and recommendations are welcome and should be directed to the USAV Events Department at the USA Volleyball Corporate Office in Colorado Springs, CO.

Revised: August 2018

TABLE OF CONTENTS

Acknowledgement & Commentary	ii
Table Of Contents	iii
Introduction	1
Bid Manual	1
Bid Application	1
USA Volleyball Girls’ Junior National Championships.....	1
Features	1
Previous Girls’ Junior National Championships Hosts	2
Future Girls’ Junior National Championships Hosts.....	3
CHAPTER 1: HOST OBLIGATIONS	4
EVENT DATES	4
HOST OBLIGATIONS	4
CHAPTER 2: SITE SELECTION DATES	8
Site Selection for Years 2021 thru 2024.....	8
Site Evaluation Visit	8
Potential Variables.....	8
CHAPTER 3: HOW THE HOST CITY BENEFITS	9
Visitors	9
Economic Impact.....	9
Recognition and Visibility.....	9
Publicity and Public Relations	9
Media Exposure	9
Shared Work Experience.....	10
Revenue Opportunities	10
CHAPTER 4: VENUE REQUIREMENTS	11
Venue	11
Court Arrangement (Refer to Appendix G & H)	11
Playing Surface.....	11
Courts for Gold Medal (Final) Matches.....	12
Available Playing Site Hours.....	12

Storage Facilities and Equipment	12
Venue Support Requirements	13
Championship Desk (Appendix I).....	13
Sports Medicine Center	13
Results Area (Appendix J)	13
Photographer Booth (Appendix K)	14
Exposition/Sales Area	14
Officials’ Lounge/Work Room.....	14
Awards and Registration (Staging) Room	15
Officials Assignor’s Room	15
All-Tournament Selection Committee Room	15
Officials’ Meeting Room	15
Registration Desk (Appendix K)	15
Coaching Education	15
Scorekeeper Clinic & Meeting	15
Comptroller Room	15
Spectator Admission.....	15
Parking	15
Security	16
Concession Stands	16
Communications.....	16
Admission Sales/Entry-Exit Control	16
CHAPTER 5: HOUSING/HOTEL REQUIREMENTS	18
.....	Error! Bookmark not defined.
DETAILS FOR ALL HOTELS:.....	Error! Bookmark not defined.
HOUSING - TERMS & CONDITIONS	Error! Bookmark not defined.
IMPORTANT: CVB CONFIRMATION OF HOTEL CONCESSIONS.....	20
CHAPTER 6: HUMAN AND MATERIAL RESOURCES PROVIDED BY THE LOCAL ORGANIZING COMMITTEE	21
.....	21
Human Resources	21
Maintenance Crews	22
Publicity/Public Relations	22

Local Printing and Copying	22
Material Resources	22
Event Signage.....	22
Office Supplies/Materials	23
Decorations/Awards Ceremonies.....	23
Sponsor Signage/Packet Materials/VIK	23
Equipment	23
CHAPTER 7: BID APPLICATION AND SITE SELECTION PROCEDURES	24
Review and Inspection of Bid Manual/Presumption of Responsibility.....	24
Bidding Schedule.....	24
Preliminary Steps	24
Pre-Bid Processing	24
Review of Bid	25
Site Evaluation Visit.....	25
Site Selection.....	25
Contracts and Agreements	25
Contract Approval.....	26
Use of Nomenclature/USAV Marks	26
Promotion and Publicity	26
Questions?	26
APPENDIX A – Venue Meeting Room Requirements	27
APPENDIX B – Computer Requirements	29
APPENDIX C – Equipment, Supplies and Services.....	31
Material Handling Equipment.....	31
Communication, Office, & Audio/ Visual Equipment	31
Medical Supplies	31
Exposition Services & Drayage.....	32
Food Services	32
Financial Services	32
APPENDIX D – Printing and Copying Requirements	33
Printing Requirements	33

Championship Tournament Program	33
Copying Requirements.....	33
Schedule Books.....	33
APPENDIX E – Sample Court Layout	34
APPENDIX F – Championship Court Layout.....	35
APPENDIX G – Championship Desk Layout	36
Appendix H – Results Station Layout	37
Appendix I – Photographer Booth Layout	38
Appendix J – Medical Trainer Area Layout	39
CROSS-REFERENCES	39

INTRODUCTION

BID MANUAL

This manual will familiarize the potential bidder with (1) the United States Volleyball Association (USAV) d.b.a. USA Volleyball, (2) the requirements for hosting a USA Volleyball Girls' Junior National Championships, and (3) the process for filing a *Bid Application*. Once a host/city has been awarded the event, this manual can be converted into a *basic planning and operating manual*. It can also be a valuable tool for the host in their planning efforts and subsequent program operation. It should be noted that while the term "city" is a frequent referral, the potential host is not limited to city government or specialized organizations.

BID APPLICATION

The *Bid Application* is the companion document to the *Bid Manual*. The application is in a questionnaire format and responds to the requests and requirements outlined in the *Bid Manual*. In addition to submittal of the Bid Application, prospective hosts are asked to attach other materials and information. These are important supplements to the total fact finding process USA Volleyball utilizes to make their best-informed decision.

The United States Olympic Committee (USOC) recognizes USA Volleyball as the National Governing Body (NGB) for the sport of volleyball in the United States. A primary function of the NGB is to conduct national events in its sport. One of these events for USA Volleyball is the Girls' Junior National Championships (GJNC). It is conducted annually and is held in different regions of the country each year.

USA VOLLEYBALL GIRLS' JUNIOR NATIONAL CHAMPIONSHIPS

This manual is designed for use when bidding for the USAV GJNC.

Currently, the USAV GJNC is divided into five (5) categories of competition. The divisions are broken into Open, National, USA, American and Patriot Divisions. Within each division there are single age classification Championship Tournaments. Tournaments are offered for each age starting with 11 & Under through 17 & Under. The number of Divisions offered per age group will vary due to interest and projected growth. Contact USAV for the projected number of Divisions and teams in these Divisions for the year of your bid. The GJNC is played in late June to early July.

FEATURES

- 8-10 days of volleyball activity involving international, national and local volleyball communities.
- More than 27 National Championship Tournaments featuring the best indoor volleyball athletes in the country.

A principal goal of site selection is to showcase the sport of volleyball in different regions of the country. It has been consistently demonstrated that local and regional volleyball activity has increased significantly following a USAV Junior National Championships event. Other by-products are an increased awareness and better appreciation of volleyball in the local community.

Previous hosts are listed on the following page. You will note the rapid growth of the number of entries that have been realized.

PREVIOUS GIRLS' JUNIOR NATIONAL CHAMPIONSHIPS HOSTS

Previous Hosts		
Year	Host City	# of GJNC Teams
2018	Detroit, Michigan	1274
2017	Minneapolis, Minnesota	1261
2016	Indianapolis, Indiana	1260
2015	New Orleans, Louisiana	1278
2014	Minneapolis, Minnesota	1236
2013	Dallas, Texas	1184
2012	Columbus, Ohio	816
2011	Atlanta, Georgia	808
2010	Reno, Nevada	808
2009	Miami, Florida	788
2008	Dallas, Texas	788
2007	Minneapolis, Minnesota	788
2006	Atlanta, Georgia	756
2005	Salt Lake City, Utah	756
2004	Houston, Texas	724
2003	Atlanta, Georgia	572
2002	Sandy, Utah	572
2001	Sandy, Utah	572
2000	Louisville, Kentucky	576
1999	New Orleans, Louisiana	512
1998	Dallas, Texas	512
1997	Denver, Colorado	400
1996	San Jose, California	297
1995	Orlando, Florida	256
1994	Austin, Texas	255
1993	Kansas City, Missouri	215
1992	Albuquerque, New Mexico	192
1991	Tampa, Florida	185
(1991 – First year in a Convention Center)		

FUTURE GIRLS' JUNIOR NATIONAL CHAMPIONSHIPS HOSTS

Future Hosts	
Year	Host City
2019	Indianapolis, Indiana
2020	Dallas, Texas

CHAPTER 1: HOST OBLIGATIONS

EVENT DATES

Year	Girls' JNC Preferred Dates		
	MOVE-IN	COMPETITION	MOVE-OUT
2021	June 21 – 24	June 25 – July 4	July 5
2022	June 21 – 24	June 25 – July 4	July 5
2023	June 21 – 24	June 25 – July 4	July 5
2024	June 21 – 24	June 25 – July 4	July 5

The USA Volleyball Girls' Junior National Championships is a major program of USA Volleyball and currently involves more than 1270 teams plus spectators. While USA Volleyball will be responsible for actually conducting the event, the Host is expected to provide the basic ancillary elements associated with conducting the championships.

It is important that the bidding group is fully aware of the following expectations when considering whether to host this event. These will be primary issues in the final negotiations, as well as integral components of the operating agreements.

Upon *submittal* of the bid, USA Volleyball will assume that the bidder and its related partners (such as hotels) have read and fully understand these expectations and *are prepared to assume the responsibilities* outlined in this document and the complete Bid Manual.

Upon receipt of the Bid Application, and witnessed by an authorized signature, a bid will be considered as an official invitation for USA Volleyball to proceed with these assumptions in place.

HOST OBLIGATIONS

USAV STAFF SITE VISIT [\(CHAPTER 7\)](#)

- **Up to 2 economy class round trip domestic airfares** for USAV Event Department Staff
- **1 full size automobile** for use of USAV staff if not chauffeured by host
- **Up to 2 single rooms** for USAV staff
- **3 meals per day for 3 persons or \$75 per person, per day, meal per diem.**
- **If City is chosen as the host – staff planning visit in the year of event or the fall prior to that year:**
 - **Up to 2 economy class round trip domestic airfares** for USAV staff
 - **Complimentary housing for a maximum of two days and three nights per visit.**

VENUE REQUIRMENTS [\(CHAPTER 4\)](#)

The Host obligations for the Event Competition Venue are briefly outlined below, and described in more detail in Chapter 4. Such obligations include obtaining bleacher seating, equipment and the following major requirements:

- HOST will secure at NO COST or a substantially reduced cost to USAV **open convention center space** a minimum **convention center space of at least 500,000 – 600,000 square feet, depending on building configurations**, would be needed for approximately 80 courts. A minimum height from the floor to the lowest impairment or overhanging obstruction shall be no less than 30 feet. Column-free space is preferred but columns spaced at 90-foot minimum intervals are acceptable.
 - Set-up consists of **4 days prior to the first Competition day** and tear down can be completed **one day following competition. Eight to Ten competition days are needed to conduct the event**, depending on the size of the venue.
 - A **.dwg format floor plan** based on the requirements in this document.
- USA Volleyball (USAV) competition area responsibilities:
 - Sport Court Flooring for all courts including shipping.
 - Net Standards and posts
 - Floor Plates (placed within sub floor)
 - Competition Volleyballs
 - Courtside banner system for Championship Court consisting of USAV Sponsors, and potential local sponsors
 - Court Divider Nets
 - Other necessary equipment for conducting the competition
- **HOST In-Venue Support Facilities Requirements** – All of the following functional areas must have air conditioning, electrical and adequate lighting. Chapter 4 outlines each of the following areas:
 - **Secured storage areas**
 - **Championship Desk**
 - **Sports Medicine Center**
 - **Results Area**
 - **Photographer Booth**
 - **Exposition/ Sales Area**
 - **Officials’ Lounge/Work Room**
 - **Registration (Staging) Room**
 - **College Recruiting Services Room**
 - **Officials Assignors’ Room**
 - **All-Tournament Selection Committee Room**
 - **Awards Room**
 - **Officials Meeting**
 - **Registration Desk**
 - **Merchandise Storage**
 - **Equipment Storage**
 - **Coaches Education Rooms(s)**
 - **Scorekeeper Clinic/ Meeting**
 - **Comptroller Room**
 - **Spectator Pass Sales Area**
- **HOST Auxiliary Venue Services**
 - Parking
 - Complimentary parking for all USAV staff vehicles
 - Reduced rate parking with in and out privileges for all tournament participants.

EVENT HOUSING (CHAPTER 5)

USAV will require hotel blocks to accommodate approximately 60,000-70,000 room nights (depending on block layout and range) for the entire GJNC event. This need should be met using as many hotels as possible with a wide range of cost and amenities in the area. Team Travel Source (TTS) will negotiate (with consultation with USAV) all hotel contracts. Please note the hotel contract terms needed to meet the housing/hotel requirements of USAV/TTS. Event housing needs are outlined in further detail in Chapter 5 and in the Housing RFP documents provided with this manual.

HUMAN RESOURCES & EVENT STAFFING [\(CHAPTER 6\)](#)

- **HOST Pre- and Post- Event Support Staff Requirements**
 - Host Services Coordinator
 - Venue Coordinator
 - Publicity and Public Relations
- **HOST During Event Support Staffing** (requested not required)
 -
 - Security, police and door guards, ushers, and other auxiliary staff required by the venue.
 - Equipment Committee Staff assistance
 - USAV prefers for assistance from the local Fire Department in filling of water barrels for the competition. If this is not possible, USAV requests complimentary water hook-ups at the competition venue on set-up days.
 - Maintenance Crews
 - 4-8 persons to clean the courts following competition each day
- **USAV Staff Requirements (Provided by USAV)**
 - **Independent Contractors**
 - Event Arbitrators
 - Resolves conflicts and eligibility issues from the time teams arrive until they depart the city.
 - Officials
 - Scorekeeper Monitors
 - Equipment Committee Chair and Staff
 - Championship
 - Registration
 - Awards
 - All-Tournament
 - Spectator Pass Sellers
 - College Recruiter Resources

REVENUE, ADVERTISING, PROMOTION & SPONSORSHIP

- HOST shall retain **100% of local sponsorship** subject to USAV approval and not in conflict with USAV sponsors, parking, arena concessions etc. Local sponsors can be incorporated into courtside banner system (cost of banner(s) production to be paid by host), players' packets, PA announcements, etc.
- USAV shall retain **ALL hotel room rebates**.
- USAV shall retain **ALL admission fees**.
- Host will **release merchandising and television/streaming broadcasting rights** to USA volleyball for the Facilities. USOC RIGHTS (Required)

- HOST is responsible for all **local advertising, public relations and promotion** expenses. USAV will assist HOST in promotion of the event through the national media, local Regional Volleyball Associations and USAV's national publications.
- USAV will publicize host in **USAV Member Organization publications, USAV publications, event information, "Rotations" email newsletter, website listings, national Meeting and Convention publications, sponsors, and various other advertising streams.**

OTHER BID ENHANCEMENTS

A bidder can enhance the bid package by offering donations or discounted prices on products and services that are important for conducting the event. These will be strong considerations when deliberating site selection. Enhancements can include the following:

- **Assistance in obtaining tax exempt status** in the state where the event is conducted. USA Volleyball is a non-profit 501(c)(3) corporation and currently has tax-exempt status in most states.
- **Release to permit "outside" food** to be imported for feeding event staff and tournament officials only.
- **Procurement of office equipment** (Bid Manual: [Appendix E](#)) such as:
 - **Two copy machines** (one larger unit fully capable of 20,000 copies, duplexing, collating and stapling; and a second smaller free standing unit).
 - **Computers and Printers:** All equipment must be "state of the art" machines available at the time of the event. Please see the bid manual for the detailed specs for all equipment needs.
- **Copy and printer services**
- Procurement of **office supplies**
- Procurement of **audiovisual equipment**
- **Procurement of local sponsors** to donate food, coffee, bottled water and soda (for USAV staff and officials).
- **Drayage service** for exhibitors, sponsors and USA Volleyball to ship materials prior to the event; venue access for drayage services.
- Provide **Professional Sports Photographer** at no cost to USAV for historical, marketing, and sponsorship benefits (provide a minimum of 50 digital photos to USAV each day of the event). Sales of event photography are prohibited.
- Assistance in procurement of necessary **equipment**.
- Completion of a post-event survey and **after-action report**.
- **Staff to assist with set up and tear down.**

CHAPTER 2: SITE SELECTION DATES

SITE SELECTION FOR YEARS 2021 THRU 2024

Bids are currently being accepted for this event through the year 2024. Preferred dates are:

Year	Girls' JNC Preferred Dates		
	MOVE-IN	COMPETITION	MOVE-OUT
2021	June 21 – 24	June 25 – July 4	July 5
2022	June 21 – 24	June 25 – July 4	July 5
2023	June 21 – 24	June 25 – July 4	July 5
2024	June 21 – 24	June 25 – July 4	July 5

Bid solicitations will be accepted immediately for all years. It is the desire of USA Volleyball to decide on each bid consistent with the following schedule. The deadline may be extended if insufficient bids are not on line by these target dates.

Year	Notice of Bid Proposal	Final Decision Date
2021	Letter of Intent submitted no later than March 1, 2019	October 2019
2022	Letter of Intent submitted no later than October 1, 2019	March 2020 or sooner
2023	Letter of Intent submitted no later than March 1, 2020	October 2020
2024	Letter of Intent submitted no later than October 1, 2020	March 2021 or sooner

SITE EVALUATION VISIT

Serious bidders will be expected to host and provide all expenses for up to three persons from USA Volleyball. This site evaluation visit will inspect all of the facilities in an effort to determine the adequacy of a city to serve as the potential host city. This visit will follow receipt of the *Bid Application*, and occur prior to final site selection.

Persons representing USA Volleyball:

1. Shall be booked in economy class for airline travel for all flights less than five hours duration, over five hours a higher class may be booked.
2. Shall be lodged in a hotel proposed to be used for the event housing (Headquarters Hotel if possible) in a standard room, double occupancy, appropriate to gender.
3. Shall not accept gifts totaling more than \$100 in value.
4. Shall not accept inappropriate or extravagant entertainment.

POTENTIAL VARIABLES

Please understand that these bid specifications precede the actual dates of announcement of the final decision. The Host and USA Volleyball need to be flexible and adapt to new circumstances should they arise.

CHAPTER 3: HOW THE HOST CITY BENEFITS

In partnership, you and USA Volleyball can further the sport of volleyball, locally and nationally, showcase your city nationwide through various media, and expose the treasures of your city to a new population of visitors and their families.

VISITORS

- Approximately 18,000 participants and up to 30,000 spectators from across the nation will attend the USA Volleyball Girls' Junior National Championships events (based on the increased number of teams for 2014 and perceived growth).
- Participants are student athletes from ages 11 through 17, and spectators are generally families, friends, and college recruiters from across the country. They require housing, food, shops and the opportunity to visit local points of interest.
- The GJNC presently accommodates competition for approximately 1,250 teams.

ECONOMIC IMPACT

- Per data shared by past host organizations, the economic impact of the GJNC on the host city is in excess of \$60 million.
- The USAV GJNC event consumes approximately 50,000 room nights at local hotels. Each Division competes for four (4) days, except for the 11 & under age division which is three (3) days. No one is eliminated until the final day of their respective competition. Average stay per team is 4.5 nights. Many of the families will make this their vacation and stay in the area to visit local attractions.

RECOGNITION AND VISIBILITY

- **Host Recognition:** Hosting the USA Volleyball Girls' Junior National Championships event can lead to hosting other amateur and professional sporting events, as well as interest by USA Volleyball in returning to your city on a cyclical basis for Championship events, potential National Team competitions, other volleyball events and meetings.
- **Visitor Visibility:** Host cities will gain exposure to approximately 48,000 attendees, staff and spectators for the GJNC. These participants and spectators come from across the United States, including some U.S Territories, and will be returning home to share their experiences with friends and relatives.

PUBLICITY AND PUBLIC RELATIONS

MEDIA EXPOSURE

Your city will gain recognition and exposure via:

- *Volleyball USA*, USA Volleyball's quarterly publication (circulation of 210,000)
- *Volleyball Magazine*, (circulation of 15,000)
- Pre-tournament information books, Championship programs and the USAV website

- Media publicity through event announcements and reporting of tournament results in hometown newspapers
- Social media to include Twitter, Facebook, and Instagram
- Several national Meeting and Convention publications, website listings for NGBs and other sport organizations
- “Dig” and “Growing the Game” email newsletters, published bi-weekly by USA Volleyball and distributed to 200,000+ and 20,000 readers respectively
- Sponsor publicity

SHARED WORK EXPERIENCE

Hosting a USA Volleyball event provides your city with an opportunity to work and share experiences with sport leaders from around the country.

REVENUE OPPORTUNITIES

Hosting a USA Volleyball event provides your city with opportunities to generate revenue through local retail, restaurants, attractions, hotels and sponsorships with prior approval from USAV.

CHAPTER 4: VENUE REQUIREMENTS

The cornerstone of a bid for the USA Volleyball Girls' Junior National Championships event is the playing site, or venue. The venue may have separate areas within the building. So long as all other criteria are met, this is acceptable.

Bidders are requested to submit a detailed floor plan in .dwg format of all proposed venues, and/or all areas of the venue proposed for use. Even though a city may have hosted a USA Volleyball Championship event in a prior year, this submittal is required.

The Bid Application and all attachments, upon receipt, become the property of USA Volleyball, unless the bidder specifically requests a return of any portion of the submittal.

VENUE

The venue must have open and unobstructed floor space of at least 500,000-600,000 depending on building configuration square feet if bidding on the entire event.

COURT ARRANGEMENT [\(REFER TO APPENDIX G & H\)](#)

These are the requirements for arranging volleyball courts in the competition venue:

- Each *court area* requires a 50' x 90' space, a minimum of 4,500 square feet. The competition area of a volleyball court measures 9 meters by 18 meters. The safety area surrounding the competition area requires 3 meters on each side line of the playing surface and 4 meters on each end line and must be free of all obstruction.
- There must be a minimum of 30' between the floor surface and the bottom of the lowest obstruction either hanging from or attached to the ceiling.
- There must be seating for a minimum of 100 persons at each court, except for feature and championship courts (see below). All seating will be set off the volleyball court (outside the safety area, approximately 1' from edge of playing surface).
- One championship court must seat a minimum of 2,000 spectators and the second championship court must seat a minimum of 1,000 [\(See Appendix G & H\)](#).
- Spacing between court areas must allow for traffic patterns and spectator viewing without congestion for participants.
- Bidder must submit a CAD floor plan of the Convention Center space. See the attachment of a standard court layout [\(Appendix H\)](#).

PLAYING SURFACE

USAV will supply portable courts through an agreement with the current distributor of Sport Court. USAV staff will design the court layout for the facility. In order to assist with the layout design, venue management must provide a CAD of the convention center at the time of the bid. Installation, tear down and repackaging of the portable floors will be under the direction of USAV equipment personnel.

COURTS FOR GOLD MEDAL (FINAL) MATCHES

Each division will have a final match to determine the National Champion. Extensive seating is essential for the finals. Accommodations for local media, television cameras and related paraphernalia are also requested.

AVAILABLE PLAYING SITE HOURS

The playing site must be available for set-up four days prior to the first day of competition at no later than 8:00 AM local time. Set-up time, including hanging court divider nets, taping playing courts, and erecting net support systems, is approximately four working days.

1. Each day of the event, competition begins at 8:00 AM and continues until approximately 11:00 PM.
2. The venue must be available for occupancy by no later than 7:00 AM daily for competition and remain open through 12:00 AM, or until the close of competition.

STORAGE FACILITIES AND EQUIPMENT

These are the requirements for storage facilities:

- The host must provide suitable time to unload a minimum of twelve (12) semi-trailers used to transport portable floors prior to the event. Additionally, the host must permit the USAV's equipment semi-trailer to arrive in the Host City up to two days prior to setup. The equipment trailer will be moved to the site of the venue and must remain at the loading dock until it is reloaded at the conclusion of the move-out.
- Of particular importance for the support of this service is the right of USAV to use three (3) forklifts, one (1) scissor lift, one (1) electric powered pallet jack, one (1) manual pallet jack, and two (2) electric, flat-bed golf carts owned by the convention center, or to rent this equipment for use at the convention center. Members of the USAV Equipment Committee are certified and experienced in the use of this machinery and will need to use them extensively during tear down and setup. Approval for USAV staff to operate this equipment will be solicited.
- The USA Volleyball will need five (5) secured storage areas for equipment, awards, sponsors, licensee and comptroller. These areas must be located convenient to, and on the same level as, the appropriate party using the space. USAV staff must possess the key and be given liberal access to these areas during the event.
- USAV Sponsors and the USAV Merchandise Agent will need three (3) secured storage areas, each approximately 60' x 90' in size for storing exposition/sales merchandise. These two (2) areas must be located convenient to, and on the same level as, the exposition area. USAV staff must have the key and be given liberal access to these areas.

VENUE SUPPORT REQUIREMENTS

CHAMPIONSHIP DESK ([APPENDIX I](#))

The "Championship Desk" is a two-tiered, elevated platform for use by the USAV Championship Committee. It must be located central to the playing area in the primary venue. One Championship Desk is required if running a split portion of the GJNC, two (2) Championship Desks will be required if bidding on the full GJNC event. Requirements for each Championship Desk include:

- 20 Skirted tables (6' x 30") and 30 chairs.
- Electrical for five (5) computers, two (2) printers, a high-speed copy machine, and a separate circuit for the USAV server.
- Internet access for up to five (5) computers
- The capability to run one local telephone line for service during the event.
- A public address system capable of broadcasting throughout the entire venue with audio adapter (eg.for iPod/iPad hook-up to play National Anthem each morning.

SPORTS MEDICINE CENTER

A centrally located area in close proximity to the Championship Desk shall be designated as the Sports Medicine Center, which will serve competitors and spectators during all hours of competition. If the venue has the space, a tent on the actual venue floor is preferred for medical access. Ice can be stored in a freezer on the loading dock to provide the daily needs of athletes.

Requirements for the Sports Medicine Center include: [Spec details listed in [Appendix E](#), layout in [Appendix L](#)]

- Two (2) risers set at 42".
- Eight (8) 8' tables.
- Three (3) chairs, five (5) comfortable chairs for medical staff, and two (2) 55-gallon trash receptacles wheels for ice.
- A minimum of 100 towels/day.
- 14,000 lbs of ice over the duration of the event with 3,000 lbs. upon delivery of the cooler or truck and multiple deliveries throughout the event.

RESULTS AREA ([APPENDIX J](#))

USAV staff will designate area in the halls to post the results of competition. Requirements for the Results Area include:

- Network capabilities and electrical outlets to support 25 PC's and monitors if bidding on a split portion of the event, or two results areas with 10 PC's and monitors each if bidding on the full USAV GJNC event.
- USAV utilizes computer terminals and flat screens for displaying results.

PHOTOGRAPHER BOOTH [\(APPENDIX K\)](#)

This area has a 30'x40' footprint. It requires six (6) 4'x42" tables; four (4) 4'x30" tables; four (4) 6'x42" tables; three (3) 6'x30" tables; seven (7) 8'x42" tables; two (2) 8'x30" tables; 24 chairs and 1 high chair/stool. It also requires 200 square feet of carpet, 30' of 10' drape and 60' of 8' drape. Electrical and internet required.

EXPOSITION/SALES AREA

USAV merchandise sales, event souvenirs (including the event program and playing schedules) *are the exclusive rights of USAV*. A 40' X 90' souvenir stand will be needed in the sales area, which will serve as the USAV merchandise booth. The merchandise booth will be under the direction of USAV contracted personnel or an exclusive sponsor. USAV *will not agree* to pay a commission to a concessionaire or to venue management for an exclusive right to this sales area. Phone line access for credit card machines, as well as electrical, will be needed at several exhibitors' booth spaces.

Additionally, USAV reserves the right to permit national sponsors the opportunity to utilize exhibition space to promote their product(s).

USAV also reserves the right to a maximum of five to ten (5-10) 10' X 10' exhibit booths to be located in a high traffic area, preferably adjacent to the playing courts if space allows.

OFFICIALS' LOUNGE/WORK ROOM

An Officials' Lounge/Workroom must be located adjacent to or in close proximity to the playing area for use by referees and scorekeepers. Requirements for the Officials' Lounge/Workroom include:

- Ten (10) Round skirted tables, fourteen (14) 8' x 30" skirted tables, and 225 chairs to accommodate 150-225 persons comfortably. Any accommodations for comfortable seating/relaxation are welcomed by the officiating staff.
- Up to four (4) garment racks to accommodate uniforms and street clothes for working officials. This room must be secured to protect personal belongings.
- Two (2) piped and draped areas approximately 10' x 10' to be used as changing rooms.
- Tables and chairs for the work station area and a telephone connection to an outside line (NO long distance access).
- One (1) electrical power outlet for computers, printers, and a copy machine.
- One (1) Internet Connection plus complimentary wireless access
- Two (2) Whiteboards or Chalkboards.
- Three (3) bulletin boards and several large waste receptacles.
- Coffee, soft drinks and light food items, usually made available throughout each day of competition. USAV would prefer the ability to find local sponsors to provide the concessions for this room. In the event a sponsor cannot be secured, the venue concessionaire will be asked to provide a reduced menu cost to meet daily needs.

AWARDS AND REGISTRATION (STAGING) ROOM

USAV requires sixteen (16) 8'x30" tables, two (2) round tables and ten (10) chairs to accommodate the stuffing and storage of athlete, coach, and officials' bags, plus one small copy machine, local phone line with handset and electrical. This room must be secured. USAV personnel must have the room key and liberal access to the room. Ideally, this room would be adjacent to or in close proximity to the venue courts where finals are played.

OFFICIALS ASSIGNOR'S ROOM

This room requires four (4) tables, four (4) chairs, electrical and internet access (hard line).

ALL-TOURNAMENT SELECTION COMMITTEE ROOM

This committee requires a small room with two (2) round tables and sixteen (16) chairs along with a white or black board.

OFFICIALS' MEETING ROOM

USAV requires one (1) meeting room set up in classroom style to accommodate 225 persons. This room requires one (1) 6' head table with three chairs, a public address system, podium and electrical.

REGISTRATION DESK ([APPENDIX K](#))

USAV will operate a registration area in a strategic public area of the venue. Equipment needs are: four (4) kiosks and four (4) rectangle 8' skirted tables with 12 chairs.

COACHING EDUCATION

USAV requires one meeting room set up in classroom style to accommodate 30 persons. The room requires one (1) 6' skirted head table with three chairs, a public address system, podium and electrical.

SCOREKEEPER CLINIC & MEETING

USAV requires one meeting room set up in classroom style to accommodate 100 persons. The room requires one (1) 6' skirted head table with three chairs, a public address system, podium and electrical.

COMPROLLER ROOM

USAV requires four (4) 8' x 30" tables, ten (10) chairs, a safe and electrical.

An approximate schedule for meeting room set-up and use can be found in [Appendix C](#) of this manual.

SPECTATOR ADMISSION

USAV will require an area or meeting room used for the sale of spectator admission with four (4) to six (6) windows, four (4) local phone lines for credit card machines, four (4) power outlets and a secure room (Comptroller room) with a floor safe that is in close proximity.

PARKING

- **Staff Parking at Venue:** Complimentary parking must be provided for all USAV staff vehicles for the duration of the event.
- **Participant Parking at Venue:** USAV requests that free or reduced rate parking be made available to tournament participants with in and out privileges both at the venue and at the respective hotels.
- **Staff Parking at Headquarters Hotels:** Complimentary hotel parking must be provided for staff vehicles if the distance from the venue requires ground transportation.

SECURITY

USAV will require security to cover access and egress to the venue. Security will also be responsible for monitoring doors and checking credentials. USAV requests a list of approved security companies from the venue.

CONCESSION STANDS

Concession stands and their use will be considered in the floor plan for easy access by spectators, tournament personnel and players. Concession stands should offer such fare as sandwiches, hot dogs, hamburgers, soft drinks, coffee, fruit, salads, pasta, ice cream, cold drinks, etc. For added success in sales, a healthy menu for participants is suggested.

USAV understands that all revenues fully accrue to the vendor consistent with in-place agreements with venue management. Hours should be established during competition days from 7:30 AM to 10:00 PM.

USAV requires the privilege of bringing outside food items into the venue for the purpose of feeding officials and event staff. Many of these persons work extended shifts and do not have the opportunity to visit the concession stands or outside restaurants and must “eat on the run.”

COMMUNICATIONS

The venue will supply information for installing outside telephone lines and internet in the following specific venue locations:

- Championship Desk (long distance and Internet access)
- Media Room (NO long distance access)
- USAV Exposition/sales area - (internet access)
- Officials’ Room (NO long distance access and internet access)
- Sports Medicine Center (NO long distance access)

Installation and service costs will be borne by USAV.

ADMISSION SALES/ENTRY-EXIT CONTROL

All admission sales and entry/exit control will be the responsibility of USAV. Prior agreement between the venue and USAV as to the extent and cost of routine security is required. Because of staffing and security

requirements, the LOC will be asked to help secure temporary staff to help sell tickets, programs and tournament schedules under the supervision of USAV Staff. The security provider will be required to supply door monitors at pass gates for participants and spectators. In addition, pass gates will be monitored from 7:00 AM until 10:00 PM throughout the competition.

CHAPTER 5: HOUSING/HOTEL REQUIREMENTS

USAV will require hotel blocks to accommodate approximately 50,000-55,000 room nights during the GJNC event. This need should be met using as many hotels as possible with a wide range of cost and amenities in the area. Team Travel Source (TTS) will negotiate (with consultation with USAV) all hotel contracts. Please note the hotel contract terms needed to meet the housing/hotel requirements of USAV/TTS. Details on projected room night flow can be found in the Housing RFP documents provided with this manual.

HEADQUARTERS HOTELS –Two (2) Headquarter (HQ) Hotels will be needed. One will house staff and the other will house the officials. (Note: Officials’ rooms may be split up between multiple walking distance hotels.)

HEADQUARTER HOTEL #1 – EVENT STAFF – The Event Staff HQ hotel must provide the following amenities three nights prior to the beginning of tournament until one night post tournament. The HQ Staff hotel should be the closet full-service hotel within walking distance to the venue.

- 10 parking passes per day for USAV Event Staff
- Complimentary wireless internet in ALL rooms and meeting rooms
- Complimentary package receiving for up to 10 packages.
- Guaranteed complimentary rooms and suites:
 - 1 complimentary Presidential Suite for duration of event
 - 5 complimentary Junior Parlor Suites for duration of event
 - 80 complimentary double/double rooms for duration of event

HEADQUARTER HOTEL #2– EVENT OFFICIALS - The Officials’ Headquarters hotel(s) must provide the following amenities three nights prior to the beginning of tournament until one night post tournament:

- 10 parking passes per day for USAV Event Officials
- Complimentary wireless internet in ALL rooms and meeting rooms
- Guaranteed complimentary rooms and suites:
 - 180 complimentary double/double rooms for duration of event;
 - Note: If city cannot provide the number of rooms described above in walking distance rooms, then free transportation will be provided to and from venue at non-walking distance hotel locations. Transportation schedule to be determined by USAV.

DETAILS FOR ALL HOTELS:

- **Tournament will use a Stay-and-Play policy that will require all teams to book through TTS in an Official Tournament Hotel in order to participate.**
- 90% of rooms to be double/doubles. Room types must be guaranteed.
- Room rates must be the guaranteed to be equal or less than any other rates offered over the contracted dates.
- Attrition - we will not agree to attrition in any form.
- Attendee rates to be flat 1-4 people.
- Attendee rate must include \$17 rebate for USA Volleyball
- Attendee rate must include 11% commission for TTS (or 7% commission and 4% housing fee)
- Rewards points for USAV and Team Travel Source
- Comp Policy: 1 Guaranteed comp for the duration of the event; Earned comp room ratio: 1/15

- **POTENTIAL CONFLICT CLAUSE-** Any walking distance hotel (less than 1 mile) to venue needs to be cautious of conflicting in-house business that is booked over these dates. There are companies that try to secure meeting space to promote or sell goods to attendees, and would be in direct violation of USA Volleyball sponsorship agreements. All groups that are interested in meeting space need to be cleared by USAV prior to contracting meeting space.

HOUSING - TERMS & CONDITIONS

1. **Rates**
Hotels must close out all published rates lower than our rate over that time period. Please keep in mind you are bidding on this business (against other cities), so keep the rates as competitive as possible.
2. **Cancellation**
We will agree to up to 100% of the cancellation fee, as long as it starts no more than 30 days prior to arrival.
3. **Attrition**
We will not agree to attrition in any form:
 - As a penalty fee;
 - As a right of the hotel to raise or renegotiate the rate higher;
 - As right of the hotel to reduce or eliminate any concessions.
4. **Right to increase rate**
We will not agree to this under any condition.
5. **Damage**
Since all TTS bookings are “Pay on Own,” Damage of any kind must be made the responsibility of each guest, not TTS or the “Group.”
6. **Insurance**
While TTS will agree to keep enforce standard insurance in the amount of \$1.0 million, TTS will not do the following:
 - Name the hotel on the policy;
 - Show proof of the policy;
 - Waive any rights to the hotel’s insurance policies.
7. **Security**
Security must be a cost-of-doing-business for the hotel, and not be TTS or USAV responsibility.
8. **Indemnification**
We will agree to standard indemnification only if it is mutual.
9. **Comps**
10. See “Details for All Hotels” above.
11. **State of Jurisdiction / Arbitration**
No mention of state of jurisdiction. TTS will not agree to waive right to jury trial and take arbitration instead.

IMPORTANT: CVB CONFIRMATION OF HOTEL CONCESSIONS

Securing the necessary hotel needs for staff and officials is an integral part of the bid process. In an effort to guarantee that the needed complimentary rooms at the HQ hotels will be made available to USAV, the CVB or bidding entity must sign the "Confirmation of Hotel Concession Form." The form is included in this bid packet as an attachment and MUST be submitted with the city bid.

.....

CHAPTER 6: HUMAN AND MATERIAL RESOURCES PROVIDED BY THE LOCAL ORGANIZING COMMITTEE

This section discusses requirements for the Host/City Local Organizing Committee (LOC) when hosting a USA Volleyball National Championship event. These components will be an integral part of the Agreement between USA Volleyball and the designated Host/City LOC. Because of the significant length of time between the bid process and the date of the event, some specifics may vary by the time the event is conducted. Prospective bidders must identify a partner organization capable of fulfilling these requirements if the bidding group cannot do so themselves. Identifying an LOC that is capable of producing the required results is paramount, and important to the bid.

After an acceptable venue has been identified, this is the second most important component of the bid that USAV will consider in their evaluation and deliberations.

HUMAN RESOURCES

- **HOST Pre- and Post- Event Support Staff Requirements**
 - Event Coordinator
 - Venue Coordinator
 - Publicity and Public Relations Chair
 - Coordinator, Sponsors/Contracts
- **HOST During Event Support Staffing** (requested not required)
 - Admission Monitors
 - Security, police and door guards, merchandise sellers, ushers, and other auxiliary staff required by the venue.
 - Equipment Committee Staff assistance
 - USAV prefers for assistance from the local Fire Department in filling of water barrels for the competition. If this is not possible, USAV requests complimentary water hook-ups at the competition venue on set-up days.
 - Maintenance Crews
 - 4-8 persons to clean the courts following competition each day
- **USAV Staff Requirements (Provided by USAV)**
 - **Independent Contractors**
 - Event Arbitrators
 - Resolves conflicts and eligibility issues from the time teams arrive until they depart the city.
 - Officials
 - Scorekeeper Monitors
 - Equipment Committee Chair and Staff
 - Championship
 - Registration
 - Awards
 - All-Tournament
 - Spectator Pass Sellers
 - College Recruiting Resources

MAINTENANCE CREWS

Maintenance crews will consist of four (4) to eight (8) persons, requiring one person per court to clean the floors. This too will be coordinated between the USAV Equipment Chair and the LOC Equipment Coordinator. USAV has a budget of \$1000 for floor mopping according to the following projected schedule:

Day	Time Commitment	# Crts Scrubbed	# Crts Swept	Championship Court
Set up Day #2	8:00 AM – Finish	All		
Competition Day #2	8:00 PM	12	24	Swept
Competition Day #3	8:00 PM	12	24	Scrubbed
Competition Day #4	8:00 PM	12	24	Scrubbed
Competition Day #5	8:00 PM	12	24	Scrubbed
Competition Day #6	8:00 PM	12	24	Scrubbed
Competition Day #7	8:00 PM	12	24	Scrubbed
Competition Day #8	8:00 PM	12	24	Scrubbed
Competition Day #9	8:00 PM	12	35	Scrubbed

PUBLICITY/PUBLIC RELATIONS

The LOC will assume primary responsibility for local public relations, assist USAV staff in preparing media packets, arrange for local media coverage, and prepare and release reports and competition results to local media and national wire services. The LOC will also arrange for local television spots and work with USAV event staff to feature human interest stories.

LOCAL PRINTING AND COPYING

The LOC will assist USAV in procuring bids for printing the event program, Scout book, playing schedules and daily copying needs. Selling ad space in the program is another way for the LOC to achieve revenue from the event and one way to offset expenses for printing. The LOC will receive up to eight (8) full pages (black and white) for sponsorship advertising. All revenue from the sale of local program ads will be the sole ownership of the LOC.

Ads must be approved by USAV to ensure that conflicts with USAV national sponsors are not breached. High quality, timeliness and cost efficiency is of utmost importance to the championship Events Department. Please consider advertising space in USAV publications in exchange for some of the cost of printing.

Printing and copying specifications can be found in [“Appendix F – Printing and Copying Requirements.”](#)

MATERIAL RESOURCES

Support assistance will be required in the areas listed below. References to some of these areas are also listed in other sections of this manual.

EVENT SIGNAGE

Proper signage is an important component for the event, as it controls access to restricted areas and directs

pedestrian and participant traffic. Signs are needed to identify various rooms and areas in the venue, and to identify programs and activities. The LOC is responsible for the costs, production and posting of signs as required by USAV. Sample signs are “Team Registration,” “Officials’ Lounge,” “Media Room,” “Sports Medicine Center,” “Championship Desk,” “All-Tournament Selection Room,” “Ticket Sales,” “Ticketed Entrance,” “Credential Pass Gate,” etc. Welcome signage such as street pole signs, venue exterior/interior welcome signs, airport signs, hotels, etc. is also encouraged. Final determination of necessary signage will be made by USAV in consultation with LOC personnel.

OFFICE SUPPLIES/MATERIALS

Office supplies are needed to carry out the tasks required by event personnel. USAV is responsible for the cost of supplies such as paper, pens, pencils, calculators, etc., but will need assistance from the LOC to procure these items if they are donated or discounted.

DECORATIONS/AWARDS CEREMONIES

These ceremonies will be under the direction of USAV Awards personnel.

SPONSOR SIGNAGE/PACKET MATERIALS/VIK

The LOC will assist in arranging to receive all materials shipped to the city prior to the event. The LOC can, with prior approval from USAV, sell sponsor signage, materials for player packets and exhibit booth space.

EQUIPMENT

The LOC will assist in coordinating equipment that is necessary to operate the event. A grid containing equipment needs can be found in [“Appendix E – Equipment, Supplies and Services.”](#) Please review the grid prior to completing the Bid Application. Some of the required equipment may be offset by sponsorship opportunities for the event. At a minimum, the LOC will be required to help submit requests for proposal to local vendors for equipment support.

CHAPTER 7: BID APPLICATION AND SITE SELECTION PROCEDURES

USA Volleyball (USAV) is currently receiving inquiries and formal bids from local and state government agencies and/or other organizations that are interested in hosting the USA Volleyball Girls' Junior National Championships event, in accordance with the provisions detailed in this Bid Manual. Bidders must follow the procedures listed in this manual unless an action initiated by USAV is necessary because of emergency circumstances.

REVIEW AND INSPECTION OF BID MANUAL/PRESUMPTION OF RESPONSIBILITY

It is imperative that the Bid Manual be reviewed thoroughly, and that the prospective host fully understands the responsibility under consideration.

It will be presumed by USAV that upon receipt of a formal bid, the bidder and its bid partners (i.e. hotels) have read and fully understand the terms to which the bidder will agree and the responsibilities that the bidder is prepared to assume. This is especially important because these components will be included in the Agreement between the LOC and USA Volleyball.

BIDDING SCHEDULE

USAV is interested in confirming a host city for this event a minimum of two years in advance of the event. For the convenience of the bidder, a time schedule has been outlined in [Chapter 2](#) of this Bid Manual. This schedule is also replicated in the *Bid Application*. It is important that bidders conform to this schedule.

If the bidder is interested, USAV recommends that a bid be submitted for more than one given year as an option. The specific optional year(s) should be listed.

PRELIMINARY STEPS

Since you are reading this manual and application, you and your organization have indicated a preliminary interest in hosting a USA Volleyball Girls' Junior National Championships event. After reviewing the information, the next major decision is to determine your willingness to become a host. If you decide not to pursue this, we understand and ask that you keep volleyball in mind for a smaller or different event, or an exhibition with one of our National Teams.

If you have decided to move forward, the first step is to submit a letter of Intent to Bid with a projected date for completing the Bid Application. The second step is to complete the Bid Application. In addition to the information we are requesting, you may submit supplemental materials you feel will support and/or enhance your bid. We suggest formal proposals from the LOC, the venue(s) and all block hotels, support letters and letters of invitation from the organization/city and other dignitaries, LOC leadership, documentation of similar past ventures, etc..

PRE-BID PROCESSING

Nonconformance to the schedule (specified in the "Host (City) Involvement" section of this manual and duplicated in the *General Information* section of the *Bid Application*) and other requirements may jeopardize your bid.

If you need assistance with the Bid Application or have any questions about the information in this manual, be sure to contact the Senior Director or Senior Manager, Events at USAV (listed below). Please do not hesitate to call!

It is important to both your organization and to USA Volleyball that you have a clear understanding of the requirements for hosting a USA Volleyball Girls' Junior National Championships event and what that entails.

A complete *Bid Application* is to be mailed to the following:

Kristy Cox, Director, Events / Jasmine Sapp, Manager, 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 / jasmine.sapp@usav.org

REVIEW OF BID

Each written bid will be reviewed and evaluated. If more information is needed and time permits, the bidder will be contacted and given the opportunity to submit additional information. When the bid appears to be complete, it will be evaluated and analyzed in detail. Those bids deemed to be in the best interests of USAV and the event will be scheduled for a “site evaluation” visit.

SITE EVALUATION VISIT

Following an assessment of the written bids, the USAV Site Selection Committee will coordinate a visit with prospective hosts. All expenses for this site evaluation will be borne by the prospective host committee. During that visit, the committee will visit and/or inspect the recommended venue(s) and hotels, and discuss the issues important to conducting the event. This will include, but not be limited to, housing rates, venue particulars in regard to competition and ancillary space requirements, LOC capability to provide support personnel, publicity and public relations potential and capabilities, and related matters.

The two to three persons on the USAV Site Selection Committee represent the major components of the event—the GJNC Event Director, Chair of the Championship Events Commissions, and representative from the USAV contracted Housing Company. In most cases, the site evaluation can be accomplished with two full workdays and three nights of lodging.

The GJNC Event Director will coordinate details of the visit with the local bidder representative.

SITE SELECTION

After completing all site evaluation visits, the Site Selection Committee will analyze the merits of each prospective bidding organization. Based on their findings, they will submit their recommendation to the Executive Director and the Chair of the Championship Events Commission, who will make the final decision.

Once this decision has been made, the successful city will be notified verbally as soon as possible, followed with a formal written invitation to host the event. Upon full acceptance by both parties, other bidding cities will be sent a written notification of the award.

CONTRACTS AND AGREEMENTS

USAV wishes to finalize all contracts as soon as possible after the site has been awarded. Major contracts include:

1. Agreement with the Local Organizing Committee. (This agreement will be based on the amenities and

staffing that the LOC proposes to USAV.)

2. Agreement with venue management for the playing site.
3. If appropriate, agreement with the local Convention and Visitors Bureau.

TTS housing service will secure and contract hotel agreements. USAV also reserves the right to submit all proposed agreements to its corporate attorney and insurance carrier for review, comment and direction prior to signature.

The signature blocks for all agreements are to have the following lines provided for USAV:

1. Recommend Approval/USAV Events Department
2. Approved/CEO or COO

CONTRACT APPROVAL

The CEO or COO of USA Volleyball must approve all contracts. Currently, no other agent of USA Volleyball is authorized to approve any contracts that commit USAV to a financial encumbrance.

USE OF NOMENCLATURE/USAV MARKS

Once the event has been assigned to a host city, the host may use certain and specified nomenclature and upon specific approval, the use of certain and specified USAV marks in conjunction with the promotion of the event. In all cases, approval must be obtained from the USAV Secretary General prior to such use (see directory at end of Section).

PROMOTION AND PUBLICITY

Immediately after the event is awarded, the host city is requested to forward copies of all publicity relevant to the event, from time to time, to the Secretary General.

QUESTIONS?

If you have any questions or need clarification on any items presented in this manual, please do not hesitate to contact a USAV staff member appropriate to their areas of responsibility:

Host Organization	USAV Staff Contact
Local Organizing Committee	Kristy Cox, Director, Events – 719-228-6800
Venue	Kristy Cox, Director, Events – 719-228-6800
Block Hotels (TTS)	Ainsley Harris – 502-563-1064
Sponsors	Kerry Klostermann, Secretary General– 719-228-6800

APPENDIX A – VENUE MEETING ROOM REQUIREMENTS

DATE & TIME	MEETING	ROOM SETUP	LOCK	UTILITY REQUIREMENTS - Equipment used
7:00 AM - 11:00 PM (set-up - conclusion)	1 Secure Room for the following: VIK Awards Registration	16 tables against perimeter walls & down center of room; 2 round tables; 10 chairs	Cored Lock Change	internet
7:00 AM - 11:00 PM (set-up - conclusion)	Comptroller/Tickets (secure room)	4-8' draped tables	Cored Lock Change	1 laptop – electric, internet
7:00 AM - 11:00 PM (set-up - conclusion)	Equipment (secure room)		Cored Lock Change	24 radio chargers - electric
7:00 AM - 11:00 PM (set-up - conclusion)	Officials Assigners room (secure room)	4 - 8' tables w/ chairs	Cored Lock Change	2 PC's and 1 printer - electric; internet (hard line)
7:00 AM - 11:00 PM (set-up - conclusion)	Officials Workroom and Lounge (with ability to lock at night)	no air walls; 10 Rounds with table clothes and chairs, 14 - 8' tables w/ skirting set against perimeter of room	Cored Lock Change	1 PC and 1 printer - electric; internet (hard line); 1 phone line and phone
7:00 AM - 11:00 PM (set-up - conclusion)	College Coach Lounge	6 rounds w/ table clothes and chairs		
7:00 AM - 11:00 PM (set-up - conclusion)	All - Tournament Committee (Secure room)	1 to 2 - rounds and chairs, chalk or dry eraser board		Electric, Internet, 1 PC and 1 Printer
7:00 AM - 11:00 PM (set-up - conclusion)	EM2 Merchandise Storage (secure room)	16 - 8' tables; tables against perimeter walls & down center of room	Cored Lock Change	
7:00 AM - 11:00 PM (set-up - conclusion)	Mizuno Merchandise Storage (secure room)			
7:00 AM - 11:00 PM (set-up - conclusion)	Molten Merchandise Storage (secure room)			
7:00 AM - 11:00 PM (set-up - conclusion)	Registration Kiosks (5)	Recycling bin		1 PC and 1 printer - electric; internet (hard line)
7:00 AM - 11:00 PM (set-up - conclusion)	Ticket Booths (2 if full GJNC event)			4 cash registers, 4 credit card machines, 2 laptops - Electric, 4 phone lines
7:00 AM - 11:00 PM (set-up - conclusion)	Championship Desk (2 if full GJNC event)	Risers; 8' tables on perimeter upper & lower level (see diagram)		5 PC's and 1 server and 2 printers - Electric, Internet (hard line), Network; 120V, 20amp power outlet for copier ; phone line and phone
7:00 AM - 11:00 PM (set-up - conclusion)	University Athlete Station (by Championship Desk)	2 draped tables and 1 chair		1 PC and 1 HP4 printer - electric; internet
7:00 AM - 11:00 PM (set-up - conclusion)	Score Entry Station (2 if using full Convention Center)	1-4'x2' riser placed along the higher side of the championship desk		6 PC's, Networked to Championship Desk - Electric

7:00 AM - 11:00 PM (set-up - conclusion)	Results Station (2 if using full Convention Center)	Risers; 2-8' draped table (see diagram)		40 PC's networked to Championship Desk
7:00 AM - 11:00 PM (set-up - conclusion)	Trainers/Medical Station (2)	4'x6' Riser (if available); 6-8' draped tables		Ice Machine - electric
7:00 AM - 11:00 PM (set-up - conclusion)	Awards Area (2 if full GJNC event)	Descending platforms for team award presentations (see diagram)		
7:00 AM - 11:00 PM (set-up - conclusion)	Championship Court area (2 if full GJNC event)	Risers set-up in "U" shape (see diagram)		4-speaker sound system plus microphone and 1 laptop - electric; internet (700K min; 1 MB preferred) - webcasting
7:00 AM - 11:00 PM (set-up - conclusion)	EM2 Booth			4 registers - electric; 3 phone lines
7:00 AM - 11:00 PM (set-up - conclusion)	Mizuno Booth			1 credit card machine; electrical
7:00 AM - 11:00 PM (set-up - conclusion)	Photographer			6 - 110 volt circuits; internet (hard line)
All Competition Days 9:00 AM - 6:00 PM	CVB Desk	1 draped table and 1 chair		
Dates TBD 9:00 AM - 5:00 PM	TTS Desk	1 draped table and 2 chairs		Electric
Various Meetings and Clinics (Not all confirmed)				
DATE & TIME	MEETING			
TBD	Scorekeeper Monitor Meeting	Classroom for 100; podium w/ mic	Cored Lock Change	1 LCD projector - electric
TBD	Scorekeeper Clinic	Classroom for 100; podium w/ mic	Cored Lock Change	1 LCD projector - electric
TBD	Mandatory National Referee Clinic	Classroom for 100; podium w/ mic	Cored Lock Change	1 LCD projector - electric
TBD	Tournament Procedures Meeting for Refs	Classroom for 225; podium w/ mic	Cored Lock Change	1 LCD projector - electric
TBD	USAV CAP Course	Classroom for 30; podium	Cored Lock Change	1 LCD projector - electric
TBD	Candidates' Meeting	Classroom for 100; podium w/ mic		1 LCD projector - electric

APPENDIX B – COMPUTER REQUIREMENTS

Championship Desk (x 2 if bidding on full GJNC event)	
Hardware	<p>Four (4) P4 processor (minimum) computers Note: USAV will be bringing its own server. 1GB RAM 10 GB or larger hard drive CD-ROM drives (Prefer CD-RW) USB ports Internet connection on at least 2 of the 4 (based on venue access requirements) All five computers networked together Five (5) 17" flat screen monitors Network capability</p>
Software	<p>Windows 2003 or XP MS Office 2003 or XP Anti Virus Program</p>
Printers	<p>Two (2) HP Laser Jet Printer Two (2) extra toner cartridges</p>

Score Entry Station (x 2 if bidding on full GJNC event)	
Hardware	<p>Six (6) desktops with network capability Six (6) 17" LCD Monitors</p>

Officials Assigning Room	
Hardware	<p>Two (2) P4 processor (minimum) computers 1GB RAM 10 GB or larger Hard Drive USB Ports CD Drive (Prefer CD-RW) 17" Monitors Net-working capability</p>
Software	<p>Windows 2003 or XP Office 2003 or XP Anti-Virus Program</p>
Printer	<p>One (1) HP Laser Jet Printer One (1) extra toner cartridge</p>

Officials' Workroom	
Hardware	<p>One (1) desktop with 17" LCD Monitor Network capability</p>
Printer	<p>One (1) HP4 Laser Jet Printer</p>

Results Station (x 2 if bidding on full GJNC event)	
Hardware	Twenty-five (25) desktops with network capability Twenty-five (25) 17" LCD Monitors One (1) 42" LCD or plasma screen and stand
Registration Kiosks	
Hardware	One (1) desktop with 17" LCD Monitor
Printer	One (1) HP4 Laser Jet Printer
Scorekeeper Clinic Room	
Hardware	One (1) LCD Projector with screen
University Athlete Station	
Hardware	One (1) desktop with 17" LCD Monitor
Printer	One (1) HP4 Laser Jet Printer Non-Networked

APPENDIX C – EQUIPMENT, SUPPLIES AND SERVICES

MATERIAL HANDLING EQUIPMENT

Two (2) Forklifts	5,000 Lb forklifts with 48” forks used by USAV personnel for set-up and tear down
One (1) Forklift	5,000 Lb forklift with 48” forks used by USAV personnel for first day of set-up and last day of tear down
One (1) Scissor Lift	Use by USAV and venue personnel for set-up and tear down and needs to be electric with a 30-35’ reach.
Two (2) Golf Carts	Electric golf carts with flat bed trailers for equipment transportation
Two (2) Pallet Jacks	Pallet jacks for container transportation in venue during competition (a minimum of one to be electric).
Two (2) Propane Tanks	Two propane tanks for each forklift
One (1) Electrical Outlet	One outlet for charging each golf cart at night
One (1) Floor Scrubber	Equivalent to a Tenant 5680 walk-behind scrubber to be used by USAV or venue personnel following competition each day.

COMMUNICATION, OFFICE, & AUDIO/ VISUAL EQUIPMENT

One (1) Copier	Equivalent to a Ricoh Aficio 650 with functionality to collate (large capacity tray/ no sorter), staple, duplex, reduce/enlarge, 65 copies per minute (Total= 20,000)
Six (6) Cellular Phones	Cellular phones with free local air time, preferably provided by a sponsor
Nine (9) Phones	Phones with lines inside venue
Internet Access	Access in venue to provide website with tournament results
Public Address System	Public address system throughout venue from Championship desk
Championship Desk Sound System	Four (4) Speakers, CD/MP3 turn-table with USB port, Mackie Mic/ Line Mixer, Table Microphone, and Audio Amplifier (Audience= 2000-2500)
Six (6) Bulletin Boards	Used in Officials’ Assigning Room
Four (4) Cash Registers	Pre-programmed with at least 16 programs

MEDICAL SUPPLIES

Ice	1400 pounds per day (bags or ice machine) and approximately 14,000 lbs total
-----	--

Ice machine/cooler	Ice machine that can produce 300 pounds a day or two (2) coolers on the dock
Waste receptacle	Two (2) 55-gallon waste receptacles with wheels for transporting ice
Towels	Approximately 100 towels per day for the training room

EXPOSITION SERVICES & DRAYAGE

Shipping for USAV	2,500 pounds shipped free with delivery to venue and received up to 30 days prior to event set-up with storage of containers during competition.
Shipping for Exhibitors	Market priced shipping for exhibitors' access, delivery and pick-up for re-shipment
Office Area	Hard Wall with a locking door approximately 56 LN/ft and 8' high—See Floor Plan in Appendix I
Pipe and Drape	Approximately 500 ft. – varying heights (3', 8', 10', 12')
Draped Tables	Twenty-five (25) draped tables
Registration Kiosks	Four (4) kiosks with chairs and wastebaskets
Ticket Booths	Enclosed ticket booth with 4 windows; four (4) chairs; two (2) wastebaskets; locking door; minimum 8'x6' dimensions
Stanchions	Ten (10) with rope or retractable belts
Officials' Lounge	Four (4) Garment racks, two (2)- 10'x10' draped Changing Areas
Exhibitors' booths	Two (2) – Five (5) Exhibitors' package—10' x 10' pipe and drape that is 8' high with 3' dividers, one (1) 8' draped table and two (2) chairs, one (1) wastebasket, and one (1) power outlet.
Chairs and tables	Chairs and tables for venue according to court configuration—see Floor Plan in Appendix G
Championship Desk	See Floor Plan in Appendix I
Bleachers and Risers	Seating for 3000-3500 spectators around the Championship Court

FOOD SERVICES

Staff	Meals for staff during event
Officials	Meals in officials' lounge area with the ability to supply food from within the organization

FINANCIAL SERVICES

Armored Car Pick-up	Daily pick-up of ticket sales
---------------------	-------------------------------

APPENDIX D – PRINTING AND COPYING REQUIREMENTS

USAV prefers to use one printing company for Program publications. High quality, timeliness and cost efficiency is of utmost importance to the Championship Events Department.

PRINTING REQUIREMENTS

CHAMPIONSHIP TOURNAMENT PROGRAM

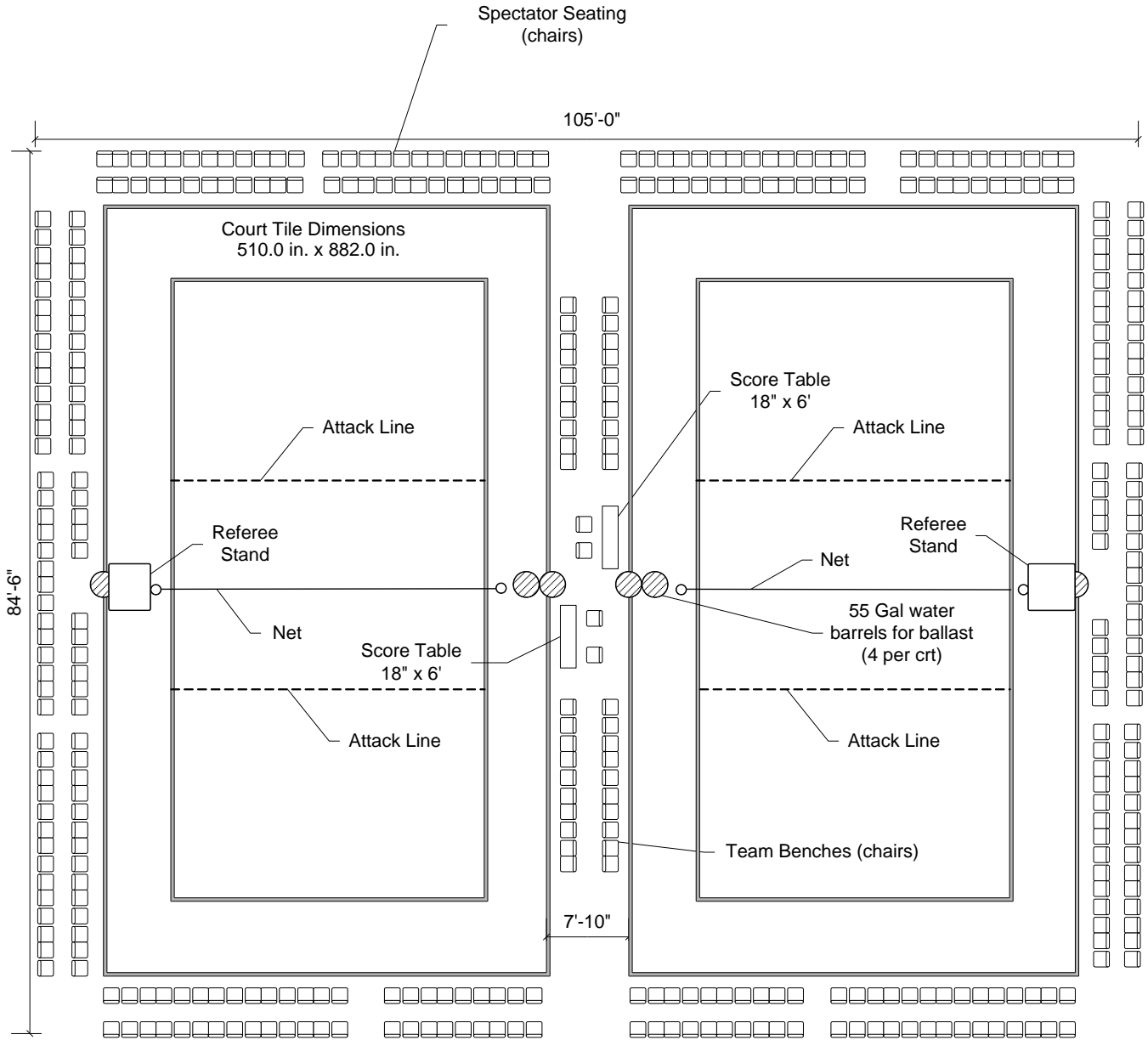
- Delivered to venue
- 8 ½ X 11 finished size
- Four-Color covers (4/4 or 4/1) 60 lb Gloss Cover
- Approximately 94 inside pages (double sided). 32Lb gloss paper
- Inside pages will have close to 50 black and white photographs
- Inside pages 1/1 (78), 4/4 (16) pages
- Saddle stitched
- Need approximately 10,000 books
- Furnished on CD in Quark Xpress with full mock-up provided (unless otherwise specified)

COPYING REQUIREMENTS

SCHEDULE BOOKS

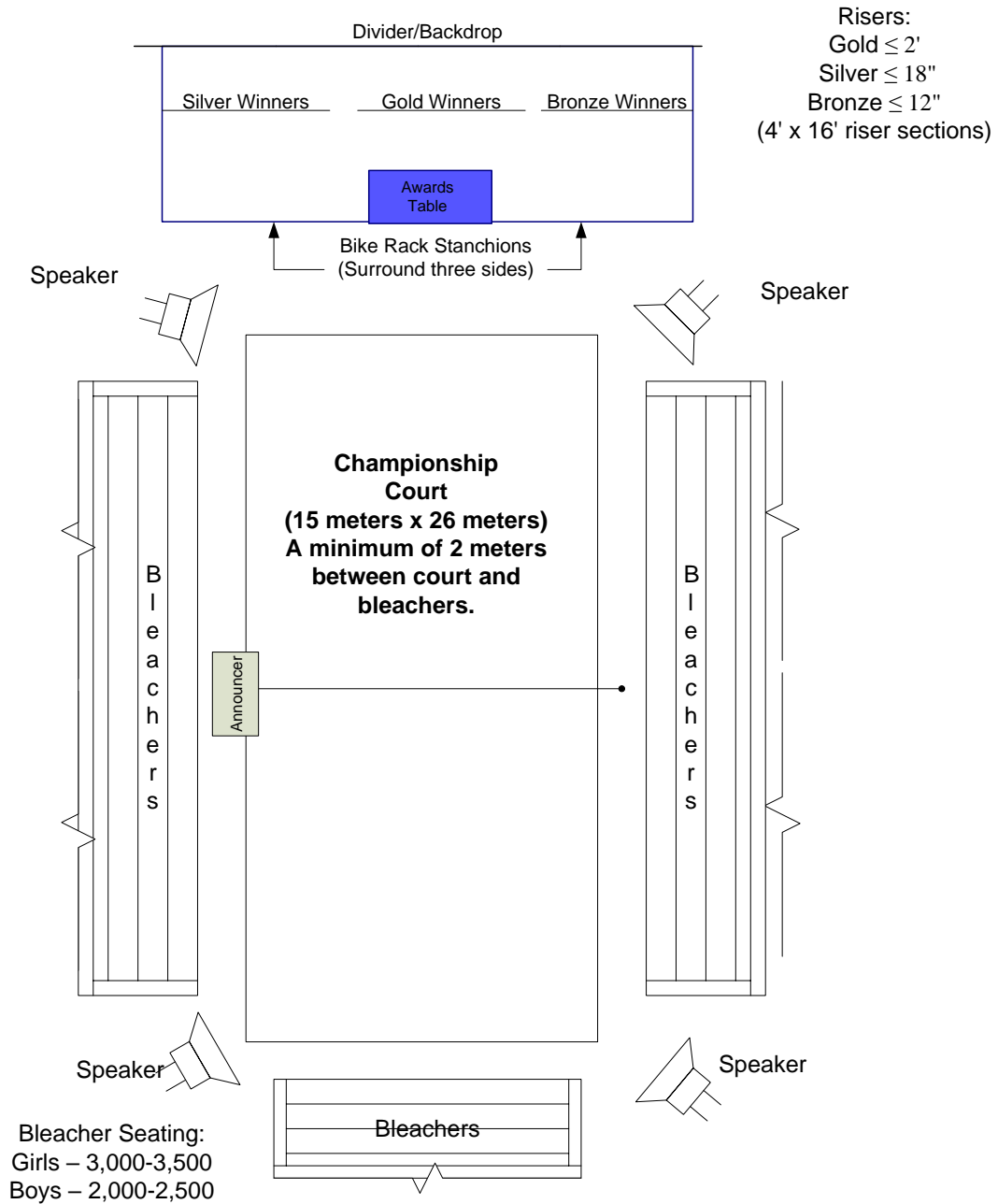
- Printed three (3) days prior to the event
- 8 ½ X 11 finished size
- 20lb paper (inside)
- Colored card stock for front and back cover
- Approximately 15-20 inside pages (front and back)
- One staple bind in upper left hand corner
- Approximately 100 books per division (19 Divisions)
- Furnished on USB flash disk in Microsoft Word, laser hard copy, or emailed to main account manager

APPENDIX E – SAMPLE COURT LAYOUT

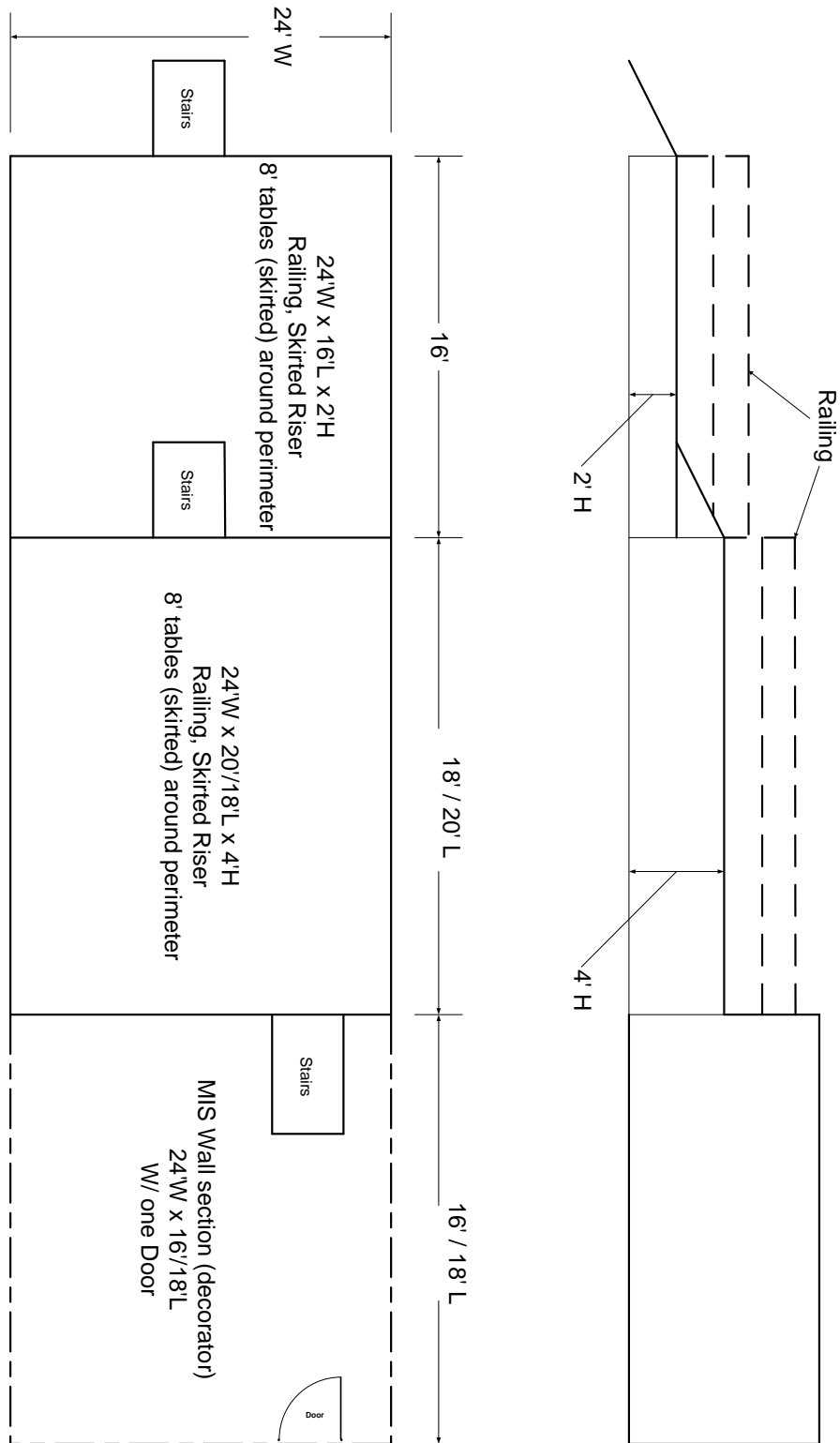


APPENDIX F – CHAMPIONSHIP COURT LAYOUT

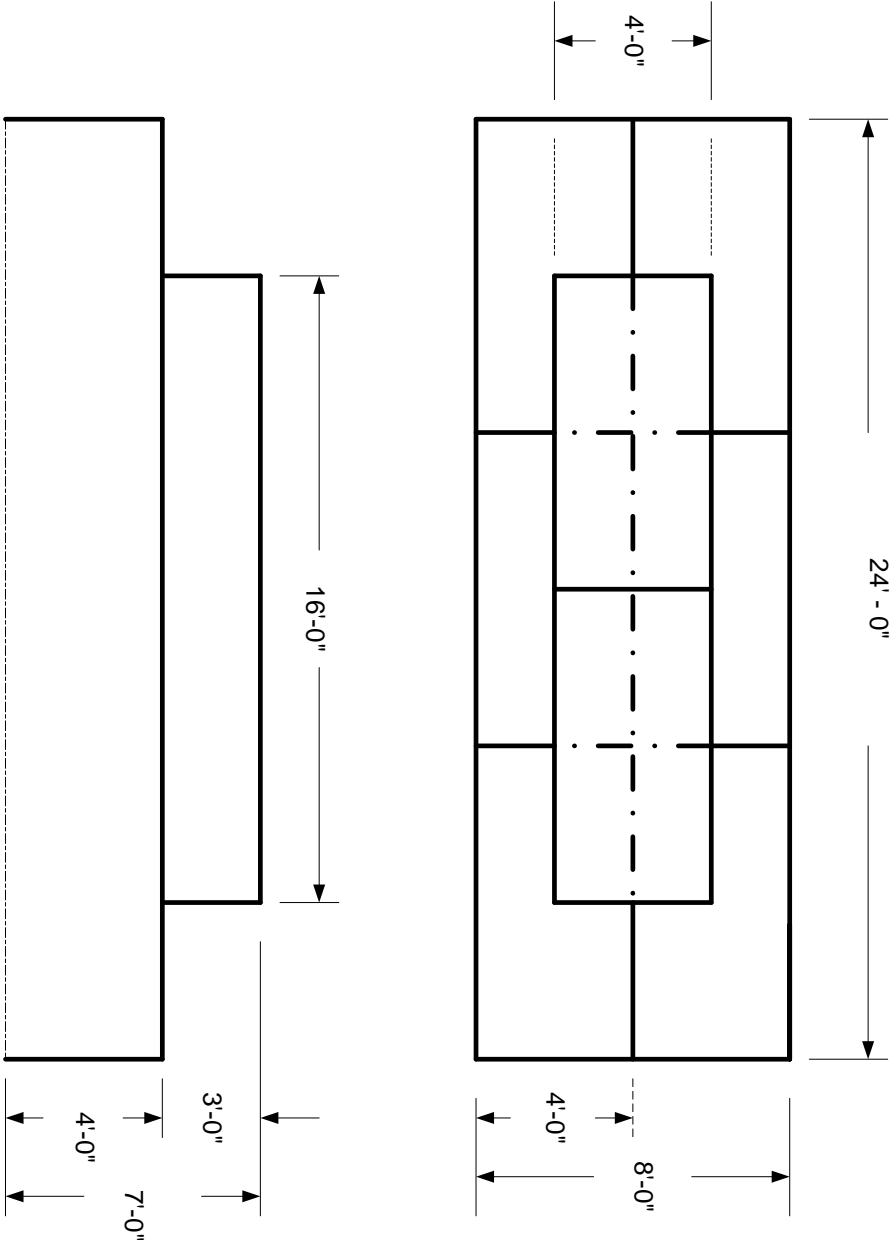
AWARDS PRESENTATION LAYOUT



APPENDIX G – CHAMPIONSHIP DESK LAYOUT



APPENDIX H – RESULTS STATION LAYOUT



Results Station (x 2)
 consisting of six (6) 4'W x 8'L x 4'H skirted risers
 with two (2) 4'W x 8'L x 3'H skirted risers sitting centered on top

APPENDIX I – PHOTOGRAPHER BOOTH LAYOUT

Decorator Needs

- 1 4'x42" black skirt tables
- 3 6'x30" black skirt tables
- 6 8'x30" black skirt table
- 12 8'x42" black skirt table
- Black Skirt

(if there is leftover length on a piece, it's OK to use it)

- 17 reg chairs
- 2 bar-stool chairs
- 95' of 8' pipe/black drape
- 35' of 8' pipe only no drape
- 58' of stanchion no drape

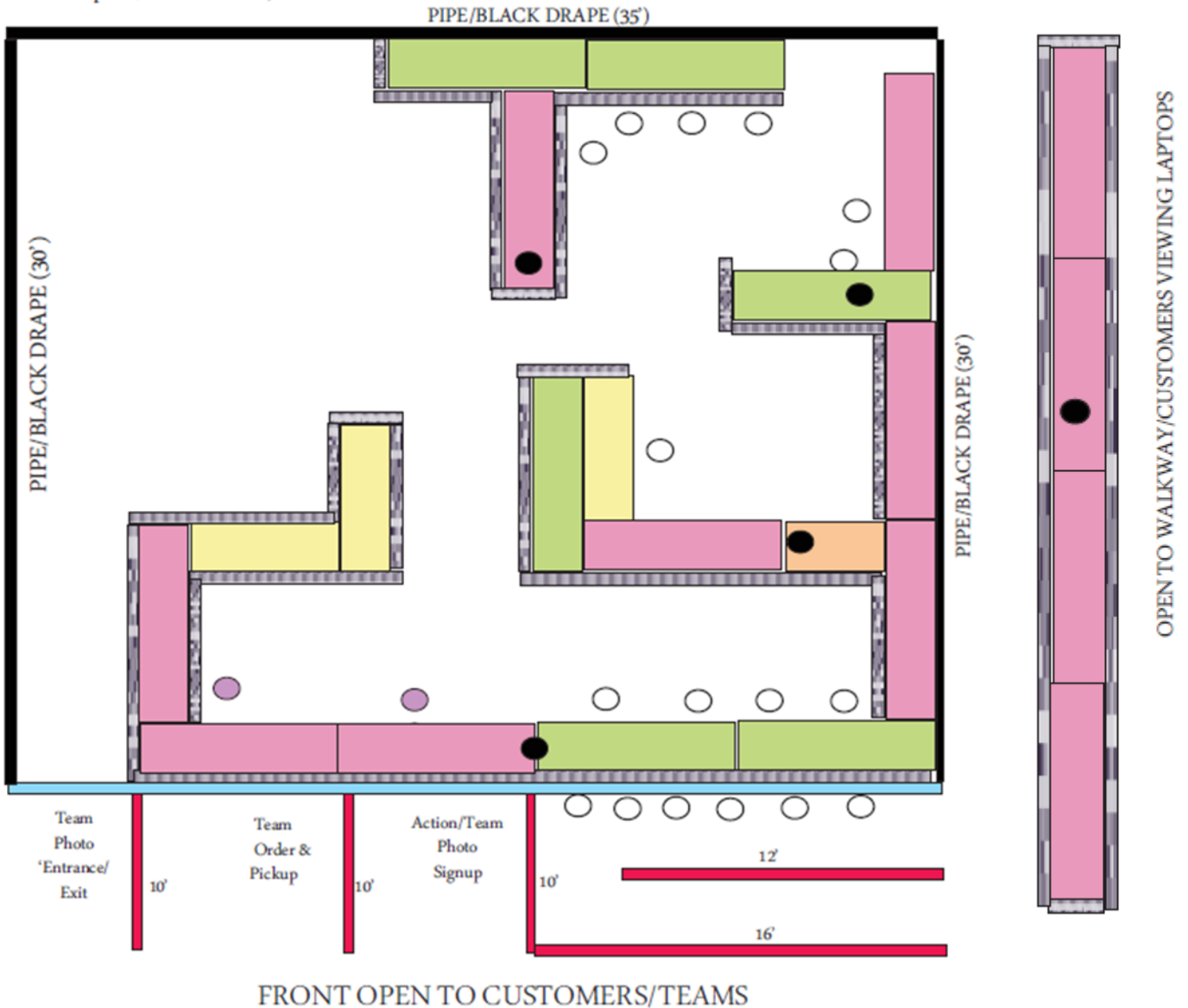
ALL TABLES 24" DEEP

Electrical Needs

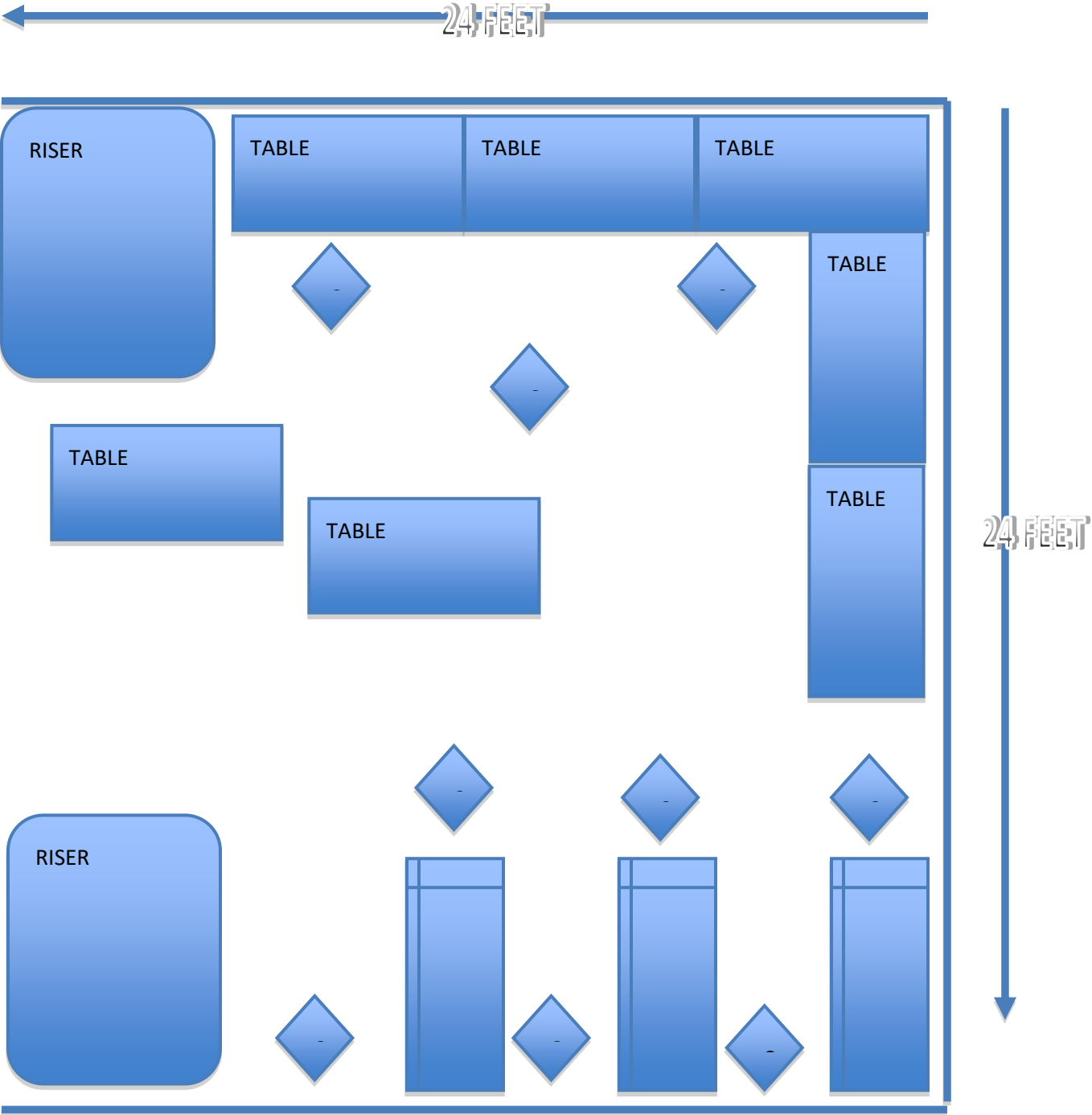
- 5 110volt 20amp circuits

USAVB Needs

- 6 backdrops (that match)



APPENDIX J – MEDICAL TRAINER AREA LAYOUT



CROSS-REFERENCES

Bid Application, 1
Bid Manual, 1
bidding procedures, 23
bidding schedule, 23
communication equipment, 30
contracts, 24
drayage, 31
event information, 10
food services, 31
host city, 8
hotels and restaurants, 5, 17
Intent to Bid, 23
Local Organizing Committee, 20
material handling equipment, 30
medical supplies, 30
site visits, 24
sponsorships and marketing, 6, 13, 20, 21, 22, 30
staff and other resources, 20
USAV contacts, 24
venue, 10