

# BID APPLICATION

FOR THE YEARS 2021 THRU 2024



***USA Volleyball***®

**OPEN NATIONAL CHAMPIONSHIPS  
&  
CORPORATE ANNUAL MEETINGS**

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REVISED AUGUST 2018**

**BID APPLICATION - General Information  
USA Volleyball Open Championships**

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 Open Championships (Adult)**. 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 Convention Coordinator or 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**

Year	Notice of Bid Proposal	Final Decision Date
2021	Letter of Intent submitted no later than December 1, 2018	May 2019 or sooner
2022	Letter of Intent submitted no later than January 18, 2019	July 2019 or sooner
2023	Letter of Intent submitted no later than January 18, 2020	July 2020 or sooner
2024	Letter of Intent submitted no later than January 18, 2021	July 2021 or sooner

A complete *Bid Application* is to be sent to each of the following USAV personnel:

1. Kristy Cox, Director, Events

USA Volleyball

4065 Sinton Road, Ste. 200

Colorado Springs, CO 80907

Phone: 719-228-6800

Fax: 719-228-6899

Email: [kristina.cox@usav.org](mailto:kristina.cox@usav.org)

**USA Volleyball Open Championships**

A Property of USA Volleyball  
4065 Sinton Road, Ste. 200  
Colorado Springs, CO 80907  
V: 719-228-6800  
F: 719-228-6899

**Application for the year 202\_\_**

**Host City/County/State:** Click here to enter text.  
**and/or**

**Bidding Organization:** Click here to enter text.

**Street Address:** Click here to enter text.

**City/State/ZIP** Click here to enter text.

**Telecommunications:**

**Phone:** (Click here to enter text.) Click here to enter text. **Ext:** Click here to enter text.

**FAX:** (Click here to enter text.) Click here to enter text.

**e-mail:** Click here to enter text.

**\*Person submitting Bid Application:** Click here to enter text.

**Position:** Click here to enter text.

**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.**

Click here to enter text.

**Date:** Click here to enter text.

**\* Authorized Signatory**

Click here to enter text.

**Position**

**\*While not mandatory, the person listed as submitting the bid should also be the authorized signatory.**

**I. BID APPLICATION - Venue Information  
USA Volleyball Open Championships**

**A. VENUE INFORMATION**

Name of Venue: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City/State/ZIP: [Click here to enter text.](#)

Name of Contact Person: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Telephone: (\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

**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:**

Yes  No

Cost for attendees parking:

If **YES**, what is the cost per day?

\$

If there is a cost, are there In/Out Privileges? [Click here to enter text.](#)

**NOTE:** Up to Fifteen (15) USAV Staff Vehicle parking passes required

**C. SPACE AND ANCILLARY REQUIREMENTS**

**1. The Playing Area (375,000 – 450,000 sq. ft.)**

Unobstructed space available for playing surface:

Yes  No

Are there Columns?

Yes  No

If **YES**, distances between columns: [Click here to enter text.](#)

Distance from floor to lowest part of any overhanging obstacle from the ceiling: [Click here to enter text.](#)

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?

Yes  No

**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?

Yes  No

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

Yes  No

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

Yes  No

(2) If **YES** to item 1., is it a  unit cost; a  flat fee? Amount? \$ [Click here to enter](#)

text.

c. Is there a room re-set fee?  
If **YES**, list conditions?

Yes  No

[Click here to enter text.](#)

(1) If **YES** to **item c**, is it a  unit cost; a  flat fee? Amount? \$ [Click here to enter](#)

text.

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?

Yes  No

If any part of this list requires a **NO** response, please specify:

[Click here to enter text.](#)

e. Is there sufficient space available near the main playing area for a maximum 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?

Yes  No

(1) If **YES**, can this be waived with the vendor?

Yes  No

(2) If **YES** to **#(1)**, is there a fee attached?

Yes  No

(3) If **YES** to **#(2)**, what is the fee? \$

(4) Can this be negotiated w/vendor?

Yes  No

Vendor Name & Contact: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Phone: ([Click here to enter text.](#) ) [Click here to enter text.](#)

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

3. Miscellaneous Items

Yes  No

a. Accessible loading dock?

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

Yes  No

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

Yes  No

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

Yes  No

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

(1) If **NO**, how close is the nearest water source? [Click here to enter text.](#)

d. Is there capability to install temporary telephone service?

Yes  No

e. Type of lighting used in venue:

(1) Lighting intensity in venue (rated in foot-candles or lux): [Click here to enter text.](#)

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

Yes  No

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

Yes  No

If **YES**, what is the size of this area(s)? [Click here to enter text.](#)

g. Number of concession stands: **(Note locations on venue layout)** [Click here to enter text.](#)

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

4. Signage

Yes  No

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: [Click here to enter text.](#)



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

Yes  No

(1) If **YES**, please list those restrictions: [Click here to enter text.](#)

**5. Food and Sales Items**

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

Yes  No

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

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

Yes  No

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

Yes  No

(2) If **YES** to **#(1)**, please list restrictions: [Click here to enter text.](#)

**6. Time Availability**

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

Yes  No

If **NO**, what is your compromise proposal? [Click here to enter text.](#)

**7. Labor Force**

a. The venue labor force is  Non-Union  Union

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

Yes  No

(2) If **YES** to **#(1)**, what is the cost factor for this service? \$ [Click here to](#)

[enter text.](#)

(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?

(1) Three forklifts

Yes  No

(2) Scissors Lift

Yes  No

(3) Two battery operated golf cart trucks (flatbed type)

Yes  No

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**

**Permanent Seating:**

Does any part of the venue have permanent seating?

Yes  No

If **YES**, what is the seating capacity? [Click here to enter text.](#)

**Bleacher Seating:**

a. Will host secure **2,000-2,500 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:** [Click here to enter text.](#)

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

**Chair Seating:**

How many chairs and tables can the venue make available for court-side use?

Chairs [Click here to enter text.](#)

Tables [Click here to enter text.](#)

Comments to Section 9: [Click here to enter text.](#)

**10. Public Address/Sound Systems**

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

[Click here to enter text.](#)

**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?  Yes  No

(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?  Yes  No

(1) If **YES** to **item c**, who will this (ese) person(s) be? [Click here to enter text.](#)

**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: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Phone: ([Click here to enter text.](#) )[Click here to enter text.](#)

Email: [Click here to enter text.](#)

*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. [Click here to enter text.](#)
2. [Click here to enter text.](#)
3. [Click here to enter text.](#)
4. [Click here to enter text.](#)

**II. BID APPLICATION - LOC Information**  
**USA Volleyball Championships**

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? [Click here to enter text.](#)

Contact person:           Name: [Click here to enter text.](#)

  Title: [Click here to enter text.](#)

  Address: [Click here to enter text.](#)

  City/State/ZIP: [Click here to enter text.](#)

  Telephone: ([Click here to enter text.](#) ) [Click here to enter text.](#)

  E-mail: [Click here to enter text.](#)

**B. Donations**

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

Rental Vehicles:

- |   |                |
|---|----------------|
| <input type="checkbox"/> Full size, 4 door sedans | How many?      |
| <input type="checkbox"/> 8-passenger mini-vans,   | How many?      |
| <input type="checkbox"/> Cargo van;               | USAV Needs (1) |

Office Equipment:

- |   |   |
|---|---|
| <input type="checkbox"/> Telephone line installation: (venue)       | How many? <a href="#">Click here to enter text.</a> |
| <input type="checkbox"/> Internet Access line/installation: (venue) | How many? <a href="#">Click here to enter text.</a> |
| <input type="checkbox"/> Personal computers Manufacturer:           | How many? <a href="#">Click here to enter</a>       |

text.

- Printers; Manufacturer: [Click here to enter text.](#) How many?
- Copy machine (large) Manufacturer: [Click here to enter text.](#) (Need one)
- Copy machines (small) Manufacturer: [Click here to enter text.](#) How many?

Office Supplies:

- Copy paper: How much? (8 1/2 X 11) reams
- (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)

Sports Medicine Supplies:

- Ice machine/Freezer for Storage of specified amounts in bid manual.

**D. PLAYER'S PARTY**

Is the LOC prepared to host the Annual Player's Party for approximately 2,500 athletes on Sunday night (3<sup>rd</sup> day of competition)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

Some host cities have been able to procure donated refreshments and offer a cash bar to generate revenues.

*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.*

**III. BID APPLICATION - Hotel Information  
USA Volleyball Championships**

USAV will require a hotel block that can provide 8,000-9,000 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 the meeting facilities and 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):

[Click here to enter text.](#)

**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