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**

<table>
<thead>
<tr>
<th>Year</th>
<th>Notice of Bid Proposal</th>
<th>Final Decision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>Letter of Intent submitted no later than December 1, 2018</td>
<td>May 2019 or sooner</td>
</tr>
<tr>
<td>2022</td>
<td>Letter of Intent submitted no later than January 18, 2019</td>
<td>July 2019 or sooner</td>
</tr>
<tr>
<td>2023</td>
<td>Letter of Intent submitted no later than January 18, 2020</td>
<td>July 2020 or sooner</td>
</tr>
<tr>
<td>2024</td>
<td>Letter of Intent submitted no later than January 18, 2021</td>
<td>July 2021 or sooner</td>
</tr>
</tbody>
</table>
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
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.
* 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:

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:

Are there Columns?

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?

(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?

(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?

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?

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? $Click here to enter text.

(4) Can this be negotiated w/vendor?

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**

   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? Click here to enter text.

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

   a. Can sponsor signage be hung in venue?
      
      (1) If YES, are there any restrictions?
      
      (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?

(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.

      (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: 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?

   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?

      (2) If YES to #(1), what is the cost factor for this service? $  

         Click here to enter text.

      (3) Will this cost be subsidized?

         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

(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?

c. If NO to any of item a, can USAV rent equipment to operate in venue by USAV staff

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)?
   - Yes ☐ No ☐

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.)

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.
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:
- ☐ Full size, 4 door sedans
- ☐ 8-passenger mini-vans,
- ☐ Cargo van;

Office Equipment:
- ☐ Telephone line installation: (venue) How many? Click here to enter text.
- ☐ Internet Access line/installation: (venue) How many? Click here to enter text.
- ☐ Personal computers Manufacturer: How many? Click here to enter text.
☐ Printers; Manufacturer:  

☐ Copy machine (large) Manufacturer:  

☐ Copy machines (small) Manufacturer:  

Office Supplies:

☐ Copy paper: How much?  

☐ 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 (3rd day of competition)?  

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