

RFP for US Sports Congress 2023



contact:

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Event: US Sports Congress

Dates: No Earlier than the Monday following Thanksgiving or traditionally the USSC has been held the first or second week of December. Preference is for the first week.

Pattern: Friday - Wednesday/Annual

Bid Fee: \$27,500.00 and other considerations (see Partnership)

Partnership: Host organization will submit the bid and should include multiple options for housing and event space. We will work closely with the host organization to showcase the destination. Potential host must commit to attend event the year prior to hosting the USSC and plan to sponsor the closing night's reception. Additionally, host will provide a mutually agreeable speaker for the year they are hosting and a host the Opening Reception as well as provide complimentary golf for the VIP's (Days 2 & 3) for 22 ppl.

Description: Event attracts top-level decision makers from across the country in the sports event industry, essentially creating a familiarization-tour for the destination and the host property. Decision makers place hundreds of sporting events and meetings annually. US Sports Congress includes educational sessions with a tradeshow and family-oriented activities.

History:

2007	Copper Mountain Resort
2008	Hyatt, Savannah, GA
2009	M Resort, Henderson, NV (Las Vegas)
2010	Sanibel Harbour Resort, Ft. Myers, FL
2011	Rancho Bernardo Inn, San Diego, CA
2012	Ritz Carlton, Sarasota, FL
2013	Grand Sierra Resort, Reno, NV
2014	Hilton DeSoto, Savannah, GA
2015	Omni, Fort Worth, TX
2016	Sanibel Harbour Resort, Ft. Myers, FL
2017	Sheraton at Wrigleyville West, Mesa, AZ
2018	Hard Rock Hotel, Daytona Beach, FL
2019	Hilton Hotel, Columbia, SC
2020	M Resort, Las Vegas, NV
2021	Hyatt Regency, Frisco, TX

Host Hotel: Full-service properties and resorts. Attendees have become accustomed to upscale accommodations including condo's and suites.

Rm Block: Room rate should be commensurate with the property rating, region and property type/location (i.e. resort, downtown, suburb, etc). Room block should be presented with a split rate for master-billed rooms (VIP's, Staff, Presenters, Event Planners at a reduced rate) and a different rate for the call-in block (General Attendees). Room Block must be commissionable. Room rate must include breakfast.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Call-in	3	4	120	120	120	85
VIP	21	21	65	65	65	50

Comp. Rooms: One complimentary 2-bedroom suite for a 2-night site planning visit

Discounted rooms for presenters

Suite/room upgrades and VIP Amenities

Comp room ratio of 1/35

2 complimentary rooms (one of which must be a 2-bedroom suite) for use by the event staff for the duration on the room block.

Parking: Complimentary parking for the duration on the Congress and one day before and after the event must be provided for up to three (3) US Sports Congress staff vehicles. Host hotel must provide a discounted rate on both general and valet parking to meeting attendees.

Transportation: The US Sports Congress is responsible for transporting approximately 65 people from the airport to the hotel/resort. These include our VIP's and speakers. Please indicate if the property or host has the ability to assist with transportation and the cost, if any.

Destination should provide contacts with local transportation companies and be prepared to assist us in leveraging a preferred provider relationship (comp. transportation services).

Site Visit: Host must provide a site visit including airfare, hotel accommodations and car rental for two persons.

Meeting Space: Provided on a complimentary basis. The following outlines the required meeting space:

Room A (Exhibit Hall): Must be placed on a 24 hour hold for 72 hours. The room must be large enough, at minimum, to accommodate 100 8'x8' booths (12,500 sq. ft). Ideally, the room could house 110 10'x10' booths. (14,500 sq feet minimum). Beginning Day 4 - Monday afternoon.

Room B (General session): Must be available Monday for 3 consecutive days from 7:00am -4:30pm set as classroom style for 200 people including a stage (8x12) and rear projection. Set on a 24 hr hold.

Room C (Show Office and Registration Desk): Must be available for 6 consecutive days on a 24 hr. hold. Must include complimentary internet connection. Property must also agree to receive and handle up to 35 boxes of "show material" at no charge.

Room D, E &F (Break Out Rooms) Must be available Monday and Wednesday afternoons. Rooms should be set either in rounds or classroom for 50 persons.

*Please see Appendix A for additional meeting space needs

Food & Bev: Sun: President's Reception – Heavy hors d'oeuvres hosted bar (85). Off- site

Mon: Breakfast, Lunch, Reception hosted bar, heavy hors d'oeuvres in evening.

Tue: Breakfast, Golf & other networking outings incl. lunch (off-site)

Wed: Breakfast, Lunch

The US Sports Congress will agree to food and beverage minimums of no more than \$18,000.00. To showcase the destination, we have a number of off-site functions.

Audio/Visual: US Sports Congress has their own LCD projectors, but will require microphones, speaker-systems as well as some additional lighting. A current price sheet should be included with any proposal.

Outings: Event conducts networking outings on day 4 (Tuesday). 3-4 outings are offered and one of the offerings must be golf. The other outings should be centered around activities with a local flavor. They have included, fishing trips, cooking classes, craft beer tour, etc.

A VIP Golf junket will be conducted 2 consecutive days starting on Day 1 (Saturday & Sunday). This will consist of 12-22 persons golfing 1 round each day. These are Congress VIP's from the Olympic Governing Bodies. Golf for these VIP's must be provided complimentary (Day 2 and 3).

Local Activities: Each afternoon is open for the attendees to network and enjoy the resort or local area. A description of activities should be included with the proposal. Past activities have included, golf, shopping, skiing and afternoon spa treatments.

Special Interest: A Spa pricelist as well as prices for the golf outing (attendee's golf at notable locations such as the Club at Savannah Harbor & Reflection Bay) should be included with the bid.

If you are not in a warm weather destination, please include other suitable activities.

Percentage discounts off F&B and A/V are considered a bonus.

In some cases, we get requests to extend the room block price, several days before or after the Congress dates. Any accommodation to this item would be considered a plus.

Several VIPS will arrive several days before the beginning of the Congress to golf. Any assistance, or sponsorship is a bonus.

Bid Timeline: Bid timeline is subject to change. Bids will be accepted beginning in May (2021).

A short-list (2-3) of candidate cities will then be determined.

Site visit/s will be conducted in late September & October (2021).

A site will be selected following site visits leading to contract with property and Letter of Understanding with host destination.

Host Agreement: The "Official" host (CVB and/or Sports Commission) must agree to the following:

- Provide a Rights Fee of \$27,500.00 to be payable no later than February 1st 2023.
- Provide a mutually agreeable, complimentary Opening Reception or sponsorship for same for year of hosting. This can also be provided by a state sports organization.
- Provide a mutually agreeable keynote speaker for the 2023 US Sports Congress.
- Provide a sponsorship fee of \$12,500.00 for the closing reception of the 2022 US Sports Congress, where Host will be announced as the destination for the 2023 US Sports Congress. This fee shall be payable in February 2022.
- Provide complimentary golf and transportation, for up to 20 people, for two days – usually the weekend prior to the 2023 US Sports Congress.

Sample Schedule

Friday	Day 1 Staff Arrival Rights Holder VIP Arrival	Saturday	Day 2 VIP Breakfast (Rights Holders) VIP Golf VIP Dinner (off-site)
Sunday	Day 3 VIP Breakfast (Rights Holders) VIP Golf (AM) Registration - Afternoon President's Reception	Monday	Day 4 Registration Core Professional Development Lunch Core Professional Development Rights Holder Meet & Greet Opening Reception
Tuesday	Day 5 Core Professional Dev. - AM Networking Outings After-Hours	Wednesday	Day 6 Core Professional Development Tradeshow Lunch Core Professional Development Closing Reception

You may also refer to www.ussportscongress.com/schedule-1 for a more detailed look at the program.

Please note that this program has continually grown over the past few years. In 2021 we will be hosting a significant expansion of the program. It would be beneficial if all the meetings could be hosted together but is not necessary. See appendix A for more detail on additional meetings.

Appendix A

Event: Economic Development Summit
Dates: Preference is for the first week of December in conjunction with the US Sports Congress.
Pattern: Sunday - Tuesday/Annual
Room Block: Room rate should follow the pricing of the USSC – Call-in block
Day 3(Sunday) Day 4 Day 5
60 60 60

Meeting Space: All meeting space must be provided complimentary. *

General Session: 60 people

Lunch: 60 people

Breakouts (2): 35 people each

F&B: Lunch (Day 4)

Break (Day 4)

A/V: Podium, Mic, patch to house sound, screen, projector

Event: Bid Symposium
Dates: Preference is for the first week of December in conjunction with the US Sports Congress.
Pattern: Sunday - Monday/Annual
Room Block: Room rate should follow the pricing of the USSC – Call-in block
Day 3(Sunday) Day 4
50 45

Meeting Space: All meeting space must be provided complimentary. *

General Session: 50 people

Lunch: 50 people

Breakouts (2): 30 people each

F&B: Lunch (Day 4)

Break (Day 4)

A/V: Podium, Mic, patch to house sound, screen, projector

* Additional space may be need if event/s are not hosted in conjunction with the US Sports Congress