



2018 & 2019 USA Gymnastics for All National Championships & GymFest Bid Book

Table of Contents	Page
A. General Information	2
B. Venue Requirements	3
C. Hotel Accommodations	3
D. Business Plan	3
E. Conditions	5

A. GENERAL INFORMATION

Please complete this bid form as an official application to host the USA Gymnastics for All National Championships and GymFest. The completed bid form must be returned to Jordan Dillon, Director of Junior Olympic Events and Special Projects by May 15, 2017. Please be advised that after appropriate site visits, a contract shall be offered to the selected host city based upon the terms and conditions of this bid. If you have any questions relative to the completion of this bid, please contact Jordan Dillon:

USA Gymnastics
132 E. Washington St., Suite 700
Indianapolis, Indiana 46204
317.237.5913
jdillon@usagym.org

The USA Gymnastics for All National Championships & GymFest is to be held in June of each year. The Gymnastics for All (GfA) Technical Director and USA Gymnastics must approve any deviation from this month. Bids for the GfA Nationals should be received by USA Gymnastics by the specified date.

The USA Gymnastics for All National Championships and GymFest includes competition and performance opportunities for approximately 500 athletes in Power TeamGym, Performance Gymnastics and Team Acro and Tumbling. Entry fee for the event is \$125 per athlete with an option to participate in add-on events for an additional \$25 per event.

Anticipated Event Schedule*

Thursday	AM Load-in and Set-up; PM Training
Friday	Competition
Saturday	Competition & GymFest
Sunday	Load-out and Committee Meetings

*This format is subject to change, however, the number of days, projected number of athletes and facility requirements will remain the same.

B. VENUE REQUIREMENTS

Training hall size should be at least 90' x 130' with a 25' ceiling (unless otherwise approved by USA Gymnastics). Competition hall size should be at least 90' x 130' with a 25' ceiling and stadium type seating for 1000

C. HOTEL ACCOMMODATIONS

Delegation size is approximately 600 athletes, coaches, and staff. Adequate rooming will need to be reserved beginning on Tuesday of the week of competition. The following is a table of the required room blocks, based upon 210 peak room nights for a total of 700 room nights. All hotel contracts will be arranged and signed by National Travel Systems. Please do not request contracts, negotiate rates, or hold rooms unless directed to do so by National Travel Systems.

	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Total
Single	10	20	20	20	10	5	85
Double	115	220	240	220	20	5	820
Total	125	240	260	240	30	10	905

D. BUSINESS PLAN

The event must be conducted under the direct control and supervision of USA Gymnastics. The acceptance of a bid and designation of a host does not become official until an event contract has been executed between the host and USA Gymnastics.

I. USA Gymnastics Obligations:

- a. Supervise the technical aspects of the Event. USA Gymnastics GfA Technical Director will interpret and enforce all aspects of the USA Gymnastics for All Rules and Policies, which govern the Event. LOC is required to follow the current USA Gymnastics GfA Rules Policies and Program Guidelines for competition, and the USA Gymnastics Technical Director of Gymnastics for All must approve any variance from these procedures in writing.
- b. Approval of a Competition Director.
- c. Secure and deliver to the LOC, not less than thirty (30) days prior to the Event and shall keep in force at all times during the term of an agreement.
- d. Secure a comprehensive general liability policy, including public liability and property damage for all participants, spectators, officials, administrators, and volunteers in an amount up to One Million Dollars (\$1,000,000) for bodily injury and One Million Dollars (\$1,000,000) for property damage. The LOC and facility shall be named as additional insured's there under. Not less than thirty (30) days prior to the Event, USA Gymnastics shall deliver to LOC certificates of insurance evidencing the existence thereof, all in such form as LOC may reasonably require. Each such policy or certificate shall contain a valid provision or endorsement stating, in essence, the following: "This policy will not be canceled or materially changed or altered without first giving thirty (30) day's written notice thereof to LOC. If any of the insurance policies covered by the foregoing certificates of insurance will expire prior to or during the time of the Event, USA Gymnastics shall deliver to LOC at least thirty (30) days prior to such expiration a certificate of insurance evidencing the renewal of such policy or policies. The coverage provided under such policies shall be occurrence-based, not claims made; there shall be no aggregate limit with respect to the aggregate amount of coverage provided there under.

- e. Grant a sanction for this event with no fee to the host upon receipt of signed sanction request.
- f. Verify that all participating coaches and officials are current USA Gymnastics professional members and are safety-certified in order to comply with the USA Gymnastics liability insurance coverage requirements.
- g. Verify that all participating competitors have a current, valid USA Gymnastics athlete membership; a component of which is \$50,000 Secondary Accident Insurance for injuries suffered during their participation in a USA Gymnastics-sanctioned event for which they are properly registered.

II. Host Obligations:

- a. Ensure that the current USA Gymnastics GfA Rules & Policies are followed completely for the Event, and the USA Gymnastics Technical Director of Gymnastics for All must approve any variance from these procedures in writing.
- b. Nominate for USA Gymnastics approval a qualified person to serve as Competition Director for the Event.
- c. The host shall guarantee USA Gymnastics \$25.00 for each participant, for the rights to host the Event. Entry fees will include all entry fees collected, less any refundable fees, regardless of the number of athletes who actually participate in the competition.
- d. Submit a signed "Request for Sanction" form in writing to the USA Gymnastics Membership Director at the USA Gymnastics National Office address a minimum of 60 days in advance of the event.
- e. Provide a training and competition arena / venue for three (3) competition days and a minimum of one (1) training day.
- f. Provide fifteen (15) adults to set up and strike equipment, which will be supervised by a gymnastics equipment representative, as needed.
- g. Ensure hotel availability and assist in negotiating the best possible rate for staff, participants, and spectators in hotel properties within walking distance to venues, if possible. National Travel Systems (NTS), travel partner of USA Gymnastics, will sign hotel contracts and final agreements. All reservations will be directed through NTS. Final room blocks will be determined at a later date. Due to the nature of this event a high percentage of double / double rooms are required.
- h. Assume responsibility for costs and arrangements for hotel, per diem or meals, all transportation and honorarium.
- i. Provide one (1) complimentary hotel room (preferably in a Hilton property) for USA Gymnastics to utilize for the duration of the event.
- j. Provide ground transportation for judges; meet referee, and USA Gymnastics staff from the airport to the hotel and from the hotel to the arena/venue for training and competition days.
- k. Provide information on transportation arrangements, including maps, for all other participants.
- l. Make available one medical trainer, or EMT to be present, as well as provide an emergency first aid facility and supplies for all training and competition sessions. The medical personnel and plan must be approved sixty days prior to the start of the event by the USA Gymnastics Medical Administrator.
- m. Provide personnel to adequately staff this event. This includes, but not limited to, providing all auxiliary personnel, such as scorekeepers, clerical support, runners, flashers, etc. USA Gymnastics will assist in identifying local clubs and individuals with technical expertise to assist in different areas.
- n. Provide USA Gymnastics with five (5) tickets in the best seating category. USA Gymnastics may request credentials with floor access. USA Gymnastics will control the distribution of credentials with floor access.
- o. Work jointly with USA Gymnastics in the development of advertising per USA Gymnastics brand standard.

- p. Commit to advertising for the event and be prepared to set aside adequate funds to do so.
- q. Responsible for the printing and distribution of all Event credentials with approval from USA Gymnastics. The host acknowledges and agrees that USA Gymnastics retains sole discretion over credentials issued for the field of play.
- r. Provide USA Gymnastics with an event budget, which must be approved by USA Gymnastics. The host agrees to not make any changes to the approved Event budget regarding both projected revenues as well as estimated expenses without the approval of USA Gymnastics. USA Gymnastics will not unreasonably withhold its approval and, in the event of disapproval, will provide the host with the reason for its disapproval. The host also recognizes USA Gymnastics' interest and right to have a working knowledge of the Event budget. The host respects that USA Gymnastics' experience in the event business is a valuable resource and agrees to seek USA Gymnastics' guidance and advice where appropriate.

E. CONDITIONS

- I. Commercial Identification, Signage and Official Marks:
 - a. All activities utilizing the USA Gymnastics event logo or registered marks must have the prior approval of USA Gymnastics.
 - b. USA Gymnastics will design the official event logo for this event in consultation with the host. All entities involved in the event will use this logo and no other.
 - c. Announcements and/or message boards that are not related to the competition in progress may not be made over the public-address system, unless approved in advance by USA Gymnastics or for public emergencies.
 - d. Included among the Marks is the Event name: [Year] USA Gymnastics for All National Championships & GymFest." USA Gymnastics reserves the right to revise the name to refer to title or presenting sponsorship of the Event. No name other than that may be used by the host to advertise, promote, or identify the Event.
- II. Sponsorship and Local Patrons:
 - a. USA Gymnastics expressly reserves the right to provide benefits associated with the Event to any of its national sponsors. These benefits may include, but are not limited to, site signage, identification on athlete or volunteer uniforms, program advertisements, on-site hospitality, Event tickets, inclusion of the sponsor's name in the Event name and other forms of public recognition.
 - b. Host shall have the right to sell patron packages related to the USA Gymnastics for All National Championships & GymFest. All patron dollars generated by host will be included in overall gross receipts. Subject to USA Gymnastics approval, host may develop a patron package to be available for host sales and promotion.
 - c. Host shall be required to obtain USA Gymnastics written approval of both the company and organization before it can officially become a patron.
 - d. The host may use event tickets as part of its fund-raising efforts, subject to advance approval by USA Gymnastics.
 - e. The host or venue will not enter into any agreement or understanding that would permit any corporation or other third party to be entitled to hospitality, entertainment or temporary signage privileges in the venue and surrounding area (i.e. parking lots, frontage property and any other adjacent areas) that the venue may provide to USA Gymnastics.
- III. Concessions
 - a. The host will retain, operate and control all food and beverage concession
 - b. The host or its concessionaire will provide food and beverage in all refreshment areas, restaurants and suites at costs comparable to the most favorable price for other customers during other events in the arena.
 - c. Alcoholic beverages may be sold for consumption in the venue.

IV. Merchandise

- a. Subject to the limitations described in paragraph b., below, and the provisions expressed herein, the LOC has the right of first refusal to produce and sell Event merchandise. If the LOC elects not to produce and sell Event merchandise, USA Gymnastics may do so and is entitled to keep one hundred percent (100%) of the revenue generated therefrom and will provide all personnel and equipment for the sale of such merchandise. In addition, USA Gymnastics will also have the right to sell non-Event merchandise at the Event and agrees to reimburse the LOC for any expenses incurred in this endeavor. It is the responsibility of the LOC to ensure that its agreement with the competition venue allows USA Gymnastics to sell merchandise at the venue under terms equal to those secured by the LOC for its merchandise sales.
- b. The exclusive apparel supplier to the USA Gymnastics Junior Olympic Program, Elite Sportswear – GK, has **exclusivity** to sell competitive apparel at the Event, which means no other company in this category may have any presence at the Event. This national sponsor/supplier will also receive in-venue/on-site benefits. Activation of these benefits must be coordinated through USA Gymnastics. Signage to be displayed in the competition venue will be provided either by the sponsor/supplier or USA Gymnastics.

V. Event Program

- a. The host may produce an official publication for sale at the Event and will retain the exclusive revenue and production rights to this book. USA Gymnastics may require complimentary program ads for national sponsors. USA Gymnastics must approve the Event Program prior to printing.

VI. Concourse Space

- a. Upon request by USA Gymnastics, the LOC shall make reasonable space available for USA Gymnastics sponsor presence in the concourse.