



Where Olympic Journeys Begin

## **REQUEST FOR PROPOSAL**

### **USA Weightlifting 2023 North American Open Finals**

**PREFERRED DATES:**

**Setup: December 5-6, 2023**

**Competition: December 7-10, 2023**

**Tear Down: December 10, 2023**

**ALTERNATE DATES:**

**Setup: December 12-13, 2023**

**Competition: December 14-17, 2023**

**Tear Down: December 17, 2023**

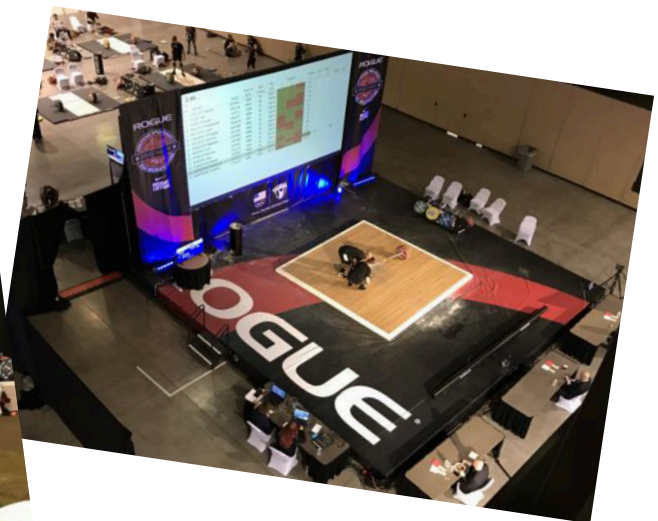
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## 2023 North American Open Finals

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**The Mission of USA Weightlifting** shall be to enable United States athletes to achieve sustained competitive excellence in Olympic competition and to promote and grow the sport of weightlifting in the United States.

The USA Weightlifting organization is seeking a **venue location and housing for its 2023 North American Open Finals.**

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## Following are the parameters USA Weightlifting is seeking:

### Event Date:

Required Date: Setup Dec. 5-6, 2023; or Dec. 12-13, 2023

Competition Date: Dec. 7-10, 2023; or Dec. 14-17, 2023

### Schedule Overview:

- |   |                |
|---|----------------|
| • Tuesday and Wednesday Setup:                  | 5:00am-10:00pm |
| • Thursday - Saturday Competition:              | 5:30am-10:00pm |
| • Sunday - Championships and Tear Down          | 5:30am-10:00pm |
| <i>*Peak Event Hours are 12:00 pm - 4:00 pm</i> | 5:30am-10:00pm |

### Attendee Overview:

- |                                  |               |
|----------------------------------|---------------|
| • Estimated # of Athletes        | 600           |
| • Estimated # of Coaches         | 200           |
| • Estimated # of Staff/Officials | 50            |
| • Estimated # of Spectators/Fans | Up to 300/day |

### Economic Impact:

\$815,000 estimated direct economic impact

\$1,304,000 estimated total economic impact

### Financial Overview:

In lieu of a traditional bid fee, USAW will give top consideration for hosts that can provide an overall package of at least \$30,000 in incentives, services or cost savings in addition to a rent free venue:

- traditional bid fee or cash incentive
- airline tickets, comp hotel rooms, staff/official meals
- equipment, awards, AV production, utilities, shipping/logistics, scales, forklifts, stage rental
- internet and webcasting
- security, custodial, labor, volunteer support
- marketing, branding and visibility

# Venue Requirements

## **USA Weightlifting:**

- **Venue Competition Hall Space:** 35,000 sq. ft.
- **Venue Rental:** Waived or mitigated fee. Taxes and service fees included in the bid.

## **Internet:**

50 mbps wired upload internet to webcasting.  
Waived fee or cost to be included in the bid.

## **Parking:**

A minimum of 15 complimentary tickets/vouchers per day.

## **Main Event Hall Skirted Tables/Chairs:**

- **Registration Area:** 3 tables and 6 chairs
- **Vendor/Sponsors:** 30 tables and 60 chairs
- **Staff/Judges Platforms:** The event will have 3 performance platforms and need 45 chairs and 8 tables for each of the 3 platforms (refer to pages 9 & 10 as a layout template that show 5 platforms as a guide).
- **Medical Area:** 3 tables and 6 chairs

## **Training Hall:**

7,000-10,000 sq. ft.

## **Auxillary Rooms:**

Weigh-in room (4)  
Meeting Rooms (2 for the entire event)  
Check Scales (1)  
Hospitality room (1)  
Doping Control (1)

*\*Refer to Addendum Page for details on size requirements, number of chairs, tables and hours needed.*

## **Ceiling Height:**

21+ ft. in the Main Hall

## **Seating:**

Capacity for 300-500 seated people, either classroom style chair setup, bleachers or raisers with chairs. Any cost or labor associated with various options to be included in the bid.

## **Ticketing:**

USAW will sell tickets online via their website prior to the event and sell tickets throughout the event at the registration desk. Peak attendee hours are 12:00 pm - 4:00 pm.

## **Lighting:**

Adjustable lighting system (broadcast levels to theater style) in the competition hall.

**Staging:**

USAW typically rents riser performance staging directly from venue. This event will have three (3) platforms. Each will be 32' (w) x 32' (l) , x 16"-18" (h), with a hollow center area of 16' (w) x 16' (l). USAW will fill the hollow center staging area with styrofoam, so that athletes may then drop their weight without damaging the risers. In total, 96 risers that are 4' x 8' are needed. Please include estimated fee for this rental including any labor costs associated.

**Vendor and Sponsor Area:**

Within the hall, we will have several vendors and sponsors who are to be permitted to promote and sell their products at no additional cost. Please include prices for electric per table if they require this need.

**Easels/Tripods:**

Venue to provide 10 complimentary easels/tripods for the duration of the event.

**AV Company:**

USAW to use its own AV company. Costs of power drop (200 amp) to be included in the bid.

**Venue Operational Costs:**

Estimate sent to USAW based on the mock schedule with the bid packet.

**Venue Logistics:**

Trucks to be able to park overnight at no extra fee. Trucks to be able to start unloading overnight from Tuesday evening through Wednesday. A minimum of two dock spots are required.

**Storage Area:**

Accessible by a forklift and as close as possible to the venue; 3,000 sq feet is more enough.

**Security Needs:**

Overnight security is required from Wednesday night through Sunday morning.

**Restroom Facilities:**

Restrooms are to be maintained and cleaned throughout the event and ready each morning. Hosts need to provide access to one gender neutral facility in the venue. This can be any bathroom that has an existing or temporary sign that states that it is gender neutral.

**Cleaning and Waste:**

Complimentary and listed in the bid.

## Food & Beverage Requirements

### **Concessions:**

- Open daily with healthy food options from 7:30am-8:00pm at a minimum (preferably the entire competition period)
- Concessions have typically generated about \$12,000/day.

### **Meal Vouchers:**

- We request the venue/concession to provide meal vouchers that we distribute to our volunteers/technical officials which are valid at the concession stands.

### **Coffee and Tea:**

- Available at hospitality room for 50 people. Cost to be listed on the bid.

### **Water and Ice:**

- Complimentary water jug requirements:
  - Four water jugs with cups on tables for the training hall.
  - Four water jugs with cups for the competition hall, one per platform on a skirted table.
- These water jugs need to be replenished often and ready each morning of the event at 7:00 am.
- Ice machine will need to be available to the medical team.

## Other Event Related Needs

### **Transportation:**

- **Airport to Hotel:** The most ideal location would be in close proximity to an airport to limit additional travel expenses. Please indicate how far you are from the closest airport, and also indicate average cost of transportation services.
- **Hotel to Venue:** Connected to the facility, within walking distance or shuttle solution to be provided.
- **Site Visit:** Airline and housing costs covered by the CVB/Sports Commission for up to two representatives. If awarded the bid, there may need to be an additional Event Planning Visit required in which USAW would request airline and housing costs covered for up to two representatives as well.

### **Marketing and Social Media:**

- Sports Commission to establish a plan to advertise the event and work closely with USAW Social Media Director.

# Host Hotel Room Night Requirements

## Attendee Hotel Rooms Needed:

Rooms For:	Room Type:	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total:
Attendees	Majority 2 double beds	15	100	150	250	250	100	865

## Staff/Official Hotel Rooms Needed:

Rooms For:	Room Type:	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total:
Staff - Complimentary	King	5	5	5	5	5	5	30
Staff - Complimentary	2 Double Beds	5	5	5	5	5	5	30
Officials - Discounted	2 Double Beds	10	10	10	10	10	10	60

**Total:** 865 rooms for athlete/coach nights (based on room pick up for previous events).

**Hotel Rate:** Goal of \$119-\$129 per room night.

Rooms will be managed by Team Travel Source and will require a **7-10% commission** and a **\$12-\$20 rebate** to USA Weightlifting, with a required minimum rebate of at least \$12.

### Requirements:

- Rates guaranteed to be the lowest rate available during the room block dates.
- Majority of rooms for attendees to be two double beds.
- Rate to be a flat fee regardless of 1-4 people in a room.
- Cut-off date request of 3 weeks prior to the event.
- Comp rooms requested: 1:40 ratio
- Complimentary staff rooms: 10 rooms for the duration of the event;  
Staff rooms are 50% king and 50% two double beds.
- Discounted rooms for the officials: 10 rooms for the duration of the event.
- Hotel points for Team Travel Source as the housing company.

### Attrition Clause:

Preferably no attrition clause, however if the proposed offer covers venue cost, we will be willing to consider an attrition of up to 60%.

### Sauna:

Available to all participants at no extra costs. If no sauna is available on site, recommended nearby gyms/hotels within walking distance from event.

## **Request for Proposal Submission Details:**

Full proposals will be accepted until 11/30/2021 .  
Proposals received after this date will not be considered.

### **Site/Hotel Selection Timeline:**

- 11/30/2021 - RFP's Due
- December - Questions and Discussions with Host Candidates
- January - USAW to make site visit if needed and final selection

### **Proposal to include:**

- Details regarding fees associated with hosting the event
- Housing details including rate for attendees, and details regarding commission/rebate
- Overview of other youth events hosted at facility
- Overview of what attractions and activities are within close proximity to the venue
- How can our event add value to our athletes and attendees by hosting in your city?

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For questions, please reach out to:

**Joe Albsmeyer**

**Team Travel Source**

Director of Sales & Strategic Planning /  
Site and Housing Lead for USAW National Events

**Joe@teamtravelsource.com**

**Direct: (214) 616-7772**



## Overview of Main Event Hall and Training Hall:

	# of Rooms	Room size	# of Chairs	# of skirted tables	Tuesday Setup	Wednesday Setup	Thursday	Friday	Saturday	Sunday
Main Event Hall	1	35,000 sq ft	300-500		5am - 11pm	5am - 11pm	5:30am - 10pm	5:30am - 10pm	5:30am - 10pm	5:30am - 11:59pm
Training Hall	1	7,000-10,000 sq ft	40	2	5am - 11pm	5am - 11pm	5:30am - 10pm	5:30am - 10pm	5:30am - 10pm	5:30am - 11:59pm

## Overview of Auxiliary Rooms Needed and Requirements:

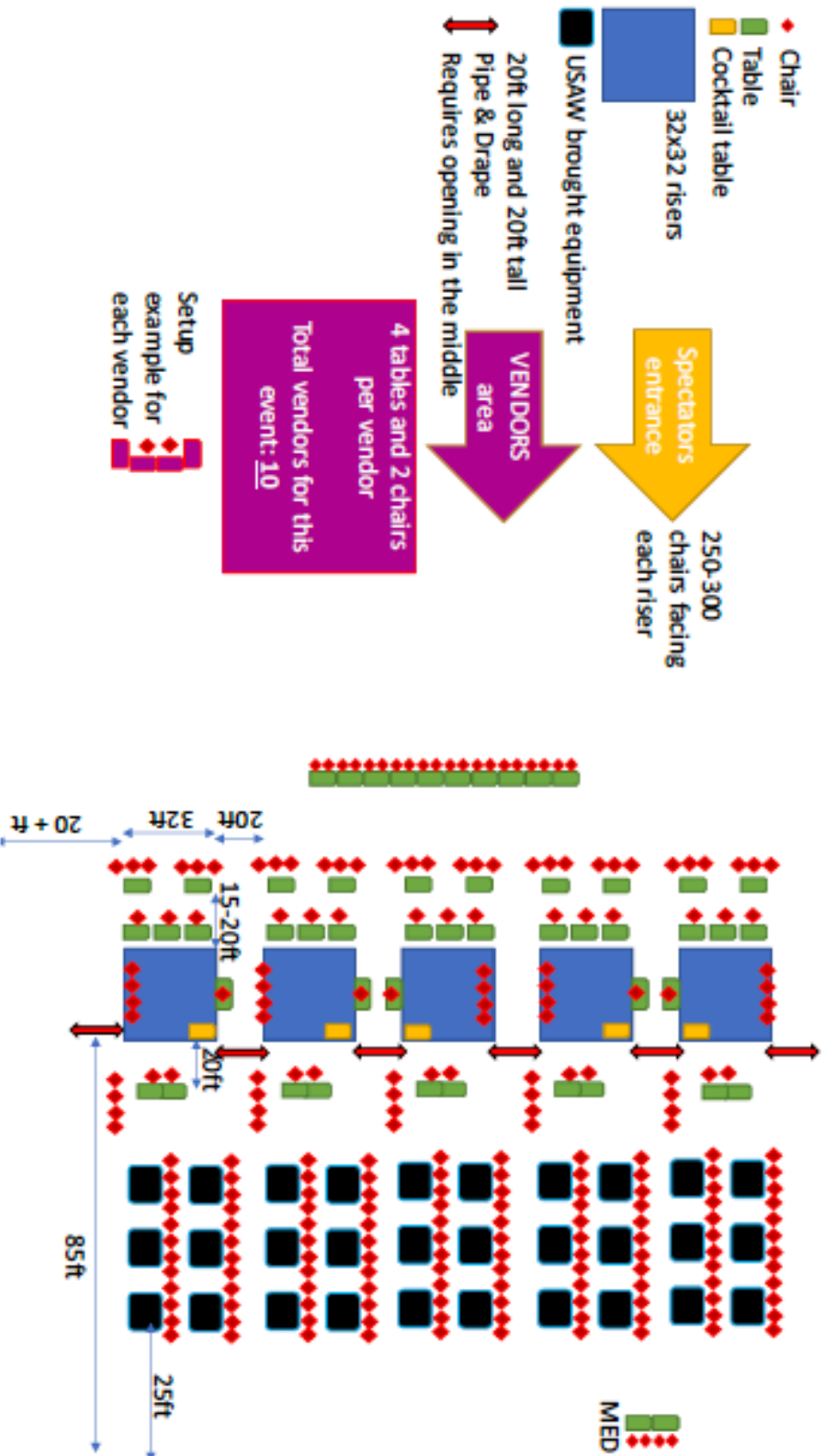
	# of Rooms	Room size	# of Chairs	# of skirted tables	Tuesday Setup	Wednesday Setup	Thursday	Friday	Saturday	Sunday
Weigh in Room	4	30x30	15	2	2pm - close	8am - close	5:30am - 10pm	5:30am - 10pm	8am - 10pm	5:30am - 11:59pm
Meeting Room	2	60 capacity	60 (theatre)	3 head tables	N/A	8am - 10pm	8am - 10pm	8am - 10pm	8am - 10pm	8am - 10pm
Check Scale	1	6x6 close to weigh in	2	0	2pm - close	5am - 11pm	2pm - close	5am - 11pm	5:30am - 10pm	5:30am - 10pm
Hospitality Room	1	48 dining capacity	48	6 round tables	N/A	N/A	5:30am - 10pm	5:30am - 10pm	5:30am - 10pm	5:30am - 11:59pm
Doping Control	1	Assigned restroom with accessible stall	10	3	N/A	5:30am - 10pm	5:30am - 10pm	5:30am - 10pm	5:30am - 10pm	5:30am - 11:59pm





# USA WEIGHTLIFTING COMPETITION HALL

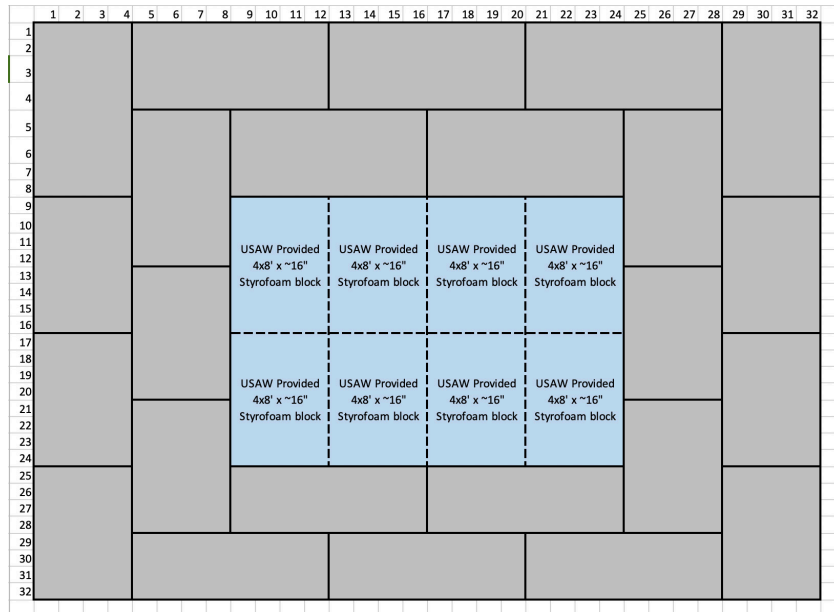
## Layout Template Showing 5 Platform Performance Areas.



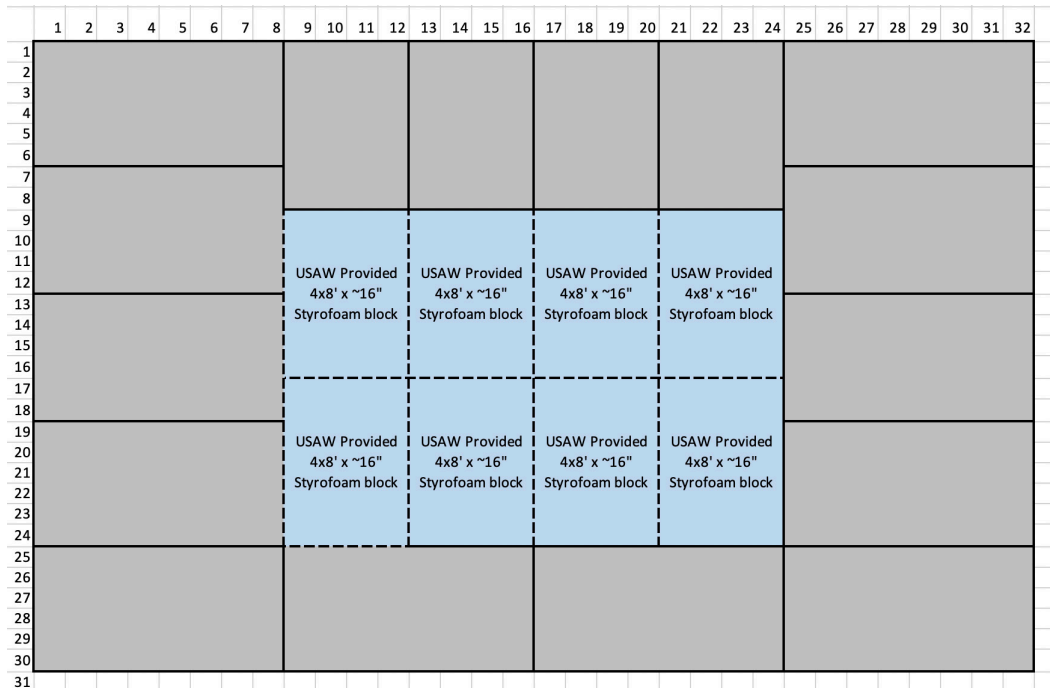
# USAW Performance Hall Stage Mockup

Each platform will be 32 ft (l) x 32 ft (w) by approx 16- 18 inches (h), with a hollow center area of 16 ft (w) x 16 ft (l).

**Venue setup using 4 x 8 risers:  
USAW will fill the hollow center area with styrofoam**

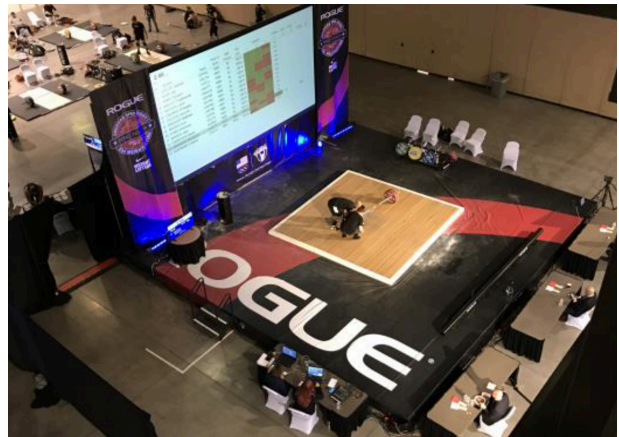


**If Venue has 6 x 8 risers,  
Configuration of each platform would be as follows:**



**Below are a few pictures from previous USAW event**

**Performance**



**Training/  
Warm-Up Area**

