



2025 USATF Annual Meeting

Request for Proposal and Bidding Handbook

I. About USATF

USA Track and Field (“USATF”) is the national governing body (“NGB”) for track and field, long distance running and race walking in the United States. USATF is a not-for-profit organization headquartered in Indianapolis, Indiana, with a nationwide membership of more than 130,000 individual members. USATF promotes the sport of Track & Field through training programs and competitions for men, women, boys, and girls of all ages. Additionally, USATF’s national governing body establishes and enforces the rules and regulations for track and field, race walking, and long distance running, and certifies records in those disciplines.

USATF is comprised of 56 member Associations that oversee the sport at the local level. Member organizations include the National Collegiate Athletic Association (“NCAA”), Running USA, the Road Runners Club of America (“RRCA”) and National Federation of State High School Associations (“NFHS”). As the NGB for track and field, USATF is a member of the United States Olympic and Paralympic Committee (“USOPC”) and World Athletics (“WA”) {formerly the International Association of Athletics Federations (“IAAF”)} and is responsible for selecting athletes to compete in Olympic Games, World Championships, Pan American Games and other international team competitions.

USATF is proud of our continued success as an organization and of our storied history; however, the past five years have been particularly special for USATF. At the 2020 Olympic Games in Tokyo, we had an outstanding performance, with 26 medals. In 2022 at the World Championships in Eugene, Oregon (Oregon22) we set a record breaking performance with 33 medals, 13 of which being Gold, higher than any other countries total medal count. This increased success has and will continue to greatly benefit our sport by exposing the nation and the world to our athletes, who comprise Team USATF – The World’s #1 Track & Field Team.

USATF Annual Meeting

Annually held the first weekend in December, the USATF Annual Meeting brings together more than 1,000 of the sport’s officials, coaches, administrators, athletes, and supporters for four days. The yearly gathering serves as the general business meeting of the organization to chart the future of our sport by considering policy changes, selecting national team staffs and Championship meet sites, and electing national officers.

While the days are filled with general business meetings, educational sessions and workshops, the USATF Annual Meeting also gives us the opportunity to recognize the achievements of our sport’s volunteers and athletes. Each year, USATF rolls out the red carpet for the “Night of Legends” awards banquet to celebrate the achievements of many in the sport in front of a televised crowd and nearly 600 in person. The USATF Annual Meeting also plays host to other large banquets, award ceremonies and general sessions throughout the weekend giving attendees an opportunity to make new connections or catch up with old friends.

II. FAST FACTS

What: USATF is looking for one host city for the 2025 USATF Annual Meeting. The USATF Annual Meeting is the general business meeting for USATF hosting daily meetings and nightly banquets. This event serves as the place where USATF charts the future of the organization.

When: **2025** December 4 – December 7

Numbers: 1,000+ registrants comprised of:

- 900+ Volunteer Leadership across all 50 states of the United States
- 100+ Elite or developmental athletes including Olympic Medalists
- 50 USATF National Office Staff
- 25 Local or National Sponsors
- 20 Honored Guests and Foreign Dignitaries
- 3-4 Average night's stay for attendees

Location

USATF will give preference to bidders who are able to provide hotel accommodations and meeting room space under a single property roof. Second preference will be given to a headquarter hotel with meeting space located adjacent to the hotel site or a Convention Center. While not preferred, meeting space can be split between a hotel and Convention Center as long as both properties are connected or have appropriate transportation options between the two.

III. TIPS ON BIDDING

Determine the scope of the bid

The scope, essential characteristics and requirements for staging a successful USATF Annual Meeting vary. Major conferences are stand-alone events organized mostly from scratch and with a substantial amount of collaboration. The event will have a large need for hotel rooms and meeting space that culminates in thousands of room nights, dozens of meeting space rooms and hundreds of meetings.

Adhere to special requirements

There will be special requirements and considerations for your USATF Annual Meeting bid. The selected site shall be the one who encompasses these special requirements the best to set our event up for success. Bidder should include information about ancillary events for attendees, athletes, coaches, and their representatives, athlete practice venues for the duration of the meeting, and information on a vibrant community with restaurants, entertainment venues and transportation throughout the city. The ideal meeting venue is part of or attached to the host hotel.

Promote minority participation

It is the policy of USATF to encourage the use of Minority Business Enterprises (“MBE’s”). The purpose of this program is to promote full and equal business opportunities for MBE’s in bid contracting for championship events in accordance with the goals outlined by USATF. USATF serves a racially, culturally, socio-economically and otherwise diverse constituency. The organization seeks to create meaningful opportunities for participation of women, racial and ethnic minorities, and persons with disabilities.

Contact your local USATF Association

USATF is geographically divided into 56 local Associations, all of which conduct local road running and track and field activities in their respective geographic areas. These USATF Associations are experts in conducting local, and in some instances, national level competitions or events. The local USATF Association will have invaluable knowledge about the USATF Annual Meeting and is often times a great resource for assistance in the planning process. Information about your local USATF Association can be found at www.USATF.org/Associations

Contact Info for questions:

Please feel free to contact the USATF National Office for assistance on this bid. Questions can be directed to AnnualMeeting@usatf.org.

IV. SITE SELECTION AND PAYMENT TIMELINE

December 18, 2023	RFP Distributed
March 15, 2024	Bids Due
March 15 – March 31, 2024	Bids Reviewed and Site Visits Conducted
April 2024	Location Selected and Contract Process begins
December 2024	Public Announcement of the 2025 USATF Annual Meeting host at 2024 USATF Annual Meeting

*The site selection timeline dates are subject to change.

**USATF reserves the right to award the USATF Annual Meeting in the manner it deems most beneficial to the sport, the athletes, and its constituencies.

V. RFP INSTRUCTIONS

It is important that all prospective bidders review these instructions closely and comply with each specific request. USATF will not review submitted proposals that are incomplete and not presented thoroughly. Please label all responses regarding the ensuing pages with the appropriate topic heading and numbering scheme.

BIDDER TO PROVIDE THE FOLLOWING:

- i. Three (3) complete copies and one (1) digital copy of their USATF Annual Meeting Bid Application. Applications should be presented in a single binder or single bound document. A table of contents should be included in the bid application. To effectively illustrate your bid, photos, video content, maps, charts, etc. may be included. For digital files, bidders should combine the bid and any supplementary information into a single file that is the bid proposal.

All applications must be received no later than the date provided in section *IV. Site Selection* above. Prospective bidders should send bid packages to:

Events Department
USATF, Inc.
130 E. Washington Street, Suite 800
Indianapolis, IN 46204
(317) 713-4686

Digital Copies of the USATF Annual Meeting Bid Application should be provided via a zipped file or dropbox link and sent to: AnnualMeeting@usatf.org

VI. PROJECTED HOUSING BLOCK

2025

Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon
Nov 30	Dec 1	Dec 2	Dec 3	Dec 4	Dec 5	Dec 6	Dec 7	Dec 8
10	25	170	430	600	600	525	15	4

- Block needs to be 65% double / double rooms
- Group rate needs to be available three days pre and three days post block
- Suite – Numerous suites are needed including a large suite for hospitality functions nightly
- Rate – One set rate from single to quad occupancy

Requested Hotel Concessions:

- 10% Commissionable Rate to USATF Travel agency.
- \$10 rebate per room night to USATF
- 2 week cut off on block
- 1 per 40 complimentary room nights
- Complimentary Meeting Space
- Maximum Number Complimentary Suites (above and beyond 1 per 40)
- 10 Upgrades at Group Rate
- Complimentary Wi-Fi in common areas, all meeting rooms, banquet rooms and all guest rooms (minimum of 15 mbps/registered guest)
- Discounted Parking for Attendees
- 15 to 25 Complimentary Valet Parking Passes
- Complimentary Parking for USATF Merchandise and Events vehicles
- Complimentary received shipping for all USATF event production deliveries.
- Complimentary or negotiated discounted charges for received shipping to Annual Meeting guests with extended dates for received shipments due to Thanksgiving holiday.
- 20 – 25 discounted staff rate rooms
- No Attrition with past history
- Complimentary Pre Planning Nights (space available basis)
- Complimentary health club access to all attendees
- Meeting Planning Points to USATF

VII. MEETING ROOM NEEDS

The following schedule summarizes peak meeting room needs by day, subject to change based on needs of the year. Approximately 5 Conference or Work Rooms, generally sized for 20 – 30 people, are needed for staff activities starting on the first Sunday of event week (these rooms are included in the totals below). On many days, rooms are used for multiple sessions throughout the day. USATF requires a 24 hour hold on most meeting rooms with designated rooms re-keyed to secure equipment and merchandise. USATF will make commercially reasonable efforts to prevent mid-day changes of meeting room set-ups but may require flexibility from host property.

Approximate Meeting Rooms per Day

Capacity	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Max/Day
10-50	1	5	7	11	15	15	15	5	1	15
50-100				5	13	13	13	3		13
100 -300				5	6	7	7	1		7
300-500				2	4	5	5			5
500-1000				1	2	2	2			2
1000+ (pref. with Foyer attached)			1	1	2	2	2	1		2
Registration			1	1	1	1	1			
Total	1	5	9	25	43	45	45	10	1	

Core Meetings

Meeting Room Set-ups:

- Meeting rooms will be variable based on type of meeting and number of participants. USATF encompasses all traditional set-ups, classroom, theater, banquet, U-shape/Hollow Sq.
- USATF will work with venue to limit number of room set-up changes, or limit to overnight changes when possible.
- Meeting rooms may require additional Audio Visual or Food & Beverage needs.

Additional Needs (not included above):

- Registration Desk for traffic of 1200 over Five days (Tues – Sat)
- Secure storage area adjacent to registration area of approximately 125 sq. ft.
- High traffic area for an expo (Tues-Sun)
- Storage area near expo of approximately 300 sq ft.
- Executive Boardroom (Mon – Sun)

VIII. Special Events

- Thursday Opening Session (approx. 1200 Theatre)
- Thursday Welcome reception to follow Opening Session in foyer
- Friday Officials Hall of Fame Dinner (300 attendees in rounds w/ F&B)
- Saturday Awards Breakfast (1000 attendees in Banquet Rounds w/ F&B)
- Saturday Night of Legends Banquet (600 – 700 Theater w/ F&B)
- Sunday Closing Session (Approx. 1000 Theatre)

Note: Sample schedule only, dates subject to change – ballroom space must be held on a 24-hr basis from Tuesday evening to Sunday afternoon. Full Production will be built in the room to include rigging, lighting, stage, flown projectors and screens and a full look and feel. Space should also be allocated behind the stage for a backstage and storage area. Bidders should be aware and take these factors into account when submitting information.

*Properties with two large Ballrooms or adjacent property (i.e. convention center) with large ballrooms for seating of 1000 banquet rounds are preferred for the Saturday portion of schedule due to TV involvement. The need for set up and rehearsal for the Saturday evening Night of Legends eliminates adequate prep time if a shared room has to be flipped during the day.

IX. ROOM SETS, F&B AND AV REQUIREMENTS

Room Sets:

The above meeting room requirements include staff offices, a computer work room and meeting space for attendees to conduct business. USATF should have the opportunity to secure technology provider, in-house providers should include information in this bid application. Most small conference rooms are set up conference style. Medium sized, 25 – 75 people, room set up varies (theatre, classroom and Hollow Square). Large rooms are usually set theatre or classroom style and may require a raised platform, podium, etc.

F&B Requirements:

USATF will have several food and beverage needs throughout the course of the week. These meals will primarily be focused on the Saturday night banquet (Heavy appetizers for 600 plus a cash bar), other special events in the ballrooms and break out meeting meals and breaks. In general, these large F&B events have been located at the headquarters hotel; however, these special functions may be conducted at off-site venues (theatres, reception halls, convention centers) depending on the proximity (must be walkable and adjacent to hotel property), availability, F&B cost and AV. Historically, F&B minimums have been reasonable for the expected attendance listed in this document and has been used to offset room rental and set-up costs.

AV Requirements:

USATF's Special Sessions (mentioned above) use large video screen(s) with a one or two camera video package and a professional sound package and decorated staging. Specifications for these events are flexible based on the ballroom / theatre being used. All events are heavily produced with video elements supplied by USATF staff.

* Note that the Saturday evening Night of Legends Banquet may be televised nationally and may require working with television networks and television production crews in conjunction with USATF. Ballrooms should be free of any branding, that may conflict with a USATF Sponsor or Supplier.

Small events and most meetings use limited AV set ups, generally podium microphones patched into house sound, projectors, screens, etc. USATF will supply its own laptops and in some instances its own LCD projectors. Discounted AV prices requested based on the amount used.

X. BID REQUIREMENTS

- Guaranteed Rates for 2025. Furthermore, said rates shall be guaranteed to be the lowest rate offered to any hotel guest during the period of the USATF Annual Meeting.
- USATF may conduct Site Selection Visit(s) and requests lodging and local transportation for the USATF Annual Meeting Site Selection Committee to be provided at no cost (up to 15 total nights per contract year and up to 3 individual visits).
- Provide information on nearby athletic facilities for approximately 100 athletes (up to 4 hours daily – Wednesday through Saturday). Generally, a college track and field facility with weight room access is desired. Indicate the distance from hotel to this facility (also include the distance from hotel to other local tracks, high schools, and training areas, such as large parks). Complimentary transportation from host hotel to practice facility is recommended. If cold weather location, this facility must have indoor availability.
- Waive any and all facility corkage fees for USATF Sponsors, Suppliers, and expo partners. (i.e. Gatorade, Built Bar, etc.)
- Meeting room rental fees and set up fees (inclusive of basic AV set-ups – table lectern/microphone, where necessary) must be waived.
- Confirmation that USATF will be permitted to bring its own audio visual supplier or equipment (to include projectors and computers) into meeting rooms without service charges or additional fees. In-house providers should provide a competitive bid for review.
- Confirmation that Hotel will not charge service fees for any event décor (to include signage and welcome banners) used at the event. USATF shall have sole discretion of which vendor is used to produce said décor. Unless mandated by local regulations, USATF responsible for installation of said décor. USATF responsible for all production costs.
- Confirmation that USATF may contract with any vendor to supply office equipment including multi-function copiers, printers, computers, etc. to be used by attendees.
- Bidder shall provide major airport hubs and all transportation options from airport to host hotel, including complimentary hotel shuttles, availability of Lyft/Uber/etc., taxis, etc.
- USATF requests 0% attrition, based on recent history. USATF or their designated housing provider are allowed to make any and all changes to those reservations that are held under our group block up until the check-in of each reservation. Based upon availability, hotel will honor group rate until check-in.
- USATF shall be considered tax-exempt as a 501(c)(3) organization, appropriate paperwork can be supplied upon request.
- The successful bidder of the USATF Annual Meeting agrees to adhere to any and all USATF policies, procedures, rules, and/or regulations. One of the purposes of USATF is

to promote diversity of representation at all levels of participation in its activities. To that end, the successful bidder of the USATF Annual Meeting is strongly encouraged to utilize minority owned business and/or women owned business entities in its execution of the USATF Annual Meeting. Please include in your bid application, the local laws (municipality or state goals) pertaining to such participation and your plan to promote and encourage such participation in the USATF Annual Meeting.

Questions Regarding Hotel Property:

1. How old is the property? Please list any renovations within the last three years. Please include any renovations scheduled between now and the final date of the event? If any, please describe in detail.
2. How long has the current ownership and management team been in place?
3. Please supply a map or diagram of the proposed meeting space. Please indicate all elevators, escalators, and stairways. If the hotel property has other amenities (restaurants, gyms, pools, shops, etc.) include these as well.
4. With whom do you currently contract for audio-visual services, decorator, florist and related services? What exposition and security companies most frequently work in your property?
5. Are there any other groups currently scheduled in your Hotel during the dates of the event? Are there any other large groups in the city around those dates? If yes, please provide information.
6. Please provide names and numbers of three meeting planners who have recently conducted events similar to ours at your Hotel.
7. Please list the complimentary amenities and services provided in meeting rooms (water, pens, paper, podium etc.)
8. Describe your storage capability, especially with respect to security, private keys, etc. Note that USATF requires two storage areas for merchandise and registration materials (see meeting room list for further details).

9. Describe how meeting room assignments are communicated to guests (paper signs outside rooms, electronic signs, monitors, etc.).
10. List current sales, hotel occupancy, and other taxes applicable to our group. Please note any local initiatives to increase hotel occupancy taxes or other taxes. Confirm which taxes, if any, USATF is exempt due to its 501(C) 3 status. Please describe any surcharges or other mandatory fees applicable to our room rate.
11. Please include a current AV and F&B menu for your property, including any current service charges on F&B and AV.
12. Please list number of total sleeping rooms and meeting rooms within the proposed Hotel property.
13. Please include your proposed policies for the following:
 - a. No show and early departure penalties.
 - b. Relocation of guests if oversold.
14. Are guests charged parking fees? If so, what are the current charges?
15. Does your property charge a resort fee? If so, how much and what is included?
16. If there are restaurants within your hotel property, please provide the names, hours of operation and current menus for these restaurants. Local restaurants, within walking distance, should also be included in the bid submission.

Cancellation Language

USATF fully understands the basic need for cancellation clauses and agrees to a reasonable schedule of liquidated damages should USATF cancel the contract. However, we would also like to see a contract that addresses USATF's concerns should a property attempt to cancel the agreement or modify important terms. Accordingly, USATF requires contract language that addresses our legitimate concerns with respect to changes in ownership/management of the company, problems related to construction, damaged facilities, or remodeling during our event. As such, we require the following language to be added to the executed contract:

"USATF's acceptance of the terms of this contract is contingent upon hotel standards, ownership/management, and solvency being maintained through the end of our contracted event. Hotel agrees that there shall be no appreciable changes to public space, meeting or guest rooms, or any other major construction underway at the time of the Annual Meeting. For purposes of this paragraph, "major" is defined as requiring USATF to modify its meeting schedule; relocate its meetings or functions to another facility or a less desirable location in the same facility; require staff or guests to wear protective garments, eyewear or masks; relocate guests due to noise, debris, or safety hazard; require the use of temporary meeting, function or bathroom facilities; or impair its ability to serve its disabled guests. If such conditions exist, USATF shall be released from all commitments in this contract or entitled to a pro-rata reduction of expenses, at USATF's sole discretion. Further, if such conditions exist, or are reasonably expected to exist during our event, and USATF elects to be released from the contract, Hotel shall pay liquidated damages in the amount of \$50,000 as a reasonable estimate of USATF's cost to relocate or cancel its meeting.

If the USATF Annual Meeting is not held for any reason beyond the control of USA Track & Field or its travel partner, then neither USA Track & Field nor its travel partner shall be held liable for any costs or damages associated with the meeting. Additionally, each party's performance is subject to Acts of God, war, terrorism, civil disorder, natural disaster (including by not limited to fire, severe weather, and earthquake), strikes or work stoppages, national emergency, pandemic, quarantine orders, or any other event beyond that party's control making it illegal, impossible, or commercially impracticable for that party to perform its obligations under this agreement (each a "Force Majeure Event"). Either party may terminate this agreement without liability or damages because of a Force Majeure Event, provided that the terminating party gives the other party written notice of the Force Majeure Event within 14 days after it occurs."

We believe this term to be reasonable, especially when balanced with the much higher dollar volume proposed for a Hotel's liquidated damages. We also note the circumstances requiring such cancellation are quite rare. Finally, the contract should be clear that interpretation of this term shall be subject to the general arbitration clause.

Option Date Clause

It is currently anticipated that the decision as to the cities and sites of USATF's 2025 Annual Meeting selections will be made based on the schedule provided above. USATF reserves the right to delay the decision-making process at its sole discretion. As such, we intend to review all proposals, determine a short list of finalists for site visits (2-3 sites) and conduct site visits during the window above. While a property's initial proposal in response to this RFP is considered final, Hotels may update their proposal after the site visits as long as such changes are clearly communicated in writing before March 31, 2024. Additionally, a limited number of finalists may be asked to present their final bid to USATF. To accommodate this timeline, your proposal must stipulate that USATF has a first option on the room block and meeting facilities detailed and that this option will be held open until USATF has reached their final decision. To accommodate this requirement, the following section should be incorporated into the proposal:

"USATF holds a first option on the room block and meeting facilities detailed in this proposal. This option will be held open until USATF's actual decision date, on or before which date a signed copy of this proposal/agreement should be returned to the hotel along with a letter verifying USATF's acceptance. If we have not received your confirmation by December 8, 2024, Hotel reserves the right to release all space.