



# Bid Packet 2024 - 2028



Updated 8 4 2022

## HOST SITE PROPOSAL

This document features a comprehensive outline for a potential bidder with USA Taekwondo, requirements to host the National Taekwondo Championships. There are multiple different events in this packet with varying venue, hotel requirements and the number of attendees that compete.

## ABOUT USA TAEKWONDO

USA Taekwondo is the National Governing Body (NGB) for the sports of Taekwondo in the United States of America as recognized by the United States Olympic and Paralympic Committee (USOPC). USATKD provides developmental opportunities for Taekwondo athletes throughout the United States to cultivate their knowledge of the sport while striving for world-class status.



Taekwondo is a defensive, martial art that combines philosophy, mental discipline, physical exercise, and physical ability. It promotes a wide range of principles including the following:

- Good physical condition
- Self-Defense or the ability to defend oneself
- Self-Confidence
- Respect
- Good health regardless of gender, physique, or age

The origins of Taekwondo, which go back two thousand years, lie in Korea. During its history, this sport has been known by various names, like Taekyon or Subak. Its official name nowadays, Taekwondo, was announced in 1955; a year later, the first championships were held. The Korean Taekwondo Federation was founded in 1965, and the World Taekwondo Federation was founded in 1973. During the same year, the first World Championship took place. Taekwondo became an official Olympic Sport at the 2000 Olympic Games in Sydney, Australia.

The mission of USATKD is to enable United States athletes to achieve sustained competitive excellence and promote and grow the sport of Taekwondo.

## ***U.S. Taekwondo National Championships***

THE USATKD National Championships is held annually and is considered one of the premier taekwondo events and is the largest taekwondo event in the world.

The competition is open to athletes from 6 years of age and older and yellow belts to black belts. Competition categories include Poomsae (Forms Competition), Kyorugi (Sparring Competition), Board Breaking, and Demonstration Team competitions. Further, each

National Championships Future Dates
July 3 - 6, 2025 - West
July 3 - 6, 2026 - Center or East
July 2 - 5, 2027 - Center or East
July 7 - 10, 2028 - West

competition is divided into Weight Categories. All participants must be of member of USATKD and all athlete must be either a U.S. Resident or U.S. Citizen.

In 2022, over 2,000 Taekwondo athletes, coaches, and referees participated from across the country. The tournament is four days of competition and two additional days for move in and event check-in/weigh-in. Athletes may compete on multiple days of competition.

The event will take place the week of July 4th. Competition will be four days with two days of set up and move out on the final day after the completion of competition. Ex.: move in Tuesday-Wednesday, competition Thursday-Sunday, move out Sunday evening.

## VENUE/HOST SITE REQUIREMENTS

- HOST will secure at NO COST or a substantially reduced cost to USATKD one of the following venue types:
  - **Arena of 40,000 – 60,000 square feet of contiguous floor space** with fixed seating to fit approximately 9 36'x36' competition rings and a minimum of 10' walkway in between each competition ring and outside seating.
    - A minimum height from the floor to the lowest impairment or overhanging obstruction shall be no less than 20 feet. Column-free space is preferred but columns spaced at 90-foot minimum intervals are acceptable.
    - A separate space close to competition floor that is 10,000 – 15,000 square feet for a holding area (can be on arena floor or separate room in venue)
    - Set-up consists of 2 days prior to the first competition day. Four competition days are needed to conduct the event.
    - Loading dock to receive two 53' equipment trailers up to two days prior to the first set-up day, load/unload, and store for the duration of the event.
    - One motorized forklift, one electric powered pallet jack, two manual pallet jacks, as well as the authorization for our certified staff to operate this equipment.
    - A CAD floor plan based on the requirements in this document.
- USATKD competition area responsibilities:
  - Competition rings/mats including shipping.
  - Scoring monitors/displays
  - Ringside banner system consisting of USATKD Sponsors, and potential local sponsors
  - Other necessary equipment for conducting the competition
- **HOST In-Venue Support Facilities Requirements** – All of the following functional areas must have air conditioning, electrical and adequate lighting as well as:
  - Secured storage areas for equipment, awards, VIK, sponsor merchandise, licensees, comptroller, and miscellaneous equipment.
  - Tournament Desk - a two-tiered, elevated skirted platform (Approximately 56' x 24") located central to the competition area with the following:
    - Four -6' x 3' x 30" Skirted Tables

- Ten Chairs
- Two Electrical Outlets
- Internet Access
- Public Address System capable of broadcasting throughout the entire venue.
- CD player/mixer to play music and National Anthem each morning.
- Sports Medicine Center- Located in close proximity to the Tournament Desk.
  - Eight - 8' x 3' x 30" tables
  - Four Massage Tables
  - Approximately 250 lbs. per day delivered daily.
  - One Electrical outlet
- Registration
  - 5,000 square feet meeting room
  - Four Registration Kiosks
  - Eight - 8' x 3' x 30" skirted tables
  - Ten Chairs
  - Six Electrical outlets
  - One Internet Connection
- Weigh-In Areas
  - Two meeting rooms – minimum of 1700 square each
  - Eight Chairs
  - Four Tables
  - Two electrical outlets in each room
- Referee Meeting
  - Meeting Space for 200 classroom style or rounds
  - Six Chairs at head of room
  - Two tables at head of room
  - Room can also serve a meal area for lunch
- Coaching and Referee Seminars
  - Two separate meeting room for 100 classroom style
  - One Electrical Outlet
  - Podium with microphone
  - Six Chairs at head of room

- Two tables at head of room
- Meal Area (Lunch and/or Dinner)
  - Meeting Space for 200 people at rounds and space for buffet
- Exposition/ Sales Area - USATKD merchandise sales and event souvenirs are the exclusive rights of USATKD. USATKD will not agree to pay a commission to a concessionaire or to venue management for an exclusive right to this sales area. In addition, USATKD reserves the right to permit national sponsors the opportunity to utilize the exhibition space and sales area to promote their products(s). Additional requirements are as follows:
  - Two - 30' x 100' Souvenir area
  - Twenty - 10' x 10' Exhibit booths
  - Seventy -8' x 3' x 30" Skirted tables
  - Internet Access
- HOST Auxiliary Venue Services
  - Parking
    - Fifteen complimentary parking spaces for staff and tournament official
    - Reduced rate parking with in and out privileges for all event participants
    - 1-2 complimentary 15 passenger vans for the duration of the contracted event dates
- Internet connections will also be required at the following locations:
  - **Dedicated 20Mbps (3 quads/drops)**
  - Tournament Desk
  - Registration Area
  - Weigh-in Area

***Installation and service costs will be borne by USATKD.***

- Electrical needs
- Parking
  - Staff Parking at Venue: Complimentary parking must be provided for all USATKD staff vehicles for the duration of the event. USATKD requests up to fifteen parking permits for the dock area, ten of which will be permanent parking for event staff who drive and are not local residents.
- Ticket Sales/Entry-Exit Control

USATKD reserves the right to all ticket sales revenue excluding the agreements set forth in partnership with the host venue ticket distributor (Ticket master, Ticket West, etc.) to provide online and on-site ticket sales. Upon completion of the event, USATKD requests detailed information regarding number of tickets sold per day, total attendance, total number of packages sold, number of tickets sold online, number of tickets pre-sold versus those purchased at the door. Generally, USATKD hires two ticket sellers and two ticket takers for the event. Please provide the rates for these services in the Staffing Budget of this bid Proposal.



## EVENT HOUSING

USATKD currently uses the housing company GroupHousing to contract all hotels for the National Taekwondo Championships. If bid is awarded; GroupHousing will contract all hotels. Host must provide a housing grid with purposed rates as part of the bid proposal to include the following:

•Hotel Blocks- in proximity to the competition venue to accommodate over 2,500 **room nights** using as many hotels as possible with a wide range of costs and amenities.

- Host Hotel with staff room block will include a hot breakfast for tournament officials from move in dates and throughout the event
- Hotels must include a **\$20 rebate** per room night that will be paid directly to USATKD
- 10% Commission to be paid to GroupHousing
- **HEADQUARTERS HOTELS-** 1 Four or Five-star headquarters hotels to house event staff and referees/scorekeepers.
  - Event **Staff Headquarters** hotel must provide the following amenities and complimentary rooms with **free local phone and internet access**.
    - 1- Complimentary **Presidential Suite** with concierge privileges
    - 4- Complimentary one-bedroom **Business Suites** (Double/ Queen)
    - **Free Parking Passes** per day for USATKD Event Staff Rooms
    - Design, production, and placement of an **Event Welcome Banner in a prominent location** (preferably behind the registration counters without date specification for future use) during the contracted hotel dates.
    - Complimentary rooms are guaranteed at **80% consumption** of Double/ Double rooms block or can be adjusted based on room block consumption.
    - If city cannot provide the number of rooms described above in walking distance rooms, then free transportation will be provided to and from venue at non-walking distance hotel locations.

Room Type	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Staff Dbl	50	85	85	85	85	75	5
Staff King	25	25	25	25	25	25	5
Suites	3	3	3	3	3	3	3
Attendee Dbl	250	400	400	400	350	150	25
Attendee King	100	100	100	100	100	100	25

## ECONOMIC IMPACT PROJECTIONS & HOST CITY BENEFITS

### Visitors

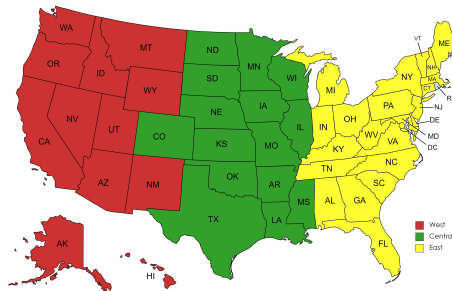
Over 2,000 persons from across the nation will attend the USATKD National Taekwondo Championships. Participants are ages 6 to more than 70 years of age. These people participate, officiate, and serve in leadership capacities. They require housing, food and enjoy the local nightlife, shops, and the opportunity to visit local points of interest.

### Economic Impact

We anticipate that over a 4-day period, more than 2,500 room nights will be utilized at local hotels. In recent host cities, local Convention and Visitors Bureaus have reported more than \$2,300,000 in economic impact.

## USA Taekwondo Grand Prix Regional Series

### Regions:



### Grand Prix Regionals Future Dates

May #1 2024 - West

May # 2 2024 - Central

June 2024 - East (early June)

May #1 2025 - East

May # 2 2025 - West

June 2025 - Central (early June)

May #1 2026 - West

May # 2026 - Central

June 2026 - East (early June)

May #1 2027 - East

May #2 2027 - West

June 2027 - Central (early June)

May #1 2028 - Central

May #2 2028 - East

June 2028 - West (early June)

Competition will be Friday through Sunday. Move-in will be Wednesday and Thursday, with check-in beginning on Thursday and move out will be Sunday at the conclusion of the tournament. Below is a chart with future years and regional locations. USA Taekwondo is flexible with the month (May or June) and regional locations.

- **HEADQUARTERS HOTELS-** 1 Four or Five-star headquarters hotels to house event staff and referees/scorekeepers.
  - Event **Staff Headquarters** hotel must provide the following amenities and complimentary rooms with **free local phone and internet access**.
    - 1- Complimentary **Presidential Suite** with concierge privileges
    - 4- Complimentary one-bedroom **Business Suites** (Double/ Queen)
    - **Free Parking Passes** per day for USATKD Event Staff Rooms
    - Design, production, and placement of an **Event Welcome Banner in a prominent location** (preferably behind the registration counters without date specification for future use) during the contracted hotel dates.
    - Rebate \$20 on attendee rooms
    - Complimentary rooms are guaranteed at **80% consumption** of Double/ Double rooms block or can be adjusted based on room block consumption.
    - If city cannot provide the number of rooms described above in walking distance rooms, then free transportation will be provided to and from venue at non-walking distance hotel locations.

#### Estimated Hotel Room Nights:

	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Staff</b>	20	44	44	44	44
<b>Participants</b>	33	154	201	194	76
*average rooms from three Grand Prix Tournaments					

Complimentary breakfast for staff and officials staying at the headquarters hotel from the day after check-in through day of check-out.

#### Venue Requirements

- Arena setting or convention center
- Minimum ceiling height of 20 feet
- Venue flooring should be smooth with wood, concrete, or carpet surface to lay mats on
- Air conditioning available throughout the entire facility
- Fifteen complimentary parking passes for USATKD staff, officials, sponsors for the duration of the tournament. Reduced parking rate for event attendees with in and out privileges.
- Ten loading dock passes for USATKD and sponsor trucks, and 1 – 3 staff vehicles
- Five to eight meeting rooms for registration, lunch, referee/coach meetings and seminars, weigh-in, and storage.



**Bids will be given special consideration if the following are included:**

- Stage for the Tournament Desk, Broadcast Team, and Holding Area
- 80 complimentary tables
- 225 complimentary chairs
- Waived/discounted EMT services
- Waived/discounted Security services
- Bleachers (if held in convention center)
- HOST will secure at NO COST or a substantially reduced cost to USATKD one of the following venue types:
  - **30,000 – 40, 000 square feet arena with continuous floor space** and fixed seating to fit approximately 8 36'x36' competition rings and a minimum of 10' walkway in between each competition ring. To accommodate competition floor and holding/warm-up area.
  - Or separate area near competition floor of 10,000 – 15,000 square feet to serve as holding/warm-up area.
  - 2,000 seats for spectators
  - 1-2 Complimentary 15 passenger vans for the duration of the contracted event dates
- USATKD competition area responsibilities:
  - Competition rings/mats including shipping
  - Scoring monitors/displays
  - Ringside banner system consisting of USATKD sponsors and local sponsors
  - Other necessary equipment for conducting the competition



Exposition/ Sales Area - USATKD merchandise sales and event souvenirs are the exclusive rights of USATKD. USATKD will not agree to pay a commission to a concessionaire or to venue management for an exclusive right to this sales area. In addition, USATKD reserves the right to permit national sponsors the opportunity to utilize the exhibition space and sales area to promote their products(s). Additional requirements are as follows:

- Two 30' x 100' Souvenir area
- Two 30' x 50 Exhibit booths
- Four 10' x 10' Exhibit booths
- Fifty 8' x 3' x 30" Skirted tables

**Electrical/Internet needs**

The following are the electrical/internet needs for USATKD for the duration of the event. USATKD will bear the costs of these outlets/connections, but an estimate of such costs should be included in a separate appendix of the bid package submitted for budgetary purposes.

- 1 electrical outlet at each ring
- 1 electrical outlet at the Awards Area
- 1 electrical outlet at the Holding Area
- 1 electrical outlet in the Photograph Area
- 2 electrical outlets at the Tournament Desk
- Electrical Outlets available for use in the USA Taekwondo staff room
- 1 Electrical outlet in the Sports Medicine Center
- 4 Electrical outlets in the Registration Area
- 2 Electrical outlets in the Weigh-In area
- 6 Electrical outlets in the Vendor/Sponsor Area

Internet connections will also be required at the following locations:

- 1 internet connections at the Tournament Desk
- 1 internet connections at the Registration Area
- 2 internet connections at the Weigh-in Area
- Access to WiFi

## ***U.S. Taekwondo Open International Competition***

This annual event is one of the premier taekwondo events in the world and the oldest Open Taekwondo Championships in the world.

The competition is open to any certified black belt athlete in the world. Competition categories include Poomsae (Forms Competition) and Kyorugi (Sparring Competition). Each Kyorugi competition is divided into Weight Categories.

The U.S. Open Taekwondo Championships is unique in that you may see competitors ranging from age 6 to age 70. Many Olympians, World Champions as well as National Champions from all over the world will compete at this event.

In 2020, there were over 3,000 taekwondo athletes, coaches, and officials from 75 countries participating in this five-day event with over 2,600 spectators in attendance. The event is four days of competition and two additional days for move-in and event check-in/weigh-in. Competitors may compete on multiple days of competition.



### **US Open Future Dates - Preferred Cities are Las Vegas, NV and Orlando, FL**

February or March 2024
February or March 2025
February or March 2026
February or March 2027
February or March 2028

## EVENT DATES

The event usually takes place in late February or early March, with the preference being the last week of February or first week of March.

## VENUE/HOST SITE REQUIREMENTS

- HOST will secure at NO COST or a substantially reduced cost to USATKD one of the following venue types:
  - **Arena of 40,000 – 50,000 square feet of contiguous floor space** with fixed seating to fit approximately 9 36'x36' competition rings and a minimum of 10' walkway in between each competition ring and outside seating.
    - A minimum height from the floor to the lowest impairment or overhanging obstruction shall be no less than 20 feet. Column-free space is preferred but columns spaced at 90-foot minimum intervals are acceptable.
    - A separate space close to competition floor that is 10,000 – 15,000 square feet for a holding area (can be on arena floor or separate room in venue)
    - Set-up consists of 2 days prior to the first competition day. Four competition days are needed to conduct the event.
    - Loading dock to receive two 53' equipment trailers up to two days prior to the first set-up day, load/unload, and store for the duration of the event.
    - One motorized forklift, one electric powered pallet jack, two manual pallet jacks, as well as the authorization for our certified staff to operate this equipment.
    - A CAD floor plan based on the requirements in this document.
- USATKD competition area responsibilities:
  - Competition rings/mats including shipping.
  - Scoring monitors/displays
  - Ringside banner system consisting of USATKD Sponsors, and potential local sponsors
  - Other necessary equipment for conducting the competition
- **HOST In-Venue Support Facilities Requirements** – All of the following functional areas must have air conditioning, electrical and adequate lighting as well as:
  - Secured storage areas for equipment, awards, VIK, sponsor merchandise, licensees, comptroller, and miscellaneous equipment.
  - Tournament Desk - a two-tiered, elevated skirted platform (Approximately 56' x 24") located central to the competition area with the following:
    - Four – Six 8'x 3'Skirted Tables
    - Ten Chairs
    - Two Electrical Outlets
    - Internet Access

- Public Address System capable of broadcasting throughout venue.
- Sports Medicine Center- Located near the Tournament Desk.
  - Eight - 8' x 3' x 30" tables
  - Four Massage Tables
  - Approximately 250 lbs. per day delivered daily.
  - One Electrical outlet
- Registration
  - 5,000 square feet meeting room
  - Four Registration Kiosks
  - Eight - 8' x 3' " skirted tables
  - Ten Chairs
  - Four Electrical outlets
  - One Internet Connection
- Weigh-In Areas
  - Two meeting rooms – minimum of 1,700 square each
  - Six Chairs in each room
  - Four Tables in each room
  - Two electrical outlets in each room
- Referee Meeting
  - Meeting Space for 200 classroom style or rounds
  - Six Chairs at head of room
  - Two tables at head of room
  - Room can also serve a meal area for lunch
- Coaching and Referee Seminars
  - Two separate meeting room for 100 classroom style
  - One Electrical Outlet
  - Podium with microphone
  - Four Chairs at head of room
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- Meal Area (Lunch and/or Dinner)
  - Meeting Space for 200 people at rounds and space for buffet
- Exposition/ Sales Area- USATKD merchandise sales and event souvenirs are the exclusive rights of USATKD. USATKD will not agree to pay a commission to a concessionaire or to venue management for an exclusive right to this sales area.

In addition, USATKD reserves the right to permit national sponsors the opportunity to utilize the exhibition space and sales area to promote their products(s). Additional requirements are as follows:

- Two - 30' x 100' Souvenir area
- Twenty - 10' x 10' Exhibit booths
- Seventy -8' x 3' x 30" Skirted tables
- Internet Access
- **HOST Auxiliary Venue Services**
  - Parking
    - Fifteen Complimentary parking spaces for staff and tournament officials
    - Reduced rate parking with in and out privileges for all event participants
    - 1-2 Complimentary 15 passenger vans for the duration of the contracted event dates
- Internet connections will also be required at the following locations:
  - **Dedicated 20Mbps (3 quads/drops)**
- Tournament Desk
- Registration Area
- Weigh-in Area

***Installation and service costs will be borne by USATKD.***

- Electrical needs

The following are the electrical needs for USATKD for the duration of the event. USATKD will bear the costs of these outlets, but an estimate of such costs should be included in a separate appendix of the bid package submitted for budgetary purposes.

- 1 electrical outlet at each ring
- 2 electrical outlets at the Awards/Photograph Area
- 1 electrical outlet at the Holding Area
- 2 electrical outlets at the Tournament Desk
- Electrical Outlets available for use in the USATKD staff room
- 1 Electrical outlet in the Sports Medicine Area
- 4 Electrical outlets in the Registration Area
- 4 Electrical outlets in the Weigh-In area (two in each room)
- 1 Electrical outlet in each vendor booth
- 1 Electrical outlet in Ticket Area

- Parking
  - Staff Parking at Venue: Complimentary parking must be provided for all USATKD staff vehicles for the duration of the event. USATKD requests up to fifteen parking permits for the dock area, ten of which will be permanent parking for event staff who drive and are not residents.
- Ticket Sales/Entry-Exit Control
- USATKD reserves the right to all ticket sales revenue excluding the agreements set forth in partnership with the host venue ticket distributor (Ticket master, Ticket West, etc.) to provide online and on-site ticket sales. Upon completion of the event, USATKD requests detailed information regarding number of tickets sold per day, total attendance, total number of packages sold, number of tickets sold online, number of tickets pre-sold versus those purchased at the door. Generally, USATKD hires two ticket sellers and two ticket takers for the event. Please provide the rates for these services in the Staffing Budget of this bid proposal.

## EVENT HOUSING

USATKD currently uses the housing company Group Housing to contract all hotels for the National Taekwondo Championships. If bid is awarded; Group Housing will contract all hotels. Host must provide a housing grid with purposed rates as part of the bid proposal to include the following. There may be a two day move in which would then include staff rooms on Tuesday.

US Open					
	Wednesday	Thursday	Friday	Saturday	Sunday
Staff	30	60	60	60	50
Participants	33	200	250	250	200

- Hotel Blocks- in proximity to the competition venue to accommodate attendees using as many hotels as possible with a wide range of costs and amenities.
- Hotels must include a **\$20 rebate** per room night that will be paid directly to USATKD
- 10% Commission to be paid to Group Housing
- **HEADQUARTERS HOTELS-** 1 Four or Five-star headquarters hotels to house event staff and referees/scorekeepers.
  - Event **Staff Headquarters** hotel must provide the following amenities and complimentary rooms with **free local phone and internet access**.
    - 1- Complimentary **Presidential Suite** with concierge privileges
    - 4- Complimentary one-bedroom **Business Suites** (Double/ Queen)
    - **Free Parking Passes** per day for USATKD Event Staff Rooms
    - Design, production, and placement of an **Event Welcome Banner in a prominent location** (preferably behind the registration counters without date specification for future use) during the contracted hotel dates.
    - Complimentary rooms are guaranteed at **80% consumption** of Double/ Double rooms block or can be adjusted based on room block consumption.

- If city cannot provide the number of rooms described above in walking distance rooms, then free transportation will be provided to and from venue at non-walking distance hotel locations.
- Complimentary hot breakfast for the staff hotel room block for move in and competition days

## BID PROPOSAL – SITE SELECTION

USATKD is currently accepting bids for the competitions in this bid packet. Prior to submitting a bid for these events, please review and inspect the necessary requirements as set forth in the bid packet. Please follow the instructions below to guarantee your organization and city meet all deadlines and adhere to the procedures necessary to submit a complete bid.



1. When deciding to bid upon a USATKD event, please submit a letter of Intent to bid via email. Along with the bid information please send any necessary complimentary materials such as the CAD file, documentation from past events, and contact names and numbers from past organizations hosting events in the proposed venue.

Please email a complete bid proposal along with any other materials to the following USATKD staff:

Christy Strong Simmons  
USA Taekwondo Events  
1015 Garden of the Gods Road, Suite 110  
Colorado Springs, CO 80907

[cssimmons@usatkid.org](mailto:cssimmons@usatkid.org)

[\\*\\*\\*.usa-taekwondo.us](http://***.usa-taekwondo.us)

2. Once the proposals have been received, the USA Taekwondo Events Department will proceed with a thorough review of the bid. The top two proposals will be notified and scheduled for a site visit paid by the bidding city. The bid review will be based on the venue, hotel arrangements, ability to provide additional staffing and volunteers, and a budgetary analysis.
3. All expenses for this two-day site visit will be borne by the prospective host committee. During the visit, the USATKD representatives will visit the venue, all hotels in the block, local restaurants, transportation services, and other event related concerns.
4. Upon completing site visits to the final two cities, the USATKD Events Department will analyze each bid and make all recommendations to the CEO/Executive Director. Once the decision has been made the USATKD Events Department will notify all candidates of the decision and proceed to the contract phase of the partnership.
5. All contracts, including those from the Local Organizing Committee, Convention & Visitors Bureau, and the venue hosting the event, may be sent to the USATKD office to be signed by the CEO/Executive Director. All housing contracts should be sent to the GroupHousing office to secure the hotel agreements with a copy to USATKD.