

Request For Proposal

2024



United States Specialty Sports Association
(USSSA)



Table of Contents

Introduction 2

About USSSA 3

Our Annual Convention 4

Why Host USSSA? 5

Potential Dates and Schedule of Events 7

Host and RFP Requirements 10



Introduction

We are thrilled to present you with our Request for Proposal (RFP) to partner and host USSSA's annual convention (Convention) in 2024. As you may be aware, our annual convention is a signature gathering through which we deliver authentic education, business development, and networking opportunities to our national stakeholders.

Our annual Convention draws hundreds of USSSA professionals, partners and sports industry leaders who gather to exchange strategies, solutions, and more. The Convention features educational sessions, networking opportunities, and business development offerings to help our partners produce significant return on investment for their organization, grow their events, and enhance the experience for all attendees of their tournaments.

This RFP aims to provide our potential partner with an overview of USSSA, our annual convention and the criteria used to evaluate submissions. Destinations should customize the proposal with content that demonstrates your uniqueness and willingness to host.



About USSSA

Mission:

To empower our team and its partners with an unsurpassed platform.
To create and support world-class athletic events and sports programming.
To enrich and educate the lives of participants at all levels. USSSA is a place to play for all ages and skill levels.

The United States Specialty Sports Association (USSSA) is the largest multi-sport organization in the United States, hosting more than 8,000 sanctioned events across 47 states in 2023 alone. USSSA, a nonprofit organization based in Viera, Florida, governs 13 sports across the US, Puerto Rico, various US Military bases, Canada, and now international markets, possesses a membership of over 3.7 million people.

The USSSA Pride women's professional fastpitch team, owned and operated by USSSA since 2009, will enter its 15th season as a professional team in 2024.

USSSA was originally founded in 1968 in Petersburg, Virginia, but moved to a new headquarters in Viera, Florida after taking over the Space Coast Complex from the Washington Nationals baseball club in the spring of 2017. The complex is a new, \$50 million state-of-the-art facility that spans over 85 acres with 15 multi-purpose, all-turf fields, three championship stadiums and three HD video boards.



Our Annual Convention

Our annual convention is the signature event through which USSSA delivers compelling education, unequaled networking, and significant business opportunities to its community of event directors and business partners. Historically, over four (4) days the week before Thanksgiving, Convention attendees are engaged in a variety of learning experiences designed to transform the way they plan and host tournaments.

Attendees can discover a variety of topics that not only influence their individual performance, but also understand the impact on the organization and industry. Thoughtful and relevant sessions provide attendees with tools and tactics to enhance operations, exposure to industry standards and best practices, and latest business trends. Through the Convention, USSSA's goal is to empower attendees with new skills, updated information, and development opportunities to make our broader community stronger and even more successful.

Convention also provides attendees with exceptional networking and marketplace opportunities related to their business. With both formal and informal events, Convention attendees can connect with fellow tournament directors, peers, and partners, thus providing them with the opportunity to expand their business network.

Beyond logistics, our convention destination truly becomes the backdrop and a positive reminder of the power behind teamwork. While our destinations benefit from a booked calendar and exposure to professionals from across the country, our professionals connect and continue to expand their network in a memorable place.



The venue selected for our convention should be able to support both the convention meetings with appropriate space as well as accommodations for the span of the event.



Why Host USSSA?

Sports tourism professionals are constantly monitoring industry news, and as host, your destination will be in the limelight. You will be energized by the arrival of hundreds of best-in-class tournament directors representing the nation's largest multi-sport organization. The Convention demonstrates best practices in event creation and networking, allowing you to showcase your destination's leading assets from your convention center/hotel, off-site entertainment venues, local hot spots, and more.

You will benefit from an integrated marketing campaign reaching USSSA's over 700 director contacts starting, potentially, two (2) years prior to the Convention. Your destination will take part in profile pieces with national media promoting brand awareness and offering ample exposure. You will have a variety of benefits to help promote your destination.

Tangible and intangible impacts to your destination and surrounding areas can be credited to hosting Convention, such as:

Nationwide Recognition

As our host, the Convention becomes your event too, with plenty of opportunities to feature your destination during numerous networking events, educational sessions, local area tours, and more. Partnering with USSSA will increase media and local government awareness for bringing events to your destination, highlight your destination within the sports community and prove your destination's appeal to many tournament directors who are actively seeking destinations for future events.

Marketing and Promotion

We imagine your destination is always pursuing sales and marketing opportunities. The Convention offers significant exposure to a national audience of potential customers. The destination will be promoted through distribution of USSSA conference materials and promotions (both printed and digital); and visibility in trade, national and local media outlets. The host will be intimately involved in many elements of the planning process. We strive to partner with you to continue to enhance the convention and keep it fresh and exciting for all involved.

Room Nights

More than 500+ attendees are expected at the 2023 Convention, resulting in nearly 3,500 room nights.

Direct Spending

Direct visitor spending is not actively traced to the USSSA Annual Convention, however direct spend internally is estimated to be upwards of \$350,000.





Potential Dates and Schedule of Events

Potential Dates

Historically, the USSSA National Convention is held the week before Thanksgiving. This date helps to avoid major holiday conflicts and other industry conferences. The date below spans Saturday to Friday, with Saturday and Sunday being the primary set-up days. Your proposal may include alternate dates to consider.

NOVEMBER 16-22, 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Potential Schedule of Events

- Day 1: Arrivals, Meetings and Welcome Reception/Director Appreciation event
- Day 2: General Assembly, Meetings and Hall of Fame Gala
- Day 3: Meetings and Exhibitor Night
- Day 4: General Assembly and Awards, Meetings and Early Departures
- Day 5: Remaining Departures

Key:



Director Appreciation Event (Welcome Reception)

A fun-filled event to kick off the start of the convention and show our appreciation for attendees. Typically includes open bar, light bites and a competitive game(s). 2023 event – Hawaiian themed luau with cornhole tournament. Prior outings have included a wiffle ball tournament, golf outing, etc.



USSSA will budget approximately \$100 per person when planning the Welcome Reception for roughly 500 people inclusive of food and beverage, games and activities, décor, entertainment, and all applicable taxes, and services fees.



General Assembly

Mandatory meeting(s) of the full association. At least one scheduled General Assembly includes annual awards.



Meetings

General meetings for information sharing, presentations and education led and grouped by individual sports.



Hall of Fame Gala

Awards gala for USSSA Hall of Fame inductees and additional annual award winners. The average guest count ranges from 250-350. Cocktail hour typically kicks off the event. This event recognizes individuals who have demonstrated excellence and leadership in the industry. The venue should allow USSSA flexibility in set-up and management of the event, i.e., theater, banquet, etc. Your bid should include complete descriptions of the venues, including images, menus, and any other details that would make the Hall of Fame event memorable.



Exhibitor Night

Trade show comprised of a variety of USSSA partners, vendors and hospitality/tourism organizations. The bid must include space for at least 75 –8' x 10' convention style draped booths in one space. Access to the space at 8:30 am for expo vendor to strike the booths and coordinate the vendor drayage. Expected time for completion is 6 hours prior to opening the doors for the event.





Host and RFP Requirements

Point of Contact

USSSA views the host as an extension of our team. As such, the host must designate one (1) staff member to serve as the primary contact for all Convention related business in the year(s) leading up to the event. This person must actively carry out the responsibilities of the host once the Convention has been awarded, participate in the planning and execution of all site visits, be available for pre-event planning meetings set during mutually agreed upon times, and act as the on-site point of contact during the length of the convention. Bid must include a commitment to provide one (1) designated staff contact and, if possible, indicate who that person will be at the time of bid submission. Additionally, USSSA will provide at least one (1) designated staff contact who is a member of the Convention Committee and will act as a liaison between parties.

Letters of Commitment and Support

The Host is required to review and sign their designated Letter of Commitment. These letters bind the signers and their organization to all requirements outlined in the bid and detail penalties for failure to perform. The current president, executive director, or authorized employee must execute the letter for the host.

To ensure a successful partnership between the USSSA and the host, there should be widespread support for the Convention. To ensure such support is present, each proposal must be accompanied by letters of support from your local partners demonstrating their commitment to the event.

The host is expected to take an active role in many areas of the Convention including:



Planning and executing all site visits



Serving as liaison between USSSA and all local/regional vendors and suppliers (i.e., convention center, host hotel(s), off-site venue coordinators, transportation providers, etc.)



Organizing and executing off-site networking activities



Obtaining local speakers

Confidentiality Agreement

Destinations will be notified if selected to host the 2024 Convention by no later than March 25, 2024. However, this information is to remain confidential until the official announcement by USSSA. The Confidentiality Agreement (Attachment C) must be signed by 1. the current president, executive director, or authorized employee of the host, 2. the general manager of the proposed hotel(s) and 3. the general manager of the convention center. By signing the Confidentiality Agreement, this binds the signee and all employees, Board of Directors, or agents to the agreement.

Host Fee

Bid must include commitment to paying the host fee of \$100,000 in the payment schedule as follows:

2024 Host Payment Schedule

First payment of at least \$65,000 due two weeks after contract signing.

Balance due October 1, 2024.

Colleague and Vendor Recruitment

In addition to the USSSA's effort, coordination, and execution of marketing and promotional activities to recruit additional event owners and sports planners to the Convention by the host is required. The host is encouraged to provide any client contacts that would enhance the Vendor/Exhibitor Night experience. If the host is to contact clients directly, USSSA requires prior approval of content being shared.

Site Visits

Two (2) site visits will be scheduled to help select and plan for the Convention. Bids must include a commitment by the host to coordinate and execute with USSSA staff and pay for all site visits, as outlined below.



Pre-Selection Site Visit

A two-day, pre-selection site visit to finalist destinations will be executed by five (5) members of the Site Selection Committee. The Host is responsible for all expenses (including airfare or mileage reimbursement, hotel accommodations, all ground transportation, and local expenses for these five (5) individuals).



Convention Planning Visit

A two-day site visit will be performed by five (5) staff members and/or vendors. The Host is responsible for all airfare or mileage reimbursement, hotel accommodations, all ground transportation, and local expenses for these five (5) individuals.

General Event Space

All bids must include a thorough description of all meeting spaces, including images of each, potential activities, sample menus, and any other ideas that will make the convention memorable.

Pre and Post Convention Activities

Convention attendees enjoy experiencing local attractions; therefore, optional activities should be made available pre and post-convention. Examples include a golf outing, tours, sporting events, etc. Your bid must include a minimum of two (2) suggested activities and pricing per person. It is preferred for activities not to have minimum participant requirements.

Local Speakers

Bids must include a commitment by the host to assist in securing local speakers for general sessions and/or education breakout sessions at discounted rates or complimentary. Speakers should provide insight into relevant topics of importance to USSSA Convention attendees through their experiences and expertise.

Travel Information

According to a 2022 USSSA Convention attendee survey, nearly 80% of attendees consider flight options (cost, availability of direct flights, flight times, preferred airlines) as a factor BEFORE registering for the Convention.



Destination Information

USSSA Convention attendees enjoy local amenities before, during, and after the Convention. Bids must include additional information on the area including a guide to restaurants/bars within walking distance, shopping areas, and other general tourism information and should include tourism brochures and literature provided by a DMO/CVB.

Possible Upgrades

For the USSSA annual convention to be successful, USSSA must partner with a member who places high value on hosting the Convention. Bids may include added value to the Convention to enhance your commitment to the event.

Ideas for possible enhancements include:

- _____ Complimentary hotel accommodations for staff
- _____ Complimentary airport transfers for vendors
- _____ Complimentary in-room amenities for Tournament Directors
- _____ Attendee gifts
- _____ Local community marketing campaign (i.e., airport signage, street pole banners, hospitality outreach)



Charitable Offerings

While not available at this time, USSSA is working on a strategy related to charitable giving surrounding Convention. We welcome the opportunity to hear more about your destination's local efforts and may be open to supporting your commitment accordingly.

Property and Room Block Specific Information

Hotel Proposal(s)

Hotels that can accommodate the full convention along with housing requirements will be highly favored for consideration. The venue must be a full-service property and be rated at least a 3-star or 4-diamond.

To preserve the health and well-being of our Convention attendees, hotels must be non-smoking. USSSA looks forward to working with hotels that are instituting green initiatives. The Bid must include details of any green initiatives in place, or which will be in place at the time of the Convention.

Bids must include:

1. Number/type of guest rooms
2. Available meeting spaces with capacity
3. Restaurant(s) on site with capacity
4. Check in/out times
5. Complimentary amenities normally offered to guests (pool, fitness facilities, and high-speed internet)
6. Distance to airport
7. Airport transportation options (i.e., shuttle service, taxi, van service, etc.)
8. Parking information
9. Other amenities or services hotel(s) offer for guests
10. ADA compliant rooms – number, amenities, etc.

Guaranteed Room Rates

Room rate must be in line with past hotel rates (see Hotel Rates, page 17) and be commensurate with the property rating, region, and property type and location. USSSA recognizes it might be necessary for the host to collect a room rebate. If a rebate is collected, the rebate amount and purpose for collection must be noted. Three (3) room rates must be provided:

Attendee Rate – This rate will be advertised to all attendees via USSSA marketing communications, including email, direct mail, website, social media and more.

Event Owner Rate – This rate will be for Event Owners only. This rate must be unpublished and marketed only to Event Owner attendees upon registration. This rate must be at least 20% less than the attendee rate and is aimed at encouraging Event Owner attendance.

Staff Rate – This rate will be for outside vendors and must be at least 40% less than the attendee rate.

Bids must include a brief statement listing and guaranteeing the rates to be in effect during the year of the Convention, room rebate (if applicable), and other standard room charges.

Convention History

Convention History		
Year	Destination	Hotel/Convention Center
2018	Temecula, CA	Pechanga Resort & Casino
2019	Sanibel, FL	Marriot Sanibel Harbour
2020	Virtual	
2021	Orlando, FL	Hilton Doubletree Universal
2022	Orlando, FL	Hilton Doubletree Universal
2023	Sanibel, FL	Marriot Sanibel Harbour

Room Rate By Year

Room Rate By Year			
2020	2021	2022	2023
Virtual	\$142	\$145	\$169

Room Block

An estimated 500 attendees are expected at the 2024 and 2025 Conventions. 2023 and 2022 contracted room blocks (including blocked complimentary staff rooms) are shown below. Bid requires that the room block be held as of the time of bid submission and until notified that they may release the block(s). Bids will include a statement by the hotel(s) General Manager(s) confirming the required room block(s) for the appropriate year(s) are currently being held.

Date	Room Block
11/12/2022	10
11/13/2022	253
11/14/2022	298
11/15/2022	298
11/16/2022	298
11/17/2022	158
11/18/2022	30

Date	Room Block
11/11/2023	25
11/12/2023	100
11/13/2023	250
11/14/2023	325
11/15/2023	325
11/16/2023	325
11/17/2023	100
11/18/2023	25

Hotel Contract(s)

The following clauses/language must be addressed in the final hotel contract(s). Bid must include statement(s) from hotel(s) agreeing that these items will be addressed in a manner satisfactory to USSSA in contract(s), as well as a sample contract from Hotel(s) including any clause(s)/language that will be included and/or required by Hotel(s) in the final contracts.

Cancellation – In the event Hotel cancels the contract or otherwise is in the breach of any of the material terms and provisions in this contract, Hotel will be liable for all damages, direct and indirect, which USSSA may suffer, including all costs related to rescheduling the room block and function space. Such costs shall include, but are not limited to, expenses of the USSSA staff to research and procure alternate facilities, including airfare; any increase in cost at the alternate facility; administrative and operational costs, including return of pre-registration fees, program printing, attendee notification, and any other costs and expenses associated with rescheduling the Convention. If USSSA is unable to secure alternative facilities, Hotel will also be liable to USSSA for out-of-pocket expenses on the canceled Convention. Hotel will notify USSSA in writing immediately and such notice shall entitle USSSA to terminate its obligation under this contract for cause and without liability.

Should USSSA terminate the contract, the cancellation fee should be calculated on a sliding scale and be payable thirty (30) days after the Convention would have been held, and not upon notice of cancellation. If the Hotel meets or exceeds its average occupancy level for the week of the Convention, no cancellation fee will be incurred. Hotel will make reasonable efforts to resell unused rooms and function space and reduce the cancellation fee by the amount of resale revenue collected and provide proof of its efforts to mitigate damages and evidence that the rooms or function space remain unsold. Hotel will include a provision stating that no cancellation fees will be due provided USSSA agrees to hold a Convention of similar size within two (2) years of the date of originally contracted Convention.

Indemnification and Hold Harmless – Hotel agrees to defend (with counsel reasonably satisfactory to USSSA), indemnify and hold USSSA, and other related or affiliated organizations, and the officers, directors, employees, agents, and consultants of the foregoing, harmless from and against any liabilities, obligations, claims, damages, suits, costs, and expenses (including, without limitation, reasonable attorney fees and costs) arising out of any negligent acts or omissions of Hotel or any negligent acts or omissions of Hotel's employees and agents.

Alcohol Indemnification Clause - Notwithstanding any other provision of this Agreement, the Hotel shall defend, indemnify, and hold harmless Group and its directors, officers, employees, agents, and members and each of them, from and against all losses, damages, claims, expenses and liabilities of any kind, including costs of defense thereof, caused by or arising from the Hotel's sale or service of alcoholic beverages. The terms of this provision shall survive the expiration of this Agreement.

Walk Clause – If Hotel is unable to provide a sleeping room to an attendee holding a guaranteed reservation, Hotel agrees to 1. provide USSSA the opportunity to determine where guests are to be relocated; 2. should relocation be required, notify USSSA which guest(s) were walked within twelve (12) hours; 3. provide sleeping accommodations at the nearest comparable hotel and a five-minute-long distance call plus, daily round-trip transportation between the other hotel during the time the attendee is at the alternate hotel at Hotel's sole expense; 4) provide a written letter of apology from the General Manager and a complimentary amenity to the relocated guest; and 5) provide credit for room including any room rebate that was to be collected to the USSSA block.

Change of Ownership/Management and/or Brand/Flag – USSSA may cancel this contract without liability if there is a change in Hotel ownership, management company and/or brand/flag, which, in USSSA's judgment may materially adversely affect the quality of service. This cancellation right must be exercised, if at all, by written notice from USSSA to Hotel within ninety (90) days of learning of the change of ownership, management and/or brand/flag.

Remodeling or Renovation – Hotel will promptly and in advance notify USSSA of any construction or remodeling to be performed in the Hotel during the Convention. Hotel will endeavor to keep such activity from distracting or interfering with the use of meeting rooms or other facilities to be used during the Convention. If it is anticipated that there will be any interference, the Hotel will arrange comparable meeting and sleeping room facilities at a nearby Hotel, at no additional cost to USSSA. If a significant amount of USSSA contracted meeting space becomes unusable for any reason, USSSA may cancel the contract without penalty.

Quality/Performance of Hotel – Hotel agrees that all Hotel services, recreational facilities, and activities, sleeping rooms, in-room amenities & services, food and beverage, restaurants, lounges & retail outlets, meeting space, levels of service (including but not limited to) staff to guest service ratios, front desk personnel, wait staff, housekeeping staff, etc.), and accepted industry ratings (i.e., international star ratings and AAA diamond ratings) in effect at the time of execution of this Contract will exist and be in effect at the same or better levels for the dates of this Convention to accommodate guests needs.

Should the Hotel be unable to comply with any/all these performance requirements, group shall receive a minimum of a 2% rebate (based on its total Master Account), as a credit to the Master Account for each material infraction documented by Group in writing to the Hotel at the time the infraction is noted.

Poaching – Hotels will carefully research any groups with a similar arrival/departure pattern to guard against guest room poaching by third parties.

Reservation System – Hotel understands and agrees that all reservations will be made using a group link provided by the hotel via USSSA's distribution, allowing attendees to call and book into the block directly. All reservations will be guaranteed by major credit cards and individuals will be responsible for all charges unless otherwise expressed by USSSA.

Annual Guestroom Review – USSSA and the Hotel agree to review the previous year guestroom pickup data for the Convention within 60 days of the completion of the previous year. If the previous year guestroom pickup was significantly (+/- 10%) increased or decreased, then both parties agree to adjust the guestroom block up or down without penalty based on availability. The Hotel will notify USSSA of any other pending group bookings over the same Convention dates for the purpose of allowing USSSA to assess its current room block requirements. If USSSA deems it necessary to increase either one, then USSSA will have first option to do so prior to the Hotel committing guest rooms to another group.

Attrition – USSSA will not be responsible for attrition fees or to pay liquidated damages of any kind, including guest room and food & beverage. Over the past three (3) years USSSA has an average overall pickup of more than 80% and would be happy to provide history and hotel references. USSSA will use its best efforts to offer and promote the use of the hotel to its attendees.

Complimentary Nights

The following complimentary room nights must be provided, and bids must include a statement of commitment to the required complimentary room nights.

- _____ Twenty (20) room nights for pre- selection site visit, and pre-Convention planning visits
- _____ Twenty (20) rooms including one (1) room upgrade to a “Presidential suite” (or comparable) for USSSA staff for seven (6) nights during the Convention (Saturday - Friday).
- _____ Ten (10) room upgrades to either suites and/or concierge level for six (6) nights during the Convention (Saturday – Friday)
- _____ Room night credit for Convention dates based on a minimum ratio of 1:30

Parking

Complimentary parking for all site visits for USSSA staff, if necessary, and all attendees booked under the Convention room block for a maximum of seven (7) nights during the week of the Convention. Bids must include a statement of commitment to complimentary parking.

Meeting Space/Convention Center



USSSA prefers an all-inclusive venue with convention space and hotel accommodations.



Letters of Commitment

The Convention Center must review and sign their designated Letter of Commitment (Attachment B1). This letter binds the signers and their company to the requirements outlined in the bid and detail penalties for failure to perform. The current general manager must sign on behalf of the convention center.



Confidentiality Agreement

Destinations will be notified if selected to host the 2024 Convention no later than March 25, 2024. However, this information is to remain confidential until the official announcement by USSSA. The Confidentiality Agreement (Attachment C) must be signed by 1. the current president, executive director, or authorized employee of the host, 2. the general manager of the proposed hotel(s), and 3. the general manager of the convention center. By signing the Confidentiality Agreement, this binds the signee and all his/her employees, board of directors or agents to the agreement.



General Requirements

Saturday and Sunday, although set-up days, are working days for the USSSA staff, volunteers, and production vendors. The smooth and timely access to the convention center, staff, in-house contractors, etc. is of the utmost importance. Thus, the convention center must agree to be fully operational and staffed as if it were a weekday.

In order to ensure a smooth planning process, one (1) designated point of contact must be provided to USSSA for all needs relating to the meeting space (room layouts, F & B, audio visual, rigging, telecommunications, etc.) and this person is required be on-site the same hours as the on-site USSSA office is staffed (typically Noon – 9:00 p.m. Friday and 7:00 a.m. – 6:00 p.m. Saturday – Thursday).

Bid must include:

1. Photos of all proposed meeting spaces
2. Maps/diagrams of all convention center space
3. Statement committing to a single designated point of contact and in center presence by this person the same hours as the on-site USSSA office
4. History of conventions of similar size and scope hosted in the center in the last 12 months with meeting planner contact information.
5. Statement guaranteeing a fully operational and staffed convention center on Saturday through Friday.



Minimum Space Requirements

The estimated meeting space needs for the 2024 convention are shown in the required Meeting Space document (Attachment D). All meeting spaces must be in the hotel. Bid must include a statement that the proposed convention center can meet the minimum space requirements as outlined in Attachment D.



Complimentary Services

The following must be provided at no charge to USSSA (Saturday - Friday) and a statement agreeing to each must be included in the bid.

1. All meeting space
2. Right to change, reduce or reasonably expand proposed meeting space without financial penalty to USSSA at any point
3. Complimentary password protected scalable, redundant internet connectivity for the duration of the conference. This complimentary internet access must be able to accommodate 650+ concurrent users and over 1,000 total attendees. Wireless service should be a minimum of dedicated 50 Mbps scalable to 100 Mbps. In addition, USSSA may add up to 30 dedicated hard lines to meeting rooms and foyer/registration space depending on needs. All network equipment (including access points, routers, switches, cabling, etc.) and onsite network support for the duration of the conference must be provided. If internet service is provided by a 3rd Party provider, the Center is responsible for verifying the ability to meet all USSSA needs.



Food and Beverage

Food and beverage service is the largest expense item for the Convention. The combined food and beverage expenses (inclusive of service and tax) at the convention space in 2023 was approximately \$150,000.

Menu prices must be guaranteed six (6) months in advance of the Convention and venue must include with bid agreement to a food and beverage price increase of no more than 3% per year of prices submitted with bid. The bid must include a statement acknowledging this guaranteed policy and a full copy of the current catering menu(s).

Finally, USSSA may request that food and beverage product(s), including, beer, wine, soft drinks, bottled water, snack foods, bakery items, etc., be donated to the Convention for use in venue. If the venue has a policy and/or fees associated with bringing in outside food and beverage, it must be included in the bid. Although USSSA understands that many facilities have legal requirements for fees associated with donated alcoholic beverages, preferred consideration will be given to bids where these fees are waived or are discounted.



Sample Food and Beverage Plan

- Daily Refreshments: Snacks and specialty items (chips, cookies, popcorn, etc.), bottled water, soft drinks, coffee.
- Monday: 300-500 people
- Tuesday: 300-500 people
- Wednesday: 300-500 people
- Thursday: 300-500 people

All attendee meal functions:

- Sunday evening (seated, plated/buffet style + open bar): 50 people
- Monday morning breakfast (grab & go): 300-500 people
- Monday afternoon lunch (buffet style): 300-500 people
- Monday evening (heavy apps – buffet style + potential open bar): 300-500 people
- Tuesday morning breakfast (grab & go): 300-500 people
- Tuesday afternoon lunch: 300-500 people
- Tuesday evening (seated, plated/buffet style): 250-300 people
- Wednesday morning breakfast (grab & go): 300-500 people
- Wednesday afternoon lunch: 300-500 people
- Wednesday evening (light apps – buffet style): 300-500 people
- Thursday morning breakfast (grab & go): 300-500 people
- Thursday afternoon lunch: 200-400 people



Alcohol will generally look to be a cash bar for all nights unless otherwise noted above based on specific events planned by USSSA and utilizing drink tickets as distributed by USSSA.

For simple cost comparisons, bid must include standard prices, including labor, taxes and services for:

- One (1) gallon of coffee
- One (1) dozen cookies
- One (1) soda
- One (1) bottled water
- One (1) standard table linen
- One (1) lectern/podium



Contracted Production Vendors and General Service Contractors

USSSA has contractual relationships with a national audio/visual production company and general service contractor. These vendors are given the first option to provide all audio visual and exhibitor services. These vendors will work closely with the convention center's in-house A/V company, decorator, and any operational department(s) necessary for areas such as dock space, rigging, security, power and local labor for set-up and strike. The bid must include a letter acknowledging the USSSA's right to bring in an outside production company and general service contractor at no financial penalty to USSSA or vendor.





Convention Center Technical Requirements

USSSA tightly controls our production budget by utilizing the contracted production and general service contractor vendors stated above who utilize their own engineers and technicians for all show crew, and local labor for load-in and load-out. Bid must include:

- Dock access
- Semi-truck parking
- Rigging information
- Power information
- Stagehands
- Staging
- House light system
- Pricing
- Miscellaneous



Convention Center Contract Requirements

The following clauses/language that must be addressed in final convention center contract(s). Bid will include statement(s) from convention center agreeing that these items will be addressed in a manner satisfactory to USSSA in contract(s), as well as a sample contract from convention center to include any clause(s)/language that will be included and/or required by convention center in the final contract.



Cancellation

If the convention center cancels the contract or otherwise is in the breach of any of the material terms and provisions in this contract, convention center will be liable for all damages, direct and indirect, which USSSA may suffer, including all costs related to rescheduling and function space. Such costs shall include, but not be limited to, expenses of the USSSA staff to research and procure alternate

facilities, including airfare; any increase in cost at the alternate facility; administrative and operational costs, including return of pre-registration fees, program printing, attendee notification, and any other costs and expenses associated with rescheduling the convention. In the event that USSSA is unable to secure alternative facilities, the convention center will also be liable to USSSA for out-of-pocket expenses on the canceled convention. The convention center will notify USSSA in writing immediately and such notice shall entitle USSSA to terminate its obligation under this contract for cause and without liability.

Should USSSA terminate the contract, the cancellation fee must be calculated on a sliding scale and be payable thirty (30) days after the convention would have been held, and not upon notice of cancellation. If the convention center meets or exceeds its anticipated revenue the week of the event, no cancellation damages will be incurred. Convention center will make reasonable efforts to resell function space and reduce the fee by the amount of resale revenue collected and provide proof of its efforts to mitigate damages and evidence that the function space remains unsold. Convention center will include a provision providing that no cancellation fees will be due provided USSSA agrees to hold an event of similar size within two years of date of originally contracted convention.



Indemnification and Hold Harmless

Convention center agrees to defend (with counsel reasonably satisfactory to USSSA), indemnify and hold USSSA, and other related or affiliated organizations, and the officers, directors, employees, agents, and consultants of the foregoing, harmless from and against any liabilities, obligations, claims, damages, suits, costs, and expenses (including, without limitation, reasonable attorneys' fees and costs) arising out of any negligent acts or omissions of convention center or any negligent acts or omissions of convention center's employees and agents.



Alcohol Indemnification Clause

Notwithstanding any other provision of this Agreement, the convention center shall defend, indemnify, and hold harmless Group and its directors, officers, employees, agents, and members and each of them, from and against all losses, damages, claims, expenses, and liabilities of any kind, including costs of defense thereof, caused by or arising from the convention center's sale or service of alcoholic beverages. The terms of this provision shall survive the expiration of this Agreement.



Change of Ownership/Management

USSSA may cancel this contract without liability if there is a change in convention center ownership and/or management company, which in USSSA's judgment, may materially adversely affect the quality of service. This cancellation right must be exercised, if at all, by written notice from USSSA to the convention center within ninety (90) days of learning of the change of ownership and/or management.



Remodeling or Renovation

Convention Center will promptly and in advance notify USSSA of any construction or remodeling to be performed in the convention center during the convention. Convention center will endeavor to keep such activity from distracting or interfering with the use of meeting rooms or other facilities to be used during the convention. If there is anticipated interference, the convention center will arrange comparable meeting room facilities at a nearby convention center, at no additional cost to USSSA. If a significant amount of USSSA contracted meeting space become unusable for any reason, USSSA may cancel the contract without penalty.



Quiet Use and Enjoyment Clause

Owner promises and warrants that USSSA shall quietly and peaceably possess and enjoy the convention center for the purposes intended during all times for which use of the convention center is contracted hereunder, without any interference, disturbance, or interruption in the use thereof (including, without limitation, as a result of use by others of adjoining or proximate rooms or facilities).



Quality/Performance of Convention Center

Convention Center agrees that all convention center services, F & B, restaurants, lounges & retail outlets, meeting space, levels of service (including but not limited to staff to attendee service ratios, front office personnel, wait staff, housekeeping staff, etc.), and accepted industry ratings in effect at the time of execution of this contract will exist and be in effect at the same or better levels for the dates of this convention to accommodate USSSA attendees' needs.

Should the convention center be unable to comply with any/all these performance requirements, USSSA shall receive a minimum of a 2% rebate (based on its total Master Account), as a credit to the Master Account for each material infraction documented by USSSA in writing to the convention center at the time the infraction is noted.



Annual Meeting Space Review

USSSA and the convention center agree to review the previous year's convention center usage within 60 days of the completion of the previous year. If the previous year convention center usage was significantly (+/-10%) increased or decreased, then both parties will agree to adjust the convention center requirements up or down without penalty based on availability. The convention center will notify USSSA of any other pending group bookings over the same convention dates to allow USSSA to assess its current meeting space requirements. If USSSA deems it necessary to increase space, then USSSA will have first option to do so prior to the convention.



Miscellaneous



Final Selection

Final selection and announcement of the 2024 Convention hosts is contingent upon all final and fully executed host hotel and convention center contracts correctly reflecting the sample contracts provided with the bid (inclusive of all required content as outlined in the RFP).

Bid Submission Process



Bidding Procedures

The Convention requires a high level of support from your local community. Therefore, a prospective destination will agree not to host another sport tourism industry related conference during the six (6) months before or after the Convention.

You may submit for multiple years and dates using one bid document. Please indicate which year(s) and date(s) you are bidding on in your bid document.



Potential Host Webinar

The USSSA Staff may conduct a webinar for any destination that submitted a letter of intent for a Q&A Session.



Bid Document

Each bidding organization must prepare one (1) bid for all available dates.

Bids must be delivered to USSSA no later than 5:00 p.m. local time on Friday, February 9, 2024. It is recommended bids be sent by FedEx, UPS, or other carrier providing tracking status.



Submit Bids To:

USSSA National Headquarters

Attn: Stephanie Taylor
5800 Stadium Parkway
Melbourne, FL 32940

Bid Timeline and Process:

Date	Activity
February 9	Bid Submission Deadline
February 10-18	USSSA Review
February 19	Finalists notified
March 4	Site visits begin
March 25	Awardee notified
April 1	National Announcement

Sample Host Letter of Commitment – Attachment B.1.

The bid must include a signed copy of the following letter of commitment. This letter binds the signer to the requirements outlined in the bid. The current president, executive director, or authorized employee must sign the letter of commitment.

Date

USSSA National Headquarters
5800 Stadium Pkwy
Melbourne, FL 32940

Dear Site Selection Committee:

In response to the 2024 USSSA Annual Convention Request for Proposal, we are submitting the letter of commitment to serve as the host destination. We agree to the host requirements as detailed in the RFP for the section shown below.

- Confidentiality agreement
- Conference dates
- Support in Sponsorship requirements

Signed:

Host Name:

Representative Name (Print):

Representative Signature:

Representative Title:

Sample Host Hotel(s) Letter(s) of Commitment – Attachment B.2.

The bid must include a signed copy of the following letter of commitment. This letter binds the signer to the requirements outlined in the bid. The general manager must sign the letter of commitment.

Date

USSSA National Headquarters
5800 Stadium Pkwy
Melbourne, FL 32940

Dear Site Selection Committee:

In response to the 2024 USSSA Annual Convention Request for Proposal, we are submitting this letter of commitment to serve as a host hotel. We agree to the hotel requirements as detailed in the RFP for the section shown below.

- Confidentiality agreement
- Conference dates
- Hotel(s) and Room Blocks

Signed:

Hotel Name:

General Manager Name (Print):

General Manager Signature:

Required Meeting Space – Attachment D

Days/Times Needed	Function	Room Specifications/Range of Square Footage Needed
Grand Ballroom	Run of House	Rounds for 500 minimum
Breakout 1	Run of House	Theater Style 150 minimum
Breakout 2	Run of House	Theater Style 150 minimum
Breakout 3	Run of House	Theater Style 150 minimum
Breakout 4	Run of House	Theater Style 50 minimum
Breakout 5	Run of House	Theater Style 50 minimum
Breakout 6	Run of House	Theater Style 50 minimum
Breakout 7	Run of House	Theater Style 50 minimum
Breakout 8	Run of House	Storage
Breakout 9	Run of House	Storage
Breakout 10	Run of House	Pro Shop - Store style layout large enough for 10 rectangles and walking space.
Boardroom 1	Run of House	Accommodate 15 Board Style
Boardroom 2	Run of House	Accommodate 15 Board Style
Registration Desk	Run of House	