



# Invitation for Bid

National Sport Parkour Competition - Venue Bid Proposal

The United States Parkour Association (USPK) is soliciting competitive bids for an event venue to host our national sport parkour competition. The successful bidder (“Bidder”) will be required to furnish all venues, labor, equipment, supplies, permits, and licenses where necessary.

The United States Parkour Association invites your bid for a Term Contract for Hosting the 2023 USPK Nationals to be opened on July 21 - 23, 2023. The bid application has been designed for the United States Parkour Association to determine your capability to host and assist with the organization and conduct of the USPK National Championships. If you have any questions or a request for information, you may direct your inquiries to the primary contact listed above.

It is important that you respond to as many of the questions in the application form as possible. In order for us to make a well-informed decision, we need as much information as possible. If a question does not apply, simply answer with a “Not Applicable” or “N/A” in the appropriate answer box.

## General Bid Information

<b>Bid Title</b>	2023 USPK Nationals Venue
<b>Bid Issue</b>	2/17/2023
<b>Bid Due Date</b>	3/7/2023

## Instructions for Submitting Bids

The submittal bid copy must be filled and sent digitally to [mel.mcqueen@uspk.org](mailto:mel.mcqueen@uspk.org). **Go to “File - Make a copy” and you will get a copy to fill in with your information.** Bids received after the time and date stated in the Bid Due Date section will not be accepted.

## Questions

Questions or Requests for Information (RFI) must be submitted in writing by email as follows:

<b>Primary Contact</b>	Melissa McQueen Email: <a href="mailto:mel.mcqueen@uspk.org">mel.mcqueen@uspk.org</a>
<b>Question / RFI Due Date</b>	2/17/2023 Please submit any questions or RFIs as soon as possible. No questions or RFIs received after the above date will be responded to.
<b>Response Date</b>	2/19/2023 All questions and RFIs will be responded to via addendum to all prospective Bidders.



## Application for 2022

### Host Information

Host City		State	
Bidding Organization			
Street Address			
City			
State		Zip Code	
Contact Person			
Phone			
Email			
Individual submitting Bid Application		Position	

### Venue Information (If Different from Bidding Organization)

Name of Venue			
Street Address			
City			
State		Zip Code	
Venue Contact			
Venue Phone			
Email			



## Projected Cost

Any USPK financial obligations	
Rental Fee	
Included in rental fee	
Additional organizations participating in the rental requirement	
Any additional cost factors	

## Venue Parking

Number of parking spaces	
Cost for attendee parking	

*Note: Up to six (6) USPK Staff Vehicle parking passes are required.*

## Space and Ancillary Requirements

The Competition Area	
Field-of-Play Requirements	
Square footage of space available for designated field-of-play	
Describe static and permanent structures	
Lowest ceiling height	

<b>Floor surface</b>	
<b>Field-of-Play Equipment</b>	
<b>Moveable structures</b>	
<b>Scaffolding</b>	
<b>Additional equipment</b>	
<b>Course Observation Area</b>	
<b>Square footage</b>	
<b>Does any part of the venue have permanent seating?</b>	
<b>What is the seating capacity?</b>	
<b>Meeting Rooms and Additional Space Requirements</b>	
<b>Number of rooms provided for event management team and support staff</b>	
<b>Are rooms furnished with equipment and furniture?</b>	Chairs, tables, chalk / white boards, audio-visual equipment, waste receptacles, etc.
<b>Is there sufficient space available for exhibit booths and a merchandise sales area?</b>	
<b>Miscellaneous Items</b>	
<b>Accessible loading dock</b>	



<b>Is there available and sufficient electrical source to meet the needs of USPK?</b>	
<b>Is there an available water source in the Competition Area?</b>	
<b>Type of lighting used in venue</b>	
<b>Are secured storage areas available close to playing area?</b>	
<b>Signage</b>	
<b>Can sponsor signage be hung in the venue?</b>	If yes, are there any restrictions and what are the specific restrictions?
<b>Does the venue have existing sponsor agreements preventing USPK sponsors from receiving signage exposure?</b>	If yes, please list those restrictions.
<b>Food and Sales</b>	
<b>Will the venue waive any or all charges to USPK for selling event-specific merchandise during the event?</b>	
<b>Will the venue permit food to be brought in for event staff,</b>	



<b>volunteers, and officials?</b>	
<b>Venue Address and Sound System</b>	
<b>Describe the public address and/or sound systems available for the venue.</b>	
<b>Security</b>	
<b>Will USPK have keys to secured areas as requested and specified?</b>	
<b>Will venue staff have access to those secured areas?</b>	



## Local Organizing Committee Information

The responsibilities of the Local Organizing Committee (LOC) are both comprehensive and extensive to the production of the USPK Nationals Championship. The LOC must be able to provide a variety of services and products.

LOC Contact			
<b>What organization is being proposed to serve as the LOC?</b>			
Point-of-Contact Person			
<b>Name</b>			
<b>Title</b>			
<b>Address</b>			
<b>City</b>			
<b>State</b>		<b>Zip Code</b>	
<b>Telephone Number</b>			
<b>Email Address</b>			
<b>Donations</b>	<b>Please specify any services or products that the Host Organization can donate to the event</b>		
<b>Rental vehicles - Vans, cargo vans, etc.</b>			
<b>Office equipment - Personal computers, internet access, printers, etc.</b>			
<b>Office supplies - Pens, paper, sticky notes, etc.</b>			



**2023 USPK National Championship**

**July 21-23, 2023**

**Bid Instructions and Information**

<p><b>Audio-visual equipment - Television monitors, LCD projects, sound system, wiring, etc.</b></p>	
<p><b>Nationals Jam</b></p>	
<p><b>Is the LOC prepared to host the Annual Competitor's Jam for athletes on the third and final day of the competition?</b></p>	<p>How many people could you host?</p>





## Additional Information

USPK will require a hotel block that can provide rooms during this event. This should be done in as few hotels as possible. It is paramount that most, if not all, hotels be located in close proximity to the competition venue(s) in order that athletes and other participants can conveniently get to and from the site.

<b>Airport</b>			
<b>Nearest airport</b>			
<b>Proximity of airport to host venue</b>			
<b>Local Transportation</b>			
<b>Accessibility of public transportation including buses, subways, commuter trains, etc.</b>			
<b>Hotel(s)</b>			
<b>Hotel Point-of-Contact</b>			
<b>Hotel Address</b>			
<b>City</b>			
<b>State</b>		<b>Zip Code</b>	
<b>Telephone Number</b>			
<b>Approximate Distance</b>			