



2012 & 2013  
NASC Sports Event Symposium  
REQUEST FOR PROPOSAL

**Bids must be received by each Site Selection Committee member by 5:00pm ET on Wednesday, September 30, 2009.**

# PREVIOUS LOCATIONS & HOST HOTELS

- 1994 Seattle, WA
- 1995 Milwaukee, WI
- 1996 Los Angeles, CA
- 1997 San Antonio, TX
- 1998 Long Island, NY
- 1999 Colorado Springs, CO
- 2000 San Jose, CA
- 2001 Richmond, VA
- 2002 Reno, NV
- 2003 Chattanooga, TN
- 2004 Jacksonville, FL
- 2005 Portland, OR
- 2006 Lexington, KY
- 2007 Dallas, TX
- 2008 Omaha, NE
- 2009 Denver, CO
- 2010 Columbus, OH
- 2011 Greensboro, NC

The NASC does not have a formal policy relating to a geographical rotation of the Symposium. Each site selection committee performs its responsibilities with geographical factors in mind, but the final selections will be made based upon the quality of the bids submitted. The NASC has developed an informal policy, however, that a city shall not repeat as a host city within ten years.

# BIDDING PROCEDURES

- You may submit a bid to be selected as host for the 2012 or 2013 Symposium or both.
- If bidding for both years, only one bid package is to be submitted.
- **Letter of Intent** - If you plan to submit a bid, you are asked to send a Letter of Intent to Bid on company letterhead to the NASC office no later than Monday, August 31, 2009. This letter does not bind your organization to submitting a bid, but rather allows the NASC to anticipate the number of expected bids.
- **Bid Document** - Bids must address each requirement, in order, as listed in “Requirements to Bid” and a copy of your bid must be sent to each member of the Site Selection Committee. Attachments or supporting documents must be included in the section where they apply. Bid documents must be bound using a three-ring binder, coil or comb binding. If odd shaped items (e.g. brochures) must be included, insert them into sheet protectors and bind with the remaining documents.
- **Contracts** - If selected to host the host organization and hotel(s) are required to enter into binding contracts with the NASC to include all requirements as outlined in the RFP.

# REQUIREMENTS TO BID

- A. Bid Submission Checklist
- B. Letters of Commitment
- C. Active Membership in the NASC
- D. Ongoing Membership in the NASC
- E. The Role of the NASC
- F. Tax Exempt Laws

# **REQUIREMENTS TO BID**

## **continued**

G. Conference Dates

H. Meeting Space

I. Hotels

J. Guaranteed Room Rate

K. Room Block

L. Hotel Contract(s)

# REQUIREMENTS TO BID

## continued

- M. Complimentary/Reduced Rate Room Nights
- N. Parking
- O. Theme and Décor
- P. Food and Beverage – Host Hotel/Meeting Space
- Q. Contracted Production Vendor
- R. General Service Contractor

# REQUIREMENTS TO BID

## continued

### S. Host Organization Benefits and Fee

#### Title Sponsorship of Final Day Luncheon (Year Prior)

- Four (4) complimentary registrations

- Invitation to private function with Event Owners

- Complimentary Marketplace booth

- 50 word listing in Marketplace directory

- 50% discount on Affinity Partnership Program offering year round exposure to NASC members

#### Title Sponsorship of Opening Reception (Host Year)

- Eight (8) complimentary registrations

- Invitation to private function with Event Owners including “mic time”

- Complimentary double Marketplace booth

- Premier 75 word location listing with logo in Marketplace directory

- Complimentary Affinity Partnership offering year round exposure to NASC members

- Six (6) complimentary room nights at host hotel

- Priority scheduling of NASC Sports Marketplace appointments

#### Exclusive Right to Host Event Owner Function (Host Year)

#### NASC Executive Committee Meetings (Host Year)

#### NASC Board Retreat (Year Prior)

# **REQUIREMENTS TO BID**

## **continued**

- T. Enhancements
- U. Opening Reception
- V. Site Visits
- W. Planning Stages
- X. Designated Staff Contact

# **REQUIREMENTS TO BID**

## **continued**

**Y.** Shipping Destination

**Z.** Volunteers

**AA.** Local Area Information

# QUESTIONS?

