



## **2014 College Table Tennis National Championships**

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### **Bid Application**

Table tennis is the most popular sport in the world by participation. The College Table Tennis National Championships features the sport that everyone has at one point played and loved; played here at the highest level. The College Table Tennis National Championships is one of the premiere table tennis events in North America, featuring 40 of the best college table tennis teams from across the United States, Canada and Puerto Rico. The event features a myriad of different men and women; student athletes from diverse backgrounds, with Olympians and Olympic hopefuls among them.

The College Table Tennis Championships are your chance to bring a national sporting event to your community, drawing interest and attention to your city, and generating economic impact for local businesses. The Championships encompass eight different singles, doubles, team and Paralympic events, over 3 days of competition, held each year, over a weekend in April.

1401 12TH AVENUE

#### **About NCTTA:**

The National Collegiate Table Tennis Association (NCTTA) is a non-profit organization established exclusively for promoting the sport of table tennis at the college level. As the national governing body for college table tennis in the United States and Canada, NCTTA organizes intercollegiate competition throughout North America. For more visit: [www.nctta.org](http://www.nctta.org).

#### **Bid Information Snapshot:**

**Time of Year:** Early April

**Length of Event:** 4 days, Thursday to Sunday (1 practice day, 3 days of competition)

**Number of Teams:** 40 teams; 4 to 8 players per team, plus coaches/chaperones

**Number of Participants and Spectators:** 1000

**Average Length of Stay:** 4 nights per team

**Room Nights:** 300-400

**Room Rate:** Should not exceed \$90.00/night

#### **Bid Deadline: February 1, 2013**

Submit completed application via email to both [president@nctta.org](mailto:president@nctta.org) and [vicepresident@nctta.org](mailto:vicepresident@nctta.org).

By completing this application, you, the bidder, agree that the information included in your bid is accurate to the best of your knowledge, and that you will work closely with NCTTA putting forth the necessary amount of effort to make the Championships a successful event.

Please provide the information requested in each section below.

**Return this file as a Word document so that we may compare it side-by-side with other bids. Please attach any additional information separately. The field will expand as you type.**

**Host Organization:**

HO01	Name of host organization	Chula Vista Resort/Wisconsin Dells Center
HO02	Name of city/state	
HO03	Name of the primary person and four secondary persons responsible for the Championships planning. For each member of the organizing committee, list experience and credentials in running local, regional, and/or national events.	Chris Lechnir Jeff Kaminski Krissy Kaminski Renata Prellwitz Mike Kaminski
HO04	Name of authorized signer of a host contract with NCTTA if your bid is selected.	Mike Kaminski
HO05	List any supporting organizations and their primary and secondary persons.	Wisconsin Dells Visitor & Convention Bureau Alison Huber Tifani Jones
HO06	List 3 other events your organization has hosted in the past.	Division 1 National Club fencing Championships. Co-op with UW Wisconsin NJCAA II Volleyball Championships Numerous National Wrestling, Gymnastics, Volleyball and Cheer competitions

**Competition Venue:**

The competition venue must be a gym, sport center, or other facility reserved by the host organization. Competition space must have wood floors, rubberized athletic flooring, or another flooring surface suitable for athletic competition. Bare cement or carpet will NOT be considered unless there is a plan in place to bring in wood or rubberized athletic flooring for the duration of the competition. The venue must be able to accommodate:

- A minimum of 18 competition courts 40' x 20' in size.
- Space for aisles and team benches at each court.
- A minimum of 12 practice courts 30' x 15' in size.

A typical venue would encompass 30,000 to 50,000 square feet of competition and practice space, plus additional space for spectators, officials, sponsor/vendor booths, competition control area, meeting rooms, etc.

CV01	Please attach electronically, two photos of the venue from different angles <b>at the end of this document.</b>	See Attachment
CV02	Please attach a venue floor plan/diagram indicating key areas and dimensions of the competition venue at the end of this document.	See Attachment
CV03	Describe the flooring surface in the competition space.	Sport Court
CV04	Describe the lighting (direct or indirect). Can indirect lighting be covered for instance with the use of pipe-and-drape?	Indirect lighting. Some can be covered by pipe and drape
CV05	What is the light intensity in the competition space (in lux or foot candles)?	Close to 100 ft/candles per sq. ft.
CV06	Are there any windows visible within vicinity of the competition space?	No
CV07	What is the height of the ceiling over the competition space?	70 ft
CV08	Number of restrooms in vicinity of the playing area. Are the restrooms ADA-accessible?	We are approved for having 3,800 spectators/competitors
CV09	Is there space available for sponsor/vendor booths near the competition area? If so, how much?	Yes depending on how you would like to structure the competition area, we have a total of 90, 000 sq. ft. to work with!
CV10	Are there any locker rooms in the venue? If so, how many?	Historically we set up pipe & drape secure areas for locker rooms.
CV11	Please describe the public address system/sound system in the venue?	It can be set to cover the entire area
CV12	What kind of seating is available for spectators? Are there bleachers? Moveable seating? How many spectators can be accommodated?	We have over 1,200 chairs, and 8 sets of 3-5 row bleachers. For large events we have brought in additional bleachers
CV13	Does the venue have a controlled entrance point for admission purposes?	Yes
CV14	Is parking at the venue free? If not, what are the parking rates?	We have cement parking area for 1,500 vehicles. Parking rates are negotiated per event.

CV15	Is there a concession stand available in the facility? Are there restaurants within a couple of miles of the facility?	Yes with a full grill. We have 6 serving lines and can easily handle over 1,000 people per day
CV16	Are there extra rooms/meetings rooms available at the venue?	Yes, inside the dome and in our "pre-function" area that is a brick and mortar building attached to the dome.
CV17	Are there hospitality/lounges areas available?	Yes
CV18	Is there a copier available in the venue? Fax machine?	Yes
CV19	Is Internet access available in the venue?	Yes
CV20	Are janitorial services available throughout the duration of the Championships weekend?	Yes
CV21	Does the facility/venue employ personnel that are CPR and First Aid certified?	Yes
CV22	Can the host organization secure the venue with contract?	Yes

#### Hotel:

One hotel should be designated as the host hotel. The host hotel needs to have enough rooms to accommodate all athletes, coaches, staff, and out of town volunteers in addition to being able to provide meeting rooms for coaches, officials, and space for team registration. NCTTA will sign a contract with the hotel that the host organization advises.

Please note that you are required to contact **John Larsen** of HelmsBriscoe to get additional information on the specific hotel requirements. **John** can be reached at 507-288-6566 or [jlarsen@helmsbriscoe.com](mailto:jlarsen@helmsbriscoe.com) and will send you a document detailing the NCTTA's hotel requirements. All hotel proposals will need to be sent through the HelmsBriscoe Cvent system for **John's** and the NCTTA's review. **John** will also be your point of contact regarding any hotel questions and discussions. Please note that the NCTTA is aware of the 10% placement fee that the hotel pays to HelmsBriscoe.

Please attach any additional information at the end of this document.

\*\*\*This proposal is only valid with the inclusion that host hotel will be Chula Vista Resort; in the event that the Wisconsin Dells Center would be individually contracted for the event and Chula Vista Resort were not to be host hotel, different terms of rental of Wisconsin Dells Center may apply.\*\*\*

## Banquet:

A Championships banquet is expected for the athletes, coaches, officials, volunteers and any designated dignitaries. The banquet is typically held Saturday evening of the Championships weekend. Seating capacity should be between 300-350 people. Alcohol cannot be served at the banquet.

Please note that you are required to contact **John Larsen** of HelmsBriscoe to get additional information on specific banquet requirements. **John** can be reached at 507-288-6566 or [jlarsen@helmsbriscoe.com](mailto:jlarsen@helmsbriscoe.com) and will send you a document detailing the NCTTA's championship banquet requirements. **John** will also be your point of contact regarding any banquet questions and discussions

## Transportation:

Please provide transportation information for the surrounding area (airports, highways, train stations, public transit, etc.). Transportation is expected between the airport(s) and host hotel, and between the host hotel and the competition venue. NCTTA will look favorably towards a bid where the hotel is close to the competition venue.

**\*\*Following transportation terms are in the event that host hotel is Chula Vista Resort; if Wisconsin Dells Center is individually contracted separate from Chula Vista Resort, different transportation terms apply\*\***

T01	Please provide a plan for assisting with transportation:	We can provide shuttles from the Madison Wi. airport. (Approx. 45 minutes to resort)
T02	a) Between airport(s) and hotel (on travel days)	Included in proposal
T03	b) Between hotel and competition venue (on competition days)	The venue is less than a ½ mile from the resort. Shuttles would be available from the resort
T04	Transportation (as described in your plan above) will be:	With shuttle busses
T05	a) Complimentary (provided at no charge to the event budget)	Transportation throughout Chula Vista Resort grounds via shuttle
T06	b) Event-related expense (charged to the event budget)	There is a \$10. Resort fee per room that typically pays for this
T07	c) Participant-related expense (expense charged to participating teams)	See above
T08	d) Combination of both b. and c.	
T09	What is the distance (in distance and travel time) from area airports/train stations to the hotel?	Madison Airport – 50 miles (45 min) Amtrak – 8 miles (10 min) Greyhound – 10 miles (10 min)

T10	How far (in distance and travel time) is the hotel from the competition venue?	2 minutes
T11	How many different airlines offer regular flights to area airport(s)?	5 major airlines

### Media Coverage:

NCTTA depends on the host organization to promote and publicize the event and/or have the ability to create media coverage for the event. We hope the organization has experience promoting these types of events and getting good publicity for it. Please answer the questions below.

**\*\*Chula Vista Resort and the Wisconsin Dells Center will participate in advertising through various media outlets/partnerships in the event the Chula Vista Resort is the host hotel; if the Wisconsin Dells Center is individually contracted separately from Chula Vista Resort, different pricing will apply\*\***

MC01	Describe your plan for media coverage for the Championships, including plans for local, regional, national coverage on radio, television, in newspapers, on the Internet or through other media outlets.	Chula Vista in conjunction with the Wisconsin Dells Convention Bureau will help promote the event
MC02	How many people do you expect to reach through TV and other media outlets identified above?	25,000+ followers via social media; other marketing dependent upon package option
MC03	Would the host organization be able to designate a local media coordinator?	Yes
MC04	How do you plan to attract local spectators, including those from outside of the sport?	Various advertising mediums through Chula Vista marketing and the Wisconsin Dells Visitor and Convention Bureau

### Championships Program:

Event programs are an important part of the Championships. Players and spectators will collect them and use them as a guide to the different activities at the Championships. Each participant will typically receive a complimentary program as a souvenir. Ad space is available for potential sponsors, and is a way to generate revenue along with sales of programs to spectators. We would expect for local organizing committee to help sell ad space to local businesses to further attract to the event and for the event.

**\*\*In the event that Chula Vista Resort and Wisconsin Dells Center would agree to organize and coordinate the creation and distribution of programs for this event, all proceeds from advertising and sale of programs would belong to Chula Vista Resort**

and the Wisconsin Dells Center. Pre-assigned sales and/or pre-authorized complimentary programs can be negotiated\*\*

CP01	Can the host organization provide assistance in designing the Championships program?	Yes
CP02	Can the host organization provide assistance in printing the Championships program?	Yes
CP03	Can the host organization provide assistance in contacting local businesses or even have local representative that will solely work on this area?	Yes

### Volunteer Plan:

Volunteer support is critical to the success of the Championships. In particular, as many as 75 volunteers are employed in the following areas: registration, hospitality, venue set up and take down, field of play coordinators, practice area coordinators, umpires, scorekeepers, and control desk runners.

20 umpires are expected to be on duty at all times. Umpires typically require several hours of study, training, practice, and certification prior to the competition.

VP01	What is your plan for recruiting local volunteers for the event?	With help from the Visitor Bureau we will reach out also to in-state table tennis clubs
VP02	Does the host organization have staff or volunteers that are able to assist the NCTTA tournament officials during the event?	Yes
VP03	What support can be expected from any local table tennis club(s)?	Contact local University/College clubs for assistance

Please do not hesitate to attach any other pages containing helpful information with regard to volunteer support at the end of this document.

### Site Visit:

NCTTA Representatives conduct a site visit several months prior to the event to tour and inspect the host hotel and facilities. This also serves as an important opportunity to meet with local officials and advance planning for the Championships.

SV01	Can the host organization fund a site visit for up two NCTTA representatives? Funding is specifically accommodations and	Yes, we would provide rooms and meals
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	meals.	
SV02	What is the best time of year to conduct a site visit? Site visit is typically done sometime between August and December.	Preferably during weekdays

Please contact John Larsen with HelmsBriscoe at [jlarsen@helmsbriscoe.com](mailto:jlarsen@helmsbriscoe.com) for more information on which NCTTA representatives will attend and to determine a mutually agreeable date to visit your city.

### Photography:

A designated photographer is used to capture official photos of the competition and banquet for reporting and promotional purposes.

P01	Can the host organization assist in securing a local photographer with experience in sports photography?	Yes
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### Sponsorships:

NCTTA understands that without title and other sponsorship opportunities that the Championships would not be financially viable, but also in realizing this venture is a product owned and managed by NCTTA, NCTTA withholds the right to seek out, secure and retain any revenue from the Presented by (secondary title) sponsorship in these Championships.

Other sponsorship levels can be pursued by the host organization. All sponsor agreements for the event must be coordinated and approved by NCTTA.

S01	Can the host organization assist with procurement of sponsors for this event?	Yes
S02	Name any entities you plan to approach for sponsorships?	Local sponsorships but not limited to sporting goods labels
S03	Are there any sponsorships already in place? Venue? Transportation? Banquet? etc.?	Beverage Sponsor - Pepsi

### Budget:

Please include a budget with anticipated expenses. Providing an accurate budget is essential to ensure a fair bidding process, and bidders are expected to verify the accuracy of their budget estimates by contacting relevant parties as needed. Failure to provide reasonable estimates may result in bid award cancellation, and/or additional sanctions. The following items are typically included in the budget, even though this is not an exhaustive list.



**\*\*Pricing listed below is negotiable based on Wisconsin Dells Center pricing model and available date of event; April 10-13 2014 or April 17-20 2014. Certain areas of revenue can be combined, (admission/parking) separated, etc. based upon needs of event.\*\***

BU01	Venue Rental	\$4,000. Per day
BU02	Banquet	\$22.00 + tax
BU03	Site Visit	Complimentary
BU04	Posters and Marketing Materials	Promoter
BU05	Event Programs	Promoter
BU06	Photography	Consignment
BU07	Staff and Tournament Shirts	Chula Vista will produce and sell and give NCTTA a 10 % commission
BU08	Creative Design/Logo Development	Chula Vista
BU09	Supplies (Office Products)	Chula Vista
BU10	Printing Costs	Promoter
BU11	Transportation	Chula Vista
BU12	Athlete and Staff Lunches	50 % discount to all athletes/coaches
BU13	Insurance	NCTTA in conjunction with Chula Vista insurance
BU14	Audio Visual Equipment	As needed

### **Contract with NCTTA**

NCTTA feels the championships' success is dependent on a partnership between the host organization and NCTTA itself. We like to sign a contract stipulating each party's responsibilities, both logistical and financial.

We would provide a room rate of \$109. + fees and taxes (resort fee is \$10.) Per night at Chula Vista Resort OR \$90. + fees and taxes at AmericInn

C01	Can host organization sign into a contract of this nature?	Yes
C02	Can host organization enter into a contract where financial obligations are split or a limit is set to how much one organization can earn or lose in said championships?	Yes

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### **For More Information:**

For any questions or to submit a bid contact:

Willy Leparulo  
NCTTA President  
president@nctta.org

Joseph Wells  
NCTTA Vice President  
vicepresident@nctta.org

Addendum A:



