BID PACKET

2028 -2032
U.S. NATIONAL TAEKWONDO AMERICAN OPEN

BID PACKET

American Open Series

2028–2032

This packet outlines USA Taekwondo's requirements for organizations interested in hosting the American Open East and American Open West. These competitions are open to athletes nationwide.

1. ABOUT USA TAEKWONDO

USA Taekwondo (USATKD) is the National Governing Body (NGB) for the sport of Taekwondo in the United States, as recognized by the United States Olympic & 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:

- 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. Throughout its history, the sport has been known by various names, such as Taekyon and Subak. Its official name, Taekwondo, was announced in 1955, and the first championships were held a year later. The Korean Taekwondo Federation was founded in 1965, and the World Taekwondo Federation was founded in 1973, the same year the first World Championships 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 to promote and grow the sport of Taekwondo.

2. EXECUTIVE SUMMARY

The American Open Series consists of two national qualifying events, the American Open East and the American Open West, held in May and June and open to athletes nationwide.

USATKD is seeking host cities for three-day competitions. The host provides a 70,000–100,000 sq. ft. convention center or arena that fits six competition rings, holding and warm-up space, 600–800 spectator seats, and a four- or five-star headquarters hotel.

Event	American Open East and American Open West
Bid Years	2028–2032
Timing	May and June (one event each)
Schedule	Move-in Wednesday–Thursday; check-in Thursday; competition Friday–Sunday; move-out Sunday
Eligibility	Open to athletes nationwide

Competition Floor	70,000–100,000 sq. ft. convention center or arena; six 50' x 50' rings
Spectator Seating	600–800 seats
Estimated Room Nights	890 total; peak of 225 rooms (Thu, Fri, Sat)
Hotel Terms	$22 rebate per room night to USATKD; 10% commission to Fastbreak AI; no attrition or cancellation

3. EVENT OVERVIEW

Event Background

The American Open East and American Open West (formerly the East and West Regionals) are national-level qualifying competitions open to athletes nationwide.

Event Dates & Schedule

Competition runs Friday through Sunday. Move-in is Wednesday and Thursday, with check-in beginning Thursday, and move-out is Sunday at the conclusion of the tournament.

Event Window	Years
May	2028–2032
June	2028–2032

4. VENUE REQUIREMENTS

Competition Floor

The host will secure, at no cost or a reduced cost to USATKD, the following:

- A 70,000–100,000 sq. ft. convention center or arena with continuous floor space and fixed seating to fit approximately six 50' x 50' competition rings, with a minimum 12' walkway between rings
- On or near the competition floor, 10,000 sq. ft. for a holding area and 10,000 sq. ft. for a warm-up area

- 600–800 spectator seats

General Requirements

- Arena or convention center
- Minimum ceiling height of 20 feet
- Smooth flooring (wood, concrete, or carpet) suitable for laying mats
- Air conditioning throughout the entire facility
- Five to six meeting rooms for registration, lunch, referee/coach meetings, seminars, weigh-in, and storage
- Ability to ship freight the morning after the competition concludes

Parking & Loading

- Fifteen complimentary parking passes for USATKD staff, officials, and sponsors for the duration of the tournament
- Reduced parking rate with in-and-out privileges for event attendees
- Ten loading dock passes for USATKD and sponsor trucks, plus one to three staff vehicles

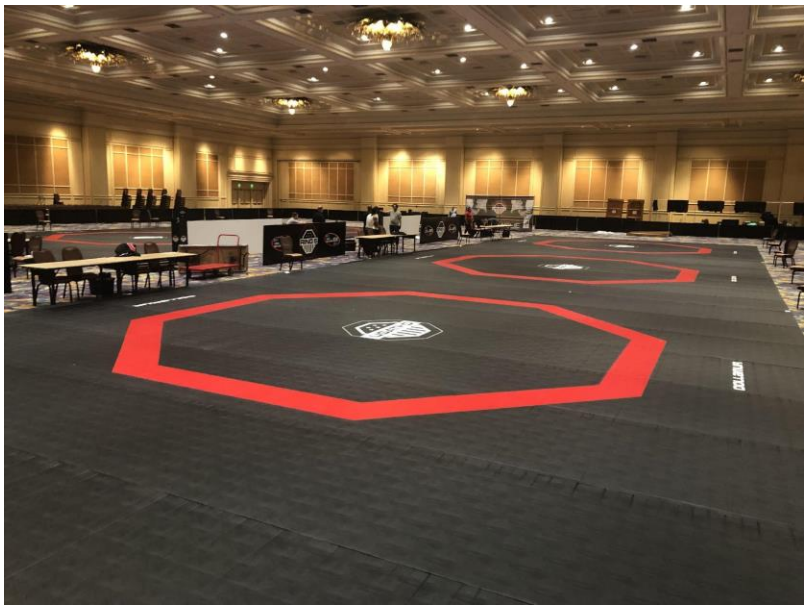
Bids Receiving Special Consideration

Bids will be given special consideration if they include:

- Stage/risers for the Tournament Desk, Broadcast Team, and Holding Area
- 80 complimentary tables
- 225 complimentary chairs
- Waived or discounted EMT services
- Waived or discounted security services
- Bleachers (if held in a convention center)

USATKD Competition Area Responsibilities

- Competition rings/mats, including shipping
- Scoring monitors/displays
- Ringside banner system featuring USATKD sponsors and local sponsors
- Other equipment necessary to conduct the competition



5. EXPOSITION, SALES & TICKETING

Exposition/Sales Area

USATKD merchandise sales and event souvenirs are the exclusive rights of USATKD. USATKD will not pay a commission to a concessionaire or to venue management for an exclusive right to this sales area. USATKD also reserves the right to permit national sponsors to use the exhibition space and sales area to promote their products.

Additional requirements:

- One 40' x 40' exhibit booth with forty 8' x 3' x 30" skirted tables
- Two 10' x 10' exhibit booths
- One 20' x 20' exhibit space for photography

Ticketing

USATKD reserves the right to all ticket sales and revenue.

6. ELECTRICAL & INTERNET REQUIREMENTS

Electrical

The following are USATKD's electrical needs for the duration of the event. USATKD will bear the cost of these outlets and connections; however, an estimate of these costs should be included as a separate appendix to the bid proposal for budgeting purposes.

- One outlet at each ring
- One outlet at the Awards Area
- One outlet at the Pre-Staging Area
- One outlet at the Staging Area
- One outlet in the Photography Area
- Two outlets at the Tournament Desk
- One outlet in the Sports Medicine Center

- Two outlets in the Registration Area
- Two outlets in the Weigh-In Area
- Six outlets in the Vendor/Sponsor Area

Internet

Internet connections are required at the following locations:

- One connection at each of the following, on a single network so devices can communicate:
  - Tournament Desk
  - Registration Area
  - Weigh-In Rooms
- Dedicated per-device wireless internet for streaming tablets (one per mat)
- Wi-Fi access
- VLAN with 10 IP addresses
- Ability for USATKD to bring its own internet/hotspot for the tournament

7. EVENT HOUSING

Housing Partner & Hotel Terms

USATKD partners with Fastbreak AI to contract all hotels for its events. If a bid is awarded, Fastbreak AI will contract all hotels. The bid proposal must include a housing grid with proposed attendee and staff room blocks and rates that meet the following:

- Hotel blocks in proximity to the competition venue, using as many hotels as possible with a wide range of costs and amenities
- A **$22 rebate per room night**, paid directly to USATKD
- A **10% commission**, paid to Fastbreak AI
- **No attrition or cancellation clauses**

There may be a two-day move-in, which would add staff rooms on Tuesday.

Headquarters Hotel

One four- or five-star headquarters hotel to house event staff and referees/scorekeepers. The headquarters hotel must provide complimentary rooms with free local phone and internet access, plus the following:

- One complimentary Presidential Suite with concierge privileges
- Three complimentary one-bedroom Business Suites (Double/Queen)
- Free daily parking passes for USATKD event staff rooms
- Design, production, and placement of an Event Welcome Banner in a prominent location (preferably behind the registration counters, without dates so it can be reused) during the contracted hotel dates
- Complimentary breakfast for staff and officials staying at the headquarters hotel from the day after check-in through the day of check-out
- Complimentary rooms guaranteed at 80% consumption of the Double/Double room block, or adjusted based on room block consumption
- If the city cannot provide the rooms described above within walking distance, free transportation to and from the venue for hotels outside walking distance

Estimated Room Nights

Room Type	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Staff – King	8	12	12	12	12	12	Check-out	**68**
Staff – Double	4	8	35	35	35	35	Check-out	**152**
Staff – Suite	0	3	3	3	3	3	Check-out	**15**
Attendee – Double	0	15	150	150	150	80	Check-out	**545**
Attendee – King	0	10	25	25	25	25	Check-out	**110**
Nightly Total	**12**	**48**	**225**	**225**	**225**	**155**		**890**

Estimates are per event.

8. BID PROPOSAL & SITE SELECTION

Proposal Deadlines

USATKD is currently accepting bids for the event(s) in this bid packet.

- **2028 event:** Email Christine.simmons@usatkd.us
- **2029 event:** proposals due April 1, 2027
- **2030 event:** proposals due April 1, 2028

If USATKD receives a compelling proposal, the event may be awarded before the deadline.

How to Submit a Bid

1. Submit a letter of intent to bid via email.
2. Email a complete bid proposal, including:
   - Venue information and a CAD floor plan based on the requirements in this packet
   - A hotel grid with proposed attendee and staff room blocks and rates
   - Any incentives offered
   - Documentation from past events, and contact names and numbers from past organizations that have hosted events at the proposed venue
   - An estimate of electrical and internet costs (as a separate appendix)

Send the letter of intent and complete bid proposal to:

Christine Strong Simmons
Events, USA Taekwondo
One Olympic Plaza
Colorado Springs, CO 80909
719-330-1639
christine.simmons@usatkd.us
usatkd.org

Review & Selection Process

1. Once proposals are received, the USATKD Events Department will conduct a thorough review of each bid based on the venue, hotel arrangements, ability to provide additional staff and volunteers, and a budgetary analysis.
2. The top two proposals will be notified and scheduled for a two-day site visit. The prospective host committee bears all site visit expenses. During the visit, one to two USATKD representatives will tour

the venue, all hotels in the block, local restaurants, transportation services, and other event-related considerations.

3. After site visits to the final two cities, the USATKD Events Department will analyze each bid and make a recommendation to the CEO. Once a decision is made, the Events Department will notify all candidates and proceed to the contract phase for the venue and hotels.