BID PACKET

2029 - 2032
TAEKWONDO
U.S. Season Final & Festival

BID PACKET

U.S. Season Final & Festival

2029–2032

This packet outlines USA Taekwondo's requirements for organizations interested in hosting the U.S. Season Final and Festival.

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 Season Final and Festival close out USATKD's competition season each September. Medalists from the regional tournaments and the National Championships are invited to compete, alongside color belt athletes in the festival, across Poomsae, Para, Sparring, Board Breaking, and Demonstration Team.

USATKD is seeking a host city for a three-day competition. The host provides a 60,000–75,000 sq. ft. arena or convention center with pre-staging and warm-up space, supporting meeting rooms, and a four- or five-star headquarters hotel.

Event	U.S. Season Final & Festival
Bid Years	2029–2032
Timing	Annually, September
Schedule	Move-in and check-in Thursday; competition Friday–Sunday; move-out Sunday

Eligibility	Ages 6 and older, yellow belt through black belt; Season Final by invitation (regional and National Championships medalists)
Disciplines	Poomsae (forms), Para, Sparring, Board Breaking, and Demonstration Team
Competition Floor	60,000–75,000 sq. ft. arena or convention center; six to seven rings (see Section 4)
Spectator Seating	800 seats (if not held in an arena)
Estimated Room Nights	1,137 total; peak of 320 rooms (Fri, Sat)
Hotel Terms	$22 rebate per room night to USATKD; 10% commission to Fastbreak AI; no attrition or cancellation
Proposal Deadlines	Contact Christine.simmons@usatkd.us

3. EVENT OVERVIEW

Event Background

The Season Final and Festival is held annually. Medalists from each of the regional tournaments, as well as medalists from the National Championships, are invited to participate in the Season Final. The competition is open to athletes ages 6 and older, yellow belt through black belt. Competition categories include Poomsae (forms), Para, Sparring, Board Breaking, and Demonstration Team.

Event Dates & Schedule

The competition is held in September each year. Competition runs Friday through Sunday. Move-in and check-in are Thursday and move-out is Sunday at the conclusion of the tournament.

4. VENUE REQUIREMENTS

Competition Floor

The host will secure, at no cost or reduced cost to USATKD, one of the following venue types:

- A 60,000–75,000 sq. ft. arena or convention center with seating to fit six to seven 120' x 120' competition rings, with a minimum 10' walkway between rings, and space to accommodate the competition floor, pre-staging, and a separate warm-up area
- 7,000 sq. ft. for pre-staging and warm-up
- 800 spectator seats (if not held in an arena)

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 meeting rooms for registration, lunch, referee/coach meetings, and 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 for the Tournament Desk, Media Team, and Holding Area
- 50 complimentary tables
- 200 complimentary chairs
- Waived or discounted EMT services
- Waived or discounted security services
- Bleachers or raised seating (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:

- Two 30' x 50' exhibit booths
- Two 10' x 10' exhibit booths

- Sixty 8' x 3' x 30" skirted tables

Ticketing

USATKD reserves the right to sell pre-event and on-site spectator tickets. We utilize Easy Event Tickets for pre-event online ticket sales and do not sell tickets onsite.

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 at the Tournament Desk
- One outlet in the Sports Medicine Center
- One outlet in the Registration Area
- Two outlets in the Weigh-In Area
- Four 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
- Four 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	Wed	Thu	Fri	Sat	Sun	Total
Staff – Double	10	50	50	50	30	**190**
Staff – King	12	15	20	20	20	**87**
Attendee – Double	20	150	200	200	100	**670**
Attendee – King	10	40	50	50	40	**190**
Nightly Total	**52**	**255**	**320**	**320**	**190**	**1,137**

8. BID PROPOSAL & SITE SELECTION

Proposal Deadlines

If USATKD receives a compelling proposal, the event may be awarded to a city prior to the deadline. Please email Christine.simmons@usatkd.us for more information.

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. All site visit expenses are borne by the prospective host committee. 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.

Member, United States
Olympic & Paralympic Committee