USA ARTISTIC SWIMMING



2028-2033

National Convention RFP

USAAS ANNUAL CONVENTION

Date	Comp Name	Location
September, 2021	Convention	Reno, NV
September 7-11, 2022	Convention	Clearwater, FL
September 6-10, 2023	Convention	Valley Forge, PA
September 12-15, 2024	Convention	Tempe, AZ
September 4-6, 2025	Convention	Omaha, NE
September, 2026	Convention	Madison, WI
September, 2027	Convention	Overland Park, KS
September, 2028	Convention	Open
September, 2029	Convention	Open
September, 2030	Convention	Open
September, 2031	Convention	Open
September, 2032	Convention	Open
September, 2033	Convention	Open

USA Artistic Swimming (USAAS) is the national governing body for the sport of artistic swimming in the United States and a member of the United States Olympic & Paralympic Committee (USOPC). USAAS oversees athlete development, coaching and officiating education, national events, and governance of the sport nationwide.

The USA Artistic Swimming Annual Convention brings together coaches, officials, athletes, volunteers, administrators, and partners to conduct the annual business of the organization, provide education, and recognize achievements across the sport.

Convention Fast Facts

Event: USA Artistic Swimming Annual Convention
Host: USA Artistic Swimming
Audience: Coaches, officials, athletes, volunteers, board members, staff and partners.
Estimated Attendance: 200-300 total registrants
Average Length of Stay: 3-4 nights
Preferred Venue Type:

- Full-service hotel preferred (single property)
- Convention center acceptable only if directly connected or adjacent to the host hotel.

Airport Access: venue must be within a one hour drive of a hub airport.

Preferred Dates

USA Artistic Swimming intends to host the Annual Convention early September, avoiding Labor Day weekend.

- Preferred pattern: Thursday–Sunday (with arrivals Wednesday)
- Target timeframe: First two weeks of September

Bidders should propose specific date options within this window and indicate flexibility.

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Bidder Eligibility and Location

This RFP is intended for Convention & Visitors Bureaus (CVBs), Sports Commissions, or destination marketing organizations acting as the coordinating entity.

- Proposals submitted directly by individual hotels may not be considered
- CVBs/Sports Commissions are encouraged to collaborate with one or more suitable host hotels and present a consolidated proposal

Site Selection Timeline

Proposals are accepted and evaluated on a rolling basis, so convention may be awarded to cities that have submitted excellent bids in advance. Site selection and bid deadline is on a rolling basis.

Hotel & Housing Requirements

Housing Service (HS): USA Artistic Swimming has a partnership with TEAMS Solutions. The event host will be required to work with our housing partner to find a host venue suitable for the event prior to bid selection. USAAS request five (5) complimentary rooms for staff, a minimum rebate for the attendee block ($15), commission of 10%, and a complimentary room policy of 1 to 30 for the attendee block.

Preferred Guest Room Rate:

- Target: $179.00 per night or lower, plus applicable taxes
- Please include all mandatory fees (resort/destination fees must be disclosed and preferably waived)

Estimated Room Block:

- 3–4 peak nights
- Mix of single and double occupancy rooms
- ADA-accessible rooms required

Requested Concessions:

- Complimentary meeting space with a food & beverage minimum
- Reasonable attrition terms based on historical pickup - preference will be given to bids that exclude an attrition clause
- Complimentary Wi-Fi in guest rooms and meeting space
- Discounted or complimentary parking for attendees and free parking for USAAS staff.
- Discounted staff room rate.

Historic Pick Up

Staff arrive on Wednesday and participants arrive Wednesday and Thursday with majority leaving Sunday

	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Room Nights	4	65	95	95	90	6	0	350

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Meeting Space Requirements

General Session / Grand Ballroom

- Capacity: 200–300 attendees (final numbers TBD)
- Setup:
  - Rounds of 10
  - Head stage to seat 15 people with tables & chair
  - One main screen viewable for the entire room.
    - AV Needs:
      - Projector & screen, sound system, 8 wireless microphones
- Usage:
  - General sessions
  - Daily lunch service (Thursday, Friday & Saturday)
  - Board of Directors meeting (Saturday)
  - Awards Reception - full dinner or heavy appatizers (Saturday evening)

Breakout Rooms

- 3–5 breakout rooms (depending on year)
- Capacity:
  - At least one room for ~50 people
  - Remaining rooms for 30–50 people
- Setup:
  - Classroom style
    - AV Needs (each room):
      - Projector & screen, 1 wireless microphone, Speaker/audio connection for music

Food & Beverage Requirements

Daily Lunches

- Served Thursday, Friday, and Saturday in the Grand Ballroom
- Buffet style preferred
- Target price: $25-$30 per person, inclusive of beverages, tax, and service

Awards Reception (Saturday Evening)

- Attendance: 200–300
- Location: Grand Ballroom or similar
- Service: Heavy hors d'oeuvres
- Bar: Cash bar
- Target price: $35-$45 per person (excluding bar)

Break Areas

- Pricing for water and coffee stations outside breakout rooms

Estimated Total F&B Spend: Approximately $28,000 - $33,000

- This price is inclusive of all taxes and service charges

Budget for Meals

- 3 lunchs x 250 people x $30.00 = $22,500
- 1 dinner x 250 people x $45.00 = $11,250
- Total Average F&B Spend = $33,750

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Foundation Reception - Off-Site Location

The USA Artistic Swimming Foundation hosts an annual fundraising reception on Thursday evening.

Requirements:

- Approximately 75 attendees
- Off-site venue within close proximity to host hotel
- Walkable or short transportation preferred

Bidder to Provide:

- Recommended venues
- Estimated pricing and menu options
- Transportation considerations, if applicable

This event is planned and paid for separately by the USAAS Foundation.

PROPOSAL REQUIREMENTS

Proposal Submission Requirements:

Proposals should include the following information in a single consolidated submission:

1. Overview of the destination and hosting organization (CVB/Sports Commission)
2. Proposed host hotel(s) with detailed specifications
3. Guest room rates, taxes, and fees
4. Meeting space details and diagrams
5. Food & beverage menus and pricing
6. AV pricing estimates
7. Proposed concessions and incentives
8. Off-site reception recommendations
9. Airport access and local transportation overview
10. Any destination support, grants, or value-in-kind contributions

Evaluation Cirteria

Proposals will be evaluated based on:

- Overall cost and value
- Ability to meet space and lodging needs in a single property
- Proximity to airport and ease of travel
- Quality and flexibility of meeting space
- Destination support and partnership to help offset F&B spend.
- Experience hosting similar sports or governing body events
- Preference will be given to bids that exclude an attrition clause.