



USA Taekwondo

American Open Series

Bid Packet 2028-2030



Updated 10 1 2024

USA Taekwondo – American Open Series

This document features a comprehensive outline for a potential bidder with USA Taekwondo requirements to host the American Cup East and West (formally East Regional/West Regional). This competition is open to athletes nationwide.



ABOUT USA TAEKWONDO

USA Taekwondo is the National Governing Body (NGB) for the sports of Taekwondo in the United States of America as recognized by the United States Olympic and 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 the following:

- 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. During its history, this sport has been known by various names, like Taekyon or Subak. Its official name nowadays, Taekwondo, was announced in 1955; a year later, the first championships were held. The Korean Taekwondo Federation was founded in 1965, and the World Taekwondo Federation was founded in 1973. During the same year, the first World Championship 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 promote and grow the sport of Taekwondo.

Competition will be Friday through Sunday. Move-in will be Wednesday and Thursday, with check-in beginning on Thursday and move out will be Sunday at the conclusion of the tournament. Below is a chart with future years.

American Open Series Future Dates	
May 2028 - 2030	June 2028 - 2030

EVENT HOUSING

USATKD currently partners with Group Housing to contract all hotels for their events. If a bid is awarded; Group Housing will contract all hotels. Host must provide a housing grid with proposed rates as part of the bid proposal to include the following. There may be a two day move which would then include staff rooms on Tuesday.

- Hotel Blocks- in proximity to the competition venue to accommodate attendees using as many hotels as possible with a wide range of costs and amenities.
- Hotels must include a **\$22 rebate** per room night that will be paid directly to USATKD
- 10% Commission to be paid to Group Housing
- Please, don't include attrition or cancellation

HEADQUARTERS HOTELS:

- One Four or Five-star headquarters hotels to house event staff and referees/scorekeepers.
- Event **Staff Headquarters** hotel must provide the following amenities and complimentary rooms with **free local phone and internet access**.
 - Complimentary **Presidential Suite** with concierge privileges
 - 4- Complimentary one-bedroom **Business Suites** (Double/ Queen)
 - **Free Parking Passes** per day for USATKD Event Staff Rooms
 - Design, production, and placement of an **Event Welcome Banner in a prominent location** (preferably behind the registration counters without date specification for future use) during the contracted hotel dates
 - Complimentary breakfast for staff and officials staying at the headquarters hotel from the day after check-in through day of check-out.
 - Complimentary rooms are guaranteed at **80% consumption** of Double/Double rooms block or can be adjusted based on room block consumption
 - If city cannot provide the number of rooms described above in walking distance rooms, then free transportation will be provided to and from venue at non-walking distance hotel locations
- **Please, do not include attrition or cancellation.**

Estimated Hotel Room Nights:

	Tues	Wed	Thur	Fri	Sat	Su n	Mon
Staff - Kings	8	12	12	12	12	12	c/o
Staff – Doubles	4	8	35	35	35	35	c/o
Staff - Suites	0	3	3	3	3	3	c/o
Attendee Doubles	0	15	150	150	150	80	c/o
Attendee Kings	0	10	25	25	25	25	c/o

Venue Requirements

- Arena setting or convention center
- Minimum ceiling height of 20 feet
- Venue flooring should be smooth with wood, concrete, or carpet surface to lay mats on
- Air conditioning available throughout the entire facility
- Fifteen complimentary parking passes for USATKD staff, officials, sponsors for the duration of the tournament. Reduced parking rate for event attendees with in and out privileges.
- Ten loading dock passes for USATKD and sponsor trucks, and 1 – 3 staff vehicles
- Five to eight meeting rooms for registration, lunch, referee/coach meetings and seminars, weigh-in, and storage.

Bids will be given special consideration if the following are included:

- Stage/risers for the Tournament Desk, Broadcast Team, and Holding Area
- 80 complimentary tables
- 225 complimentary chairs
- Waived/discounted EMT services
- Waived/discounted Security services
- Bleachers (if held in convention center)
- HOST will secure at NO COST or a substantially reduced cost to USATKD the following venue types:
 - **70,000 – 100,000 square feet convention center or arena with continuous floor space** and fixed seating to fit approximately (8) 50'x50' competition rings and a minimum of 15' walkway in between each competition ring.
 - On the competition floor, 10,000 for a holding area and 10,000 square feet to serve as warm-up area.
- 1000-2000 seats for spectators
- USATKD competition area responsibilities:
 - Competition rings/mats including shipping
 - Scoring monitors/displays
 - Ringside banner system consisting of USATKD sponsors and local sponsors
 - Other necessary equipment for conducting the competition
- Ability to have freight picked up the morning following the last day of competition

Exposition/ Sales Area:

USATKD merchandise sales and event souvenirs are the exclusive rights of USATKD. USATKD will not agree to pay a commission to a concessionaire or to venue management for an exclusive right to this sales area. In addition, USATKD reserves the right to permit national sponsors the opportunity to utilize the exhibition space and sales area to promote their products(s). Additional requirements are as follows:

- One 40' x 40' Exhibit booth
- Two 10' x 10' Exhibit booths
- Forty 8' x 3' x 30" Skirted tables

Electrical/Internet needs:

The following are the electrical/internet needs for USATKD for the duration of the event. USATKD will bear the costs of these outlets/connections, but an estimate of such costs should be included in a separate appendix of the bid package submitted for budgetary purposes.

- 1 electrical outlet at each ring
- 1 electrical outlet at the Awards Area
- 1 electrical outlet at the Holding Area
- 1 electrical outlet in the Photograph Area
- 2 electrical outlets at the Tournament Desk
- 1 Electrical outlet in the Sports Medicine Center
- 2 Electrical outlets in the Registration Area
- 2 Electrical outlets in the Weigh-In area
- 6 Electrical outlets in the Vendor/Sponsor Area

Internet connections will also be required at the following locations:

- 1 internet connections at the Tournament Desk
- 1 internet connections at the Registration Area
- 1 internet connection at the Weigh-In Rooms
 - Internet connection at these three locations must be on a singular network for communication across devices.



- Dedicated per device wireless internet for streaming tablets (one per mat)
- Access to WiFi
- VLAN with 10 IP Addresses
- The ability to bring in our own internet/hotspot to provide internet for the tournament
- Ability to ship freight the morning after the completion of the competition

BID PROPOSAL – SITE SELECTION

1. USATKD is currently accepting bids for the competitions in this bid packet. **The deadline for submitting proposals for *For 2028, the deadline is April 1, 2026. For 2029, the deadline is April 1, 2027, and for 2030, the deadline is April 1, 2028.***
2. When deciding to bid upon a USATKD event, please submit a letter of Intent to bid via email. Along with the bid information please send any necessary complimentary materials such as the CAD file, documentation from past events, and contact names and numbers from past organizations hosting events in the proposed venue. Please email a complete bid proposal along with any other materials to the following USATKD staff:

Christine Strong Simmons
USA Taekwondo
One Olympic Plaza
Colorado Springs, CO 80909

cssimmons@usatkd.org/usatkd.org

Once the proposals have been received, the USA Taekwondo Events Department will proceed with a thorough review of the bid. The top two proposals will be notified and scheduled for a site visit paid by the bidding city. The bid review will be based on the venue, hotel arrangements, ability to provide additional staffing and volunteers, and a budgetary analysis.

3. All expenses for this two-day site visit will be borne by the prospective host committee. During the visit, the USATKD representatives will visit the venue, all hotels in the block, local restaurants, transportation services, and other event related concerns.
4. Upon completing site visits to the final two cities, the USATKD Events Department will analyze each bid and make all recommendations to the CEO/Executive Director. Once the decision has been made the USATKD Events Department will notify all candidates of the decision and proceed to the contract phase of the partnership.