



**PA Dutch Convention & Visitors Bureau**

*2013 College Table Tennis National  
Championships RFP Response*

January 31<sup>st</sup>, 2012



January 31, 2012

Mr. Willy Leparulo & Mr. Joseph Wells

National Collegiate Table Tennis Association

Thank you for considering Lancaster County in your selection process to host the **2013 College Table Tennis National Championships**. The PA Dutch Convention & Visitors Bureau is very excited about the opportunity to partner with the National Collegiate Table Tennis Association and welcome the players, families and guests to Lancaster County.

Lancaster, Pennsylvania offers an amazing blend of urban style and rural splendor promoting its many rich cultures from the Amish to the arts. Athletes, attendees and visitors can take in our vibrant downtown city life - featuring galleries, great dining, specialty shops, and live music – or explore some of the surrounding towns and villages to get a sampling of the heritage, craftsmanship, and hands-on activities for which Lancaster is famous.

We look forward to working with you to further define requirements and answer any questions. Thank you again for giving us the opportunity.

Sincerely,

A handwritten signature in black ink that reads "Chris Ackerman". The signature is written in a cursive, flowing style.

Chris Ackerman

PA Dutch Convention & Visitors Bureau

**Host Organization:**

Name of host organization: **PA Dutch Convention & Visitors Bureau**

Name of city: **Lancaster County, PA**

Name of the primary person and four secondary persons responsible for the Championships planning: **Christopher Ackerman**

Name of authorized signer of a host contract with NCTTA if your bid is selected: **Mike Messina**

List other events your organization has hosted in the past.

- **2011 & 2012 US Youth Soccer Region 1 Youth Soccer Championships:** 5,000 players and as many as 10,000 spectators / 272 boys' and girls' teams, ages 12-19, from 15 states
- **Martin Luther King Volleyball Tournament:** One of the largest volleyball tournaments on the East Coast. Over 320 teams from 12 different states.
- **Warrior Dash:** 14,352 participants from 35 states as well as Canada
- **2011 Mid Atlantic Cup Girls and Boys Weekend:** Over 350 teams in two weekends
- **Amish Half Marathon:** 1,400 runners came from 26 states and two different countries
- **Hempfield Fall Classic:** 580 teams from nine states at the Hempfield Sports Complex
- **American Cheer and Dance Academy Keystone Championship:** Over 750 attendees

**Proposed Venue: SportsPlex**

Please attach electronically, two photos of the venue from different angles. **The venue is not yet completed. Will forward the renderings once received.**

Please attach a venue floor plan/diagram indicating key areas and dimensions of the competition venue. **Please find the indoor layout on the last page of the bid.**

Describe the flooring surface in the competition space: **Choice of either wood or sport court.**

Describe the lighting (direct or indirect). Can indirect lighting be covered for instance with the use of pipe-and-drape? **Indirect – yes it can be covered**

What is the light intensity in the competition space (in lux or foot candles)? **800-1000lux**

Are there any windows visible within vicinity of the competition space? **No**

What is the height of the ceiling over the competition space? **30 feet**

Number of restrooms in vicinity of the playing area. **4 – 2 mens and 2 womens with a combined total of 24 cubicals for each gender** Are the restrooms ADA-accessible? **Yes**

Is there space available for sponsor/vendor booths near the competition area? If so, how much? **In excess of 10,000 square feet**

Are there any locker rooms in the venue? If so, how many? **Yes, 4 locker rooms - 2 mens and 2 women's – giving a total of 400 lockers**

Please describe the public address system/sound system in the venue? **A system similar to Mc<sup>2</sup> acoustic sound system**

What kind of seating is available for spectators? 1 stadium arena with 2000 seats Are there bleachers? Moveable seating? How many spectators can be accommodated? Other areas will have moveable bleachers and seats. **Over 3000 spectators can be seated at one time**

Does the venue have a controlled entrance point for admission purposes? **Yes**

Is parking at the venue free? If not, what are the parking rates? **To be agreed with tournament organizers – optional**

Is there a concession stand available in the facility? Are there restaurants within a couple of miles of the facility? **Concessions, smoothie bar, sports nutrition area, restaurant and bar with food. There are other restaurants within a couple of miles – but won't be needed**

Are there extra rooms/meetings rooms available at the venue? **Yes**

Are there hospitality/lounges areas available? **Yes**

Is there a copier available in the venue? Fax machine? **Yes – a full office**

Is Internet access available in the venue? **Yes – along with full video conferencing capabilities**

Are janitorial services available throughout the duration of the Championships weekend? **Yes**

Does the facility/venue employ personnel that are CPR and First Aid certified? **Yes, plus PT and potentially MRI and X-Ray capabilities**

Can the host organization secure the venue with contract? **Yes**

### **Hotel:**

What is the hotel name? **Lancaster Host Resort & Conference Center**

Name the hotel contact person, email and phone number.

**Michelle Weinhold / [mweinhold@lancasterhost.com](mailto:mweinhold@lancasterhost.com) / 717-299-5500**

What is the hotel capacity? **319 rooms**

What is the proposed room rate? **\$90-\$129**

Is master billing available? **Yes**

List the number of restaurants available in proximity of the hotel? **2 within hotel, over 10 restaurants within walking distance**

Is there space for a registration area? **Yes**

What are check-in and check-out times? **4:00pm check in / 11:00am check out**

Does the hotel offer Internet access? Is it complimentary? **Yes and complimentary**

Is there complimentary meeting space available? **Based on requirements**

Are any complimentary rooms/suites offered for the event? **1 per 50**

What other notable amenities does the hotel offer? **Easy accessibility, centrally located, no parking fee, resort amenities, golf course on site.**

**Banquet:**

Is suitable banquet space available at: **Lancaster Host Resort & Conference Center**

How many people can be accommodated in the banquet space? **The Lancaster Host Resort & Conference Center has more than 80,000 square feet of premium meeting space that can be configured to accommodate gatherings of virtually any size or scope.**

Regarding financial aspects of the banquet, will the banquet be:

**Combination of both b. and c.**

- b. Event-related expense (charged to the event budget)
- c. Participant-related expense (expense charged to participating teams)

What is the expected cost per plate for the banquet? **\$15-25**

**Transportation:**

For assisting with transportation between airport(s) and hotel (on travel days) & between hotel and competition venue (on competition days)

**Combination of B & C**

- b. Event-related expense – to be discussed
- c. Participant-related expense (expense charged to participating teams)

What is the distance (in distance and travel time) from area airports/train stations to the hotel? **25 miles to airport / 7 miles to train station**

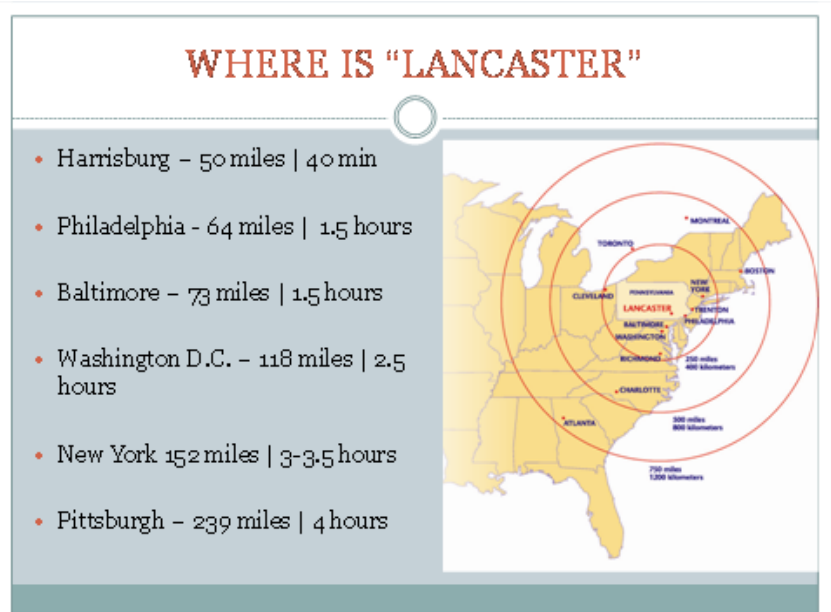
How far (in distance and travel time) is the hotel from the competition venue? **14 miles**

How many different airlines offer regular flights to area airport(s)?

**Harrisburg PA International**

**Airport: Harrisburg International Airport is served by seven major airlines, including Air Canada, AirTran Airways, American Eagle, Continental Airlines, Delta Air Lines, United Airlines and US Airways - which provide daily, nonstop service to 14 destinations with one-stop connections to cities around the world.**

- **Harrisburg International Airport has over 50 arrivals a day to our destination.**



### **Media Coverage:**

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. **Local media like to hear from event organizers directly rather than the CVB, so we could provide you with a local media list. Based on a press release you provide, we would send it to select regional and Mid-Atlantic outlets, some of which have national distribution due to their location (NYC, Philly, DC/Balt).**

How many people do you expect to reach through TV and other media outlets identified above? **Depending on press pickup, a handful of stories might garner up to a few million media impressions.**

3) Would the host organization be able to designate a local media coordinator? **Our media office can provide you with a local media list, send out your release to select regional and Mid-Atlantic outlets, and facilitate any calls they might get to your designated press contact.**

How do you plan to attract local spectators, including those from outside of the sport? **Beyond the above media coverage possibilities, we could feed info into our various social media networks and include the event in one or two issues of our regular visitor e-newsletter.**

### **Championships Program:**

Can the host organization provide assistance in designing the Championships program? **Yes**

Can the host organization provide assistance in printing the Championships program? **Yes**

### **Volunteer Plan:**

What is your plan for recruiting local volunteers for the event? **Variety: Web, Social Media, Print and TV**

Does the host organization have staff or volunteers that are able to assist the NCTTA tournament officials during the event? **Yes**

What support can be expected from any local table tennis club(s)? **Yes**

### **Site Visit:**

Can the host organization fund a site visit for up two NCTTA representatives? Funding is specifically accommodations and meals. **Yes**

What is the best time of year to conduct a site visit? Site visit is typically done sometime between August and December. **Whenever convenient for the NCTTA.**

### **Photography:**

Can the host organization assist in securing a local photographer with experience in sports photography? **Yes**

### **Sponsorships:**

- 1) Can the host organization assist with procurement of sponsors for this event? **Yes**
- 2) Name any entities you plan to approach for sponsorships? **Private and Public**
- 3) Are there any sponsorships already in place? Venue? Transportation? Banquet? etc.?  
**To be discussed**

### **Budget:**

Venue Rental – To be discussed

Banquet – Avg \$25 per person x 400 = \$10,000

Site Visit – CVB Assistance = \$1,500

Posters and Marketing Materials - \$2,500

Event Programs – \$2,000

Photography – \$2,000

Staff and Tournament Shirts – based on amount: \$7.00 per shirt

Creative Design/Logo Development - \$500

Supplies (Office Products) - \$750

Printing Costs - \$475

Transportation – \$4,000

Athlete and Staff Lunches - To be based on amount of Athletes & Staff

Insurance – Venue & NCTTA

Audio Visual Equipment - \$1,500

### **Third Party Endorsements:**

“In over 10 years of producing national sports tours, I have never seen the carpet laid out as it was in Lancaster County....plush and deep red! Our participants and spectators were for once not looked upon as invaders but as fellow Lancaster citizens for their duration of stay! Hospitality as never seen before!”

– *Bart Bayston, Best Unlimited*

"The Convention and Visitor's Bureau, and in particular their housing services, have been a pivotal piece in the continued growth of our youth soccer tournaments here in Lancaster County. The professionalism and timeliness demonstrated by the staff when assisting our customers is a great value to our organization and PA Classics has clearly gained positive exposure, both locally and regionally, from our relationship with the CVB".

- *Mike Henning, Vice President and Tournament Director PA Classics AC*

“Lancaster County is the perfect location to host an event. The area gives teams a great selection of lodging options, restaurants, places to shop, and entertainment to enjoy when not at the ball field. Our coaches, players, and family members always enjoy the trip to Lancaster for a weekend of baseball and to experience the Amish community.”

- *Andy Hansen, Triple Crown Sports*

“PA Classics Soccer Park is one of the premier facilities not just in our state, but in the Mid-Atlantic Region. The playing surface is high quality. We are proud to play the finals of the 2011 and 2012 US Youth Soccer Region I Championships at Classics Park.”

– *Chris Branscom, CEO Eastern Pennsylvania Youth Soccer*

