



2014 College Table Tennis National Championships

Bid Application

Table tennis is the most popular sport in the world by participation. The College Table Tennis National Championships features the sport that everyone has at one point played and loved; played here at the highest level. The College Table Tennis National Championships is one of the premiere table tennis events in North America, featuring 40 of the best college table tennis teams from across the United States, Canada and Puerto Rico. The event features a myriad of different men and women; student athletes from diverse backgrounds, with Olympians and Olympic hopefuls among them.

The College Table Tennis Championships are your chance to bring a national sporting event to your community, drawing interest and attention to your city, and generating economic impact for local businesses. The Championships encompass eight different singles, doubles, team and Paralympic events, over 3 days of competition, held each year, over a weekend in April.

About NCTTA:

The National Collegiate Table Tennis Association (NCTTA) is a non-profit organization established exclusively for promoting the sport of table tennis at the college level. As the national governing body for college table tennis in the United States and Canada, NCTTA organizes intercollegiate competition throughout North America. For more visit: www.nctta.org.

Bid Information Snapshot:

Time of Year: Early April

Length of Event: 4 days, Thursday to Sunday (1 practice day, 3 days of competition)

Number of Teams: 40 teams; 4 to 8 players per team, plus coaches/chaperones

Number of Participants and Spectators: 1000

Average Length of Stay: 4 nights per team

Room Nights: 300-400

Room Rate: Should not exceed \$90.00/night

Bid Deadline: February 1, 2013

Submit completed application via email to both president@nctta.org and vicepresident@nctta.org.

By completing this application, you, the bidder, agree that the information included in your bid is accurate to the best of your knowledge, and that you will work closely with NCTTA putting forth the necessary amount of effort to make the Championships a successful event.

Please provide the information requested in each section below.

Return this file as a Word document so that we may compare it side-by-side with other bids. Please attach any additional information separately. The field will expand as you type.

Host Organization:

HO01	Name of host organization	Albuquerque CVB
HO02	Name of city/state	Albuquerque, NM
HO03	Name of the primary person and four secondary persons responsible for the Championships planning. For each member of the organizing committee, list experience and credentials in running local, regional, and/or national events.	TBD
HO04	Name of authorized signer of a host contract with NCTTA if your bid is selected.	TBD – LOC
HO05	List any supporting organizations and their primary and secondary persons.	Albuquerque Convention and Visitors Bureau
HO06	List 3 other events your organization has hosted in the past.	USATF Championships, USA Synchro Masters US Tennis Sectionals

Competition Venue:

The competition venue must be a gym, sport center, or other facility reserved by the host organization. Competition space must have wood floors, rubberized athletic flooring, or another flooring surface suitable for athletic competition. Bare cement or carpet will NOT be considered unless there is a plan in place to bring in wood or rubberized athletic flooring for the duration of the competition. The venue must be able to accommodate:

- A minimum of 18 competition courts 40' x 20' in size.
- Space for aisles and team benches at each court.
- A minimum of 12 practice courts 30' x 15' in size.

A typical venue would encompass 30,000 to 50,000 square feet of competition and practice space, plus additional space for spectators, officials, sponsor/vendor booths, competition control area, meeting rooms, etc.

CV01	Please attach electronically, two photos of the venue from different angles at the end of this document.	
CV02	Please attach a venue floor plan/diagram indicating key areas and dimensions of the competition venue at the end of this document.	
CV03	Describe the flooring surface in the competition space.	Wood Floor – Basketball Courts
CV04	Describe the lighting (direct or indirect). Can indirect lighting be covered for instance with the use of pipe-and-drape?	Direct Lighting
CV05	What is the light intensity in the competition space (in lux or foot candles)?	N/A
CV06	Are there any windows visible within vicinity of the competition space?	No
CV07	What is the height of the ceiling over the competition space?	40+ feet
CV08	Number of restrooms in vicinity of the playing area. Are the restrooms ADA-accessible?	20 + Restrooms, ADA accessible
CV09	Is there space available for sponsor/vendor booths near the competition area? If so, how much?	Yes, virtually unlimited.
CV10	Are there any locker rooms in the venue? If so, how many?	4 locker rooms
CV11	Please describe the public address system/sound system in the venue?	PA System will have to be brought in from outside. Sound system is sufficient
CV12	What kind of seating is available for spectators? Are there bleachers? Moveable seating? How many spectators can be accommodated?	Bleachers
CV13	Does the venue have a controlled entrance point for admission purposes?	Yes
CV14	Is parking at the venue free? If not, what are the parking rates?	Free Parking
CV15	Is there a concession stand available in the facility? Are there restaurants within a couple of miles of the facility?	Concession within facility. Numerous restaurants in area.
CV16	Are there extra rooms/meetings rooms available at the venue?	Yes, class rooms
CV17	Are there hospitality/lounges areas available?	Yes, Class rooms
CV18	Is there a copier available in the venue? Fax machine?	No, one would have to be brought in

CV19	Is Internet access available in the venue?	Yes, free internet
CV20	Are janitorial services available throughout the duration of the Championships weekend?	Yes, janitorial service is covered
CV21	Does the facility/venue employ personnel that are CPR and First Aid certified?	No – Must be provided
CV22	Can the host organization secure the venue with contract?	No – NCTT would have to sign the venue contract

Hotel:

One hotel should be designated as the host hotel. The host hotel needs to have enough rooms to accommodate all athletes, coaches, staff, and out of town volunteers in addition to being able to provide meeting rooms for coaches, officials, and space for team registration. NCTTA will sign a contract with the hotel that the host organization advises.

Please note that you are required to contact **John Larsen** of HelmsBriscoe to get additional information on the specific hotel requirements. **John** can be reached at 507-288-6566 or jlarsen@helmsbriscoe.com and will send you a document detailing the NCTTA's hotel requirements. All hotel proposals will need to be sent through the HelmsBriscoe Cvent system for **John's** and the NCTTA's review. **John** will also be your point of contact regarding any hotel questions and discussions. Please note that the NCTTA is aware of the 10% placement fee that the hotel pays to HelmsBriscoe.

Please attach any additional information at the end of this document.

Banquet:

A Championships banquet is expected for the athletes, coaches, officials, volunteers and any designated dignitaries. The banquet is typically held Saturday evening of the Championships weekend. Seating capacity should be between 300-350 people. Alcohol cannot be served at the banquet.

Please note that you are required to contact **John Larsen** of HelmsBriscoe to get additional information on specific banquet requirements. **John** can be reached at 507-288-6566 or jlarsen@helmsbriscoe.com and will send you a document detailing the NCTTA's championship banquet requirements. **John** will also be your point of contact regarding any banquet questions and discussions

Transportation:

Please provide transportation information for the surrounding area (airports, highways, train stations, public transit, etc.). Transportation is expected between the airport(s) and host hotel, and between the host hotel and the competition venue. NCTTA will look favorably towards a bid where the hotel is close to the competition venue.

T01	Please provide a plan for assisting with transportation:	Transportation will be dependent upon individual participants or host hotel shuttle
T02	a) Between airport(s) and hotel (on travel days)	Shuttle/Individuals
T03	b) Between hotel and competition venue (on competition days)	Shuttle/Individuals
T04	Transportation (as described in your plan above) will be:	Shuttle/Individuals
T05	a) Complimentary (provided at no charge to the event budget)	No – Unless provided by hotel
T06	b) Event-related expense (charged to the event budget)	Yes
T07	c) Participant-related expense (expense charged to participating teams)	n/a
T08	d) Combination of both b. and c.	
T09	What is the distance (in distance and travel time) from area airports/train stations to the hotel?	Less than 10 minutes
T10	How far (in distance and travel time) is the hotel from the competition venue?	Less than 10 minutes
T11	How many different airlines offer regular flights to area airport(s)?	7 major airlines

Media Coverage:

NCTTA depends on the host organization to promote and publicize the event and/or have the ability to create media coverage for the event. We hope the organization has experience promoting these types of events and getting good publicity for it. Please answer the questions below.

MC01	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.	Internet coverage via CVB
MC02	How many people do you expect to reach through TV and other media outlets identified above?	The city of ABQ
MC03	Would the host organization be able to designate a local media coordinator?	Yes
MC04	How do you plan to attract local spectators, including those from outside of the sport?	Internet coverage

Championships Program:

Event programs are an important part of the Championships. Players and spectators will collect them and use them as a guide to the different activities at the Championships. Each participant will typically receive a complimentary program as a souvenir. Ad space is available for potential sponsors, and is a way to generate revenue along with sales of programs to spectators. We would expect for local organizing committee to help sell ad space to local businesses to further attract to the event and for the event.

CP01	Can the host organization provide assistance in designing the Championships program?	Yes
CP02	Can the host organization provide assistance in printing the Championships program?	Yes – we can print all in house
CP03	Can the host organization provide assistance in contacting local businesses or even have local representative that will solely work on this area?	We can come up with a list of local businesses for the LOC/NCTT

Volunteer Plan:

Volunteer support is critical to the success of the Championships. In particular, as many as 75 volunteers are employed in the following areas: registration, hospitality, venue set up and take down, field of play coordinators, practice area coordinators, umpires, scorekeepers, and control desk runners.

20 umpires are expected to be on duty at all times. Umpires typically require several hours of study, training, practice, and certification prior to the competition.

VP01	What is your plan for recruiting local volunteers for the event?	CVB has volunteers, students at UNM
VP02	Does the host organization have staff or volunteers that are able to assist the NCTTA tournament officials during the event?	Yes
VP03	What support can be expected from any local table tennis club(s)?	We will reach out to them if awarded the bid

Please do not hesitate to attach any other pages containing helpful information with regard to volunteer support at the end of this document.

Site Visit:

NCTTA Representatives conduct a site visit several months prior to the event to tour and inspect the host hotel and facilities. This also serves as an important opportunity to meet with local officials and advance planning for the Championships.

SV01	Can the host organization fund a site visit for up two NCTTA representatives? Funding is specifically accommodations and meals.	Yes – all expense paid
SV02	What is the best time of year to conduct a site visit? Site visit is typically done sometime between August and December.	Early August is best.

Please contact John Larsen with HelmsBriscoe at jlarsen@helmsbriscoe.com for more information on which NCTTA representatives will attend and to determine a mutually agreeable date to visit your city.

Photography:

A designated photographer is used to capture official photos of the competition and banquet for reporting and promotional purposes.

P01	Can the host organization assist in securing a local photographer with experience in sports photography?	Yes – we have sports photographers we work with

Sponsorships:

NCTTA understands that without title and other sponsorship opportunities that the Championships would not be financially viable, but also in realizing this venture is a product owned and managed by NCTTA, NCTTA withholds the right to seek out, secure and retain any revenue from the Presented by (secondary title) sponsorship in these Championships.

Other sponsorship levels can be pursued by the host organization. All sponsor agreements for the event must be coordinated and approved by NCTTA.

S01	Can the host organization assist with procurement of sponsors for this event?	Yes, the LOC will
S02	Name any entities you plan to approach for sponsorships?	N/A
S03	Are there any sponsorships already in place? Venue? Transportation? Banquet? etc.?	No

Budget:

Please include a budget with anticipated expenses. Providing an accurate budget is essential to ensure a fair bidding process, and bidders are expected to verify the accuracy of their budget estimates by contacting relevant parties as needed. Failure to provide reasonable estimates may result in bid award cancellation, and/or additional sanctions. The following items are typically included in the budget, even though this is not an exhaustive list.

BU01	Venue Rental	\$11,500
BU02	Banquet	
BU03	Site Visit	
BU04	Posters and Marketing Materials	
BU05	Event Programs	
BU06	Photography	
BU07	Staff and Tournament Shirts	
BU08	Creative Design/Logo Development	
BU09	Supplies (Office Products)	
BU10	Printing Costs	
BU11	Transportation	
BU12	Athlete and Staff Lunches	
BU13	Insurance	
BU14	Audio Visual Equipment	

Contract with NCTTA

NCTTA feels the championships' success is dependent on a partnership between the host organization and NCTTA itself. We like to sign a contract stipulating each party's responsibilities, both logistical and financial.

C01	Can host organization sign into a contract of this nature?	Yes, CVB and LOC can
C02	Can host organization enter into a contract where financial obligations are split or a limit is set to how much one organization can earn or lose in said championships?	Yes – can be worked out if awarded

For More Information:

For any questions or to submit a bid contact:

Willy Leparulo

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