



**2022 USATF South Carolina Association
Junior Olympic Track & Field Championships**

**On-Site Apparel Vendor
Request for Proposal**

USATF SC Association Junior Olympic Track & Field Championships

Friday, June 17, 2022 - Sunday June 19, 2022

and

USATF Region4 Junior Olympic Track & Field Championships

Thursday, July 07, 2022 - Sunday July 10, 2022

and

USATF SC Association Cross-Country Championships

Saturday, November 12, 2022

RFP Release: 02/20/2022

Deadline:

Proposals Due: March 22, 2022

Proposal Submissions:

<https://usatfsc.wufoo.com/forms/qfdv3xl0b6j8wr/>



February 20, 2022

Dear Prospective Bidders:

USA Track and Field South Carolina (USATFSC) would like to formally invite you to submit a proposal to be the on-site apparel vendor for the 2022 USATFSC Association Junior Olympic Track & Field Championships, the 2022 USATF Region 4 Junior Olympic Track & Field Championships, and the 2022 USATFSC Association Junior Olympic Cross-Country Championships. Both of the Track & Field events are being contested at Winthrop University, in Rock Hill, SC. The location of the Cross-Country Championships has not yet been decided.

Included in this packet is information about USATF, about USATFSC, detailed information about the championship, requirements necessary to submit a proposal, and a link for proposal submissions.

Proposals are due to USATFSC no later than 11:45pm EDT, March 22, 2022. All proposals shall be reviewed and analyzed by the USATFSC JO Selection Subcommittee (Selection Subcommittee). Final approval rests with the USATFSC Youth Committee. **Vendors shall be notified of the selection decision no later than March 30, 2022.**

To ensure a first-class championship event for our athletes, teams, coaches, and spectators, it is critical that you reference all topics in the bid documents when preparing your proposal. Thank you for your interest in these events, and USATFSC truly appreciates your consideration of this invitation.

We are fully aware of the time and efforts required in preparing a proposal and are grateful for your consideration and commitment. Should you have any questions or concerns during this process please do not hesitate to contact us.

USATFSC Youth Committee; USATFSC JO Selection Subcommittee
youth@southcarolina.usatf.org



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Fast Facts

What: The USATF Junior Olympic Championships are USATF’s premier event for athletes 19 and under. Athletes participate in local events, and the state championships. Athletes that qualify in state (Association) championships throughout the region move on to the USATF Region Championships. Top performing athletes at the regional level qualify for the USATF National Junior Olympic Championships.

When: Jun 17-19, 2022 – **USATF South Carolina Association Junior Olympic Track & Field Championships**

Jul 07-10, 2022 – **USATF Region4 Junior Olympic Track & Field Championships**

Nov 12, 2022 – **USATF South Carolina Association Cross-Country Championships**

Where: **Track & Field Championships**
Winthrop University, Irwin Belk Track & Field Complex
1162 Eden Terrace
Rock Hill, SC, 29730

Cross-Country Championships
Location has not yet been determined; will be announced by May 02, 2022.

How: Proposals/Bids are submitted electronically no later than **March 22, 2022** at <https://usatfsc.wufoo.com/forms/qfdv3xl0b6j8wr/>

I. General Summary - Information for Bidders

A. About USATF

A not-for-profit organization headquartered in Indianapolis, Indiana, USA Track & Field (USATF) is the National Governing Body (NGB) for track & field, long-distance running and race walking in the United States. USATF encompasses the world's oldest organized sports, the most-watched events of Olympic broadcasts, the No. 1 high school and junior high school participatory sport and more than 30 million adult runners in the United States. USATF consists of 57 member Associations.

B. About USATF SC

The South Carolina Association is a member association of USA Track & Field (USATF). The South Carolina Association of USATF (USATFSC) oversees and administers state-wide and region-wide programs for all ages in track and field, long distance running, cross country running, trail running, and race walking. USATFSC is committed to promoting fair competition in achieving its purpose of encouraging, improving and promoting amateur Athletics in the State of South Carolina. USATF and its Association Members are non-profit organizations. The USATFSC nonprofit Tax ID number is available on request.

C. USATF SC Junior Olympic Championships

USA Track & Field of South Carolina (USATFSC) is seeking an on-site apparel vendor for the 2022 USATF South Carolina Junior Olympic Track & Field Championships (USATFSC TF Championships)

- Jun 25-27, 2022 – **USATF South Carolina Junior Olympic Track & Field Championship**
- Jul 07-10, 2022 – **USATF Region4 Junior Olympic Track & Field Championship**
- Nov 12, 2022 – **USATF South Carolina Junior Olympic Cross-Country Championship**

D. Fees

1. USATFSC does not charge a fee to submit an RFP.
2. USATFSC does not pay Vendors of on-site custom event apparel at the 2020 Track & Field Championship events.



II. RFP Instructions

It is important that all prospective bidders review these instructions closely and comply with each specific request. USATFSC will not review submitted proposals that are incomplete and not presented thoroughly.

(Note: Please label all responses with the appropriate topic heading and numbering scheme.)

Following is an explanation of the RFP instructions, processes, and USATFSC's expectations of the bidding entity:

- A. As February 2022, all RFP responses and proposals shall be submitted electronically.
- B. All proposals shall be submitted via:
<https://usatfsc.wufoo.com/forms/qfdv3xl0b6j8wr/>
- C. Bids and Proposals must be received no later than **March 22, 2022**.
- D. **All correspondence, including questions and the actual Bid/Proposal must be with:**
youth@southcarolina.usatf.org
- E. The subject line of the question email must be:
2022 USATF XC JO : Vendor Question
- F. **Correspondence or submissions to any email address other than**
youth@southcarolina.usatf.org **are deemed invalid.**



III. Requirements

A. USATF Rules, Policies, and Guidelines

1. Vendor shall agree to accept and abide by USATF rules, policies, and guidelines.
2. Vendor shall agree to accept and abide by event rules, policies, and guidelines set forth by USATFSC.

B. Safety

1. Vendor must consent to a search of the publicly available Dru Sjodin National Sex Offender Public Website (NSOPW) (<https://www.nsopw.gov/>) provided by the U.S. Department of Justice, for any employee, representative, or contractor that will be present at the Events.
2. Vendor shall provide no later than fifteen (15) days in advance of the Events the full legal name and address of any employee, representative, or contractor that will be present at the Events.
3. No employee, representative, or contractor of the Vendor that is found in the NSOPW shall be allowed on the premises of the Venue during any USATF or USATFSC sanctioned event.
4. No employee, representative, or contractor of the Vendor shall not allow any child or minor not accompanied by a parent or USATF Certified Coach into a trailer, building, or enclosed or concealed area.
5. No employee, representative, or contractor of the Vendor shall be alone (in a one-on-one setting) with any child or minor at any time.

C. Tobacco, Alcohol, Drugs

1. Vendor shall not possess alcohol at the Venue or on the Venue premises.
2. Vendor shall not consume alcohol at the Venue or on the Venue premises.
3. Vendor shall not possess any illegal drugs or drug paraphernalia at the Venue or on the Venue premises.
4. Vendor shall not consume or use any illegal drugs at the Venue or on the Venue premises.
5. Tobacco products (smokeless and non-smokeless) shall not be used on Venue premises.
6. e-Cigarettes or other similar “vaping” devices shall not be used on Venue premises during.
7. Tobacco product shall not be visible at the Venue or on the Venue premises.

D. Products and Advertising

1. USATFSC shall have the right to approve or disapprove any item the Vendor sells or proposes to sale.
2. USATFSC shall have the right to approve or disapprove any and all advertisement.
3. No obscene, profane, or offensive items may be displayed.
4. No obscene, profane, or offensive items shall be sold.
5. No sexually suggestive items shall be displayed.
6. No sexually suggestive items shall be sold.
7. No items that promote, condone, and are construed as bullying shall be displayed.



8. No items that promote, condone, and are construed as bullying shall be sold.
9. No items that negatively portray USATF or USATFSC or any USATF Association shall be displayed.
10. No items that negatively portray USATF or USATFSC or any USATF Association shall be sold.
11. No items that negatively portray any Athlete or Team shall be displayed.
12. No items that negatively portray any Athlete or Team shall be sold.
13. No items that negatively portray the Venue shall be sold.

E. Venue Needs

1. Every proposal shall include items required by the vendor:
 - a. **Electrical requirements** [*NOTE: Availability cannot be guaranteed*]
 - b. **Water requirements** [*NOTE: Availability cannot be guaranteed*]
 - c. **Footprint (dimensions: length x width) of space required**
 - d. **Vehicle clearance**
2. Every proposal shall include an emergency plan to secure equipment and merchandise in the case of inclement weather or imminent danger.

F. Vendor Availability

1. Vendor shall be on-site, set up, and ready for customers prior to start of competition:
 - Track & Field Meets
 - a. No later than 12:00 ET the first day of competition
 - b. No later than 08:00 ET on subsequent days of competition.
 - Cross-Country
 - a. No later than 2 hours before competition start.
2. The Vendor shall be on-site and open to serve Customers until competition ends:
 - Track & Field Meets
 - a. until 18:00 EDT each day of competition, except the last day of competition.
 - b. until 15:00 EDT on the last day of competition.
 - Cross-Country
 - a. until the end of competition.
3. The Vendor shall not move any vehicle or trailer within the Venue during competition.
4. The Vendor shall not move any vehicle or trailer within the Venue until after the Event has concluded, and with approval from USATFSC.

G. Revenue

1. USATFSC shall not disclose with any Vendor the terms or proposals of any other Vendor.
2. Each Vendor shall submit a proposal that includes:
 - **USATF South Carolina Junior Olympic Track & Field Championships**
 - **USATF Region4 Junior Olympic Track & Field Championships**
 - **USATF South Carolina Junior Olympic Cross-Country Championships**



3. The Vendor shall provide an accounting of all sales at the conclusion of business each day during the Event.

H. Miscellaneous

1. The Vendor shall neither destroy nor alter the Venue in any manner.
2. The Vendor shall deposit all garbage, waste, or refuse into the appropriate containers.
3. On the last day of the Event, the Vendor shall dismantle and remove any and all items brought to the location by that Vendor.
4. The Vendor shall leave the location clean of trash and in the condition it was before Vendor occupied it.