

LEXINGTON KENTUCKY

**PROPOSAL TO HOST:
GIRLS' BASKETBALL STATE TOURNAMENT
2018 - 2022**



Kentucky High School Athletics Association
Girls Sweet Sixteen
Basketball Tournament Bid
2018 - 2022

Bid Response Checklist

- ✓ A. Designation of Host
- ✓ B. Facility Schedule and Configuration, Services and Fees
- ✓ C. Fees and Charges (including rental)
- ✓ D. Technical, Phone/Data Needs
- ✓ E. Auxiliary Space for Tournament Operations
- ✓ F. Parking
- ✓ G. Other Rights including Web Streaming, Radio and Television
- ✓ H. Hotel/Housing
- ✓ I. Host Facility and Venue Considerations
- ✓ J. Sponsorships/Other Funding
- ✓ Current Use Diagrams for the Arena

A. Designation of Host

Lexington Center / Rupp Arena will be the Host for the KHSAA Girl's Sweet 16 Basketball Tournament. The Director of Arena Management, Carl Hall, will be the initial contact for all contract negotiations. Once the contract is finalized, there will be several members of the staff to assist with all of the details for this tournament.

B. Facility Schedule and Configuration, Services and Fees

- 1) At this time and without further changes to the schedule for hosting the boys' basketball tournament in 2021, we are only able to bid on the 2019, 2020 and 2022 opportunities.
- 2) As we have hosted the KHSAA Boys Tournament, the format for this tournament is very similar. We are able to fulfill all of the requirements as stipulated in Section B.

C. Fees and Charges (Including Rental)

- 1) Rental for the arena will be a minimum of \$ 25,000 versus 10% of gross ticket sales, less 6% sales tax and \$ 0.50 per ticket sold bond fee, up to a maximum rental amount of \$ 60,000.00.
- 2) Ticket services will be conducted for both advance and on-site sales at a rate of 3% of gross ticket sales, less 6% sales tax and \$ 0.50 per ticket sold bond fee, for all sales conducted through our Ticket Office. If the KHSAA desires to continue conducting advance sales for corporate and long term season ticket holders, this is possible. If this option is retained, the amount of tickets sold through the KHSAA office will not be included in the ticket sales conducted through our Ticket Office thus this amount will not be subjected to the 3% fee.
- 3) In addition to the \$ 0.50 per ticket sold bond fee, there is a \$ 1.50 per ticket sold Facility Fee which must be added to the base ticket price and will be retained in full by Lexington Center/Rupp Arena.
- 4) There is a 3% credit card processing fee charged to the KHSAA tournament for all tickets which are processed through our Ticket Office. This fee will apply to in person sales, outlets, phone orders and internet. For all sales which are not in person at our Ticket Office, this fee can be included in the convenience fee thus paid directly by the patron. However, for all transactions which occur in person at our Ticket Office, there is not a convenience fee thus this fee must be reimbursed by the event promoter (KHSAA).
- 5) From our experience with the Boy's Tournament, we have developed a system which works very well for the advancing team to purchase tickets immediately upon the conclusion of the game which they won.
- 6) Lexington Center/Rupp Arena will provide all staffing to properly handle all aspects of Security / Guest Services. This cost will vary directly in accordance to projected attendance, length of each session, special requirements for media, team, staff coverage, etc. A projected expense will be provided to the Tournament Manager prior to the event and full documentation will be available for each session. An invoice for these services will be presented at settlement and payment will be deducted at this time.

7) In addition to the Security/Guest Services staff, Lexington Center/Rupp Arena will provide personnel to conduct the numerous technical services required for this event. This will include a sound operator, a house light operator and full video production crew and IT support. A projected expense will be provided to the Tournament Manager prior to the event and full documentation will be available for each session. An invoice for these services will be presented at settlement and payment will be deducted at this time.

D. Technical, Phone/Data Needs

1) Lexington Center/Rupp Arena agrees to provide copiers as stipulated in the RFP.

2) Rupp Arena has a state of the art wireless and hard-wired internet service which exceeds the requirements as stipulated in the RFP. We can provide all aspects of this service without any additional fees to the KHSAA Girls Sweet 16 Tournament.

3) The staff of Lexington Center/Rupp Arena will work in conjunction with the IT staff of the KHSAA to coordinate any/all telephone needs as stipulated in the RFP.

E. Auxiliary Space for Tournament Operations

1) Lexington Center/Rupp Arena will provide up to 15,000 square feet of space in the adjacent exhibit hall or other support spaces to accommodate the request of hospitality spaces and sellable exhibition spaces, at no additional rental fees. Lexington Center/Rupp Arena retains the rights to decorator services for the possible vendors in the exhibition spaces. All fees for this service will be comparable to market values defined during the trailing 180 days. Payment for these services can be borne by either the exhibitor or the KHSAA, whichever is preferred. If the KHSAA chooses to pay for these services, a projected expense will be provided to the Tournament Manager prior to the event. A final invoice for these services will be presented at settlement and payment will be deducted at this time.

2) Lexington Center/Rupp Arena will provide dry snacks/beverage service in the Coaches/Administrators hospitality area during each session of the tournament. Additionally, we will provide up to 100 gift cards per session to the KHSAA tournament coordinator which can be distributed to media, Board of Control, etc. for redemption at any concession stand open during each session. Each gift card will be valid only at the defined session for which it was issued.

3) Support spaces to include dressing rooms for teams, officials, tournament staff, press interview areas and corresponding media support spaces similar to what is required for the Boy's Sweet 16 tournament will be provided at no additional cost.

4) As Lexington Center/Rupp Arena is currently being discussed for a major renovation predominantly in the adjacent convention center, the ability to designate areas that will be used for this event or any areas which may be off limits cannot be defined at this time. We will provide space equal or superior than what is currently used for the Boy's Sweet 16 tournament.

F. Parking

- 1) Parking for team and cheer busses, tournament workers, KHSAA staff and the Board of Control will be accommodated in parking directly adjacent to the rear entrance of the arena. This will be accomplished through the issuing of parking passes for these specific groups.
- 2) Public parking will be accommodated through parking lots controlled by Lexington Center/Rupp Arena and other public parking lots within a short walking distance of the arena.
- 3) Parking lots under the control of Lexington Center/Rupp Arena will charge a comparable parking fee to similar events hosted in the arena over the trailing 12 months.

G. Other Rights including Web Streaming, Radio and Television

- 1) KHSAA will be granted the rights to present live web streaming, live audio broadcasts and delayed television broadcasts without any charges for origination fees.
- 2) KHSAA is granted the right to sell merchandise to include T-shirts, hats, programs and other similar novelty merchandise at this event through a vending company of their choice. Lexington Center/Rupp Arena will retain a commission of 10% of gross sales, less sales tax or a negotiated flat fee for this opportunity.
- 3) KHSAA is granted full marketing opportunities and use of all video equipment within Rupp Arena's inventory to support this effort at the Girls Sweet 16 Basketball Tournament. Lexington Center/Rupp Arena will provide all staff to operate equipment within the facility and will be reimbursed for this cost at settlement. A projected expense will be provided to the Tournament Manager prior to the event and full documentation will be available for each session.

H. Hotels/Housing

- 1) Headquarters Hotel Proposals - Section 1 - 5
 - * See attached headquarters hotel proposals from Hilton Lexington Downtown and the Hyatt Regency Lexington.
- 2) Team Housing - Section 1-13
 - * See attached team housing /hotel grids for Team Housing 2019, 2020 and 2022



Hilton

LEXINGTON / DOWNTOWN

A Uniquely Kentucky Hotel

Proposal for

Mr. Julian Tackett
Kentucky High School Athletic Association
2280 Executive Drive
Lexington, KY 40505



Prepared By: Jennifer Goodpaster
Sales Manager
Hilton Lexington Downtown Hotel
T: 859-281-3712
F: 859-281-3704
Jennifer.Goodpaster@hilton.com
www.lexingtondowntown.hilton.com



Hilton HHonors

May 4, 2017

**Proposal of Services for
Kentucky High School Athletic Association; Girls Basketball Sweet 16 Tournaments
2019, 2020, and 2022**

Thank you for considering the Hilton Lexington Downtown for your **"Uniquely Kentucky" Event**. We are the premier hotel in beautiful downtown Lexington and we would be delighted to have the opportunity to work with you.

With our completed \$13 Million renovation, our hotel design features include Kentucky's scenic landscape and equestrian heritage. This design concept is devoted to infusing local elements that make Lexington so special and is clearly prominent throughout the entire hotel. From our 3 story Doug Prather print to the beautiful scenery of the hills of Kentucky behind our front desk, your guests will experience an elegant Kentucky theme that reflects the Commonwealth history and culture.



2019

Guestrooms:

2019	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09
Comp Rooms	9	9	9	9	9
Standard Guest Bedroom	85	85	85	85	85

Rates:

Room	Single Rate	Double Rate
Standard Guest Bedroom	\$159.00	\$159.00

2020

Guestrooms:

	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14
Comp Rooms	9	9	9	9	9
Standard Guest Bedroom	85	85	85	85	85

Rates:

Room	Single Rate	Double Rate
Standard Guest Bedroom	\$159.00	\$159.00

2022

Guestrooms:

	Tue 03/08	Wed 03/09	Thu 03/10	Fri 03/11	Sat 03/12
Comp Rooms	9	9	9	9	9
Standard Guest Bedroom	84	84	84	84	84

Rates:

Room	Single Rate	Double Rate
Standard Guest Bedroom	\$159.00	\$159.00

Special Considerations:

Based on a minimum of 80% sleeping room pickup and food and beverage considerations, we are pleased to offer the following:

1. Hotel offers complimentary self-parking for all registered guests.
2. Hotel offers the group complimentary shuttle service to and from the Bluegrass Airport.
3. Hotel offers the group complimentary internet in all overnight guest rooms. A value of \$9.95 per day.
4. Hotel offers 4 comp rooms for the duration of the blocks for each year.

Location:

The Hilton Lexington/Downtown overlooks Triangle Park and its wall of cascading water at the center of our historic downtown. The hotel is central to all downtown attractions and attached by covered walkway to *Rupp Arena*, *Lexington Convention Center* and the *Victorian Square* shops. We offer complimentary shuttle to the Bluegrass Airport located 4 miles away.

Hilton Hotel, where style meets comfort!

Hotel Features:

- ❖ 366 Elegant Guestrooms featuring Calming Blues and Greens for a relaxing guest experience
- ❖ Hilton HHonor floors and Executive Floors
- ❖ Indoor Heated Pool & Whirlpool surrounded by a spacious deck
- ❖ Fitness Room with Cardio and Weight Equipment
- ❖ Complimentary Airport Transportation
- ❖ Free Covered Parking in adjacent Garage(s)
- ❖ Complimentary Business Center
- ❖ Lobby Gift Shop and Food Pantry
- ❖ Corbet-Frame Jewelry in the Lobby
- ❖ *Friendly and Helpful Staff to Serve You*



Guest Accommodations:

- ❖ Wireless Internet in Guest Rooms \$9.95 per day
- ❖ Hilton Serenity bedding and bath Collection
- ❖ 37" Flat Panel Television
- ❖ Hilton Suite Dreams Mattresses

Hotel Dining Options:

- ❖ *Triangle Grille*, Full Service Restaurant Overlooking Beautiful Triangle Park
- ❖ *Bigg Blue Martini*, Serving Spirits & Food with Live Entertainment
- ❖ *Room Service* is Available from 6:00am to 11:00pm Every Day



Recreation and Leisure:

The Lexington Downtown Hotel by Hilton provides a healthy break in your busy day with our indoor heated pool, whirlpool and air-conditioned exercise facility on the third floor of the hotel. Equipment includes a treadmill, weight bench, stationary bike, universal machine and stair climber. Our guests are provided these services at no charge and hours of operation are from 6:00am -11:00pm.

Concierge Floors:

The Executive Floors are privately keyed offering Concierge Services from 6:00am-7:00pm. Continental breakfast, cocktails and hors d'oeuvres are served daily, as well as turn down service and a late night snack. Guest rooms are larger and equipped with upgraded bathroom amenities.

Joining the Hilton Family of Hotels enables me to offer you and your guests all the benefits of the Hilton Brand, such as HHonors Points, Hilton on-line booking tools and the quality assurance of Hilton's high standards. Our Staff is dedicated to making your conference successful. Thank you for taking time to review our proposal. If you have any questions please feel free to call me at 859-281-3712 or contact me by email Jennifer.Goodpaster@hilton.com.

Sincerely,

Jennifer Goodpaster
Sales Manager



**HYATT REGENCY LEXINGTON PROPOSAL FOR
KHSAA GIRLS BASKETBALL SWEET 16
2019, 2020, 2022**

ATTN: Julian Tackett, Commissioner

SUBMITTED BY:
Deborah Taylor Smith, Assistant Director of Sales
Date: 5/4/2017

Dear Julian,

Thank you for considering the Hyatt Regency and Lexington, Kentucky as host for your guests of the KHSAA Girls Basketball Sweet 16 Tournament in 2019, 2020 & 2022. We look forward to the possibility of hosting your group and our associates will extend the best in customer service and southern hospitality!

Your guests will enjoy exquisite comfort and convenience in our newly renovated 366 luxurious rooms, including six suites. Our dramatic atrium lobby is the ideal gathering place and is conveniently connected to the Lexington Convention Center, Civic Center Shops and Food court. The Hyatt Regency Lexington, with its prime downtown location and lavish amenities, will make your visit one to remember!

Listed below is our date availability and rate for your event:



March 5 – 10, 2019

DAY	2019	# OF ROOMS
Tuesday	March 5	85
Wednesday	March 6	85
Thursday	March 7	85
Friday	March 8	85
Saturday	March 9	85

March 10 – 15, 2020

DAY	2020	# OF ROOMS
Tuesday	March 10	85
Wednesday	March 11	85
Thursday	March 12	85
Friday	March 13	85
Saturday	March 14	85

March 8 – 13, 2022

DAY	2022	# OF ROOMS
Tuesday	March 8	85
Wednesday	March 9	85
Thursday	March 10	85
Friday	March 11	85
Saturday	March 12	85

Based upon the number of sleeping rooms you are going to need, we are pleased to confirm the following rate for your group for each year:

Flat Rate Occupancy TO BE DETERMINED

SPECIAL CONCESSIONS

- Two Complimentary guestroom nights for 5 nights during tournament
- Complimentary Internet in all attendee guestrooms MEETING SPACE

The Hyatt Regency Lexington offers over 19,000 square feet of meeting space and is adjacent to the Lexington Convention Center.

The Hotel is the exclusive caterer for the Lexington Convention Center.

PSAV is our in house audio-visual provider at the hotel, but you may use the audio-visual provider of your choice at no additional cost other than patch fees to house sound system.

We are not currently holding the overnight guestrooms needed for your event, however will be willing to do so upon request of a contract.

VALUE ADDED SERVICE

- **Complimentary Shuttle to and from the Bluegrass Airport**
- Complimentary Self-Parking for overnight guests
- Valet parking & service
- Complimentary Customized Group Web Page or Passkey for easy on-line reservations
- Complimentary Wireless Internet access in our Lobby and Blue Fire Grill Restaurant
- High-Speed Internet Access in all guestrooms & hotel meeting space
- Hyatt "Grand" Beds in all guestrooms
- Indoor, temperature controlled, swimming pool, sun terrace and StayFit™ fitness room newly renovated
- 48 "Flat panel TVs, iHome iPod docking stations, mini refrigerators, laptop safes, hair dryers, coffee makers, irons/ ironing boards in each guestroom
- Gold Passport Meeting Dividend Points
- Business Center



Thank you for considering the Hyatt Regency Lexington for the KHSAA Girls Basketball Sweet 16 tournament. We look forward to the possibility of hosting this event and your group!

Warmest regards,

Deborah Taylor Smith

Assistant Director of Sales
Hyatt Regency Lexington
859.519.4218 direct, 859.254.7430 fax
dsmith@hyattlexington.net

**KHSAA Girls State Basketball
2019 Sweet Sixteen® Tournament
Lexington, KY
Team Hotels – Headquarter Hotels**

Team Hotels	Contact	Event Dates	Peak Night Room Block	Sleeping Room Rate
Griffin Gate Marriott Resort & Spa	Amy Ellett 859-231-5100	March 5-10, 2019	28 (2) Teams	\$72.00
The Campbell House a Curio Hotel by Hilton	Hannah Oliver 859-255-4281	March 5-10, 2019	28 (2) Teams	\$72.00
Ramada Conference Center	Robert Hieneman 859-299-1261	March 5-10, 2019	28 (2) Teams	\$72.00
Clarion Lexington South Hotel	Cheryl Re 859-263-5241	March 5-10, 2019	28 (2) Teams	\$72.00
Fairfield Inn Lexington North	Lames Thomas 859-977-5870	March 5-10, 2019	28 (2) Teams	\$72.00
Four Points Sheraton	Kate Bain 859-259-1311	March 5-10, 2019	28 (2) Teams	\$72.00
Guesthouse Inn & Suites	William McCall 859-294-7375	March 5-10, 2019	14 1-Team	\$72.00
Clarion Hotel North	Jamie Thomas 859-233-0512	March 5-10, 2019	14 1-Team	\$72.00
Springhill Inn & Suites	Damon Tichenor 859-977-2558	March 5-10, 2019	14 1-Team	\$72.00
Inn on Broadway	Michael Wellman 859-519-2060	March 5-10, 2019	14 1-Team	\$72.00
Headquarter / Officials / Media	Contact	Available Dates	Peak Night Room Block	
Hilton Lexington Downtown	Jennifer Goodpaster 859-231-9000	March 4-10, 2019	85	\$159.00
Hyatt Regency Lexington	Debbie Smith 859-253-1234	March 4-10, 2019	85	TBD

*** For all hotel rates, add 16.07% total taxes**

**KHSAA Girls State Basketball
2020 Sweet Sixteen® Tournament
Lexington, KY
Team Hotels – Headquarter Hotels**

Team Hotels	Contact	Event Dates	Peak Night Room Block	Sleeping Room Rate
Griffin Gate Marriott Resort & Spa	Amy Ellett 859-231-5100	March 10-15, 2020	28 (2) Teams	\$72.00
The Campbell House a Curio Hotel by Hilton	Hannah Oliver 859-255-4281	March 10-15, 2020	28 (2) Teams	\$72.00
Ramada Conference Center	Robert Hieneman 859-299-1261	March 10-15, 2020	28 (2) Teams	\$72.00
Clarion Lexington South Hotel	Cheryl Re 859-263-5241	March 10-15, 2020	28 (2) Teams	\$72.00
Fairfield Inn Lexington North	Lames Thomas 859-977-5870	March 10-15, 2020	28 (2) Teams	\$72.00
Four Points Sheraton	Kate Bain 859-259-1311	March 10-15, 2020	28 (2) Teams	\$72.00
Guesthouse Inn & Suites	William McCall 859-294-7375	March 10-15, 2020	14 1-Team	\$72.00
Clarion Hotel North	Jamie Thomas 859-233-0512	March 10-15, 2020	14 1-Team	\$72.00
Springhill Inn & Suites	Damon Tichenor 859-977-2558	March 10-15, 2020	14 1-Team	\$72.00
Inn on Broadway	Michael Wellman 859-519-2060	March 10-15, 2020	14 1-Team	\$72.00
Headquarter / Officials / Media	Contact	Available Dates	Peak Night Room Block	
Hilton Lexington Downtown	Jennifer Goodpaster 859-231-9000	March 9-15, 2020	85	\$159.00
Hyatt Regency Lexington	Debbie Smith 859-253-1234	March 9-15, 2020	85	TBD

*** For all hotel rates, add 16.07% total taxes**

**KHSAA Girls State Basketball
2022 Sweet Sixteen® Tournament
Lexington, KY
Team Hotels – Headquarter Hotels**

Team Hotels	Contact	Event Dates	Peak Night Room Block	Sleeping Room Rate
Griffin Gate Marriott Resort & Spa	Amy Ellett 859-231-5100	March -13, 2022	28 (2) Teams	\$76.00
The Campbell House a Curio Hotel by Hilton	Hannah Oliver 859-255-4281	March 8-13, 2022	28 (2) Teams	\$76.00
Ramada Conference Center	Robert Hieneman 859-299-1261	March 8-13, 2022	28 (2) Teams	\$76.00
Clarion Lexington South Hotel	Cheryl Re 859-263-5241	March 8-13, 2022	28 (2) Teams	\$76.00
Fairfield Inn Lexington North	Lames Thomas 859-977-5870	March 8-13, 2022	28 (2) Teams	\$76.00
Four Points Sheraton	Kate Bain 859-259-1311	March 8-13, 2022	28 (2) Teams	\$76.00
Guesthouse Inn & Suites	William McCall 859-294-7375	March 8-13, 2022	14 1-Team	\$76.00
Clarion Hotel North	Jamie Thomas 859-233-0512	March 8-13, 2022	14 1-Team	\$76.00
Springhill Inn & Suites	Damon Tichenor 859-977-2558	March 8-13, 2022	14 1-Team	\$76.00
Inn on Broadway	Michael Wellman 859-519-2060	March 8-13, 2022	14 1-Team	\$76.00
Headquarter / Officials / Media	Contact	Available Dates	Peak Night Room Block	
Hilton Lexington Downtown	Jennifer Goodpaster 859-231-9000	March 7-13, 2022	85	\$159.00
Hyatt Regency Lexington	Debbie Smith 859-253-1234	March 7-13, 2022	85	TBD

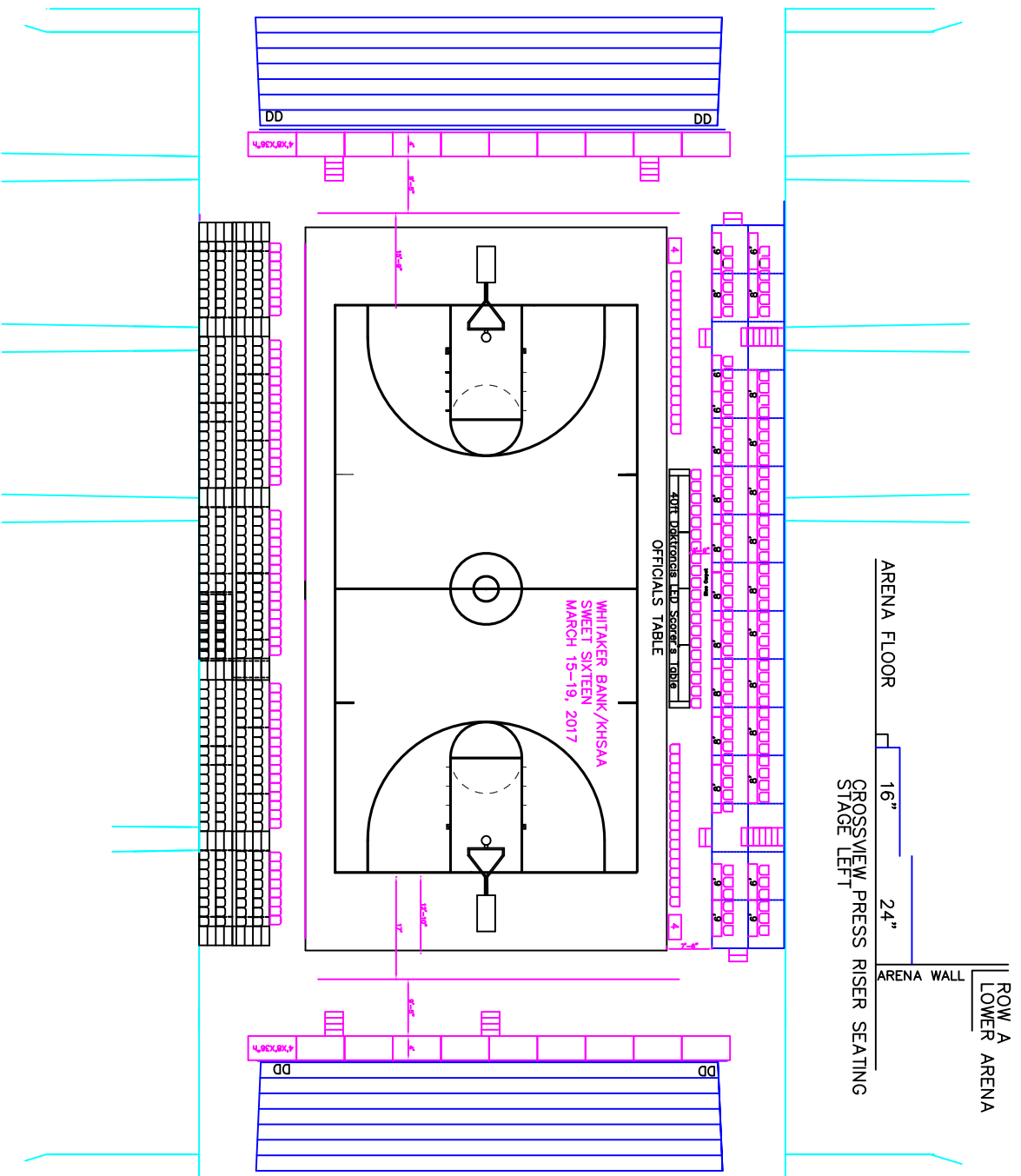
*** For all hotel rates, add 16.07% total taxes**

I. Host Facility and Venue Considerations

1) The information provided in this section appears to apply to either fulfillment of sponsorships or is directly related to admission control through appropriate credentialing. In the area of sponsorships, those items are reflected in our response to Section J below.

J. Sponsorships/Other Funding

1) The City of Lexington nor Lexington Center/Rupp Arena are not currently able to provide a sponsor for this event. We will work in a cooperative effort with the sponsorship/marketing department of the KHSAA to assist in developing potential sponsors for this tournament.



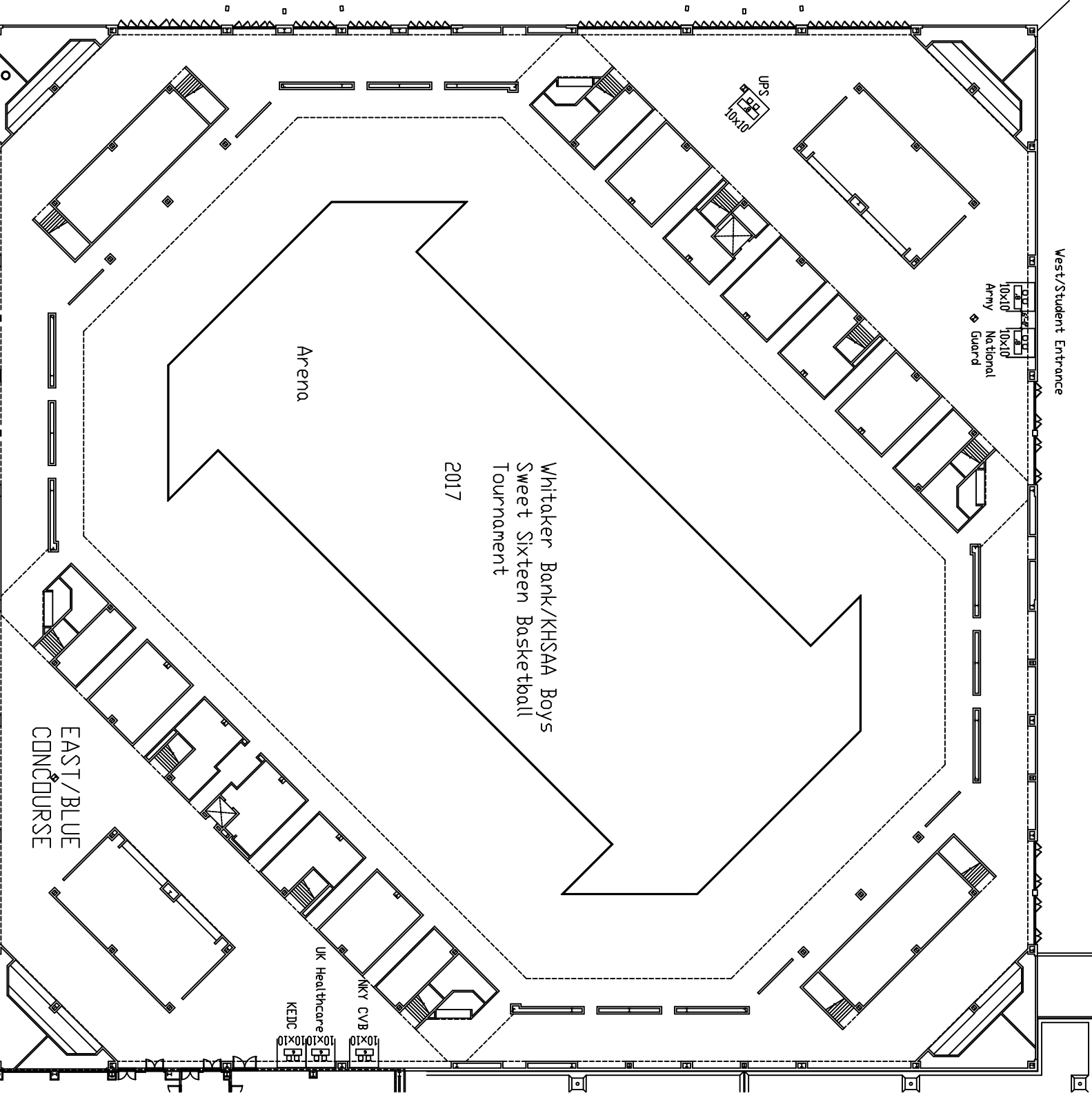
ARENA FLOOR 16" 24" CROSSVIEW PRESS RISER SEATING STAGE LEFT

ARENA WALL ROW A LOWER ARENA

NOTES:

- * ALL TABLES STAGE RIGHT PRESS ROW AND FIRST ROW STAGE LEFT PRESS ROW ARE 8' x 30" EXPO TABLES. ALL TABLES ON THE ELEVATED TWO ROWS STAGE LEFT ARE 8' x 18" CLASSROOM TABLES (with wood strip supports)
- * ALL TABLE ARE TO BE SKIRTED IN BLUE WITH A BLUE VINYL TOP.
- * USE 6ft WIRE MOLD POWER STRIPS AT EACH PRESS TABLE.
- * USE NORMAL 3 CIRCUIT SPIDERS ON RADIO/TV ROW.
- * A "GATE" IS TO BE PLACED IN THE OPENING OF THE STAGE LEFT FRONT PRESS ROW. THIS GATE IS TO BE PROVIDED BY CBS.
- * STAGE LEFT Risers are Convention center 6x8 Fold and Roll First row is 18" high Second Row is 24" high Set tables back from edge, so scab strip is not needed
- * STAGE RIGHT RISERS ARE Heritage Hall Fold & Set Modified to 6-8" carpet side up. Set tables back from edge so scab strip is not needed.
- * NOTE THAT THE BALL FLOOR IS DISPLACED ONE FOOT STAGE RIGHT FOR THIS TOURNAMENT.
- * THE STAIRS SL FROM PERM SEATS ARE THE 5 STEP STAIRS FROM THE OPERA HOUSE





West/Student Entrance

Arena

Whitaker Bank/KHSAA Boys
Sweet Sixteen Basketball
Tournament
2017

UPS
10x10

Army
National
Guard
10x10
10x10

EAST/BLUE
CONCOURSE

UK Healthcare

NKY CVB

KEDIC

10x10
10x10
10x10

10x10
10x10



