

FEI Nations Cup™ Jumping Finals 2017 & 2018

BID APPLICATION & QUESTIONNAIRE



FEI™

INTRODUCTION

The purpose of this Phase 1 Applicant Questionnaire ("Questionnaire") is for potential hosts to provide the Fédération Equestre Internationale ("FEI") with basic information about potential venues for hosting the FEI Nations Cup™ Jumping Final (defined individually and collectively as the Final for the purpose of this Questionnaire). This includes information concerning the potential venue or venues for staging the Final and other information required by FEI to assess the Applicant's motivation and experience in staging equestrian events.

A Bid Guide, contained detailed information about hosting the Final, is distributed alongside this Questionnaire. The Finals will be assessed, evaluated and allocated by the FEI individually. The Applicant is asked to confirm if its applies for the Final in 2017, in 2018 or for both.

FORMAL REQUIREMENTS - QUESTIONNAIRE

For the purpose of this Questionnaire, the term "Applicant" (or the plural thereof), shall mean the Applicant Organisation and the Applicant National Equestrian Federation.

All Applicants wishing to host the Final must submit this Questionnaire (with any additional information provided as attachments). The timetable for the bid process is set out in the table below:

Phase 1 APPLICANT PHASE

31 October 2014	Bid Application & Questionnaire and Bid Guide available for download by interested parties on
31 October 2014 - 15 January 2015	Initial Q&A with FEI regarding the Applicant's Bid (if requested by applicant)
15 January	Deadline for candidates to submit Bid Application & Questionnaire

Phase 2 CANDIDATE PHASE

30 January 2015	Host Agreement provided to all Candidates
30 January 2015 - 22 May 2015	Opportunity for further Q&A with the FEI regarding Candidate's bid
27 April 2015 - 15 May 2015	Presentation of bids by Candidates followed by relevant FEI internal evaluation
22 May 2015	Deadline for submission of signed Host Agreement

Phase 3 DECISION PHASE

Spring 2015	Decision by the FEI Bureau and announcement of the host organiser of the FEI Nations Cup™ Jumping Finals
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SUBMISSION OF QUESTIONNAIRE

All sections of this Questionnaire should be completed clearly and concisely either hand written in block capitals in blue/black ink; or preferably filled in electronically using the editable .pdf file provided. The FEI will assess each Applicant on the content of the information provided not on the quality of the presentation.

ADDITIONAL INFORMATION & ATTACHMENTS

If further space is required please use the additional information section at the back of this document or attach accompanying documents.

All attachments (photographs, maps etc.) should be in colour and clearly annotated. They must be provided in hard copy and, where possible, in .jpeg or .pdf electronic format.

LANGUAGE

All submissions (and supporting information) must be in English.

INTRODUCTION

TERMS OF REFERENCE FOR BID PROCESS

The FEI reserves the right to accept or reject any late or non-complying bids. Further, the FEI shall not be under any obligation to accept any complying bid (whether it is the highest or most attractive).

The FEI shall evaluate each bid submitted on whether it meets the minimum requirements that are set out in this Questionnaire, and as will be set out in further detail in the Bid Guide and Host Agreement.

The FEI shall be free to take any decision it sees fit in its sole discretion, without any liability whatsoever to the Applicant and/or their respective Key Stakeholders.

This Questionnaire, and any information supplied by the FEI, shall be non-binding on all parties and shall not constitute a tender, an offer or an invitation to make any offer by the FEI to host the Final until such time as an Applicant enters into a formal Host Agreement and is awarded the right to host the Final by the FEI's Bureau.

Although legally non-binding, by submitting this Questionnaire, the Applicant hereby certifies that this Questionnaire has been completed truly, accurately and to the best of its knowledge. The Applicant agrees to follow the guidelines of the FEI contained in this Questionnaire and to co-operate with the FEI in the bid process.

By submitting this Questionnaire, the Applicant agrees to the FEI being able to publicly communicate that they are participating in a bid process to stage the Final.

The Applicant is responsible for meeting its own costs in respect of its participation in the bid process.

All aspects of the bid process shall be governed by the FEI's Rules & Regulations and the governing law shall be Swiss law.

SUBMISSIONS

Please submit a hard copy and a soft copy on CD/DVD/USB stick via mail or courier to:

Fédération Equestre Internationale
HM King Hussein 1 Building
Chemin de la Joliette 8
1006 Lausanne
Switzerland

Attention: **Francisco Porras Lima**

Completed Questionnaires must be received by **15 January 2015**.

QUESTIONS AND FURTHER INFORMATION

Conference calls to address specific questions can be arranged by appointment with the FEI.

If you have any urgent queries, please address them to Francisco Lima via email at francisco.lima@fei.org.

APPLICANT DETAILS

The purpose of this section is to identify the Applicant and to identify the Key Stakeholder organisations that are (or will be required to be) involved in the local organising committee.

Typically these may include:

- City/Local Government
- Provincial or Regional Government
- National Government
- National Equestrian Federation
- Event promoters and organisers

APPLICANT ORGANISATION

Name of Applicant Organisation:

Name of principal contact:

Position of principal contact:

Type of organisation: (Corporation, public body, association etc)

Primary function of Applicant Organisation:

Mailing Address:

Telephone number:

Fax:

Email:

Website:

Other information:

APPLICANT NATIONAL EQUESTRIAN FEDERATION (if different from Applicant Organisation above)

Name of Applicant National Equestrian Federation:

Name of principal contact:

Position of principal contact:

APPLICANT DETAILS

KEY STAKEHOLDER ORGANISATION(S)

Please identify principal Key Stakeholder organisations who are (or who will be required to be) involved in this bid process.

Key Stakeholder organisation 1:

Type of organisation: (corporation, public body, association etc)

Primary function of organisation: (government agency, event organiser, facility operator etc)

Key Stakeholder organisation 2:

Type of organisation: (corporation, public body, association etc)

Primary function of organisation: (government agency, event organiser, facility operator etc)

Key Stakeholder organisation 3:

Type of organisation: (corporation, public body, association etc)

Primary function of organisation: (government agency, event organiser, facility operator etc)

For any additional Key Stakeholder organisations, please provide details in the space provided at the end of this Questionnaire.

QUESTIONNAIRE

OBJECTIVES

1.0 Are you bidding to host one final (2017 or 2018) or both (2017 & 2018)?

1.1 What are your primary objectives for hosting the Final?

1.2 What sort of benefits, including legacy benefits, do you anticipate the Final will bring to your venue/city/region?

1.3 Why do you believe staging the Final will be successful in your venue/city/region?

QUESTIONNAIRE

EVENTS AND EVENT EXPERIENCE

The FEI requires that the Final takes place on the last weekend of September or in early October.

2.1 Please indicate the dates on which you would propose holding the Final.

2.2 Please provide details of any other major sporting, cultural or other events taking place in your city/region/country during the same period(s).

2.3 Please provide details of major events (cultural, sporting and equestrian) that have been hosted in your venue/city/region within the last 2 years.

2.4 Please provide details of the experience that your organisation (and any key stakeholder organisations) has had in planning, organising and staging equestrian sport (or other major international sporting) events within the last 5 years.

QUESTIONNAIRE

CITY & VENUE

3.1 What is the name of the City and the name/location of the Venue that you propose to use for the staging of the Final?

3.2 Minimum requirements for the venue required for the Final are listed in the Bid Guide. Does the Venue meet these minimum requirements?

3.3 If the Venue is in development (or will require further development) in order to host the Final, please provide details of the development required, the cost of development, the current stage of development and the anticipated completion date. Do you have any contingency plans should the Venue not be completed in time?

3.4 Please confirm who owns and/or operates the Venue and what commercial or other arrangements, if any, you would need to make in order to use the Venue for the Final?

3.5 Will the Venue be available exclusively for the staging of the Final? If not, please provide details of other events (equestrian or non-equestrian events) scheduled to take place at the same time.

QUESTIONNAIRE

3.6 What existing commercial commitments are in place at the Venue (e.g. grant of naming right, marketing partners, supplier arrangements, licensees, concessionaires etc)? To what extent might these commitments restrict or inhibit the commercial rights granted by the FEI to its commercial partners? Are you able to provide, if needed, a clean venue?

3.7 What statutory protections currently exist, and what other protections can you offer, against "ambush marketing" and the sale of counterfeit merchandise?

3.8 Please describe any national restrictions or prohibitions on sponsorship e.g. alcohol, tobacco or gambling etc.

QUESTIONNAIRE

3.9 Please provide a site plan/diagram to show the potential layout for:

- 3.91 Competition area Click box to confirm attached
 - 3.911 Competition arena
 - 3.912 Warm up arena / area
 - 3.913 Press Conference room
- 3.92 Stabling area
- 3.93 Media and Press Center
- 3.94 International Broadcast Center
- 3.95 Parking(s)
- 3.96 Tradeshow and hospitality areas

Please attach accompanying documents as PDF or word files.

3.10 What is/will be the spectator capacity in the Competition Arena?

3.11 What is / will be the capacity of the tradeshow area (sqm and number of trade stands)?

3.12 What is / will be the capacity of the VIP area (VIP table alongside main arena, VIP lounge, etc)?

QUESTIONNAIRE

3.13 What transportation options are available for spectators to travel to and from the Venue?

3.14 Is / are the Venue accessible for disabled people? If not, please describe measures that you will take in order to make the Venue accessible.

QUESTIONNAIRE

BROADCAST

4.1 What is your experience in broadcast production? (facilities, set up, contact with broadcast companies?)

4.2 Have you already been in contact with a production company? Please describe.

CLIMATE

5.1 Please provide details of the average temperature, degree of humidity and average rainfall (in mm) for the Venue during the dates proposed in paragraph 2.1 above.

QUESTIONNAIRE

LOGISTICS

6.1 Which is/are the nearest port(s) and/or airport(s) to the Venue that allow for the movement/transportation of horses, athletes, FEI officials and visitors?

6.2 What is the typical travel time by motor vehicle between the above port(s) and/or airport(s) and the Venue?

6.3 Please provide details of any working and/or entry visa requirements that will apply to athletes or FEI officials travelling to the Final.

6.4 Would any taxes or duties be levied on horses and/or equipment that are temporarily imported for the purpose of participating in the Final? If so, are there any applicable exemptions? Please provide confirmation of the tax position from the relevant government tax authority.

6.5 Please provide specific details on the statutes/regulations that apply to the temporary import/export of horses into your country for the purpose of competing at the Final. What barriers to the import/export of horses need to be overcome?

QUESTIONNAIRE

6.6 Are there any Border Inspection Posts (BIPs) for horses on the borders of your country? If so, please list their location and distance from the proposed Venue.

6.7 Please provide details of any quarantine requirements that apply to the importation of horses into your country.

6.8 Are there any permanent quarantine stations for horses within your country? If so, please provide details including the following: location, distance from the proposed Venue, normal capacity, permanent/temporary stabling, facilities to exercise horses under quarantine etc. Can the normal capacity be expanded? If so, to what extent?

6.9 Where is the nearest equine Medical & Doping Testing Laboratory that is on the FEI's list of Approved Laboratories for testing samples provided by horses during the Final?

6.10 Where is the nearest laboratory on the WADA list of Approved Laboratories for testing samples provided by athletes?

QUESTIONNAIRE

HORSE WELFARE

7.1 Please provide details of the national veterinary authority responsible for equine welfare in your country.

7.2 Have the relevant national/governmental veterinary authority in your country provide written confirmation that they have been consulted and are happy for the Final to be staged? The written confirmation should also: (i) set out the basis upon which horses may enter the country to participate in the Final (and leave thereafter); and (ii) provide details of the person who will act as the primary point of contact.

7.3 Is there any national Government legislation that regulates the use of veterinary medicines within your country? If so, please state what the legislation is and which Governmental department/agency enforces it.

QUESTIONNAIRE

7.4 Is there any national Government legislation relating to the detection of Medical and Doping substances in horses? If so, please state what the legislation is and which Governmental department/agency enforces it.

7.5 What is the availability of experienced farriers in your country?

7.6 What is the level of availability of trained specialist equine veterinary professionals in your country capable of providing veterinary services at the Final?

7.7 How far away (both in distance and time) from the Venue is the nearest equine referral facility with recognised expertise in surgery, medicine, diagnostic imaging and other diagnostics? Please provide details of the facility.

QUESTIONNAIRE

ACCOMMODATION

8.1 Please provide details of the number and average cost of hotel rooms and holiday apartments of 3 star quality and above (differentiating between 3, 4 and 5 star) within 30 minutes travel time to and from the Venue.

8.2 What are the typical occupancy rates during the proposed dates staging the Final set out in paragraph 2.1 of the Questionnaire?

8.3 Will it be possible to enter into an accommodation agreement with a Hotel Association (or similar organisation) to fix room/apartment rates at an acceptable level?

QUESTIONNAIRE

FINANCIAL CONSIDERATIONS

9.1 How do you propose to finance the organisation and staging of the Final? Which organisation(s) will provide the primary financial support?

9.2 Please confirm that visiting teams, individual athletes and the FEI will not be subject to tax (whether any form or corporation or income tax) on income earned whilst in your country for the duration of the Final.

9.3 Please provide details of the Key Stakeholder organisation(s) (or other local, regional or central government body/bodies) that will provide any necessary public sector services, and will ensure the due performance of the Organiser's obligations under the Host Agreement to be entered into if the Applicant's bid to stage the Final is successful.

9.4 Please provide the FEI with a Bid Budget using the Bid Budget Template (see Schedule 1).

SCHEDULE 1

INCOME	AMOUNT	COMMENTS
SPONSORSHIP		
Sponsorship sales		
Sponsorship value in kind		
COMPETITION		
Ticketing		
Entry fees		
EVENT OPERATIONS		
Corporate Hospitality		
Trade Fair & Concessions (including public catering)		
Licensing/Merchandising		
OTHER INCOME		
Official Functions & Ceremonies		
Event/Entertainment Programme		
Disposition of assets		
Other income (please specify)		
TOTAL INCOME		
COMPETITION & FACILITIES		
Venue(s) and other competition areas (including installation of stands, offices, press centre, scoring, PA system, giant screen(s) and fencing etc)		
Courses, fences, footing, huts, etc		
Venue dressing (direction signage, maintenance and removal)		
Quarantine & Horse Transport		
Veterinary (Animal Welfare)		
Medical (Human)		
Anti-Doping and Medication Control (Athlete and Equine)		
Organiser Staff/Personnel plus FEI Officials		
Security (including venue, stables)		
Prize money, other awards		
Broadcast (including Broadcast Compound, IBC, equipment and facilities etc)		
Stables and provision of central services (e.g. animal feed etc)		

SCHEDULE 1

FEI FEES & DUES

Hosting Fee		
Organising Dues		
Calendar Fee		
Prize Money		

OPERATIONS

Host Broadcast Production		
Corporate Hospitality (including construction and catering etc)		
Transport (Teams, Horses, Staff, FEI, FEI Officials etc)		
Accommodation & Meals		
Per Diems		
Utilities (i.e. electricity, water)		
Communication Devices and Services		
Volunteers		
Uniforms		
Trade Fair & Concessions		
Official Functions & Ceremonies		
Event/Entertainment Programme		
Accreditation		
Traffic management, parking		

GENERAL AND ADMINISTRATIVE EXPENSES

Salaries		
Office expenses		
Insurance		
IT		
Administration (including legal & accounting)		
Taxes		
Other costs		

COMMERCIAL AND PROMOTION

Print media		
Radio/internet		
Finals Website		
City advertising		
Promotion and Marketing of the Finals		
Photography and Filming		
Licensing/Merchandising		

OTHER EXPENSES

Other expenses (please specify)		
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TOTAL COSTS

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CONTINGENCY

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ADDITIONAL INFORMATION
