



FÉDÉRATION INTERNATIONALE
DE MOTOCYCLISME



FIM
GENERAL
ASSEMBLY

BID CONDITIONS FIM AWARDS & GENERAL ASSEMBLY 2019-20

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This document outlines the bid conditions for the 2019 - 2020 FIM Year-End Events.

1. Introduction:

1.1 This document is intended for National Motorcycling Federations (NFs), Host Cities and Event Local Organising Committees (LOCs) interested in bidding to host the 2019 and 2020 FIM General Assemblies and FIM Awards, including:

- a) Board of Directors Meeting
- b) Workshops
- c) Meeting of the Secretaries General
- d) General Assembly
- e) Press Conference
- f) Red Carpet
- g) FIM Awards Dinner
- h) FIM Awards

1.2 The FIM Year-End Events are designed to close the season in a prestigious way and celebrate the achievements of the best and fastest riders of the year.

1.3 The FIM Year-End Events feature:

- a) General Assembly bringing together the 113 National Federations
- b) Prize Giving Ceremony rewarding 50 World Champions and Legends
- c) Media and Internet Coverage that the Host City benefits from

1.4 Typical FIM Year-End Events Program: 3rd week of November

Thursday

09:00-18:00 Board of Directors Meeting
20:00 Dinner of the Board of Directors

Friday

09:00-16:00 Workshops with Board Members and Commission Directors
18:00-20:00 Meeting of the Secretaries General

Saturday

09:00-12:00 General Assembly
12:00-14:00 Lunch Buffet
14:00-18:00 General Assembly
18:15-20:00 Cocktail Party

Sunday

15:00 Press Conference
19:00 Red Carpet and Cocktail
20:30 FIM Awards Dinner
22:00 FIM Awards
24:00 Evening Entertainment

Monday

09:00-18:00 FIM Continental Unions Meetings



2. FIM-the world governing body:

- 2.1 The International Motorcycling Federation (FIM) was founded in 1904.
- 2.2 The FIM is the world governing body for motorcycle sport and the global advocate for motorcycling. It is recognised as the sole competent authority in motorcycle sport by the International Olympic Committee (IOC).
- 2.3 The FIM governs the yearly calendars of 6 disciplines and 52 World Championships
- 2.4 More information about the FIM on www.fim-live.com

3. FIM Year-End Events Overview:

3.1 General Information:

- a) FIM Year-End Events are conducted by the FIM
- b) FIM calls for bids annually. NFs, Host Cities and LOCs are encouraged to develop visionary proposals that can enhance the scope, organisation and marketing of the events.
- c) FIM exclusively owns the rights of the Year-End Events and contracts part of the organisation of the events to LOCs, which can be made up of any combination of NFs, Host Cities and /or recognized event organisers.
- d) LOCs must be fully aware of the concept, format and scope of the FIM Year-End Events

3.2 FIM Objectives:

- a) Host successful, prestigious, thrilling and sustainable Year-End Events
- b) Promote its values of Passion, Expertise, Excellence, Fairness, Respect, Courage and Commitment through its events
- c) Enhance the FIM Year-End Events as the "place to be" for all FIM stakeholders: delegates, riders, manufacturers, partners, sponsors, fans, tourism industry
- d) Maximise media exposure of the FIM Awards nationally and globally
- e) Exhibit strong corporate support (partners, sponsors)
- f) Engage public institution support (local governments)
- g) Establish strong partnerships (NF, Host City, LOC)
- h) Ensure a strong emphasis on excellence and sporting accomplishment

4. FIM Year-End Events Television and Media:

4.1 Television Media:

- a) The FIM owns the television rights for the event. The FIM grants the national TV rights to the local organizer. The FIM will do its best to generate international interest and create global coverage. Television production and domestic distribution costs are the responsibility of the LOC.

4.2 Online Media:

- a) The events will receive exposure on fim-awards.com, Facebook and Twitter via news stories, photo galleries and tweets.

4.3 Print Media:

- a) The LOC will receive the support of the FIM Communication Department on site to provide assistance in media operations and communication.
- b) The FIM Communication Department will write and distribute press releases
- c) FIM photographers will cover the Events



5. FIM Year-End Events Requirements:

5.1 The Parties involved:

The agreement for the FIM Year-End Events will be concluded between the following parties:

- a) The FIM
- b) The LOC comprised of the Host City and/or the event organiser and/or the NF

5.2 Financial Considerations:

- a) **Transportation:** the LOC should ensure that local transportation is organized free of charge for the FIM Year-End Events participants and teams. This transportation will be for all activities related to the Events, including:
 - Airport transfers
 - Transfers between hotels and event venues
 - Rental cars the FIM Organisation Team
- b) **Accommodation:** the LOC is required to provide negotiated prices in a 5* hotel close to the event venues with a provision for both single and double rooms. The LOC must also provide a list of 3* and 4* hotels close to the event venues. The LOC is required to offer free accommodation for the FIM Organisation Team doing site visits during the evaluation period or leading up to the events.
- c) **Hosting:** the LOC is required to host the evening entertainment after the FIM Awards and the FIM Awards Dinner.
- d) **Insurance:** it is highly recommended that insurance coverage be contracted by the LOC in case the event should be cancelled due to force majeure or other unforeseeable causes.
- e) **Technology Support:** the LOC should be aware of the costs associated with the technical requirements for the FIM events (interpretation equipment, audio-visual material, branding, etc..) described in the ITT
- f) **Television:** the television production costs are borne by the LOC. If the LOC chooses to bid to have the television show distributed globally, it may apply to FIM and agree to pay the additional TV Rights.

6. FIM Year-End Events Rights and Responsibilities:

6.1 Rights of the LOC:

- a) To receive 100% revenue from:
 - Event title sponsor brought by the LOC
 - Sponsorships brought by the LOC
 - Public institutions
 - Merchandise sales
- b) The right to use the official name from the day of the contract signature until six months after the last day of the event.
- c) The onsite branding will be shared between the LOC and the FIM on a 30/70 ratio (LOC/FIM). The exclusivity of FIM Global Partners cannot be infringed upon. The presence of any other sponsor will have to be agreed by the FIM.



6.2 Responsibilities of the LOC:

- a) **Marketing:** the FIM Year-End Events have the potential to generate considerable revenue when well marketed. The FIM Year-End Events also have the capacity to reduce expenses by attracting support from government and commercial entities. It is the responsibility of the LOC to market the FIM Year-End Events effectively. All revenues from successful marketing will go directly to the LOC.
- b) **Communication:** during the planning period of the FIM Year-End Events, the LOC should maintain effective communication with all external parties, including government entities, professional contractors, suppliers, sponsors and media. All communication addressed to the media must be submitted and approved by the FIM before being published.
- c) **Operations:** the FIM is responsible for directing the Year-End Events. The LOC is responsible for funding and coordinating the operational aspects of the Year-End Events as described in the ITT.
 - The LOC should select the staff on site and obtain the use of all venues, equipment and other materials chosen by the FIM and needed for conducting the FIM Year-End Events.
 - To ensure the FIM Year-End Events are administered effectively, the FIM and the LOC will establish internal management structures and procedures to allow both parties to work together cohesively.
 - The FIM will designate a Team Leader, who will be the central point for all the FIM Year-End Events matters.
 - The personnel representing the LOC, as well as their specific functions, must be declared in the bidding application.
- d) **Preparation:** prior to the opening of FIM Year-End Events, LOC staff should familiar with and capable of performing all of their required tasks. Back-ups for all systems should be in place. Venues should be fully equipped and prepared. Volunteers should be fully trained and briefed. Technical systems should be tested and fully operational. Procedures should be well rehearsed and fully functional.

7. The FIM Year-End Events Bid Process:

7.1 Introduction:

- a) The 2019 - 2020 FIM Year-End Events LOC will be selected through the bidding process.
- b) The FIM Year-End Events include:
 - The FIM Board of Directors Meeting
 - The FIM General Assembly
 - The FIM Awards
- c) The bid process is launched according to the following table:

Key Date	Event
1 January 2018	Opening of the bid process
30 September 2018	Deadline for submission of bid documents
1 October - 15 November 2018	Bid evaluation period by FIM
29 November 2018	Selection of 2019 - 2020 Host City
1 December 2018	Announcement of 2019 - 2020 Host City



7.2 Bid Evaluation:

- a) The FIM will evaluate each bid based on a set of criteria:
 - Geographical location and the number of events in the region
 - Experience of the LOC
 - Commitment of the city and other public agencies
 - Marketing, promotion and sponsorship plans
 - Support of the Host National Motorcycling Federation
- b) After the Bid Documentation Submission Deadline, the FIM may visit the bidders' cities and venues. Bidders must cover the accommodation costs during such visits.
- c) The FIM will only shortlist a bidder if it is convinced that the bidder has the capability and the resources to stage the FIM Year-End Events at the quality required.
- d) A bidder may apply for a multi-year contract.
- e) The decision on the selection will be made by the FIM Executive Board with a recommendation from the FIM Organisation Team.

7.3 Bid Application Documentation:

The purpose of this section is to assist bid committees in the preparation of a comprehensive bid package.

- a) Documents should be prepared in a simple format.
- b) All documents must be submitted to the FIM in English.
- c) Bids are evaluated on substance and content.
- d) Maps and diagrams should be accurate and of good quality.
- e) Digital photos should be included
- f) A USB key including all printed and extra materials such as videos should be sent to the FIM.

7.4 "Bid Package" Contents:

- a) Letters of support:
 - A signed letter of support from the respective National Motorcycling Federation.
 - A Host City letter of commitment including confirmation of police support for the required road closures, a medical emergency commitment and other financial commitments.
 - A letter of support from other relevant national Public Institutions.
 - A letter of support from the local tourism authority including any anticipated financial assistance.
 - A letter outlining commitments from media and television for the events.
 - A letter describing any existing or planned commercial sponsorship commitments.
- b) A visual presentation from the candidate city.
- c) The structure of the organizing committee.
- d) Draft budget (in Euros) outlining revenue and expenses.
- e) Draft marketing and promotion plan.



- f) The environmental data of the area (weather forecast with average temperatures).
- g) Description of proposed venues and hotels.
- h) Maps showing distance between venues and hotels.

7.5 Submissions:

The bid documents and supporting materials may be submitted electronically in PDF format to aurelie.grob@fim.ch and/or may be sent by mail to FIM:

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