

*61st UITP WORLD CONGRESS AND
MOBILITY & CITY TRANSPORT
EXHIBITION 2015*

OFFICIAL BID
DOCUMENTATION

Rules and Conditions for Host Applicants

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Recapitulation of the list of all Annexes appended or required:

- I. Declaration of Commitment by the Candidate Host (Annex 1, appended)
- II. Power of Attorney (Annex A, to be delivered)
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 - A. Helsinki
 - 2007 Congress and Exhibition Statistics
 - B. Vienna
 - 2009 Vienna Congress and Exhibition Statistics
 - 2009 Vienna Congress Invitation & Final Programme
 - C. Dubai
 - 2011 Organisation chart

1. General Information

1.1 All about UITP:

UITP (International Association of Public Transport) is the international network for public transport authorities and operators, policy decision-makers, scientific institutes and the public transport supply and service industry. It is a platform for worldwide cooperation, business development and the sharing of know-how between its 3,100 members from 90 countries. UITP is the global advocate for public transport and sustainable mobility and the promoter of innovations in the sector.

For more information, please consult our web-site www.uitp.org.

1.2 Presence at the UITP Congress & Exhibition:

(Indicative figures based on recent experiences of Congresses & Exhibitions in Europe.)

- 2 300 delegates from more than 80 countries representing the key decision-makers of Public Transport: operators, authorities, supplying and service industry.
- The participant's profiles are ranging from Senior to Operational and Technical Management of our Member and Non-Member Organisations.
- Ministers of Transport, Mayors, State Secretaries, Presidents and Senior Management of multinational industries spent in average 2 days on the premises.
- Approx. 300 accompanying persons (partners) join the Congress delegates.
- Approx. 350 exhibiting companies covering some 30 000 gross m² and representing up to 35 nationalities.
- Approx. 3 000 exhibitor staff being present at different times during the event.
- Up to 7 000 professional trade visitors (including Congress delegates) are visiting the Exhibition.
- Up to 200 press & media representatives being present at different times during the event.
- Up to 200 persons working permanently on-site during the Event.

1.3 The Business Value

A UITP World Congress & Exhibition is generating important revenues and benefits for the hosting city (country). International statistics proof that per 1 Euro revenue earned by

the Convention & Exhibition Centre, an average of 7 to 8 Euros is generated for the benefice of the hosting City:

- Over 70 % of the exhibitor expenditures are related to stand design & construction, publicity, forwarding, hospitality, accommodation, PR and staff costs. A major share of this expenditure is spent in the hosting city.
- Approx. 50 special events (receptions, dinner parties, ...) ranging from 25 to several hundred guests are organized alongside the UITP World Events in restaurants and locations specially leased for such purposes.
- The average spending of a Congress delegate is estimated to be 1 600 Euro/four days (accommodation, leisure, shopping, dining, etc.). Travel & Congress registration costs are not included.
- International statistics prove that a high percentage of participants stay over the week-end or spend some private holiday time in the city or country. There is also a significant percentage of delegates coming back to the hosting country for private and business reasons.
- A very high communication and media value is accounted for the hosting city, its social and economic environment in the context with the UITP world event.

UITP welcomes gestures sharing these benefits with the Association (i.e. contribution towards costs of keynote address + speakers).

1.4 A Model of a Program Outline:

Please note: The following program outline is ONLY indicative. Changes to this scheme may occur and are subject to the decision of the UITP Congress & Exhibition Steering Committee.

58th UITP World Congress and Mobility & City Transport Exhibition

7 > 11 June 2009

Public transport: making the right mobility choices

| | 9 | 30 | 10 | 30 | 11 | 30 | 12 | 30 | 13 | 30 | 14 | 30 | 15 | 30 | 16 | 30 | 17 | 30 | Evening |
|--------------|---|----|--|------------|----|---------------------------|-------|------------|--------------------|--------|-----------------|----|--------------------|----|--------------|-------------------|----|-----------------------|---|
| Sat. 6 June | Registration for VIPs at the official hotel | | | | | | | | | | | | | | | | | | UITP President Dinner |
| Sun. 7 June | Registration at the Convention Center | | | | | | | | | | | | | | | City Walking Tour | | UITP General Assembly | UITP President's and Local Hosts' Reception |
| Mon. 8 June | VIP Get Together | | Opening Ceremony : Congress & Exhibition | | | Exhibition time and lunch | | | Local Host session | | Plenary Session | | Evening free | | | | | | |
| Tue. 9 June | 2 Sessions | | Coffee | 2 Sessions | | Lunch | | 2 Sessions | | Coffee | 2 Sessions | | Get Together Party | | Evening free | | | | |
| Wed. 10 June | 2 Sessions | | | 2 Sessions | | Lunch | | 2 Sessions | | | 2 Sessions | | Cultural Evening | | | | | | |
| Thu. 11 June | 2 Sessions | | Closing Ceremony | | | Farewell Drink | Lunch | | Technical Visits | | | | Gala Dinner | | | | | | |

1.5 The Step by Step Planning Model:

Day 1:

- Exhibition move-in

Day 2:

- Exhibition move-in and mounting

Day 3:

- Exhibition mounting
- Move-in of Congress logistic staff

Day 4:

- Exhibition mounting
- Congress registration for UITP VIP's at the official hotel
- UITP President Dinner (invited guests only, approx. 150 persons)
- Installation of Congress registration area, organiser & VIP offices in use

Day 5:

- Exhibition mounting finalisation
- Congress on-site registration
- City Walking (or by public transport) Tour, refreshments, multilingual guides
- Rehearsals of Opening Ceremony (main plenary room) & General Assembly (parallel Session room)
- UITP General Assembly (approx. 300 persons, Simultaneous interpretation 4 languages)
- Congress Opening Ceremony (Congress delegates & partners, approx. 2 500 pax, Simultaneous interpretation min. 4 languages, cultural interlude)
- Exhibition Opening, VIP Visit
- UITP President & Local Host Reception (Congress delegates & partners, approx. 2 000 pax, finger food, drinks, appropriate venue in the City)

Day 6:

- Alternatively, if not held on Day5, Congress and Exhibition opening according to conditions listed above.
- Lunch (Congress delegates & partners, approx. 2 000 pax)
- Press Conference
- Trade Visitors in the Exhibition
- Sessions (Local Host & UITP Plenary Sessions)
- Optional Partners' Programme in the afternoon (choice of tours & excursions)
- Evening Free

Day 7:

- Parallel Sessions (morning: 2x2 sessions, afternoon 2x2 sessions, approx. 800 pax each, Simultaneous interpretation min. 4 languages per session)
- Special break-out sessions (2 rooms for approx. 150 pax, no SI)
- Press briefing/conference
- Trade Visitors in the Exhibition
- Expo Forums (in the Exhibition, 6 sessions, approx. 150/180 pax each, no SI)

- Lunch delegates only (approx. 1 500 pax)
- Optional Partners' programme (choice of tours and excursions)
- Get-together Party in the Exhibition (approx. 1 000 pax, snacks, drinks, animation)
- Evening Free

Day 8:

- Parallel Sessions (morning: 2x2 sessions, afternoon 2x2 sessions, approx. 800 pax each, Simultaneous interpretation min. 4 languages per session)
- Special Break-out sessions, Press activities, Expo Forums, Lunch,
- Trade Visitors in the Exhibition
- Optional Partners' programme as per Day 7
- Cultural Evening (i.e. concert, ballet, regional cultural performances) for 1 500 pax

Day 9:

- Parallel Sessions (morning: 2x2 sessions, approx 800 pax each, Simultaneous interpretation min. 4 languages per session)
- Plenary Closing Ceremony (approx. 1 000 pax, Simultaneous Interpretation min. 4 languages)
- Lunch (approx. 1 000 pax)
- Exhibition dismantling
- Congress Logistics move-out (p.m.)
- Choice of Technical Visits
- Optional Partners' programme
- Gala Dinner (approx. 1 600 pax, seated dinner, entertainment)

Day 10:

- Exhibition dismantling
- Optional choice of tours & excursions (Congress delegates & partners)

Day 11:

- Exhibition move out

1.6 Summary of the Bidding Process Timetable:

| | |
|---|--------------------------|
| Expressions of marks of interest addressed to the Secretary General of UITP by | 2 May 2010 |
| Confirmation by the Secretary General to participate in the 61 st UITP Congress and Exhibition Bidding Process | 17 May 2010 |
| Full bidding documents, including all its annexes incl. formal declaration signed reaches UITP not later than | 1 August 2010 |
| Short list decided by the UITP Executive Board | 17 September 2010 |
| Information meeting of all short-listed candidates in Brussels | 27 September 2010 |

| | |
|--|---------------------|
| Preparation of the final bidding process | 4th Trimester 2010 |
| Documents required for the final selection | 15 January 2011 |
| Decision by the UITP Boards | 23-25 February 2011 |
| Official acknowledgement by the UITP General Assembly in Dubai | 10 April 2011 |

2. The Prerequisites for the Shortlist Selection

2.1 Formal Invitations:

- The offer to host a 61st UITP World Congress & Exhibition in May (or early June) **2015** can only be submitted by a single or jointly by several UITP Full Members.
- The formal invitation letter is to be addressed to the Secretary General of UITP, rue Sainte Marie 6, B-1080 Brussels (Belgium).
- Letters of support from local, regional & national authorities are welcome as well as from any other organisations (i.e. national public transport associations, industry organisations, chambers of commerce, etc.) pursuing the same or similar objectives as UITP.

2.1.1 Documents to be delivered:

- a) Official invitation(s) letter, together, if applicable, with support letters should reach UITP by 1st August 2010 at the latest.

2.2 Legal Prerequisites:

Authorized persons representing legally the inviting body (the UITP Full Member or Members) are requested to sign a declaration (see Annex 1)

- (i) stipulating your formal agreement with the conditions ruling the Bidding Process to host the **2015** UITP World Congress & Exhibition
- (ii) guaranteeing your legal capacity to fulfil the required commitments, such as contracting with third parties (i.e. sponsors), providing the necessary bank guarantee, ...
- (iii) if you do not have the above-mentioned legal capacity, please indicate alternative solution(s) which would guarantee UITP that the required commitments will be fulfilled by other means for which the bidder bears full responsibility (i.e. hiring an intermediate sponsorship management company)

- (iv) acknowledging that the prerequisites and consequent commitments remain valid once the UITP Board has decided in favour of your candidacy and they thus remain binding upon you.

2.2.1 Documents to be delivered:

- a) Annex 1, duly signed by authorised person(s) representing legally the inviting UITP Full Member organisation(s).

Please note:

- Bidding documents reaching UITP Main Office after the 1st August 2010
- Bidding documents without the declaration (Annex 1), duly signed by authorised person(s) representing legally the member organisation(s),
- Bidding documents with incomplete and/or incorrect information (i.e. on the city facilities, the accessibility, hotel, convention and exhibition infrastructure),

will **NOT** be forwarded to the UITP Executive Board for the shortlist decision. This decision is made by the Secretary General of UITP.

2.3 Accessibility to the City and its facilities:

- The city has to be accessible by international air & train connections. Please stipulate the number & destination of direct travel connections.
- Regular Public Transport connections are required:
 - to and from the airport to the city centre,
 - to and from the main railway station to the city centre,
 - between the convention & exhibition facilities and major hotels.
 Special transfers are acceptable in exceptional cases. Costs of such transfers are to be supported by the Local Host.
- The Convention & Exhibition centre has to be connected to the highway (or main roads) for the transport of heavy goods (i.e. buses, trams etc)

2.3.1 Documents to be delivered:

- a) Description on international air & train connections
- b) Description on public transport connections (airport, main station, hotels, Convention & Exhibition centre ...)
- c) Map indicating transport connections & locations

2.4 Suitability and Use of the Convention & Exhibition Venue:

2.4.1 The Venue:

UITP Congress & Exhibition are to be seen as one integrated event. Therefore convention & exhibition facilities have to be on the same site and facilities have to be closely connected to each other and in any case, under the same roof.

This site will be conveniently served by efficient public transport, linking it to the city centre, hotels and arrival hubs (railway stations, airport)

All facilities are adapted to mobility reduced visitors and participants.

2.4.2 The Congress Facilities:

- Fixed plenary session room with a minimum capacity for 2 500 participants seated in theatre style for the Opening Ceremony.
- Minimum 2 parallel session rooms for min. 800 participants seated in theatre style
- Modular use of all or several session rooms would be a positive asset
- Availability of other session rooms for 150 to 300 participants (or more)
- Availability of VIP rooms (4), Organiser offices (5), Press Room & Press Conference Room, Board Rooms, secured storage facilities, First-Aid spot(s) (central location between Convention and Exhibition facilities is acceptable).
- The availability of a centrally located Business Centre would be regarded as a positive asset.
- Catering facilities for min. 2 000 participants (fixed restaurants would be regarded as a positive asset).
- Centrally located registration area for min. 2 500 participants (fixed installations & nearby office & storage space would be a positive asset).
- Adequate hygienic facilities for 2 500 persons minimum.
- In specific geographic regions, pre-installed air-conditioning is a must. In any case ventilation (if applicable, heating) systems are required.
- The general condition (clean, modern, day light) of all Congress facilities will be an important factor in the decision-making process.

2.4.3 The Congress Technical Equipment & Services:

- Basic audio-visual equipment (pre-installed state of the art equipment would be a positive asset).
- Internet access and telephone connections.
- Fixed interpretation equipment (plenary & parallel session rooms) for min. 4 languages would be a positive asset.
- Participants (visitor) guidance system(s) would be a positive asset.
- Availability of in-house services (technical assistance, security, catering, others) will be considered positively. Any mandatory obligation for UITP to use exclusively in-house services will be refused.

2.4.4 The Exhibition Facilities:

- Minimum of 30 000 m² gross exhibition space (closely connected to the Convention facilities).
- Net/gross m² ratio will be an important decision-making element (security/safety areas, architectural constraints such as pillars & fixed installations). Centres having a lower net occupancy ratio of min. 65 % will not be taken into consideration.
- Loading areas, access ramps & doors (size in width & height), all exhibition floors must in any case allow very large and heavy equipment like:
standard buses: height 4m, length 25m, weight 3000kg/m²
rail vehicles: height 4m, length up to 40m, weight 3000kg/m²
- Ceiling height must be min. 9m in the main exhibition areas.
- Centrally located registration area for trade visitors (registration facilities & equipment would constitute a positive asset).
- In specific geographic regions, pre-installed air conditioning is a must. In any case, ventilation (if applicable, heating) systems are required.
- Adequate hygienic facilities for minimum daily 3000 persons.
- Access ways, lifts, escalators to exhibition sites are of decisive importance.
- The general condition (clean, modern, daylight) of the Exhibition facilities will be an important factor for the decision-making process.
- Catering facilities/restaurants for exhibitors and visitors.

2.4.5 The Exhibition Services:

- With the exception of national and local mandatory legal prescriptions (proof to be provided), UITP will not accept any imposition of service contractors including:
 - . the on-site handling of exhibits
 - . stand catering services
 - . cleaning services
 - . stand construction services
 In other words UITP must be free to select the service contractors hired.
- Fixed catering facilities (snack bars, coffee shops, etc.) for stand personnel and visitors are considered as a positive asset.
- The availability of a visitor guidance system is a positive asset.
- An Exhibitor shop and a business centre are positive assets. However, UITP will only recommend their use if the service and purchase offer proves to be competitive (quality/cost ratio).
- Easy custom formalities is regarded as a positive asset.

Please note:

If, in the case the UITP Executive Board decides on a final candidate, whereas the use of one or several of the service contractors is imposed upon UITP or the requested freedom is limited (for example, the Lessor is bound by an exclusivity contract the Centre has with a catering service for all events organised in the

premises), UITP – standing here for itself, its Exhibitors and Delegates - reserves the right to charge to the Convention & Exhibition Centre all or part of the extra costs, compared to the costs UITP would have paid to an external supplier.

2.4.6 Documents to be delivered:

- a) Full documentation on the Congress & Exhibition facilities. Please add scales & correct sizes of all facilities as well as a full description of the Congress & Exhibition floor use. If there are several venues in your city, please provide documentation on all facilities.
- b) The standard agreement and the general conditions used by the Congress & Exhibition Centre for the leasing of the facilities in English together with a clear indication of the clauses which are open for negotiation and which are mandatory.
- c) 2015 rates for renting the Congress & Exhibition facilities in following the 'Step by Step Planning Model' (see item 1.5).
- d) Detailed description of services included in the renting fees (Congress & Exhibition)
- e) Description of an eventual food/beverage and renting cost pay-off policy.
- f) Current rates for (technical exhibition) services on offer.
* please use table included after this section.
- g) Current policy on negotiation margins for renting & service rates.
- h) Local legal conditions (i.e. event license(s)).
- i) Insurance requirements.
- j) Cancellation policy.
- k) Advanced payment policy.
- l) Taxation system (including information on taxation recovery and/or exemption possibilities) and availability of (public) grants
- m) To the extend not otherwise disclosed (see above), the formal declaration to grant full freedom to UITP, its Exhibitors and Delegates in contracting all and any service related to the UITP Congress and/or Exhibition organisation if the provision of such services is not stipulated by local and/or national mandatory legal prescriptions.
- n) Formal declaration that no mandatory legal or religious laws, regulations or rules are limiting the freedom of UITP, the service providers, the Exhibitors and/or Delegates and Visitors to carry, offer or consume on the facilities, except for those limitations set forth in the declaration (for example, consumption of alcohol, smoking, specific dress codes, ...).
- o) Formal declaration that descriptions provided reflect the true and current state of the facilities. Any planned and/or ongoing refurbishment works are to be notified and described. Expansion plans are to be notified and described.

Current rates for (technical) services on offer

Please state the currency.

| DESCRIPTION | PRICES 2015 (Tax Excluded) |
|---|----------------------------------|
| POWER POINTS | |
| Without meter | |
| <i>(Power consumption to be invoiced at a flat rate)</i> | |
| Power point up to 2.2 KW – 1-phase 230V | ----- |
| Power point up to 6 KW - 3-phase 230 V | ----- |
| Including meter and fuse box | |
| <i>(Power consumption to be invoiced according to kWh)</i> | |
| <i>All 3-phase:</i> | |
| Power point up to 10 KW | ----- |
| Power point up to 30 KW | ----- |
| Power point up to 120 KW | ----- |
| Continuous power supply up to 1 kW | |
| <i>for refrigerators and freezer chests etc. (Mini 3 Kw)</i> | ----- |
| Power supply flat rate charge | |
| <i>Per connected 100 Watt per event day</i> | ----- |
| Power consumption | |
| <i>per metered kWh</i> | ----- |
| Water supplies | |
| Mains supply | |
| Water supply | ----- |
| Connection of exhibitor material by a plumber | ----- |
| Drainage (evacuation) | ----- |
| Water consumption fees | |
| <i>Flat rate price per day</i> | ----- |
| Cleaning | |
| -Bulk trash per container < 2 Tons | ----- |
| -Additional ton (per ton) | ----- |
| -Stand cleaning during the show-opening (daily/per m ²) if the entire show is ordered | ----- |
| -General passages cleaning per day during the show-opening | ----- |

2.5 Hotel accommodation, access, rates & comfort requirements:

Room availability, hotel categories:

- a minimum of 3000 hotel rooms (ranging between three to five stars) is required in the city centre and surroundings of the convention & exhibition venue
- approx. 50 % of the accommodation facilities should be in 4-stars, 25 % in 3-stars and 25 % in five-stars
- regular public transport services between a majority of hotels to the convention & exhibition centre is mandatory
- hotels in walking distance to the convention & exhibition centre are a positive asset
- booking & cancellation conditions have to correspond to international standards
- classification of hotel categories have to correspond to international standards

2.5.1 Documents to be delivered:

- a) list of hotels suitable for the UITP Congress & Exhibition
- b) information on current convention rates
- c) classification of hotel categories following international standards
- d) booking & cancellation conditions
- e) information on services of a housing bureau and/or convention bureau
- f) map indicating the proposed hotels

Please note: In the case that there is no housing or convention bureau offering hotel reservation services free of charge to UITP, its delegates, exhibitors and visitors, UITP will not, with the exception of its official hotel (selected and handled directly by UITP), undertake any hotel reservation services.

All Hotels selected for inclusion in the official Congress & Exhibition brochures (and on the UITP web-site) will pay a lump sum of 1 000 Euro/hotel. The hotel selected as official Congress Hotel will pay a lump sum of 2500€. The amount collected will be devoted to the UITP YOUTH EDUCATION PROGRAM (part of the UITP Corporate Social Responsibility and Sustainable Development Program). Hotels will be duly recognized as UITP partners of CSR & SDP.

2.6 Facilities for Social Events & Programme for Partners:

2.6.1 Venues for Social Events for min. 2 000 persons:

Requirements:

- the UITP President and Local Host Welcome Reception (standing event, drinks & finger food)
- a cultural event (i.e. music, ballet, local folklore,...)
- a gala dinner (seated event with entertainment)

2.6.2 Accompanying Persons (Partners) Programme:

- possibilities for an attractive programme of full & half day excursions, tours, cultural visits such as museums, ...
- possibilities for full day post tours
- multilingual guidance: French, English, German, Spanish
- transport

2.6.3 Documents to be delivered:

- a) Social Program: photos, descriptions & rates of proposed venues
- b) A choice of tours, cultural visits and full day excursions, all inclusive rates and detailed descriptions

2.7 Other important prerequisites:

Non discrimination:

UITP is an international organisation respectful of traditions, mentalities and religions. UITP participants are multicultural. The candidate host city and country will guarantee formally full respect and freedom to the UITP delegates without any discrimination and/or imposition of local or national conditions, written or non-written prescriptions of any kind.

Security and Safety Conditions:

Other than in places, venues and locations and/or during events contracted or organised directly by UITP, the Host(s) will ensure that the local and national security and personal safety prescriptions are respected and executed to their full extent and this at all times during events and activities organised directly by the Host(s) or during events and activities organised by bodies related to the Host(s) (i.e. sponsors and/or municipalities).

Security and personal safety prescriptions related to official guests, invited by the Host(s) in the course of events of the UITP Congress & Exhibition, are the full responsibility of the Host(s) as well as the costs related to such measures.

Visa Regulations

Candidates will provide proof from the competent host country authorities that the entry of all UITP Congress delegates and Exhibitors will be facilitated up to the full extend of the legal prescriptions in force at the time of this submission.

Presently applicable exclusions and/or particular regulations have to be provided together with the short-list bid documents.

2.7.1 Documents to be delivered

- a) see Annex 1
- b) provision of official information with respect to visa regulations

2.8 Social Responsibility and Sustainable Development

Other than the pre-requisites stipulated in the bidding conditions with respect to the Public Transport accessibility in the city and in between the venues, UITP will grant a favourable appreciation to candidate hosts having subscribed to the UITP Charter of Sustainable Development.

Other than the pre-requisites stipulated in the bidding conditions with respect to mobility reduced participants and visitors, the Congress and Exhibition Centre will provide information related to its policy with respect to:

- environmental friendly state of the art of the buildings of the venue
- environmental friendly use of natural resources (i.e. natural light, water recycling, fresh air use,)
- waste recycling policy
- reusable materials, i.e. crockery and cutlery
- to the community, i.e. donations of unused food, left over exhibits, others,

2.8.1 Documents to be delivered

- a) The Candidate Host: is requested to indicate its position with respect to the UITP Charter of Sustainable Development and/or any other policy his/her organization is applying in this field.
- b) The Congress & Exhibition Centre is requested to provide comprehensive information on above listed points as well as other measures the Centre is applying with respect to Social Responsibility and Sustainable Development.

2.9 Public Transport in the Host City, Country and Region:

In addition to the provision of information on the accessibility of the City and its facilities as listed, the Candidate Host is requested to provide the full information on the present

Public Transport situation in the City/Country as well as future plans and/or already approved projects.

In 2009, UITP launched a sector strategy with a vision to double PT market shares by 2025. Efforts and growth potential are different for all countries and cities. However, only a shared recognition by all stakeholders and a commitment to act on the 5 strategic pillars will enable to materialise the vision. UITP defined a multi-year programme to monitor and support the progress. The worldwide Congress is a major milestone in this programme. Therefore, the host city for the Congress in 2015 must be in a position to demonstrate a strong ambition towards market share growth.

The membership situation and acquisition potentials are of high importance in the decision-making process. Co-operation potentials with other public transport organisations (i.e. integration of local events into the UITP event) are positive assets.

2.9.1 Documents to be delivered:

- a) Basic data on the public transport network and its use in the City and its region (the most recent year for which the information is available)
- b) A description of the measures and policies applied or in planning to achieve locally the growth ambition of the global UITP strategy. This overview shall cover technological, political, industrial, service or organisational aspects.
The paper shall be 3-5 pages long and follow the 5 pillars approach of the UITP strategy. The overview shall envision the transport situation as it is expected to be in 2015 (including network extensions, infrastructure projects, investment data, etc.) and beyond
Information material can be found on : <http://www.uitp.org/advocacy>
- c) A submission form for the UITP strategy awards that will be released in Dubai in 2011. These awards are selected for each of the 5 strategic pillars of the strategy. The Candidate Host is free to choose one or several from these pillars.
- d) A list of public Transport actors (operators, authorities, supplying and service industry) in the city/country (region) potentially participating at the Congress, exhibiting and/or visiting the Exhibition.

2.10 The Local Host Commitment:

Without prejudice to already mentioned conditions, UITP World Congress & Exhibition Host(s) will formally make the following engagements at no costs for UITP:

- a) to organise at its cost and responsibility the UITP President and Local Host Reception at a suitable venue & offering finger food & beverages during minimum 2 hours for at least 2 000 guests
- b) to guarantee sponsorship revenue covering costs devoted, but not limited to the, Cultural Evening and Gala Dinner, delegate lunches and coffee breaks, delegate bags, technical equipment and services such as simultaneous interpretation, of a minimum of 550 000 Euro*
- c) once, having been short-listed, to provide a performance bond issued by a leading bank, reproducing the terms of the concept attached to the Declaration of Commitment (Annex D of Annex 1)
- d) to market actively the Congress in its city, country and geographical region (incl. to local, national and regional public transport & mobility related organisations). A comprehensive marketing plan shall be prepared and executed by the Local Host
- e) to sell Exhibition space of a minimum of 3 000 net m² to local & national industries and other public transport organisations
- f) to establish and maintain a local/national Honorary Committee composed of local and national dignitaries
- g) to establish and maintain a local Organising Committee composed of representatives of professional bodies overlooking & facilitating the local arrangements
- h) to organise a plenary session (programme & speakers) on Public Transport in the Host City/Country
- i) to assume the Chairmanship of the following (2017) UITP Congress & Exhibition Steering Committee and to sit in the 2015 Steering Committee
- j) to support UITP's Communications Department in the elaboration and implementation of a commonly established Communication Strategy and to provide practical input, i.e. contacts/relations with local/national press as well as support on other communications initiatives (i.e. daily newsletter)
- k) to organise at its cost a local awareness programme (communication, flagging, schools etc)
- l) to offer to all Congress delegates & accompanying persons a free travel pass for the entire event week
- m) to provide special transfers (if necessary) for social evening functions
- n) to provide and maintain at least 1 full-time person (or several persons representing one full-time) during the period between the preceding congress & exhibition up to 6 months after the 2015 event
- o) to provide at least 2 full-time persons during the 6 months prior to the event
- p) to provide at least 30 helpers on a full time basis during the event week
- q) to organise at its cost and responsibility the technical visits as part of the professional congress programme
- r) to organise travel and hotel accommodation of min. 5 UITP Main Office personnel and one UITP Policy or Executive Board representative visiting your city for a detailed site-inspection prior to the final decision (see item 5)

*Please note: taking into account the significant financial contribution of a UITP World Congress and Exhibition to city's economy (see item 1.3 Business Value), the Candidate Host might consider the support of its local authorities for the fulfilment of the required guarantee.

2.10.1 Documents to be delivered:

a) see Annex 1

3. The Shortlist Decision Process

3.1 The UITP Business Forum & Exhibitor Commission:

As a first selection instance, the UITP Business Forum & Exhibitor Commission will scrutinize all bidding offers received and recommend, from the perspective of UITP main exhibitors and industry members, offers suitable to enter into the Shortlist Process.

3.2 The Submission of Offers to the UITP Executive Board

Based on the prerequisites, the UITP General Secretariat will draft a report on all offers received. The report will contain the following main elements:

- . The founded recommendation of the UITP Business Forum & Exhibitor Commission
- . The social & economic environment of the host city & country
- . Accessibility, transport
- . Customs & visa regulations, licenses, taxation system
- . Suitability of the Convention & Exhibition facilities
- . Appropriate use of the Convention & Exhibition facilities
- . Current costs for renting facilities & purchasing major services
- . Hotel accommodation possibilities (quality, comfort & accessibility, rates)
- . Availability of suitable venues for the social programme (location, accessibility, cost)
- . Attractive possibilities for the Partners' programme
- . The current situation of Public Transport in the city/country, future plans and projects, interesting possibilities for technical visits
- . Potentialities as far as UITP Membership, Congress Delegates, Exhibitors and Trade Visitors from the City/Country (Region) are concerned
- . Host's commitment (Annex 1)
- . Date of last UITP World Event in the country or region
- . Hypothetical cost for a Congress Delegate and an Exhibitor

3.3 The Shortlist Decision

There will be a maximum of 3 shortlisted Candidate Hosts.

The shortlist decision will be taken by the UITP Executive Board on 17th September 2010

All bidders will be informed about the decision immediately.

The Brussels meeting of the shortlisted Candidate Hosts will take place on 27th September 2010.

4. The Final Bidding Process

UITP Main Office will assist the shortlisted Candidate Hosts with the preparations of the final Bidding Process. The meeting to be held in UITP premises in Brussels (27/09/10) assembling representatives from all shortlisted Candidate Hosts wants to convey an overlook on the next steps and to provide the opportunity to raise questions.

Bid-books prepared for the shortlist selection (Annex B to Annex 1) might require updating and complementing especially as far as the items 4.1 to 4.4 are concerned. Updates and/or amendments to the shortlist selection bid-books may not harm, cancel and/or reduce firm financial and/or formal commitments made for the shortlist selection process. Bid-books and its Annexes submitted for the final selection process will constitute Annex B to Annex 1 of the UITP/Candidate Host Contract.

4.1 Bank Guarantee

All shortlisted Candidate Hosts will be required to provide a bank guarantee in the amount of 550 000 Euro (five hundred and fifty thousand Euro) in form of a performance bond issued by an affiliated company of a leading bank having seat in the European Union and reproducing the terms of the attached concept (Annex D to Annex1).

This guarantee aims to cover the (candidate) Host(s) commitments as stipulated under item 2.10 of the Shortlist Selection Prerequisites of this Bidding Rules and Conditions and in the UITP-Host(s) Contract Model (Annex E), item 5.3.1, attached to this document.

4.2 The UITP – Host Contractual Relationship:

UITP and the shortlisted Candidate Hosts will enter into a pre-contractual agreement. Besides the Host tasks and responsibilities agreed upon in the declaration to accept the bidding process and its conditions, the contract will contain the tasks endorsed by UITP. These are mainly (see appended model of a UITP/Local Host Contract Annex E):

- the professional & logistical organisation of the 61st UITP World Congress & Exhibition

- the financial management of the entire event
- the contractual engagements for the renting of appropriate facilities and services
- the marketing, sales and communication activities carried out by UITP
- the establishment and maintenance of the Congress & Exhibition Steering Committee
- the scientific program
- the financial compensation allocated to the Host(s) in the event of a net profit of the Congress and Exhibition, and the legal provisions in the event of cancellation, dispute, force majeure

Please note:

All elements related to financial matters & formal commitments are considered as firm. Any change to figures & facts provided as response to the bid at any time after the decision by the UITP Boards may lead – if not compensated by other equivalents and formally accepted by UITP – to the withdrawal of UITP. Compensation for costs incurred by UITP or the selected Host(s) is part of the contract.

The Executive Board may accept that parts of the contract may be cancelled and/or amended closer to the 2015 UITP World Congress & Exhibition without prejudice to the remaining and/or non-amended parts of the contract.

4.3 Competitive Events in the Host City and/or Country:

Having entered into the final bidding process, the Candidate Hosts will list any type of support previously granted to a local and/or national event, organised by another public transport and/or commercial organisation. This list will be brought to the Executive & Policy Board's attention in the detailed report established before the final selection.

Having been selected, the Host(s) will not grant support of any kind to another public transport-related event during the 2 years preceding and 1 year following the UITP World Congress and Exhibition without the prior consent of UITP.

4.4 The Hotel Accommodation:

The candidate Host(s) will provide proof (eventually with the help of the Convention or Tourist Bureau) of having made a block reservation under the name of 'UITP' of at least 3000 hotel rooms under current convention rates.

Not selected Host candidates will cancel the hotel block reservations. UITP will in no case be held responsible for any delays and/or cancellation penalties.

4.5 The Convention and Exhibition Centre:

The detailed offer of conference rooms, exhibition halls and services submitted for the shortlist selection will be subject to final negotiations covering mainly aspects such as:

- competitive aspects related to the lease conditions, i.e. financial conditions, advanced payment conditions, services included in rates, costs of services, net use of exhibition space,
- the optional and first-choice conditions (time schedule) for rooms and exhibition halls
- favourable conditions for changes due to the establishment of a general implementation concept approx. 18-24 months ahead of the event

Please note:

All elements in the final offer are considered as firm commitments. Any change to figures & facts provided in the final offer and later in the formal contract may lead – if not compensated by other equivalents and formally accepted by UITP – to the withdrawal of the UITP World Congress & Exhibition. Compensation for costs incurred by UITP or the selected Host(s) as well as compensation for commonly incurred financial damages will be part of the contract.

UITP will enter into a formal contract with the Convention & Exhibition Centre at any time after the final selection. Advanced payments for the renting of the facilities may occur only in 2014.

5. The Final Selection Process

- The short-listed candidates will organise travel and hotel accommodation, at their own costs, for min. 5 UITP Main Office personnel and one UITP Policy or Executive Board representative visiting their city for a detailed site-inspection prior to the final decision.
- The short-listed Candidates may request that UITP Main Office personnel is visiting the candidate city during the Final Selection Process. Additional travel and accommodation costs of such a visit are to be borne by the Candidate Host.
- Candidate Hosts will transmit their final bid offer including all required information, facts and data to UITP not later than 15/01/2011 in four copies together with an electronic version.
- UITP Main Office will draft a summary report for the intention of the UITP Executive Board.

- Candidate Host(s) will receive copy of the report related to their bid beforehand and have the opportunity to check its correctness during 5 working days. Please note that any amendments to this report will be considered under the same conditions as described in the Bidding Rules and Conditions. After those 5 working days there will be no communication anymore with the UITP Main Office on this matter. Any information forwarded and received after the delay of 5 working days is not valid for the final selection process.
- Detailed information on the final selection process by the UITP Boards will be provided at the meeting of the short-listed Candidate Hosts on 27th September 2010.
- Please note, that UITP personnel has no recommendation voice in the selection process.
- The winning city will be announced at the UITP General Assembly in Dubai on 10th April 2011.

6. After the Final Selection

The winning Host(s) will invite the UITP Executive Board (if possible together with the UITP Policy Board) for a formal Board meeting to its City. This meeting should take place at least 24 months before the planned World Congress and Exhibition dates and is enabling the Board(s) to undertake a final verification with respect to the commitments made by the Congress and Exhibition Venue and the Host(s).

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