



NCAA Site Selection Process
2018-19 through 2019-20
Select Championships



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NOTE: IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE CHAMPIONSHIP BID SPECIFICATIONS THAT FOLLOW (SECTIONS I-XI) AND ANY SUCH SPECIFICATIONS IN THE SPORT-SPECIFIC BID SPECIFICATIONS DOCUMENT, THE SPORT-SPECIFIC BID SPECIFICATIONS SHALL PREVAIL AND GOVERN THE MATTER.



INTRODUCTION

The National Collegiate Athletic Association (“NCAA” and/or “Association”) invites all qualified member institutions/conferences and sports commissions/foundations to submit a proposal to host one or more of the NCAA championships set forth below in the “Championships Available for Bids” in Section III. The information in this Championships Bid Specifications document is being provided to ensure all prospective hosts for NCAA championships are aware of the established policies and procedures and recommendations to enable them to conduct a successful NCAA championship. It is understood that some of the recommendations may not be appropriate for all championships but are being provided for consideration by potential hosts.

These specifications and the accompanying attachments provide the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship to institutions years in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for each championship. The administration of each championship is under the authority of the respective sports committee subject to final authority of the appropriate divisional NCAA Championships Cabinet or Committee. All activities and events associated with the championship are to be approved by the sports committee.

NCAA CHAMPIONSHIP POLICY RELATED TO SPORTS WAGERING: No predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting or the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship. This policy currently excludes the state of Nevada.

NCAA CHAMPIONSHIP POLICY RELATED TO SPORTSMANSHIP: For intercollegiate athletics to promote the character development of participants, enhance the integrity of higher education and promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifested not only in athletics participation, but also in the broad spectrum of activities affecting the athletics program.

NCAA CHAMPIONSHIP POLICY RELATED TO THE USE OF CONFEDERATE FLAGS: No predetermined session of an NCAA championship may be conducted in a state where the confederate flag is flown. This policy currently excludes the state of Mississippi.

NCAA CHAMPIONSHIP POLICY RELATED TO AUDITING OF CHAMPIONSHIP SITES: NCAA championship sites may be randomly selected for financial and box office audits following the championship. Audited sites will be notified after the financial reports have been submitted. Competition venue and honorarium settlements are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: ticket reports; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; and the competition venue rental agreement. The documentation should support all information on the host financial report.

Additionally, the NCAA expects all hosts to have policies in place for crowd control, fan conduct, safety of all participants, and other appropriate guidelines that support the NCAA’s position on sportsmanship and its commitment to operating the finest athletics events in the world. **Each host will be required to submit a safety and security plan upon the awarding of an NCAA championship.**



BID PROCESS

Following is a schedule of anticipated activities/meetings which comprise the bid process. As needed, adjustments in schedule and logistics may be made, at the discretion of the NCAA.

A member institution or member conference of the NCAA must be designated as the host institution/conference for all NCAA championships. The administration of the championships is under the authority of the respective NCAA sport committee, subject to final authority of the respective Championships Oversight Committee.

To submit a bid, please visit <http://championships.ncaa.org>.

Upon the announcement of sites, championship events will be awarded to hosts contingent upon the successful negotiation of contracts and submission of the below documents.

- A. Host contract (includes cover agreement, bid response, confirmation documents from supporting athletics director and/or venue manager, if applicable, negotiated terms and budget).
- B. Key contact information.
- C. Marketing plan (at TBD date).
- D. Emergency management plan (at TBD date).
- E. Hotel agreements (as completed by Anthony Travel).
- F. Certificate of insurance.



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BID TIMELINE

Feb 15, 2018	Bid specifications published
Feb 15, 2018	Bid portal opens (9 a.m. Eastern)
Mar 30, 2018	Bid responses due - Bid portal closes (11:59 p.m. Eastern)
Mid-April 2018	Committee recommendations
Mid-April 2018	Hosts and sites announced



HOST DETERMINED

The deadline for submitting a proposal to host a championship(s) is **11:59 p.m.** Eastern March 30, 2018. The appropriate NCAA sport committee will review all proposals and will forward its recommendations to the NCAA Division I Competition Oversight Committee, Division II Championships Committee or the Division III Championships Committee, respectively, for review. NCAA sports committee decisions are not considered final until they are approved by the respective NCAA Committees.

Each prospective host will be notified directly and in advance by the NCAA staff prior to an official announcement of championship hosts being issued by the NCAA regarding the status of their bid.

Bids are awarded in principal pending the successful negotiation/resolution of any exceptions declared in bid documents as well as the negotiation and contracting of sufficient hotel and ancillary space as defined in the bid specifications.

Hotel properties will be contracted directly by the NCAA in most instances, as defined by the sport specific bid specifications, and host will be expected to execute the agreement document, which is outlined in the appendix.

Selected hosts and sites will also be required to submit a key contact form, marketing plan and emergency management plan at specified times prior to the execution of the championship and pursuant to the agreement.



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ANNOUNCEMENT OF HOST

The NCAA, in conjunction with the selected host, will develop a communication plan for the announcement of the bid award. Each prospective host will be notified directly by the NCAA staff. By bidding on the championship, each prospective host agrees that it shall coordinate in advance with the NCAA regarding media and all other public discussions, including but not limited to press releases and any public comments or announcements.

Prospective hosts shall not announce to the media whether they have been awarded the bid without first consulting the NCAA. Prospective hosts not receiving bids will be notified in advance by the NCAA's championship staff and shall not release this information publicly until authorized to do so. Cities that are awarded a future championship shall not conduct a press conference, issue a press release or make any public comments or announcement until cleared by the NCAA.



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DIVISION I CHAMPIONSHIPS AVAILABLE FOR BIDS

DIVISION I CHAMPIONSHIPS			
CHAMPIONSHIP	CHAMPIONSHIP ROUND(S) AVAILABLE FOR BID	AVAILABLE YEARS	NCAA OPERATIONS STAFF BID POINT PERSON
MEN'S & WOMEN'S OUTDOOR TRACK & FIELD	CHAMPIONSHIPS	2019 AND 2020	Jeff Mlynski jmlynski@ncaa.org



CHAMPIONSHIP HOST PERSONNEL

1. **LOC.** Based on the scope of the championship, it may be necessary to appoint a local organizing committee (LOC) to act as the local entity responsible for fulfilling the LOC obligations and to provide the NCAA certain services and assistance in connection with the various activities related to each championship. The host institution/conference must be a part of the leadership of the LOC.
2. **LOC Chair/Tournament Director.** If an LOC is formed, the host shall appoint an individual to assume the position of chair of the LOC. If an LOC is not formed, the host shall appoint an individual to assume the position of Tournament Director. This individual generally is the director of athletics of the host institution or the commissioner of the host conference. For championships that require an LOC, the LOC chair may also be the executive director of the sports commission. The LOC chair/Tournament Director shall maintain ultimate responsibility for the local operation of the event. The Facility/Site Questionnaire and Facility Specifications Agreement from prospective hosts shall be authorized by the LOC Chair/Tournament Director.
3. **Personnel.** All championships should appoint the following individuals:
 - a. **Tournament Manager.** A knowledgeable person with significant experience in tournament administration and game management. The function of the tournament manager is to ensure the policies of the sport committee and NCAA are implemented and followed in the administration of the tournament. Specific responsibilities may include: direction and supervision of competition venue arrangements, development of participant information, security, lodging, transportation, marketing, financial administration, securing a diverse staff and adherence to policies outlined in the NCAA tournament manual.

The tournament manager also will provide the NCAA a post-championships report, which should include the following:

- (i) A compilation of all mailings sent and forms used in the preparation and conduct of the event;
 - (ii) A compilation of vital statistics and data, such as the number of copies of various forms used for the championship, etc.
 - (iii) An outline of the local operating structure that assisted with the local organization;
 - (iv) A calendar reflecting the host's planning schedule; and
 - (v) Suggestions for future conduct of the championship.
- b. **Facility Manager.** A knowledgeable person, preferably a member of the host institution's/conference's facility staff or competition venue's facility staff if the competition venue is off-campus. Specific responsibilities may include assisting the NCAA with direction and supervision of competition venue arrangements, coordinating championship signage installation, working with the broadcast entities and supporting its needs, and assisting in the development of participant information.
 - c. **Marketing Coordinator.** An individual responsible for developing and implementing an NCAA approved marketing plan and budget containing grassroots marketing and advertising.
 - d. **Lodging Liaison.** This individual will coordinate the room block, confirm rates, schedule meetings and serve as the NCAA's liaison with the hotel community. This individual is preferably a member of the host city's convention and visitors bureau but also can be a member of the host institution/conference staff;



- e. **Media/PR Coordinator.** Preferably the sports information director of the host institution/conference. This individual shall ensure that the sport committee's policies regarding media are observed. Specific responsibilities, under the direction of the NCAA staff, may include issuing credentials, planning and supervision of media work areas, coordination of all media conferences, lodging and transportation, statistical services, communications, hospitality, and entertainment. The media coordinator shall assist the tournament manager with compiling the post-championships report. This person also shall develop a PR plan to help generate stories in the local media market related to tickets sales, human interest and overall coverage of the championship.

The tournament manager shall ensure that individuals are assigned responsibility for the following components of the championships: tickets, drug-testing coordination, game production, fan festival/ancillary events, hospitality coordination, and transportation coordination.

The NCAA is willing to consider requests from the LOC/host to solicit contributions from local, regional or national companies after the NCAA has reviewed the LOC/host's specific proposal, including a list of potential contributors. The LOC/host shall submit its request to the NCAA for its review and approval not later than one year prior to the championship.

4. **Volunteers.** The LOC/host will be responsible for securing volunteers for various functions during the championships and ancillary events. Volunteers may be needed for assignments, including scoreboard operations, game production, scoring control, spotters, hospitality, media, game programs and merchandise sales. (Refer to the sport-specific bid documentation for the number of volunteers needed.)
5. **Insurance.** The LOC/host is responsible for ensuring that primary comprehensive general public liability insurance coverage is in effect for the duration of the competition (including practice dates). This coverage must be for a minimum of \$1 million per occurrence for bodily injury and property damage, unless statutes of the state in which the host is located provide a lesser maximum recovery limit. It is the responsibility of the host to provide the national office with the appropriate insurance certificate.

The NCAA encourages the participation, directly or indirectly, by minority or women-owned businesses in providing goods and services in support of NCAA championships and requests LOCs/hosts explore opportunities for minority and women-owned businesses to provide any necessary goods and services for awarded championships.



PRACTICE, COMPETITION AND ANCILLARY EVENT VENUE(S)

1. General Venue Guidelines.

- a. **Operational Control.** The NCAA will retain the right to determine and approve all aspects related to the practice, competition and/or ancillary event venue operations during the championship. This includes, but is not limited to, space allocation and utilization of meeting rooms, storage and tent space, novelty and food/beverage concessions, parking lots and any structures (temporary or permanent) on the practice, competition and/or ancillary event venue property.
- b. **Exclusivity.** The NCAA shall have the exclusive right to use all spaces in the practice, competition and/or ancillary event venue(s) and surrounding area/facilities including, but not limited to the meeting rooms, concourse display/activity areas, private clubs, suites and plazas in the competition venue during the specified “hold” dates. All such space shall be provided at no cost to the NCAA.
- c. **Venue Space Condition.** The practice, competition and/or ancillary event venue(s) shall be provided fully-cleaned with all venue areas in good working condition at no cost to the NCAA. The practice, competition and/or ancillary event venue(s) shall furnish the premises set up for the championship and the ancillary events at no cost to the NCAA; however, the NCAA or its designees shall have the right to provide equipment, as defined in the sport-specific bid specifications. The LOC/host shall be responsible for securing or assisting in securing all necessary permits.

The practice, competition and/or ancillary event venue(s) shall not be materially modified in a way that would reduce space available to the public in the aisles, entranceways and hallways without the approval of the NCAA.

- d. **Championship Experience.** The NCAA will consider the ability of a site to provide a quality experience for the participants and fans and to conduct the championship and its accompanying events safely. In determining whether a proposed site can provide a quality experience, the NCAA will consider the site's ability to assure the benefits inherent in championship competition will be provided fairly to all participants and its ability to promote an atmosphere of respect for and sensitivity to the dignity of every person. The NCAA's focus will be on a quality championship experience for all involved.
- e. **Construction/Renovation.** No construction or renovations to the practice, competition and/or ancillary event venue(s) should be in progress, beginning one (1) month prior to the championship. Any plans for construction or renovation, prior to the championship, must be fully disclosed and approved by the NCAA. The NCAA, at its sole discretion, may require the practice, competition and/or ancillary event venue(s) to replace lost revenue resulting from such construction or renovation, cover the costs of installing temporary structures or reimburse the NCAA for expenses incurred in restoring the practice, competition and/or ancillary event venue's aesthetics with banners, coverings or other decorative elements in the event that any planned construction or renovation is not complete and in “finished form” no later than one (1) month preceding the championship.
- f. **Third-Party Agreements.** The practice, competition and/or ancillary event venue(s) agrees that it will not permit any entity or other third party to be entitled to hospitality, entertainment or temporary signage privileges inside or on the premises of the practice, competition and/or ancillary event venue(s) and surrounding areas (e.g., parking lots, frontage property, other adjacent areas made available to the NCAA) unless specifically authorized by the NCAA. Additionally, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to offer such hospitality, entertainment or signage to its own third-party designees, including NCAA corporate champions and partners, regardless as to whether these designees conflict with practice, competition and/or ancillary event venue sponsors and/or partners.



- g. **Practice, Competition and/or Ancillary Event Venue(s) Seating Configuration.** The NCAA expressly reserves the right to reasonably modify the practice, competition and/or ancillary event venue(s) seating configuration at any time. The practice, competition and/or ancillary event venue(s) expressly agrees to make all such adjustments without additional cost to the NCAA.
- h. **ADA Seating and Accessibility.** The NCAA requires that the practice, competition and/or ancillary event venue(s) is in full compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for persons with disabilities. The practice, competition and/or ancillary event venue(s) must disclose its history of compliance with ADA regulations and any previous or pending actions or suits and ensure compliance for the championship. The practice, competition and/or ancillary event venue(s) shall be responsible for any costs imposed on the NCAA that result from disabled access non-compliance that exists in its condition prior to the onset of the championship.
- i. **Equipment.** At its expense, the practice, competition and/or ancillary event venue(s) shall provide the complete, working systems/equipment at no cost to the NCAA unless notified otherwise by the NCAA, all subject to the approval of the NCAA.
- j. **Playing Rules.** All NCAA championships shall follow applicable NCAA playing rules (or official NCAA modifications in sports that the NCAA does not publish playing rules). By submitting a bid, the LOC/host confirms the designated competition venue satisfies all NCAA playing rules (or official NCAA modifications), as well as any other more stringent NCAA championship policies listed in the sports specific bid specifications. If a site is awarded and subsequent to the award it is determined that the competition venue does not meet all NCAA playing rules (or official NCAA modifications), the competition venue shall be responsible for making the necessary modifications to satisfy NCAA playing rules (or official NCAA modifications) at its own expense. If the competition venue is unable to make the necessary modifications, the NCAA shall have the right to move the championship to another location at the NCAA's sole discretion and the non-complying competition venue and/or LOC/host shall be liable for any and all additional costs of moving the championship to another location. To view current NCAA playing rules and modifications, go to www.ncaa.org/playingrules.
- k. **Risers/Temporary Seating.** The cost of all risers and any other temporary seating shall be the responsibility of the practice, competition and/or ancillary event venue(s) or host.
- l. **Hospitality.** The NCAA reserves the exclusive right to create and sell hospitality packages (which may include tickets) for the championships and any ancillary events. Any hospitality packages contemplated by the LOC/host must be approved in advance by the NCAA.
- m. **Control of Ticket Sales.** The NCAA will control all ticket sales for the championship, assigning specific duties to the LOC/host and venue(s) as needed. The LOC/host and venue(s) shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official fan-to-fan ticket exchange). The NCAA will not be responsible for securing an exemption to any exclusive contracts the LOC/host, venue(s) or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption. Every individual, regardless of age, must have a ticket for admission, unless the NCAA makes an exception to the contrary.
- n. **Open Practices.** Specified practice sessions must be open to the public at no admittance charge or parking charge in the practice, competition and/or ancillary event venue(s) lots, unless the NCAA makes an exception to the contrary. Programs, merchandise and concessions must be sold during the open practices and must be conducted in accordance with the direction and parameters of the NCAA and its designees.



2. Lighting/Electrical.

At no cost to the NCAA or its designees, the practice, competition and/or ancillary event venue(s) shall provide sufficient lighting and electrical power and a sufficient number of power outlets in all broadcast booths, press locations and identified media work and interview areas for the operation and transmission of television and radio broadcasts, operation and transmission of all NCAA interviews and for the operation of equipment used by the media. This includes, but is not limited to, media areas, media workroom, media interview room, interview breakout rooms, audio/video distribution area, the main press area and any work areas assigned to the NCAA's broadcast partner and/or other NCAA designees. Any supplemental lighting and/or electrical power shall be obtained from the NCAA's official suppliers in these areas unless authorized otherwise by the NCAA. Additionally, at no cost to the NCAA, lighting and electrical shall be provided at the ancillary event venues that sufficiently meets the operating needs of the ancillary events.

3. Advertising/Signs/"Look" and Décor

- a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard, other than NCAA, media partner or NCAA corporate champion/partner banners approved by the NCAA. Any permanently-affixed (or previously leased) advertising banners, signs, cup holders or displays shall be covered with décor elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA.
- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved.
- e. **Covering existing signage.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage of its own third-party designees in covering such existing signage.
- f. **NCAA Corporate Champion and Partner Signage.** The NCAA shall have the right to display NCAA corporate champion/partner banners and NCAA signage inside and outside of the competition, practice and/or ancillary event venue(s) in various locations, including but not limited to on the concourse, within the competition bowl and venue exterior without limitation. The NCAA shall have the right to display banners and the like (e.g., inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) on the concourse (without limitation) and in other areas designated by the NCAA inside and outside the competition, practice and/or ancillary event venue, identifying its media partners and corporate champions/partners.



COMMERCIAL IDENTIFICATION, SIGNAGE AND OFFICIAL MARKS

1. No advertisements shall be displayed on the media tables or scorer's table prior to or during the conduct of the championships.
2. No advertisements shall be displayed on the competition venue's playing surface prior to or during the conduct of the championships.
3. The NCAA shall provide the competition venue with the appropriate decals/field stencils for the approved playing surface markings for the championship.
4. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.
5. No video board or LED content, except those approved in advance by the NCAA, shall be allowed during the time that the NCAA is on site for the championship.
6. Only NCAA official marks may be used in promotion of, or in the branding of, the championship. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.
7. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.



BROADCASTING, MEDIA AND INTERNET

1. **Television Truck Parking and Technical Setup.** Adequate television facilities and space shall be available at no cost for all NCAA championship venues for broadcast partners. An area for parking the mobile unit shall be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in close proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install up to three production work trailers.

Competition venues, local organizing committees (LOC) and/or host institutions/conferences shall not charge the NCAA a fee for television crew parking at the venue.

2. **Television Power Requirements.** The competition venue shall provide the access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Minimum power requirements are as follows:

- ▯ Service size - 200 kVA, 208 volt, three phase, three wire – no-load voltage at shore power service disconnects to be 220 volts;
- ▯ 1 – 400 amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1 - 400 amp);
- ▯ 1 - 3 phase, 150 amps for the television announce position
- ▯ 2 – 200 amp solid state circuit breaker service disconnect;
- ▯ 2 – 100 amp solid state circuit breaker service disconnects;
- ▯ 2 – 120 volt, 20 amp duplex outlets each fed from a dedicated 20 amp single pole breaker; and
- ▯ If a generator is required, it shall be a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down.

NCAA reserves the right to request additional power as needed for enhanced productions.

3. **Lighting Requirements.** Light levels shall meet the requirements noted within the NCAA's Best Lighting Practices. Those requirements can be found by clicking on the following link:

[NCAA Best Lighting Practices](#)

All potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey. Some NCAA championship sites are awarded in advance and the competition venue must provide a follow-up professional lighting survey to the NCAA at least four months prior to the event. If requested, Musco Sports Lighting (NCAA preferred vendor) will conduct a lighting survey at no charge to the competition venue. The venue can provide at its own expense supplemental lighting to meet the NCAA lighting requirements.

4. **Announce Booth/Announce Position.** The booth or courtside power requirements are 12 power outlets at 20 amps each. Up to six seating spaces are required for announce positions. The primary television entity shall have access to first choice of all available television booths or courtside table space at no charge. An additional six announce positions with the same power requirements may be needed if the NCAA's national radio partner is providing live coverage of the event. The NCAA will inform the host six months in advance if national radio coverage is being provided. For outdoor championships, the announce position shall provide protection from the weather. Protection includes coverage from the sun, rain or snow and a climate controlled area.
5. **Camera Locations and Platforms.** Competition venues shall be required to provide locations for all camera positions that are industry standard for a national telecast for specific sports. Any existing camera platforms



sufficient for a broadcast of the event at the venue must meet Occupational Safety and Hazard Association (OSHA) standards. If not, the venue is responsible for ensuring OSHA compliance at the venue's expense. The network shall have the right to install, maintain and remove wires, cables and apparatus for the broadcast. The network will cover or secure any exposed wires. The installation of any temporary camera platforms or lifts shall be at the network's expense.

The broadcast entity shall be responsible for the costs of any special construction or facilities not generally required for a customary television production, including without limitation, the construction of any scaffolding or the use of lifts or any other equipment necessary to provide specific television camera angles.

6. **Venue Fees.** Competition venues, LOCs and/or host institutions/conferences shall not charge any venue fees to the broadcast entity. The broadcast entity will pay for services and personnel it deems necessary for the telecast. The venue shall work with the broadcasting network to secure the best possible rates for production if union entities exist in the competition venue.
7. **Meal Area/Catering.** Competition venues must provide an adequate location at no charge for the television entity to accommodate crew catering. Depending on the event, television crews normally number in size between 40 and 80 people. Venues shall provide adequate tables and chairs for the crew catering.
8. **Audio/Video Distribution Area.** Competition venues shall provide two eight-foot tables in close proximity to the broadcast mobile unit or an alternative area approved by the NCAA media coordinator accessible by the media for multibox setup. Competition venues will provide adequate power based on the NCAA projected estimate of media attending the championship. For select championships, an area in the press conference room shall be made available for an NCAA crew to shoot the press conferences and uplink them for national media. The NCAA crew will also provide the audio/video distribution in this area.
9. **Interview Room.** If requested, the competition venue shall provide a separate room for the primary broadcast entity at no charge. The room shall have power for television needs. For selected rounds of championships, broadcast partners may request multiple spaces if available.
10. **Media / Additional Uplink Parking.**
 - a. **Media and Satellite Truck Parking/Other Remote Equipment.** The venue shall provide parking spaces adjacent or close to the venue for satellite trucks and mobile equipment of all credentialed print and electronic media.
 - b. **NCAA Satellite Uplink Trucks.** For selected championships and championship rounds, the NCAA will use a satellite truck to uplink the news conferences. The venue shall provide a parking position as close to the media interview room as possible while allowing the truck a clear view of the southern horizon.
11. **In-House Cable or Satellite.** Competition venues that have cable or satellite television access shall provide the NCAA with a network feed at no charge.
12. **In-Venue Production.** If available for use and at NCAA discretion, the competition venue shall provide video boards, LED equipment, matrix boards, video camera equipment, clear com/radio communication, etc. for use at its expense. The NCAA shall provide planning resources, including public address announcer script templates and video content, for use. The competition venue shall provide a full in-venue production staff based on available equipment and technology for all event days at its expense.
13. **Data and Telecommunications Services.** The competition venue is required to provide a secured high-speed data network to support the NCAA, host institution staff, radio-rights holders, media and other users approved by the NCAA. The competition venue must provide dedicated bandwidth to support back-of-house locations such as the print media workroom, photo workroom, NCAA and host institution staff work areas, and other areas



designated by the NCAA. The data network must include hardware and software to support industry-standard security requirements; this includes providing encryption tools, a methodology to restrict user access, and support for real-time reporting of usage and bandwidth utilization. As an example, for Division I Wrestling:

- ▯ Wireless system bandwidth usage was 30 MB during the Thursday evening session.
- ▯ Average bandwidth for the championship is around 15 MB.
- ▯ 539 Ethernet lines were dropped in the media areas.
- ▯ Five vlans were used on the wireless system (press, photo, stats, ESPN, USA Wrestling).

The competition venue shall provide technical support at no charge to the NCAA and other users during the championship. If the network is managed by a third-party contractor, technical staff must be on-site during the championship.

14. For events that require webcasting for NCAA.com, the competition venue shall provide dedicated bandwidth that consists of 3mb upload and 3mb download dedicated to the Internet broadcast. A static IP is preferred. If only a dynamic IP is available, the minimum speeds must be 4mb upload and 6mb download. The connection should be no more than 150 feet from the broadcast location. The venue shall also provide basic IT support for the connectivity.

Official live statistics shall be provided by the host institution/conference and are exclusive to www.NCAA.com unless otherwise noted by the NCAA. Host institutions/conferences may be required to purchase or upgrade necessary software in order to supply appropriate feeds. The costs to upgrade or purchase this software shall be the responsibility of the host institution/conference. Generally, the software version that will be required will be the latest version available by the manufacturer. Specific requirements will be shared with competition venues prior to the event and the host institution shall make the necessary upgrades or purchases prior to the start of competition.

15. **Media Coordination.** NCAA Championships hosts shall comply with media policies found at www.ncaa.com/media and use guidelines found in the NCAA Media Coordination Manual, found here: https://i.turner.ncaa.com/sites/default/files/images/17-18_mc_stats_manual.pdf



FOOD AND BEVERAGE CONCESSIONS

1. The competition and/or practice venue(s) shall retain, operate and control all food and beverage concession rights subject to the provisions of this section unless otherwise prescribed by the NCAA.
2. The competition venue or its concessionaire shall provide food and beverages in all refreshment areas, restaurants and suites at costs comparable to the most favorable price for other customers during other events in the competition venue.
3. Unless prior approval is granted from the NCAA, no food, beverages or merchandise of any nature may be vended or dispensed in the seating areas during actual competition; however, they may be sold in the seating areas before and between contests as specified by the NCAA.
4. No alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the competition venue from the time the doors open until 90 minutes after the conclusion of the games and practices, nor shall any such beverages be brought to the competition venue during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the competition venue or area used for competition) unless otherwise approved by the NCAA.

If permitted by private lease agreement, alcoholic beverages may be consumed inside the private suites. However, alcoholic beverages may not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it is not permissible for alcoholic beverages to be distributed or consumed in the competition venue outside the private viewing suites unless otherwise approved by the NCAA.

5. The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events. The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

If the policy regarding the sale of alcoholic beverages changes prior to the execution of the event, the financial expectation will be an 80% - 20% with the host or its designee.

6. Promotional items (e.g., cups, shakers, flags, signs, etc.) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.
7. An economic impact study can be executed at an NCAA championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an onsite study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study "In-a-Box" tool."



MERCHANDISE CONCESSIONS

1. The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser.
2. The official NCAA event souvenir merchandiser is Event 1, Inc. a subsidiary of GEAR FOR SPORTS, Inc.
3. Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20 percent commission fee for providing these services. The 20 percent commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20 percent commission fee:
 - a. Receive and count in all inventory upon arrival of merchandise from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
 - b. Locked and supervised storage adequate to accommodate all championship merchandise.
 - c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
 - d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
 - e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
 - f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
 - g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
 - h. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Merchandise should be neatly folded at all times.
 - Neatly dressed personnel that are customer-oriented.
 - Skirted tables for display and checkout.
 - Display boards and grids (peg board will not be an acceptable form of display board).
 - Selling locations located in high traffic and easily located locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and phone lines to support the merchandise sales effort at no cost to Event 1.



- Calling Event 1, Inc. to request re-orders should sales warrant.
 - i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
 - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within five business days of the conclusion of the event.
 - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion of the event.
 - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.
4. The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.
5. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (or another percentage to be exclusively determined by the NCAA) (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship [NCAA Bylaw 31.6.2-(a)].
6. Questions relative to merchandising should be directed to Jared Hunt, Event 1 (9700 Commerce Parkway, Lenexa, KS 66219, phone: 913/693-2108, fax: 913/693-2654, email: Jared.Hunt@hanes.com) or David Clendenin at the NCAA national office (phone: 317/917-6496, fax: 317/917-6807, email: dclendenin@ncaa.org).



SOUVENIR GAME PROGRAMS

The NCAA or its designee has the exclusive right to market, sell or distribute souvenir championship programs at or in areas adjacent to the competition, practice and/or ancillary event venue(s) during the term of the Agreement. The programs may come in the form of a digital program accessed online (or via mobile) or printed. The NCAA shall notify the host six months in advance as to which format the souvenir championship program will be produced.

If the NCAA elects to produce a printed program, the NCAA or its designee reserves the right to vend the programs at the competition site; otherwise the competition, practice and/or ancillary event venue(s) shall sell the programs delivered by the NCAA or its designee at designated times (e.g., open practice day and on each event day). The competition, practice and/or ancillary event venue(s) will receive a commission of 20 percent (20%) of gross sales and shall provide and pay all vendors from this commission.

For selected championships, if the NCAA elects to produce a digital program, the host shall have the right to produce heat sheets, bout sheets and/or rosters at its own expense.



CHAMPION YOUR CITY.

NCAA® SITE SELECTION PROCESS AND INFORMATION



NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Turner and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate champions or corporate partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 90 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link:

[NCAA Corporate Champions & Partners](#)



LOCAL CONTRIBUTOR PROGRAM

Currently, local corporate entities are not permitted to utilize the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

Local contributors may only be referred to as "local contributors of the LOC". Local contributors may not use the word "official", "official sponsor of", or "corporate champion/partner" in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program, and or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relationships staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.



FAN FESTIVAL AND ANCILLARY EVENTS

1. **Facility Space.** During the championship, the NCAA may request venue(s) or space(s) for use as a fan festival area or to host various ancillary events. The host city shall provide, free of charge, venue(s) or space(s) that will ideally be adjacent to the competition venue, but must not be outside of a ½ mile radius of the competition venue. In certain instances, the NCAA may desire venue(s) or space(s) outside of the ½ mile radius of the competition venue (e.g., to conduct an event in a high traffic urban center or if the venue is further than a ½ mile radius from a high traffic urban traffic center). In these instances, the host city shall provide the venue(s) or space(s) at no cost to the NCAA.

Furniture, fixtures and equipment, if available (e.g., tables, chairs, bike rack, trash cans, etc.), shall be provided for the ancillary events at no cost to the NCAA. The LOC/host shall be responsible for providing adequate restroom facilities for the ancillary events.

2. **Indoor or Outdoor Space.** Both indoor and outdoor space will be considered for ancillary events. For hosts in cold-weather cities without access to indoor facilities, a large climate-controlled and well-lit tent which is in compliance with all applicable city, state or Federal laws and regulations, including those concerning access for the disabled also will be considered.
3. **Supervision and Management.** The LOC/host shall assign one person to produce, coordinate and manage all aspects of the fan festival/ancillary events, unless the NCAA chooses to engage a third-party vendor to manage the fan festival/ancillary events. Responsibilities of the LOC/host may include, but are not limited to: procurement of appropriate space; communication with NCAA staff and partners about space needs; space allocation; management of advance shipping, set-up and tear-down; on-site oversight of the fan festival; as well as production, coordination and management of the on-stage ancillary events including procuring and managing the selected audio-visual vendor. The NCAA will provide guidance, oversight and approvals for all of these areas, but may ask the LOC/host representative to be the lead organizer and day-to-day contact for these events if the NCAA does not choose a third-party vendor.
4. **Exclusivity.** Confirmation that no agreement or understanding will be made that would entitle any corporation or third party to contract space within the chosen venue(s) or in the same outdoor space(s) as the NCAA fan festival/ancillary event without the approval of the NCAA.
5. **Office Space.** Office space for the NCAA and any affiliated production companies, preferably overlooking the fan festival/ancillary event space, will be provided whenever possible.
6. **Tractor-Trailer and Box Truck Space.** Space for several tractor-trailers and box trucks to load-in, load-out, and, if necessary, parking shall be provided at the venue used for the fan festival/ancillary event. Since certain tractor-trailers and box trucks may be used as part of a permanent fan festival/ancillary event display at the fan festival/ancillary event, an adequately sized entry to the venue for these vehicles should also be provided. This space shall be a secured area within a mile of the chosen venue or space; the LOC/host is responsible for ensuring sufficient lighting is available in this area.
7. **Parking Spaces.** A minimum of 20 complimentary parking spaces for NCAA staff and designated fan festival/ancillary event participants shall be available and must be in close proximity to the chosen venue or space.
8. **Financial Arrangements.** Space shall be provided to the NCAA at no charge including all basic associated charges such as security, power, water, phone/internet, cleaning, heating/air-conditioning, lighting, set-up and tear down (for temporary structures).
9. **Products.** The NCAA and its designated representatives shall have the right to provide complimentary sampling



of food and beverages of its choice in sizes no smaller than four ounces in the fan festival/ancillary event area. Promotional giveaway items also should be permitted, but will be shared with the venue for mutual agreement. The requirements in this section apply if there is a concession agreement in place that specifically limits sampling sizes. Otherwise, sampling shall be at the discretion of the NCAA.

10. **Merchandising.** The NCAA, or its designee, shall have the exclusive right to market and sell products licensed by the NCAA and will administer all souvenir merchandising within the fan festival/ancillary event space. The NCAA, or its designee, shall not be charged a royalty exceeding 10% for any such sale.
11. **Electrical.** At no expense to the NCAA or its designee, the venue shall provide sufficient electrical power and a sufficient number of power outlets for the fan festival/ancillary event space.
12. **Advertising.** Other than permanent advertising signs outside the venue proper, no promotional, public relations, political or advertising activity may take place in the venue during the time it is used for the NCAA fan festival/ancillary event without approval from the NCAA. No advertising banners, signs or displays of any kind may be hung, posted or displayed anywhere within the venue space during the dates of the NCAA fan festival/ancillary event without the approval of the NCAA. Any permanently affixed advertising, banners, signs or displays within the NCAA fan festival/ancillary event area shall be covered by the venue at its expense.
13. **Staffing.** The venue or LOC/host shall provide and pay for all services deemed necessary for the fan festival and ancillary events by the NCAA or its designee, including but not limited to: security; janitorial services; a first-aid room staffed by paramedics or other certified emergency medical personnel; maintenance and clean up for all areas used by the NCAA or its affiliates; recycling resources, volunteers and any necessary police support. All such personnel are to be under the sole direction and control of the venue or LOC/host and are not to be considered employees or agents of the NCAA or its designee. All staffing plans must be approved by the NCAA.
14. **Food and Beverage Vendors.** The NCAA or its designee shall control all food and beverage rights and retain all food and beverage net revenue for the ancillary events unless other arrangements are authorized by the NCAA. Also, the NCAA may restrict the sale of certain food and beverage products within the ancillary events if they conflict with NCAA corporate champions or partners. For clarity, there shall be no food and beverage buyout required in the ancillary events, and the NCAA shall have the ability to (a) allow its quick-service restaurant or casual dining sponsor to serve food within the ancillary events with no buyout, and (b) bring into the ancillary events outside food and beverage for staff, crew and volunteer meals if desired. Additionally, the NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events. The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.
15. **Control of Ticket Sales.** The NCAA will control all ticket sales for fan festivals/ancillary events, assigning specific duties to the LOC/host and venue(s) as needed. The LOC/host and venue(s) shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official fan-to-fan ticket exchange). The NCAA will not be responsible for securing an exemption to any exclusive contracts the LOC/host, venue(s) or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption. Every individual, regardless of age, must have a ticket for admission, unless the NCAA makes an exception. The LOC/host or venue shall not require or impose a venue ticket fee or surcharge on the sale of tickets.

Currently, the NCAA produces fan fest events for the following championships: DI Women's Volleyball, DI Football Championship Subdivision, DI Wrestling, DI Men's Basketball, DI Women's Basketball, DI Men's Ice Hockey, DI Men's Lacrosse, DI Women's Softball and DI Baseball.

Further, additional fan activation occurs at the following championships: DI Women's Soccer, DI Men's Soccer, Women's Gymnastics National Championships, DI Women's Lacrosse, and DI Outdoor Track and Field.



GOVERNMENT GUARANTEES

Although the championship is played at the competition venue, the increasing number of guests, activities and hotel facilities make the championship an event of region-wide impact. As such, a number of government guarantees are requested, in part to protect the rights of the NCAA.

1. Ambush Marketing.

- a. **Commercial-Free Zone.** If requested by the NCAA, the LOC/host and the appropriate governmental agencies, in cooperation with the NCAA, shall also establish an area(s) (designated on a case-by-case basis, but typically encompassing the NCAA hotels, team hotels, major ancillary event venues and the competition venue) which shall be free from temporary advertising, marketing, promotional and commercial activities not expressly authorized by the NCAA. Restrictions shall apply to publicly- and privately-owned exterior spaces or spaces temporarily enclosed.

At a minimum, the temporary sale or complimentary distribution of food, beverage, literature merchandise, or temporary entertainment, not expressly authorized by the NCAA, shall be prohibited within the commercial-free zone on public property and on private property subleased for temporary business specific to the timing of the NCAA event.

Also, the LOC/host shall work with the NCAA and governmental agencies to otherwise protect against false association, commercial and non-commercial, with the NCAA and the championship.

- b. **Merchandising/Trademark Enforcement.** Appropriate city, county or other governmental entities shall (1) provide full cooperation to the NCAA in preventing unauthorized use of the NCAA's trademarks, championship tickets, or other intellectual property and the sale or distribution of unlicensed NCAA merchandise, and (2) cooperate with the NCAA by permitting the NCAA the right to pursue (at NCAA expense) legal enforcement measures against any seller or distributor of unlicensed merchandise. The governmental entities shall help to identify and communicate information regarding sales or distribution of unlicensed merchandise to the NCAA. The decision to pursue civil legal action or settle claims against a seller or distributor of unlicensed merchandise shall be at the sole discretion of the NCAA.

2. Public Safety/Security.

- a. **Event Safety Commitment.** The LOC/host and agencies responsible for public safety shall be financially responsible for any charge for public security/safety services provided outside the competition, practice and/or ancillary event venue(s) and with regard to all other venues used for any NCAA official events as described in these specifications.
- b. **Security Personnel.** The competition, practice and/or ancillary event venues are required to provide experienced qualified security personnel in all positions for the championship. A comprehensive staffing plan with identification of key personnel and their experience shall be provided to the NCAA as part of the security plan that accompanies the bid. In the event that appropriate personnel cannot be provided (as reasonably determined by the NCAA) and after 30 days notice to the competition, practice and/or ancillary event venue(s) and the LOC/host, the NCAA, at its sole discretion may contract with a security organization of its choice, at the LOC's/host's expense.

3. **Safety/Medical/Emergency Preparedness.** Upon the awarding of the bid, the LOC/host, in conjunction with appropriate federal, state and local agencies and officials, shall submit to the NCAA a coordinated plan for security, law enforcement, and emergency preparedness and response, including all aspects of public safety. The LOC/host will be required to integrate the activities of law enforcement agencies, public health, public safety, emergency medical service (EMS), emergency management organizations and health care organizations. This



safety/security plan shall be consistent with industry best practices, takeaways from similar events and observation/evaluation of prior championships. The development and implementation of this plan shall be provided at no cost to the NCAA.

4. **Fire and Medical Emergency Agencies.** The NCAA requires support be obtained from fire and medical emergency agencies during the championship and during other events related to the championship. Local fire and EMS services shall be provided to the NCAA during the championship and during other events related to the championship at no cost to the NCAA.
5. **Tax Exemptions.** The NCAA is a 501c (3) tax exempt organization and the bid respondents shall specify any state or local tax exemption that will be granted to the NCAA. If tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid submission shall be absorbed by the bid respondent or rebated back to the NCAA if bid respondent is approved for a NCAA championship.
6. **Open Records / Public Information Laws.** The NCAA requires the disclosure of all state and/or Local Open Records/Public Information Acts laws which could apply to any agreements or documents entered into or supplied to the Bid and/or Local Organizing Committee.

7. **Insurance Requirements.**

ALL CHAMPIONSHIPS (Excluding equity and Division I basketball)

On campus

Host institution must maintain and provide proof of at least \$1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

Off Campus

Host institution must maintain and provide proof of at least \$1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

Venue must maintain and provide a minimum of \$1 million in general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured.

Notes:

All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

EQUITY CHAMPIONSHIPS (Final rounds of Division I men's ice hockey, men's lacrosse, baseball, softball, women's volleyball, wrestling and FCS football)

On campus

Host institution/conference must maintain:



- a. General liability coverage on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference is located provided, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

Off Campus (also applies when on campus venue is operated by a third party)

Host institution/conference or Local Organizing Committee must maintain:

- a. General liability coverage on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located provided, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

All venues (for competition and ancillary events) must maintain:

- a. General liability coverage on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.



- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

Notes:

1. All agreements, whether with the institution, conference, an LOC or the venue should include mutual indemnification language.
2. Certificate must be submitted to NCAA 30 days prior to competition.
3. Waivers for state institutions can be offered, but will not be offered in cases where the host institution is not responsible for championship operation.
4. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.
5. All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must contain cross liability coverage or its equivalent (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. No policy shall contain a deductible in excess of \$25,000 and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. Prior to execution of the agreement, host institution/conference, LOC or venue shall furnish NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by host institution/conference, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution/conference, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.



LODGING SPECIFICATIONS

The NCAA has partnered with Anthony Travel, Inc. to manage the NCAA Championship Housing Program and championship housing needs. Anthony Travel serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, is able to deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, Anthony Travel will be responsible for managing the selection and contracting process for a limited number of courtesy championship housing accommodations for participating teams and institutions. Prior to bidding hosts should work to ensure that plenty of housing options are available to accommodate the number of participating institutions, NCAA groups and spectators throughout the championships (See sport specific specifications for additional details).

Housing must be available to meet the needs for all participating teams, NCAA staff, committee members, media, meet officials, timing, official video replay and other special guests as designated by the NCAA. It may be permissible for the media or meet officials to be assigned to the same property as the NCAA headquarters hotel. (Meet officials and teams may not stay in the same hotel.) Efforts will be made to provide some deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

Host Institution/Conference/Sponsoring Agency Obligations

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the Sport Specific Bid Specification. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties Anthony Travel should consider when contracting. Properties considered by Anthony Travel and the NCAA must meet the required service levels, room type needs, amenities, and proximity to venues required by the specific championship. Bid responses should disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. Anthony Travel will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

The Contracting Process

During the bid evaluation process, the host institution/conference or sponsoring agency may be contacted by Anthony Travel to obtain additional information on their housing recommendations. Once the bid is awarded, Anthony Travel will manage a request for proposal (RFP) process to evaluate, secure and contract all hotels for the necessary room blocks and sports specific housing needs. Housing recommendations provided in the bid specifications will be taken into consideration; however there is no guarantee that these properties will be contracted. Prior to being finalized, housing recommendations will be presented to the NCAA to obtain feedback/input. All hotel contracts will be drafted using a standard contract template and signed by the NCAA. Information related to the room blocks and housing will be communicated on a timely basis to the host institution/conference or sponsoring agency and the participating teams. Each team will be responsible for making their housing reservations and providing final rooming lists. In making housing arrangements, NCAA rules state once the teams/qualifiers have been determined and assigned to their hotel, the reservations should be reconfirmed in the names of the institutions; and thereafter, the institutions shall be responsible for the reservations. Participating institutions are ultimately responsible for the rooms reserved by the NCAA / Anthony Travel.

Please refer to sport-specific bid documentation for additional specific championship housing needs and expectations. Contracted properties will be responsible for complying with all requirements in the contract terms as presented in the sample contract on page 39.



TICKET POLICIES/OPERATIONS

1. **Ticket Design/Printing.** The NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing.
2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. As further noted in the Government Guarantees section (page 26), revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c (3) tax exempt organization and the bid respondents shall specify any state or local tax exemption that will be granted to the NCAA. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid submission shall be absorbed by the bid respondent or rebated back to the NCAA if bid respondent is approved for a NCAA championship.
3. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk up sales and day of event issue resolution in the box office.

4. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

The NCAA shall be responsible for determining the allocation and the location of all ticket allotments.

The LOC/host or competition venue may not re-sell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

5. **Suites.**
 - a. At the time of the bid, the competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees. Preferred consideration will be given to those sites offering suites for NCAA use. All revenue from such suites will belong to the NCAA.



- b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.
- c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.
- d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

6. LOC/Host Ticket Policies.

- a. **Allocation.** For all championships accepting bids, the NCAA may allocate to the LOC/host a number of saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.
- b. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.
- c. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

7. Competition Venue Responsibilities.

- a. **Seating Manifest.** At the time of the bid, the competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- b. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."
- c. **Final Manifest.** Upon completion of the site survey and determination of "kill" seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.
- d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.
- e. **Participating Institutions' Shipments.** The competition venue's box office shall send the tickets allocated to the participating institutions to the host tournament managers by a date designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution's tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship these tickets.



- f. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. The NCAA shall be responsible for determining the schedule in which reports will be received from the competition venue's box office. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.
- g. **Final Ticket Database.** The competition venue's box office shall send the ticket database to the NCAA tournament manager upon request. Ticket databases should include the following field information: Last Name, First, Name, City, Email, Phone, Address, State, Zip Code, Country, Event, Event year, Event Zip, Sport and Source.



MARKETING PLAN/BUDGET

With guidance and approval from the NCAA, the LOC/Host shall establish the development and oversight of a comprehensive marketing plan and proposed budget (e.g., marketing, advertising, promotions, printing, public relation efforts, social media and grassroots opportunities including database marketing, direct marketing and regular season efforts) in support of ticket sales and/or ancillary event attendance and should be submitted by a mutually agreed upon date.

The marketing plan and budget prepared by the LOC/Host should outline tactics, key ticket sales phases and expenses related to marketing the championship. Factors used to determine the marketing budget will include, but not be limited to: target demographics, venue capacity, market size, historical and anticipated attendance.

1. **Marketing.** The LOC/host shall appoint an individual with strong marketing experience and extensive knowledge of the local market to support the NCAA with day-to-day execution. Responsibilities include developing a sales and advertising strategy and budget to market ticket sales and all fan events at the championship. In addition to, establish a marketing team consisting of representatives from: the host, venue, CVB, and or Sports Commission.
2. **Advertising/Media Buying.** The LOC/host shall appoint an individual with strong advertising experience to work in conjunction with the NCAA and to serve as the point person for all media advertising buys. This individual shall work in the host market to negotiate advertising buys promoting various NCAA-approved fan events and general event information.
3. **Community Awareness.** The LOC/host should identify effective ways to involve the community through community affairs calendars, social media, community newspapers, Convention and Visitors Bureau, Chambers of Commerce, etc. It is important to ensure that local residents have an opportunity to purchase tickets learn about and enjoy the environment created by the championship.
4. **Grassroots Efforts:** The LOC/Host should identify all possible methods to communicate information about the championship to targeted audiences. Championship information should be provided to area middle school and high school coaches, school systems, recreation centers, sport organizations and youth leagues/teams. Information should be shared via email, digitally, socially, through marketing collateral and presence at events and venues.
5. **Database Outreach:** The LOC/host is expected to communicate championship, ticket and fan event information to all relevant databases (e.g., venue, season ticket holders, alumni, donor, sports commission, youth, conference, third party, key stakeholders, etc.) as requested. The LOC/host is encouraged and expected to reach out to institutions within a determined mile radius of each site requesting championship information be sent to available databases. Hosts should be prepared with NCAA approved electronic promotional materials should neighboring institutions agree to send championship information to their databases on behalf of hosts.

Final Ticket Database. The LOC/Host shall send the ticket database to the NCAA tournament manager upon request. Ticket databases should include the following field information: Last Name, First, Name, City, Email, Phone, Address, State, Zip Code, Country, Event, Event year, Event Zip, Sport and Source.

6. **Public Relations.** The LOC/host shall appoint an individual with strong contacts with the local media. Responsibilities include developing, in conjunction with the NCAA, a comprehensive public relations plan for all ticket sales and fan engagement events for the championship.

Host institutions/conferences should solicit the cooperation of local newspapers in running features on the nation's top players, coaches and teams during the regular season. The host institution/conference



should request that local newspapers run weekly features beginning in a mutually agreeable time and provide feature information to papers in the area, as well as surrounding communities. Newspapers should be requested to provide specific information about how to purchase tickets and special ticket offers/promotions.

7. **Creative.** It is not permissible for the LOC/Host to create or design marketing related-items. The NCAA will provide all collateral artwork in conjunction with marketing the championship.
8. **LOC/Host Related Assets.** The LOC/host is responsible for compiling a list of assets available to market ticket sales which should include, but are not limited to: interior and exterior signage, digital banners, broadcast inventory, in venue promotional inventory, etc. Dates of availability, specs and delivery information should be submitted by a mutually agreed upon date.
9. **Promotional Items.** Items such as bumper stickers, balloons, key chains, refrigerator magnets, etc. can be created for specific NCAA approved marketing efforts. If such items are produced, they must be given away and not sold. The items must be purchased from an official [NCAA licensee](http://www.ncaa.org/championships/marketing/ncaa-official-licensee-list) and approved in advance by the NCAA. <http://www.ncaa.org/championships/marketing/ncaa-official-licensee-list>
10. **Ticket Promotion.** The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA.
11. **Ticket Sales Commission Plan.** The LOC/host may develop a ticket sales commission plan in order to assist in the sale of tickets. All commission plans must be approved by the NCAA prior to entering into any agreement with any outside group.

In order to be considered for this opportunity, a brief proposal including a commission plan, a list of group(s) that plan to participate and ticket distribution method(s) must be submitted to the NCAA for approval.

12. **Use of NCAA Marks.** The NCAA must approve any use of the NCAA's name, logos or marks. No commercial entity's logo can be used in conjunction with the NCAA's name or marks, unless approved in advance by the NCAA.
13. **Championship Website.** The NCAA will maintain a website at NCAA.com that will serve as the official site for the championship. The LOC/host shall provide this link as the sole source for Championship information. Any other websites that support the event (i.e., volunteer registration, fan housing, etc.) should have a direct link from the official site and all traffic should be pushed through the official site to these links. The LOC/host will be required to provide site-specific information that will be included on this site and the social media liaison will be responsible for providing timely information. The official NCAA championship site must be the only URL associated with the championship in promotional materials.

NCAA Championships Marketing staff will provide feedback and approval for the final marketing plan and budget on a collaborative basis. Any adjustments to the marketing budget after the final plan and budget have been approved must be submitted to the NCAA for review and approval.



FINANCIAL INFORMATION

In an effort to provide more consistency and efficient partnership with host communities, institutions and conferences, and in recognition of the economic impact NCAA championships bring to local communities, the NCAA is instituting the following financial structure for the selected NCAA championships covered by these bid specifications. The following financial arrangements shall apply:

- The NCAA shall receive a minimum guarantee for selected championships. Please review the sport-specific bid specifications to verify if any championships require a minimum guarantee. This will also be noted when completing the budget.
- The LOC/host may receive an approved allocation for carrying out championship game responsibilities.
- The NCAA may receive reimbursement of various championship expenses identified in the championships budget.
- Revenue sharing opportunities between the NCAA and the LOC/host for any receipts in excess of the accepted budget.

As part of its bid, the LOC/host is encouraged to provide a detailed plan reflecting proposed modifications to the minimum basic financial structure outlined below that represents an additional commitment by the LOC/host. Examples may include forgoing, for the benefit of the NCAA, any portion of revenue or expense allocation reserved to the LOC/host and/or offer additional forms of value to the NCAA.

The LOC/host shall submit, as part of its Bid, a detailed budget for the championship event. This shall include all revenue sources and expenditure uses, including the amount retained by the LOC/host or the sponsoring agency. Any modifications to the approved budget must have prior approval from the NCAA staff.

The following are minimum financial parameters for completing the proposed budget for the specified championship:

1. **Championship Receipts.** Includes all revenue from sale of tickets, including ticket revenue from suites (less admissions taxes, discount fees, and commission expenses, if any), handling fees and other income derived from the operation of the championship, except as hereinafter specifically excluded.
 - a. Tickets (includes sales made by the Host institution. All sales made directly through the NCAA shall not be added to this section);
 - b. Other Revenue (includes sponsorship revenue, food/beverage, parking and other event-related revenues)
2. **Championship Expenditures.** Each sponsoring agency shall submit a championship budget that includes the following:
 - a. Promotion (promotions, advertising, printing and grassroots opportunities);
 - b. Ticket Expense (charge card expenses, commissions, state and city taxes, ticket vendor fee, host box office fee);

As part of the tax related expense associated with the championship, the host shall be required to remit all state and local taxes to the appropriate agencies. Hosts shall remit the taxes on the sale of all tickets from the championship, and not just those sold through their box office (Host channel). Also note, that as part of the bid process, it is the responsibility of the host to accurately report all state and local tax rates to the NCAA, so that the proper remittance is completed. The NCAA may, at its discretion, require a host to provide a letter of tax attestation from an independent CPA firm, verifying the state and local tax requirements of the championship. This shall be done at the cost of the host, and is not reimbursable by the NCAA.



- c. Equipment (telephone installation, copy machines, game equipment);
- d. Facility Rental, Supplies and Personnel

As a result of the positive impact NCAA championships have on the local community, the NCAA views reduced or rent free use of NCAA championship venues as a favorable term and condition for a bid submission. The venue rental(s) shall include all personnel and services for the practice, competition and ancillary event venue(s) deemed necessary by the NCAA, including but not limited to ushers, ticket sellers, ticket takers and other ticket personnel, game production staff, exit personnel, security personnel, fire personnel, a first-aid room staffed by paramedics or other certified emergency personnel, maintenance, construction, and clean-up of the venue, venue grounds, etc. All personnel shall be under the sole direction and control of the venue and are not to be considered employees or agents of the NCAA.

- e. Games management personnel (public address announcer, timers and scoreboard operators, statisticians, official scorer, medical personnel);
- f. Entertainment (media hospitality, meetings, luncheons and banquets, participants' refreshments); and
- g. Other Championship Expenditures

The following additional championship related expenses shall be included in the budget: officiating, committee and lodging expenses, where applicable, and host honorarium. The member host institution/conference of the NCAA may, in the sole discretion of the NCAA, earn an honorarium predetermined for the length and type of championship. Net receipts shall be defined as gross ticket sales less taxes, competition venue rental, personnel services and other championship related game expenses.

Hosting conferences/institutions/LOCs shall make every effort to categorize all expenses in letters A through F above, in order to provide the most accurate financial reporting for the event. The "Other Championships Expenditures" category shall only be used out of absolute necessity, if applicable.

Additional Financial Requirements.

The following additional financial requirements shall also apply to the bid response:

1. In addition to the specific requirements cited above, any LOC that participates in a bid of an NCAA championship shall provide one year of the LOC's most recent audited financial statements for review by the NCAA. [Note: This requirement is only for LOCs and is not requested of NCAA institutions and/or conferences.]
2. Submit all actual financial information via the approved NCAA Championships Host Reporting System no later than 60 days after the last date of the competition.
3. Adhere to the established and agreed-upon budget for the operation and execution of the event, and as such, any changes to the budget must be approved by the NCAA.
4. Provide detailed consistency in budget to actual reporting in the NCAA Championships Host Reporting System, so as to provide the most accurate detail of revenues and expenses for the event(s). Note that all efforts should be made, both in budget and actual formats to use the category described as "other" only sparingly, and to make all attempts to fit the revenues and expenses within the defined categories provided above.



AGREEMENT TO TERMS AND CONDITIONS

The championship host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.

☐ YES ☐ NO

Prospective hosts who do not agree with all requirements in this document shall select “No” above and complete Attachment A specifying the terms the prospective host is proposing. Please note any proposed revisions to the language in this document must be specified in Attachment A to be considered. Any revisions, deletions, stipulations, etc. made directly in this document to the specifications listed above shall not be accepted.



P.O. Box 6222

Indianapolis, Indiana 46206

Telephone: 317/917-6222

Shipping/Overnight Address:

1802 Alonzo Watford Sr. Drive

Indianapolis, Indiana 46202

www.ncaa.org

[Date]

[Sales Person]
[Title]
[Hotel Name]
[Address]
[City, State, Zip]

Re: <Insert Championship Name and Year>
Hotel Room Block Agreement

Dear [Hotel Contact]:

The National Collegiate Athletic Association ("NCAA") and Anthony Travel, Inc. ("Anthony Travel") would like to thank _____ ("Hotel") for Hotel's commitment to servicing the teams, staff, committee members, media, game officials, and/or fans ("guest(s)") of the <Insert Year and Name of Championship> (the "Event"). This will confirm our room block arrangements for the Event as specified below.

Anthony Travel is recognized as the travel agency on record and shall operate the contract on behalf of the NCAA. NCAA grants Anthony Travel the authority to execute on the details of this contract on its behalf.

NCAA – Responsible Party

Contact Organization: National Collegiate Athletic Association
Contact Name: <Championship Manager>
Address: 700 W. Washington Street, PO Box 6222
Indianapolis, IN 46206-6222
Phone: 317.917.6222
Fax: 317.917.6888
Email: <enter email address>

Anthony Travel – Agency on Record

Contact Organization: Anthony Travel, Inc. (IATA # 45657010)
Contact Name: <Market Manager>
Address: 7920 Belt Line Road, Suite 1010
Dallas, TX 75254
Phone: 214.363.0073
Fax: 214.363.1180
Email: <enter email address>

N a t i o n a l C o l l e g i a t e A t h l e t i c A s s o c i a t i o n

An association of over 1,200 members serving the student-athlete

Equal Opportunity/Affirmative Action Employer

DESCRIPTION OF GROUP AND EVENT

Event ID/Name: [Event Name] [Champ. Year] **Room Block Dates:** [Block Dates]

	Day:							
	Date:							
Rate	Room Type	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.
	<Room Type>							
	<Room Type>							
	<Room Type>							
	<Room Type>							

The Hotel agrees to hold room block for assignment by the NCAA as indicated. All rooms being held must be **non-smoking**.

1. Room Rates and Commission

The above rates are based on single through quad occupancy, per room, per night, and are subject to total taxes (room, sales, occupancy, and other) of ____%.

The Hotel agrees to not offer a rate lower than the contracted group rate to the general public through any outlet; including internet, Hotel direct, or other third party. This does not include corporate rates, government rates or AAA rates.

Further, if a lower rate is discovered as being offered during this timeframe, Hotel agrees to honor the lower rate for all existing and future reservations related to this contract.

All above rates are commissionable to Anthony Travel at 10% per room per night. Commission payments should be made payable to Anthony Travel and sent to the address denoted on page 1 of this Agreement.

Example: The above room rate of <RATE> includes a 10% commission or <CALCULATE \$ COMMISSION> commission per room per night payable to Anthony Travel.

Commission due will be paid via check or bank transfer payable to Anthony Travel (and not through a third party processor) within 30 days of group departure. After 30 days, the Hotel agrees to pay an additional one and ½% (1.5%) per month on any unpaid balances.

Initials _____

Any commission amounts not paid within 60 days of the group departure will be sent to a collection agency. The Hotel will be responsible for any commission collection costs incurred, including collection costs and fees, attorney fees, and court costs. All fees associated with collection are the responsibility of the Hotel and all legal disputes will be settled in the state of Indiana.

2. Cut-off Date

The Cut-off Date shall be one (1) week prior to the Event start date of _____. Rooms will be held for the NCAA until this applicable Cut-off Date. The NCAA (or Anthony Travel acting on its behalf) will have the option of reducing the room block up to 100% prior to this Cut-off Date without penalty. At the Cut-off Date, Hotel shall offer NCAA the opportunity to guarantee unreserved rooms. All unreserved rooms not guaranteed in writing at that time shall be released from the Room Block by Hotel without charge to NCAA or Anthony Travel. All reservations requested after the Cut-off Date or outside the Room Block must be confirmed by Hotel and will be accepted on a space available basis at the group room rate.

Hotel shall jointly review the Room Block with the NCAA (or Anthony Travel acting on its behalf) at 60 days and 30 days prior to the first day of the Room Block and may release rooms from the Room Block upon mutual agreement.

The Event is an elimination tournament. As such, as teams lose in the tournament, guests may choose to go home and reduce their stay at the Hotel. The Hotel understands the nature of the tournament and agrees to NOT charge any early departure fees to guests, the NCAA or Anthony Travel. The Hotel will return any prepayment on said nights to the NCAA within 14 days of group departure.

3. Complimentary Room Allotment.

For every ____ room nights paid for on a cumulative basis, the NCAA is entitled to one (1) complimentary room night. The NCAA shall have the option of assigning these complimentary nights to guests, applying credit to a master account or receiving the room rate of any remaining unused complimentary room night paid out with commission to Anthony Travel. Any complimentary nights to be paid out will be invoiced by Anthony Travel (with related commissions) post Event. Value for paid out complimentary nights is defined as the room rate per night, excluding all taxes.

Example: If 80 room nights were actualized on the block, then the NCAA would earn ____ complimentary room nights. If room nights were not used during the Event, then the value of the above room rate of [RATE] for each remaining room night would be remitted to Anthony Travel.

4. Meeting Planner Points. For every room night paid on a cumulative basis, NCAA is entitled to receive the <Enter Program Name> meeting planner points for rooms occupied. The Hotel will deposit the points to NCAA account # _____ within 30 days of the group's departure.

5. Concessions:

Initials _____

The following concessions will be offered at no additional charge to the NCAA or the guests:

- a. Breakfast – a complimentary full breakfast will be provided, which includes hot/cold/continental/etc. describe here.
- b. Wireless – wireless internet access for all guests in their rooms, in the meeting rooms and the lobby area will be provided complimentary.
- c. Parking – x number of complimentary valet parking during the days of _____.
- d. Others - _____

6. Space and Meeting Rooms.

Hotel shall block all meeting space in their property until _____, at which date, the NCAA shall commit to final meeting space needs.

The Hotel shall provide complimentary meeting space and related setup required by the NCAA or the assigned guest without charge.

The Hotel agrees that during the Event, it shall not knowingly permit individuals, organizations or corporations (i.e. beer or tobacco companies) to hold meetings, seminars or hospitality rooms that are in conflict with the NCAA, its principles or purposes.

Information kiosks may be staffed at the Hotel by the local organizing committee to provide information to the participants and spectators in attendance.

7. Signage.

The NCAA shall inform the Hotel of the appropriate NCAA signage that will need to be displayed in the Hotel during the Event. In addition, the NCAA shall have the right to approve all related signage at the Hotel during the room block dates.

8. Alcoholic Beverages.

If alcoholic beverages are to be served in the Hotel's public space (excluding the NCAA suites and other space), the NCAA understands that the Hotel may require that the beverages be dispensed only by the Hotel's servers. The NCAA agrees to the Hotel's policies regarding proper identification of any person of questionable age or refusal of service to any person who, in the Hotel's judgment, appears intoxicated.

9. Merchandising.

The Hotel agrees that the NCAA or its designees shall have the exclusive right to sell products licensed by the NCAA for merchandising at the Hotel (inside and outside the premises controlled by the Hotel). The Hotel agrees to provide adequate space in its lobby for such sales complimentary. The NCAA guarantees that the merchandise shall be displayed in a neat, professional manner. This does not preclude the Hotel's gift shop from offering merchandise for sale.

Initials _____

In return, the NCAA's merchandising agent shall pay to the Hotel a percentage of the gross sales from the Hotel location (negotiated by merchandising agent and the Hotel), less sales tax. Additional merchandising and payment terms must be negotiated between the Hotel and the NCAA's merchandising agent.

If it deems appropriate, the NCAA would provide apparel for the Hotel staff, primarily the front office staff, to wear during the Event. If the Hotel is not in the position to approve the NCAA providing merchandise to its staff, then no other organization shall be provided a similar privilege.

10. Shipping and Handling.

If it is necessary for materials to be shipped to the Hotel, each item must be packed properly and marked with (a) the guest/organization name and contact; (b) date of the function, and (c) name of the Hotel contact. The Hotel reserves the right to refuse to accept packages that appear damaged. The Hotel assumes liability for packages that are received by the Hotel and are then misplaced prior to being accepted by the guest. The Hotel will not accept responsibility for materials delivered to the Hotel prior to 14 days before the Event.

The Hotel will receive and store shipped materials and boxes at no additional charge to the NCAA or guests.

11. Reservations.

Hotel will guarantee reservations made by NCAA (or Anthony Travel acting on its behalf) and hold all accommodations for guests' arrival, unless released by the NCAA (or Anthony Travel acting on its behalf) under the terms hereunder.

The NCAA (or Anthony Travel acting on its behalf) may add reservations into the block on or prior to the Cut-off Date and may change and substitute guest names in reservations at any time. After the Cut-Off Date, additional room reservations will be accepted by the Hotel based on a space available basis at the contracted room rate. Individual room cancellations and changes will be accepted by the Hotel, without charge to the guest or NCAA or Anthony Travel, up to 6:00 pm day of arrival.

12. Room Availability and Relocation

Upon individual and/or group reservation hereunder, Hotel shall provide the applicable guest rooms within the above room block on the applicable dates listed herein, in accordance with the terms of this Agreement.

Should the block be oversold, the Hotel will honor all reservations made by the NCAA, Anthony Travel and guests first and will not relocate NCAA guests.

In the unlikely event that relocation becomes necessary, the following rules shall apply: If Hotel does not honor a confirmed guest reservation, Hotel shall immediately notify Anthony Travel of relocation and provide, at Hotel's expense and at no charge to guest, NCAA or Anthony Travel: (i)

complimentary room accommodations of equal or better quality at a hotel as near to Hotel as possible for each night accommodations are unavailable, (ii) complimentary long distance telephone calls for the guest to notify family and others of his or her location for each day of stay outside of Hotel, (iii) complimentary automobile transportation between Hotel and such other hotel as needed by the guest, and (iv) pay a cash penalty to the guests equal to two (2) times the room rate for each night relocation is required. If a room at Hotel becomes available for any night during the guest's reservations, Hotel shall, at Hotel's expense, relocate the guest by automobile to Hotel, except that if the guest does not want to relocate to Hotel from such other hotel, then the guest may continue to stay at the other hotel. Hotel shall notify Anthony Travel in writing whenever a reservation for a guest is not honored in Hotel. Failure to honor a guest's reservation shall be a breach of this Agreement and the above shall not limit any of the NCAA's rights or remedies in the event of such a breach. Commission will still be due and payable on all relocated rooms.

13. Rates; Check-in/Check-out.

Rates (including commission payments on the rates as defined within) are in effect for the period starting four (4) nights prior to the first night of the Room Block and ending four (4) nights after the last night of the Room Block.

14. Billing Arrangements.

Rooms will either be noted as Prepaid or Credit Card Guarantee. Responsibility for payment will be transferred to the assigned teams once identified.

- For rooms listed as Credit Card Guarantee, each guest will provide individual credit card numbers to guarantee the reservation. Individuals or institution will pay own room and tax at check-out. Individuals or institution will be responsible for their own room, tax and incidental charges.
- For rooms listed as Prepaid, unless other credit terms are established in advance, the NCAA (or Anthony Travel acting on its behalf) will prepay the room rate and tax per the final rooming list prior to arrival (net of commission and complimentary nights earned, but not utilized). These guests will be responsible for their own incidental charges (including stay extensions).

The Hotel shall establish a master account for the NCAA and/or guests (i.e. individual teams) as requested, subject to successful completion of Hotel's credit application. All charges that are not in dispute will be paid within 45 days after receipt of a proper statement and backup materials from the Hotel.

15. Group Actuals.

Hotel will provide Anthony Travel with actuals by day during the Event and a final summary of all rooms actualized within 3 days of group departure. All invoices must be received within 14 days of group departure.

Initials _____

16. Standards.

Hotel shall keep its premises clean, well maintained and attractive. Hotel shall offer courteous and professional service to guests at all times. Hotel shall handle any complaints of guests expeditiously and shall immediately notify the NCAA or Anthony Travel of any problems, difficulties, or complaints with or by a guest. Without limiting the generality of the foregoing, Hotel shall provide adequate staff to handle check-ins and check-outs for guests, including, but not limited to, front desk, luggage handlers, doormen, and valet service, as applicable. Hotel shall insure that guests are afforded all amenities and services that are afforded to other guests in the Hotel occupying similar rooms.

17. Hotel Changes and Impossibility

If there is construction or remodeling at Hotel or any changes which may materially and adversely affect the accommodations or services of Hotel or the guest experience or if there is a change in ownership or management of Hotel, the NCAA (or Anthony Travel acting on its behalf) may, at their option, cancel any or all reservations without liability. New owners will be bound by the provisions of this Agreement.

In the event the Hotel is destroyed or damaged to such an extent that the NCAA's requirements may not be adequately accommodated and said damage or destruction is caused by an instrumentality, other than an act of God or the active fault of the NCAA or its' agents, the Hotel shall indemnify the NCAA for all costs reasonably incurred by the NCAA or participating institution in relocating to another Hotel.

18. Indemnity.

The Hotel, NCAA and Anthony Travel shall defend, indemnify and hold each other, and their related, affiliated and subsidiary companies and the officers, directors, agents, employees and assigns of each of the foregoing, harmless from and against any and all claims, demands, suits, judgments, liabilities, losses, costs and expenses of any nature whatsoever (including attorneys' fees and costs) arising directly or indirectly from or out of the rooms and other services provided by the other, the guests' occupancy of the rooms or use of such other services, any negligent act or omission of the other or its officers, directors, agents, employees, contractors, subcontractors, or assigns or any other failure of the other to comply with the obligations on its part to be performed hereunder.

19. Insurance.

Hotel shall maintain the following:

- a) Occurrence basis commercial general liability insurance (including broad form contractual coverage) with minimum limits of Two Million Dollars (\$2,000,000.00) combined single limit per occurrence, protecting Hotel, the NCAA and Anthony Travel from claims from bodily injury (including death), personal injury and property damage which may arise from or in connection with Hotel, the performance of any services pursuant to or in relation to this Agreement or from or out of any act or omission of Hotel, its affiliates, or the officers, directors, agents or employees or assigns of either and naming the NCAA and Anthony Travel, and their related, affiliated and

subsidiary companies and their employees, officers, directors and agents as additional insureds;
and

- b) Workers' Compensation Insurance as required by applicable law and Employer's Liability Insurance with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence.
- c) All such insurance required in paragraphs a) and b) above shall provide that the coverage thereunder may not be reduced or canceled unless thirty (30) days prior written notice thereof is furnished to NCAA (or Anthony Travel acting on its behalf), shall be primary and not contributory and shall be written by companies with a Best Guide rating of "B+VII" or better. Certificates of Insurance (and copies of all policies, if required by the NCAA) shall be furnished to NCAA (or to Anthony Travel acting on its behalf) upon signature of this Agreement.

20. Determination of Disputes.

This Agreement is made in, and shall be construed in accordance with the laws of, the State of Indiana. Any dispute or claim arising out of or in connection with this Agreement shall be submitted exclusively to the Circuit Court in and for Marion County, Indiana (or if the Circuit Court shall not have jurisdiction over the subject matter thereof, then to such other court sitting in said county and having subject matter jurisdiction) for trial and determination by the court sitting without jury. Said parties hereby consent to the jurisdiction of such court and to the service or process outside the State of Indiana pursuant to the requirements of such court in any matter so to be submitted to it, and they expressly waive the right to a jury trial. Any controversy or claim arising out of or relating to this Agreement shall be settled by arbitration according to the rules of the American Arbitration Association. Judgment of award rendered may be entered in any court having jurisdiction thereof.

21. Entire Agreement: Waiver and Modification; Captions.

This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this Agreement and supersedes any and all previous agreement between the parties, whether written or oral, with respect to such subject matter. No waiver or modification of this Agreement, or of any provision herein contained, shall be valid unless in writing and duly executed by the party to be charged therewith. Paragraph headings used throughout this Agreement are for reference and convenience only and in no way define, limit, describe or affect the provisions of this Agreement.

22. Confidentiality.

The parties agree to keep the rates and other terms and provisions of this Agreement confidential and may not disclose such information to any other party, except that the NCAA may provide a copy of the Agreement to any active member institution directly affected by the Agreement.

23. Americans with Disabilities Act.

The Hotel shall be responsible for complying with the public accommodation requirements of the Americans with Disabilities Act (ADA), including: (1) the "readily achievable" removal of physical barriers to access the meeting rooms (e.g., speakers' platform, public address systems, etc.),

Initials _____

sleeping rooms and public spaces (e.g., restaurants, restrooms and public telephones); (2) the provision of auxiliary aids and services when necessary to ensure that no disabled individual is treated differently by the Hotel than other individuals (e.g., Braille room service menus or reader, etc.), and (3) the modification of Hotel policies, practices and procedures applicable to all guests and/or groups as necessary to provide goods and services to disabled individuals (e.g., emergency procedures and policies of holding accessible rooms for hearing and mobility impaired, disabled individuals until all remaining rooms are occupied). All extraordinary costs for special auxiliary aids requested by the NCAA/participating institution shall be borne by the NCAA/participating institution, provided the Hotel notifies the NCAA/participating institution in advance in writing.

- a. The NCAA/participating institution shall be responsible for complying with the following ADA public accommodation requirements: (1) the “readily achievable” removal of physical barriers within the meeting rooms utilized by the NCAA/participating institution which the NCAA/participating institution would otherwise create (e.g., set-up of exhibits in an accessible manner) and not controlled or mandated by the Hotel; (2) the provision of auxiliary aids and services when necessary to ensure effective communication of the NCAA/participating institution’s program to disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display, etc.), and (3) modification of the NCAA/participating institution’s policies, practices and procedures applicable to participants, as required to enable disabled individuals to participate equally in the program.
- b. The NCAA/participating institution shall attempt to identify, in advance, any special needs of its disabled attendees/guests requiring accommodations by the Hotel and will notify the Hotel of such needs for accommodations, as soon as they are identified to the NCAA/participating institution. Whenever possible, the NCAA/participating institution shall copy the Hotel on correspondence with attendees who request special needs as specified by ADA policy. The Hotel shall notify the NCAA/participating institution in writing of requests for accommodations, which may be received outside of the NCAA/participating institution’s reservation program, to facilitate the NCAA/participating institution’s obligations as required by ADA.

24. Federal/State/Local Laws.

All Hotel contracts are subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, etc. The Hotel shall ensure compliance with such laws.

25. Nonobservance of Agreement.

If either the NCAA or the Hotel fails to perform any of the terms or conditions specified and such failure or breach shall not be cured within 10 days after giving the written notice thereof, the other party shall have the right to terminate the Agreement, without prejudice to the right to compensation for loss or damages sustained.

26. Assignment.

Except as expressly set forth herein, this Agreement shall not be assigned or transferred in whole or in part by either party without the written consent of the other. **The Hotel understands that the NCAA will assign portions of the block to selected individuals and groups, and agrees that, upon each such assignment, the NCAA shall cease to be responsible for the applicable portion.**

27. Force Majeure.

The performance of the Hotel contract is subject to termination without liability upon the occurrence of any circumstance beyond the control of the NCAA or the Hotel, such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the NCAA or Hotel), civil disorder or curtailment of the transportation facilities, to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel. The ability to terminate the Hotel contract, without liability pursuant to this paragraph, is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical but, in no event longer than 10 days after learning of such basis.

28. Bankruptcy.

In the event that the NCAA or the Hotel shall make a voluntary or involuntary assignment for the benefit of creditors or enter into bankruptcy proceedings, become insolvent or subject to foreclosure, or take any other action for the benefit of creditors or relief of debtors prior to the Event, the other party shall have the right to cancel the Agreement without liability upon written notice to the other party.

29. Changes/Additions/Stipulations/Lining Out.

Any changes, additions, stipulations or corrective lining out by either the NCAA or the Hotel will not be binding until such additions, clauses or stipulations have been approved in writing by the other party.

30. No Offer. Submission of this letter by one party to the other does not constitute an offer. Accordingly, unless and until this letter is executed and delivered by both parties hereto, submission of this letter by one party to the other, along with any communications or correspondence between the parties in connection therewith, is intended only as non-binding discussions, and either party shall have the absolute right to withdraw from such discussion without any liability whatsoever to the other party.

Please indicate your agreement by signing in the space provided below and return by day, date to Anthony Travel, Attention <Event Manager>, via fax (214) 363-1180 or email at _____.

[SIGNATURES APPEAR ON NEXT PAGE]

Initials _____

<NCAA Responsible Party>

National Collegiate Athletic Association

By: _____

Name: <NCAA Responsible Party>

Title: <title>

Date: _____

AGREED AND ACCEPTED:

“Hotel”

By: _____

Name: _____

Title: _____

Date: _____

Initials _____

CHAMPION YOUR CITY.

