



**NCAA® DIVISION I
MEN'S
BASKETBALL
CHAMPIONSHIP**

**2023, 2024, 2025 & 2026
PRELIMINARY ROUND SPORT-
SPECIFIC BID SPECIFICATIONS**

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SECTION I: COMPETITION VENUE SPECIFICATIONS

1. Availability.

- a. Dates of the competition are:

March 14 and 15, 2023 (First Four ®)
March 16 and 18 or March 17 and 19, 2023 (first-/second rounds)
March 23 and 25 or March 24 and 26, 2023 (regionals)

March 19 and 20, 2024 (First Four ®)
March 21 and 23 or March 22 and 24, 2024 (first-/second rounds)
March 28 and 30 or March 29 and 31, 2024 (regionals)

March 18 and 19, 2025 (First Four ®)
March 20 and 22 or March 21 and 23, 2025 (first-/second rounds)
March 27 and 29 or March 28 and 30, 2025 (regionals)

March 17 and 18, 2026 (First Four ®)
March 19 and 21 or March 20 and 22, 2026 (first-/second rounds)
March 26 and 28 or March 27 and 29, 2026 (regionals)

Specific preliminary round dates are subject to change. In the event of a date change, host institutions/conferences and competition venues shall make best efforts to accommodate the adjustments under all Bid terms; however, the NCAA reserves the right to adjust assignment of specific years in the event that reasonable accommodations cannot be made.

- b. When referred to herein, unless expressly specified to the contrary, the “venue” means the primary competition venue (including, without limitation, all suites, restaurants, merchandise locations/stores, meeting rooms, conference areas, hospitality areas, private clubs, building exterior and grounds, etc.), as well as surrounding areas (e.g., parking lots, frontage property and any other adjacent areas). The venue shall be fully set and prepared for the basketball championship by 5 p.m. two days before competition begins. Move-out may begin no earlier than four hours after the conclusion of the final press conference after the last competition at the site.
- c. At no cost to the NCAA or its designees, the NCAA shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for NCAA use, including but not limited to meeting rooms, hospitality areas, retail stands/stores, private clubs and restaurants in the competition venue or the surrounding area during the period noted above.
- d. The city, state or governing jurisdiction at the site of the competition venue shall have an ordinance prohibiting unauthorized ticket reselling unrelated to the NCAA in the competition venue and on its property. Further, additional consideration will be given to cities where unauthorized ticket resale is illegal. Hosts shall be required to specifically demonstrate and commit to enforcement of any and all applicable ordinances.
- e. 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.

- f. Unless otherwise approved by the NCAA, during the NCAA basketball season in which a tournament session is assigned, the competition venue must host a minimum of one college or professional basketball game. The game may be a men's or women's game and may involve non-hosting institution/conference teams. The game must take place prior to February 1 of the year of the applicable championship.
- g. The competition venue agrees it shall not enter into any agreement or understanding which would permit any corporation or other third party to be entitled, during the period of time the competition venue and surrounding area is to be reserved for the NCAA, to any unauthorized commercial activity including but not limited to the provision of hospitality or entertainment, ticket sales/services, sampling, merchandise sales, providing product or equipment, or temporary signage or display privileges in the competition venue and surrounding area (e.g., parking lots, frontage property and any other adjacent areas the competition venue may make available to the NCAA), nor shall the competition venue limit or prohibit the ability of the NCAA or its designees (in the event such an activity has been approved by the NCAA) to offer or engage in such activity.
- h. The competition venue shall furnish the premises set up for college basketball provided the NCAA or its designees shall have the right to provide any and all items necessary for practice, competition and all related events, including but not limited to, the equipment noted in Item No. 6-d.
- i. The competition venue, at no cost to the NCAA, shall provide the use of the venue cleaned, lighted and heated or air conditioned in a manner acceptable to the NCAA, including but not limited to all existing scoreboards, video boards, LED screens, in-house cameras, video control room equipment, sound system, lighting equipment, in-house television/radio/Internet/wired and wireless network/telephone system and public address systems, camera positions and cabling. Use of all such systems shall be under the sole control of the NCAA or its designees at no cost to the NCAA or its designees. The competition venue must provide lighting for television broadcasts in accordance with the NCAA championship best lighting practices that are in effect at the time of competition. (See **Attachment B** for current lighting specifications).
- j. After being awarded, the competition venue and surrounding areas/facilities that are to be used shall not be materially modified in a way that would reduce overall space or individual spaces available to the NCAA or to the general public in the aisles, entranceways and hallways without the NCAA's prior consent.
- k. Five months prior to hosting the championship, the competition venue and surrounding areas/facilities are responsible for developing and submitting a comprehensive safety and security plan to the NCAA, including a drone policy at the venue and surrounding area.
- l. The NCAA shall print and distribute the specified credentials and shall be in control of all credentials at each host site.
- m. At a minimum, the competition venue must provide recycling containers for plastic, paper and aluminum in back-of-house locations (e.g. media dining area, media work area, locker rooms, hallways and hospitality spaces).
- n. The competition venue acknowledges hosting the first round of the championship requires holding two, separately ticketed sessions of games on the same day. The competition venue shall provide adequate

staff to support the transition between the sessions and is responsible for all expenses related to the changeover of the venue.

- o. For newly constructed competition venues:
 - (1) To be considered a prospective host more than 24 months after being awarded the event, a competition venue must be fully operational no later than one year after the bid is awarded.
 - (2) To be considered a prospective host within 24 months after being awarded the event, a competition venue must be fully operational no later than six months after the bid is awarded.

2. Seating/Tickets

- a. In the configuration required for this Championship, the competition venue must have a saleable seating capacity of at least 10,000, though preference may be given to sites with a larger capacity. At the time of the bid, submission must also include a complete ticket manifest, including suites, and a PDF or CAD drawing of the venue's basketball seating configuration and venue suite map.
- b. All seats in the competition venue's basketball configuration - including club seats - shall be manifested and under the control of the NCAA for the NCAA's and its designees' exclusive use during the event period. The NCAA shall control all ticket sales, ticket services and ticket revenue for the championship, assigning specific duties to the competition venue as needed. Should there be edits to the final manifest submitted to the NCAA and additional seats subsequently become available, the venue must immediately notify the NCAA, and the NCAA will determine how to utilize the additional seats.
- c. The competition venue shall stipulate that a minimum of three (3) private viewing suites be made available for the sole use of the NCAA or its designees (e.g. Turner/CBS, the official ticket and hospitality package provider), with at least two (2) of the suites located between the baselines, with the final suite location identified by the competition venue and approved by the NCAA by October 1 of the year preceding hosting (third suite same size as other two suites). All revenue from suites made available to the NCAA or its designees shall belong to the NCAA. The NCAA shall provide tickets, as necessary, to the competition venue for those suite holders displaced to fulfill the NCAA suite requirements. The 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 all suite seats shall belong to the NCAA.
- d. The 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 host, competition venue or surrounding areas/facilities might have, nor shall the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

The NCAA will conduct a private constituent presale using the NCAA's official ticketing vendor and will manage the complete venue manifest, including suites and club seats. The NCAA will manage all ticketing printing needs for the NCAA holds and constituent presale tickets assigning specific duties and NCAA ticket stock to the competition venue as needed for all general public and box office sales.

- e. The host and competition venue shall cooperate fully with the NCAA's ticketing sales phases and printing timelines.
- f. The competition venue's primary ticketing vendor's existing contract for all general public ticket sales must adhere to the following:

- (1) Host ticketing vendor to provide NCAA ticketing staff access to real-time reporting;
- (2) Host ticketing vendor shall allow only NCAA branding to be placed on all sales channels;
- (3) Customer data must be shared with NCAA at agreed upon times;
- (4) NCAA advance approval of convenience/ticket fees and an "inside fee" model shall be used;
- (5) The host venue system shall be used for access control, box-office walk-up sales and day of event issue resolution in the box office.

The host ticket allotment may not exceed 500 all-session tickets and will be assigned by the NCAA after the private constituent presale. At the time the host ticket allotment is assigned by the NCAA those tickets are considered sold and may not be returned to the NCAA or released back to open inventory through any sales channels.

- g. Specified practice sessions must be open to the public at no admittance charge or parking charge in the competition venue lots. 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.
- h. The competition venue and surrounding areas/facilities that are to be used must be in compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for the disabled.
- i. The competition venue and host shall promote the sale of tickets for the event pursuant to a plan developed by the host in conjunction with the NCAA.
- j. The cost of all risers and any other temporary seating shall be the responsibility of the competition venue or host.
- k. For sites hosting a regional round in advance of hosting a Final Four, please refer to the Final Four bid specifications to determine costs associated with the temporary seating system.

3. Playing Floor.

- a. At all rounds of the championship, at its expense, the NCAA shall provide the competition venue with the playing floor. The playing floor shall be designed, planned, selected, shipped and managed by the NCAA.
- b. The NCAA shall coordinate, in conjunction with the competition venue and designated vendor, the construction and installation of the playing floor. The competition venue shall provide labor for the pregame set-up, maintenance, and postgame removal of the playing floor at no cost to the NCAA or its designee.
- c. The cost of any alterations to the competition venue or the court provided by the NCAA shall be the responsibility of the competition venue or host. The typical court provided by the NCAA is 60 feet wide by 116 feet long for the First Four and first-/second rounds and 60 feet wide by 120 feet long for regional rounds.
- d. The playing floor may be installed over an ice surface, provided the competition venue demonstrates a significant history of safe competition in such circumstances (e.g., college or professional basketball games played on the floor over the ice surface several times per month between November and March).
- e. The NCAA shall have sole discretion regarding the approval of size, placement and number of placements (if any) of the competition venue's name, host institution/conference logo(s)/name(s), designs and plans.

4. Equipment.

- a. The competition venue shall provide standard basketball playing equipment as detailed in Rule No. 1 of the NCAA Basketball Rules and Interpretations, including but not limited to state-of-the-art scoreboards, public-address system, backboards, standards and rims.

The NCAA shall arrange for a vendor to assist the venue staff with the installation of the goal standards into the provided playing floor. The NCAA's assigned vendor, at NCAA expense, shall also conduct the rim-testing requirements prior to competition. Should this service not be provided by the NCAA, the venue, at its expense, shall test the rims in advance of all competition to ensure the rebound elasticity falls within the recommended range, as noted in the NCAA Men's and Women's Basketball Rules and Interpretations.

At its expense, the competition venue shall provide the following, unless notified otherwise by the NCAA. In some cases, the competition venue shall be asked to secure these items from an NCAA-designated vendor/supplier, at the competition venue's cost. All are subject to the approval of the NCAA and must comply with NCAA rules as of the year of the championship being conducted at the site:

- (1) Backboards, meeting NCAA specifications, that transfer rim loads to the basket support system by a single strut boom behind the backboard or to the backboard frame; additionally, one spare complete backboard/rim/support apparatus of the same size and style as the regular apparatus, assembled and ready to install, if needed;
- (2) LED indicator light strips must be located behind the glass, trimming each backboard, fully synchronized with the competition venue's timing system;
- (3) "Breakaway" rims that are freshly painted and tested to meet NCAA specifications in advance of practices and competition;
- (4) Tenths-of-second display on game clocks;
- (5) Minimum of three-sided shot clocks/game clocks above each basket, or located on the arm of the goal stanchion;
- (6) Separate "on-off" switches for shot clocks and game clocks;
- (7) Consideration will be given to those competition venues with center-hung video boards and scoreboards displaying the score, time remaining, team fouls and timeouts remaining;
- (8) LED boards displaying the score, time remaining and player- and team-foul information;
- (9) All equipment for the operation of the scoreboards, game clocks and shot clocks;
- (10) A backup table console for scoreboards and shot clocks;
- (11) An electronic backup shot clock system as well as a manual system;
- (12) In addition to any other scoreboards, a minimum of one elevated scoreboard at each end of the court;
- (13) Scoreboards capable of interfacing with the NCAA's broadcast partners and statistical service to allow data to be shown live;

- (14) Cable and/or fiber infrastructure to provide HD video and audio feeds of the news conferences from the interview room to the uplink trucks, to the game broadcaster and to the in-house CATV / MATV / IPTV system;
- (15) Tables, chairs, topping and skirting for courtside, and all work and meeting areas as designated by the NCAA. The topping and skirting for courtside tables must be black, unless an alternate color is approved in advance by the NCAA. The topping for the table on the dais in the media interview room must be white and the skirting for this table must be black, unless alternate colors are approved in advance by the NCAA;
- (16) Pipe-and-drape and carpet to decorate and delineate areas as designated by the NCAA in its operations manual;
- (17) Platforms for the media interview room and media workroom as designated by the NCAA;
- (18) Interior and exterior decorations (e.g., design, production and installation), with the NCAA having approval of the format and locations. The NCAA shall develop specific designs and color schemes for such decorations;
- (19) The competition venue shall agree to allow the NCAA and its designated vendor to provide branded chairs at all rounds of the championship. The NCAA will coordinate, in conjunction with the competition venue and designated vendor, the logistical details relative to the delivery and return of the branded chairs;
- (20) If the competition venue utilizes an LED scorer's table during the regular season, the competition venue shall make such LED scorer's table available for use at the NCAA's sole discretion, at no cost to the NCAA. If the competition venue currently has a scorer's table with video board capability, the NCAA will work with the venue to attempt to use the venue's equipment. If the competition venue does not utilize such equipment during the regular season or if the LED scorer's table does not meet NCAA requirements, the competition venue shall agree to allow the NCAA and its designated vendor to provide an official scorer's table, including video board, at all rounds of the championship. The competition venue is responsible for an operator and power required to run the scorer's table, including video board.;
- (21) The competition venue shall have a video board capable of displaying score, time remaining, fouls, numbers of timeouts, etc., and a working control room to operate the video board. The competition venue shall be required to provide full operations, including staffing, to operate cameras, the control room and editing equipment at no cost to the NCAA or its designees, and to operate video boards and the control room during load-in days, open practice day and competition days. Minimum equipment requirements include: character generator, HD video playback server-capable of storing at least six (6) GB of content, video switcher-capable of handling at least six (6) sources, video replay machine-capable of four (4) in and two (2) out, four (4) cameras, a multi view monitor and an audio playback device. Minimum personnel requirements include: director, technical director, video playback operator, LED/ribbon board operator, table board operator, replay operator, character generator operator, audio operator, control room EIC, four (4) camerapersons, two (2) utilities and a DJ/music playback operator. The NCAA shall have the sole right to all content of internal and external video boards and messaging systems;

- (22) The competition venue will provide at minimum five (5) clear-com devices for communication between the producer, PA announcer, floor producer and band/cheer (2) in addition to control room staff and camera operators.
- (23) The competition venue will provide, or cause to be provided, closed captioning of all PA Announcer related audio and programming on the in-house ribbon boards or video boards at no cost to the NCAA.
- (24) Any new technologies the competition venue possesses or are deemed appropriate by the NCAA that are not listed as the aforementioned production requirements shall also be incorporated into the in-venue production at no additional cost to the NCAA.

5. Competition Venue Space (Attachment C).At its expense, the competition venue must be able to accommodate the following spaces, all subject to the approval of the NCAA. In addition to filling out Attachment C, prospective host are required to submit a back of house diagram outlining the spaces below:

- a. Four locker rooms, with a dedicated private coach meeting room, with a minimum of four showers and four toilets, for the participating teams. The competition venue shall supply the locker rooms with lockers, game clocks, unbranded towels, soap, a large, portable dry-erase board (i.e., minimum size of 8' x 10') and markers, a television capable of receiving the game feed and HDMI connectivity, stationary bike, and cold tub;
- b. Two locker rooms, each with at least one shower, to accommodate game officials. Each locker room shall have a game clock or in-house game video feed system installed;
- c. Athletic training room of a minimum of 500 square feet shall be provided. Unless provided by the NCAA, supplies and refreshments for the training room shall be provided by the host institution/conference or competition venue under the supervision of, and at the expense of, the NCAA;
- d. Two separate, lockable facilities for drug testing, each with a waiting area, toilet facilities and a minimum of 400 square feet of space;
- e. Spirit squad warm-up and band storage area of a minimum of 800 square feet shall be provided. The space must have a matted surface and have a ceiling height of at least 20 feet.
- f. Lockable storage and staging areas for merchandise inventory and sales;
- g. An area, at least 100 square feet, for sales of merchandise in the back of house area. Should be located where it is accessible to teams, band and spirit squads;
- h. One private NCAA office with a minimum of 500 square feet and appropriately furnished with tables and chairs. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- i. One host institution/conference operations and storage area;
- j. One private NCAA executive office with a minimum of 120 square feet furnished with soft furniture;
- k. One private NCAA office with a minimum of 120 square feet furnished with a table and chairs. This office would preferably not be near either of the locker rooms designated for officials;

- l. A large meeting room to conduct the pre-tournament, transition, and sports information directors' meetings sized to accommodate 50 people in a hollow square;
- m. Media seating, with a view of the playing floor, for a minimum of 180 individuals. Location of the media seating section(s) within the venue to be determined in conjunction with the NCAA. Competition venue is responsible for all costs associated with the build of the media seating section(s), which could include converting a portion of the general seating area into a tabled media seating section, in addition to traditional courtside and press box seating areas.
- n. A media workroom of a minimum of 3,200 square feet with adequate lighting, heat and air conditioning to accommodate a minimum of 150 individuals seated schoolroom style. Space should include or be near an abundant quantity of restroom facilities for men and women near the media areas, including facilities for disabled persons. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- o. A photography work area, at least 500 square feet, near the media workroom, with phone and hard-wired Internet connectivity. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- p. A media refreshment and buffet area, for a minimum of 75 individuals, supplied with beverages and snacks of the NCAA's choice and at NCAA expense. This space should be inside or immediately adjacent to the media workroom;
- q. A duplication area at least 200 square feet, with sufficient electrical power for the operation of duplication and facsimile equipment. Two photocopy machines with capabilities for reproducing statistics and other materials with a minimum per-copy speed of 60 per minute;
- r. An interview room for 75 individuals seated theater style and can be made quiet and free of mechanical noises. The competition venue shall provide "working" lighting in the room and staging for a dais and camera platform at its expense. Any structural posts must not block sight lines, and the ceiling height must be a minimum of 20 feet. At its expense, the NCAA will provide theater lighting for the dais and other equipment and personnel to administer satellite, video and audio feeds to electronic news agencies. The competition venue shall provide space and access for equipment and personnel provided by the NCAA or its designees with hard-wired and wireless Internet connectivity. The venue is required to provide one 50MB dedicated hardwire circuit with 2 connections to the camera platform. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- s. An audio/video distribution area, a minimum of 800 square feet, adjacent to the interview area with hard-wired Internet connectivity;
- t. A holding area for student-athletes and coaches adjacent to the interview area;
- u. An upper video and photography area with space for six cameras for the NCAA's media designees and the participating institutions;
- v. Five separate areas/rooms, preferably a minimum of 300 square feet each, for use of the credentialed members of the media on the day before the regional finals (regionals only);
- w. Parking for a total of eight team and spirit squad/band buses in close proximity to the competition venue;

- x. Parking for game officials in close proximity to the competition venue;
- y. A minimum of 5,000 square feet of parking space immediately adjacent and accessible to the competition venue floor to accommodate broadcast truck parking for the NCAA's media designees. There shall be a minimum of two 60-foot semis, a generator truck and two satellite uplink trucks;
- z. An area, at least 10,000 square feet, outside the competition venue for parking local television affiliates' satellite units with unrestricted access to the southern sky; needs vary between 5-15 uplink trucks. The competition venue shall provide power and security in this area and shall charge a fee per vehicle for the entire event at an amount to be approved by the NCAA. The competition venue may retain the fee to offset its expenses for parking, electricity and security. Agencies that have purchased media broadcast rights, as designated by the NCAA, shall be exempt from any fees;
- aa. Two hundred twenty-five (225) complimentary parking spaces in prime locations, all to be distributed by the host according to NCAA policies;
- bb. A minimum of one private meeting room for a minimum of 300 individuals for NCAA hospitality, preferably located in an area that is not on the credentialed event level;
- cc. A buffet area for the NCAA's broadcast partner to accommodate a minimum of 60 individuals;
- dd. An NCAA television partner interview room that is a minimum of 100 square feet and can be made a quiet (free of mechanical noises) setting;
- ee. A TV talent "green" room large enough to accommodate four people, preferably with private restroom facilities;
- ff. An NCAA radio partner interview room that is a minimum of 100 square feet and can be made a quiet (free of mechanical noises) setting.

6. Products.

- a. The competition venue agrees it will not charge the NCAA or its designated representatives a minimum person fee for catered meals or food and beverage items at the competition venue.
- b. The competition venue agrees it will not charge the NCAA or its designated representatives a corkage or handling fee for the movement and placement of donated food and beverage products.
- c. For all catered product placed in the locker rooms, please make best efforts to consider and utilize NCAA Corporate Champion/Partner product if applicable.
- d. The NCAA and its designated representatives shall have the right to provide any and all items associated with the practices, competition and related events including, but not limited to, backboards, rims, nets, goal standards, a playing floor, bench chairs, basketballs, cups, water bottles, ice chests, water coolers, ladders, telecommunications equipment, ticketing services, mops, credit card systems, other equipment and/or signage on or adjacent to the court. If furnished by the NCAA, in its sole discretion, those items will be provided at the NCAA's expense.

- 7. **Electrical.** The competition venue and surrounding areas/facilities that are to be used shall provide at no cost to the NCAA sufficient electric power to produce the event. Additionally, a sufficient number of power outlets will be required in broadcast booths, in media locations and in identified media or other work areas for the operation

of any aspect of the event, including but not limited to the transmission of media (e.g., television, radio, Internet, mobile broadcasts, etc.) and operation of transmission equipment and computer terminals used by the media. In this connection, there shall be available:

- a. 110-volt electrical outlets in all media work areas, to be placed on the tabletops, with the minimum requirement being one outlet for every seat in the media workroom, all courtside tables and all other designated media areas;
- b. Power requirements for television production (not including any other necessary power service inside the competition venue). The host shall provide access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Power requirements are as follows:
 - (1) Service size - 200 kVA, 208-volt, three phase, three wire – no-load voltage at shore power service disconnects to be 220 volts;
 - (2) 1 – 400-amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1-400 amp);
 - (3) 2 – 200-amp solid state circuit breaker service disconnects;
 - (4) 2 – 100-amp solid state circuit breaker service disconnects;
 - (5) 2 – 120-volt, 20-amp duplex outlets each fed from a dedicated 20-amp single pole breaker;
 - (6) 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; and
 - (7) 1 – 3 phase, 150 amps for the television announce position.
- c. Power as stipulated by the NCAA for the satellite compound outside the competition venue; and
- d. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room and other designated media areas.
- e. Power requirements for press conference production.
 - (1) (1) 208 V / 100 Amp single phase service for KU Uplink. Must be located near park position within 100' of shore power.
 - (2) (4) 120 V / 20 Amp single phase services for Video & Audio Control positions in the Media Interview Room.
 - (3) (2) 120 V / 20 Amp single phase services for mix-minus speaker system behind dais.
 - (4) (4) 120 V / 20 Amp single phase services for front lighting positions in the Media Interview Room. Should be located at camera platforms.
 - (5) (2) 120 V / 20 Amp single phase services for back lighting positions in the Media Interview Room. Should be located behind dais.
 - (6) (12) 120 V / 20 Amp single phase services for A / V Distribution Area.
 - (7) (8) 120 V / 20 Amp single phase services for TVs to show house CATV / MATV / IPTV system in the Media Interview Room, Media Workroom, Photo Workroom, NCAA Committee Office and NCAA President's Office One.
 - (8) Circuits utilized for Video Control, Audio Control, Audio / Video Distribution and Rear of Dais must be on the same ground.
 - (9) All cables used for individual circuits must be 12/3.
 - (10) Mercury Vapor lighting instruments cannot be utilized in the interview room or audio video distribution areas. This type of lighting can create low cycle video and audio noise and creates major

- color shifts that cannot be corrected with the lighting instruments we carry to light the dais. High pressure sodium lighting is discouraged due to the orange color of the light.
- (11) All press conference service-related charges for electrical services are the responsibility of the competition venue. Any electrical service billing should not be billed to Hammond Communications Group.

- f. If additional temporary power or additional lighting is needed to meet these requirements, the competition venue or host, at its own expense, shall secure the additional power and/or lighting through the NCAA's designated vendor.

8. Telecommunications, Hard-Wired and Wireless Internet and Video.

- a. Hard-Wired Internet Service. The competition venue or host shall provide at no cost to the NCAA hard-wired Internet connections for use by the NCAA, host institution staff, credentialed members of the media and other designated constituents. The competition venue or host and surrounding areas/facilities that are to be used shall also provide hard-wired Internet service, cabling, and connections in NCAA designated work areas, including but not limited to, the photo work area, interview room, video distribution area, basketball committee office, game management office, media coordinator's work area, official scorer's table, at every media seat location with view of the playing floor and any offices/rooms designated for the NCAA executive staff. The NCAA recommends stocking an adequate quantity of USB Ethernet Adapters for media and staff usage.
- b. Wireless Internet. The competition venue or host and surrounding areas/facilities shall provide at no cost to the NCAA a secured Wireless Network to support the NCAA, host institution staff, radio rights- holders, print media and others approved by the NCAA. Locations where wireless must be accessible include but are not limited to courtside, media seating areas, NCAA and host institution work areas, interview room, and print media workroom. Technical specifications for the Wireless Network will vary per site depending on the configuration of the various locations and spatial limitations. The minimum technical specifications shall be as follows:
- (1) **External Access.** The competition venue or host must provide dedicated bandwidth to support a minimum of 1000 wireless devices in the print media workroom and at courtside or other areas. Minimum bandwidth requirements will be determined by the NCAA during its site visit to the competition venue.
 - (2) **Wireless Deployment.** The competition venue or host must provide a sufficient number of access points supporting IEEE 802.11g, 802.11n, Wi-Fi 5 (802.11ac), and Wi-Fi 6 (802.11ax) technology. The media/staff wireless network shall provide the ability to maintain connectivity from the media workroom to the courtside seating areas.
 - (3) **Wireless Security and Management.** The Wireless Network must include hardware and software to support industry-standard security requirements that will provide encryption tools, a methodology to restrict user access and support real-time reporting of usage and bandwidth utilization.
 - (4) **Wireless Survey Requirements.** The competition venue and surrounding areas/facilities that are to be used or their wireless vendor must conduct a complete wireless survey daily, beginning 30 minutes prior to the opening of the media workroom on the day before the first competition, 30 minutes prior to the start of competition on each game day, and 30 minutes prior to opening of the media workroom on the day in between competition. The survey must show all designated areas where wireless is required and must show all access point locations and technical information related to the wireless network, including but not limited to, channel designations, signal strength,

and signal to noise ratio. These surveys must be submitted to the NCAA's designated telecommunications vendor as soon as reasonably possible upon conclusion of the survey. The competition venue and surrounding areas/facilities that are to be used or their vendor must take appropriate measures to restrict unauthorized wireless networks or conflicting radio frequency (RF) signaling that could impact the performance of the Wireless Network.

- c. The competition venue and surrounding areas/facilities that are to be used shall work with the NCAA's designee to create a sufficient number of access codes for the NCAA staff, host institution, and print media approved to use the Wireless Network.

The competition venue and surrounding areas/facilities that are to be used shall provide sufficient broadband capacity to support both the hard-wired and wireless network requirements, including, but not limited to, NCAA and host staff, photojournalists, videographers, and all print media. Minimum bandwidth requirements will be specified in writing during the RFI process and confirmed during NCAA site visits. Voice and data services technical support and any new technologies the competition venue possesses or are deemed appropriate by the NCAA shall be provided at no charge to the NCAA and other designated users during the championship.

In addition to wireless and courtside internet needed for operations of the championship, the competition venue is to provide adequate wireless internet capabilities to support all fans in attendance during competition days.

- d. Frequency Coordination. The venue is required, at venue or host expense, to coordinate and monitor the frequencies of all wireless devices including hand-held radios, wireless cameras, and any other equipment capable of broadcasting an RF signal. The venue will assign an individual to work with the NCAA's telecommunication vendor in meeting the NCAA's requirements for the use of all RF equipment during the championship.
- e. Standard Telephone Lines. The competition venue will be classified into one of the following three categories and shall meet specified minimum requirements:
 - (1) Category 1. Competition venue maintains a multi-use telephone switch that has excess capacity, which the competition venue rents to short-term leaseholders. The switch is owned by the competition venue and maintained by internal staff.
 - (2) Category 2. Competition venue has a contractual arrangement with a third party that owns and maintains the resident switch, providing telephone services to both permanent tenants and short-term leaseholders. Typically, in this arrangement, leaseholders must purchase all telecommunications services through the third-party provider.
 - (3) Category 3. Competition venue has no resident switch or has no switch that is available to short-term leaseholders. Telecommunication services are generally provided through the local phone company and installed by local installers.

If any or all of the required service is to be provided in a switched environment, the switch must be configured to guarantee the availability of a trunk (dial tone) if all of these phones are in use at the same time. The NCAA may contract directly with the local telephone company at all Category 3 competition venues.

- (a) The competition venue or host shall provide at no cost to the NCAA, a minimum of 12 standard business lines for basketball committee members, NCAA and host institution staff, and other constituents at various locations in the competition venue;

Competition venues shall provide dedicated lines off their in-house switch or purchase services from the local phone company. The competition venue will be responsible for the cost of installation. The NCAA will reimburse the competition venue for all toll and long-distance charges.

- (b) For private use for radio broadcasters, the facility must provide a minimum of 10 to 15 standard analog telephone lines.

The competition venue will be reimbursed for media services at a rate determined by the NCAA.

- f. Video. At no cost to the NCAA or Hammond Communications, the competition venue or host shall provide a "courtesy system" feed for the NCAA's use inside the venue. At a minimum, this feed must include the local origination of the in-venue game, the four networks carrying the championship games (currently CBS, TBS, TNT, truTV), and selected traditional cable television outlets. The competition venue will provide these channels / signals to Hammond Communications via a modulated channel system (CATV or MATV) or via an internet / network system (IPTV).

These channels / signals to be provided to a video control position the NCAA will establish in the media interview room. They are to be provided via standard coax cable or fiber drops connected to the in-house CATV or MATV system, or via ethernet based technology directly to the supplied television monitors. If the competitive venue is IPTV based, conversion boxes, HDMI cables and remotes must be supplied for every courtesy system television monitor installed per NCAA specs.

Hammond Communications will provide "courtesy system" television monitors necessary for showing postgame interviews, the local CBS affiliate, TNT, TBS, TruTV and the in-venue games.

- 9. **Broadcast Rights.** The competition venue and surrounding areas/facilities that are to be used shall assign to the NCAA the exclusive rights to broadcast the games and related events on all media platforms or outlets, including television, radio, mobile, Internet and all other forms of media now in existence and those to be developed in the future; to record the broadcasts for all uses of the NCAA's choosing; to transmit game and related event information via the Internet or other means and to photograph the games by any means including but not limited to still, videotape or other cameras. The NCAA shall have the sole right and authority to designate usage of all radio broadcast, television and other media broadcast and floor-space press locations, tables and work areas.
- 10. **Game Programs.** The NCAA licensed game programs publisher is available to work with all host institutions/conferences up to two years in advance should the host institution/conference desire to include official NCAA game day program advertising space in their local patron marketing packages. In addition, the licensed game programs publisher will seek an individual or marketing firm in the area to sell local advertising space in the official NCAA game day program. It is likely the licensed game program publisher will contact the host institution/conference seeking a reference or their advice for locating advertising sales assistance in the local market. See the "General Bid Specifications" for other guidelines pertaining to game programs.
- 11. **Food and Beverage.** The NCAA and its designated representatives shall have the right, with no obligation to make payments of any kind to the competition venue and surrounding areas/facilities that are to be used or their concessionaire or any other third parties, to provide food and beverages of its choice in any areas other than those for general fan concessions including, but not limited to, the locker rooms, media refreshment area, other working areas, private suites or gathering areas, hospitality space and office space as noted herein.

The competition venue must purchase and sell a minimum quantity of souvenir drinking cups designed and produced by the NCAA. If the competition venue runs out of the NCAA souvenir cups, it may offer cups in a variety of normal inventory sizes or offer a drink in a plastic bottle; it is permissible for a drink to be sold in a bottle or the normal cup used by the venue's concessionaire, and be brought into the general seating area by patrons. See the "General Bid Specifications" for other guidelines pertaining to food and beverage concessions.

If NCAA Corporate Champion/Partner requests to sample/sell product within their activation space for general fan consumption, the competition venue agrees to make best efforts to accommodate or negotiate the parameters.

12. Advertising, Signs, Decorations and Commercialism

- a. **NCAA Corporate Champions and Corporate Partners Marketing Program.** The NCAA's 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 (CCPs) 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](#)

- b. **Local LOC Contributor Program.** Currently, local non-CCP 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.

- c. If present for all regular-season college games in the competition venue, host institution/conference signs/banners without commercial identification may remain in place, provided the design and placement are approved by the NCAA. In an off-campus competition venue that does not include the host institution/conference signage/banners for all college games; the host institution/conference may provide a maximum of two (2) signs/banners in the competition venue provided the design and placement are approved in advance by the NCAA.
- d. No professional sports or commercial insignia or terms may appear on the NCAA-provided playing floor. If the official name of the competition venue includes a commercial reference, the NCAA reserves the right to determine whether the name may appear one time in text on the "apron" of the playing floor in a position, size and style which must be approved by the NCAA. Should the NCAA not provide a playing floor, competition venues shall replace existing professional sports or commercial insignias/references with blank wood panels matching the existing floor panels rather than temporary coverings. The NCAA will determine all marks on the playing floor and will provide sites a layout of their floor in advance of competition.
- e. All commercial insignia, including but not limited to identification and advertisements, that can be viewed from any seating area (including anywhere on the seats) must be covered or removed at venue or host expense. This includes any name of the venue containing logos or branding marks. (See item 12f that follows)

At the discretion of the NCAA, all professional sports insignia, including but not limited to signage, marks, pennants, banners and retired jerseys in the general seating area may be covered or removed at venue or host expense. NCAA championship banners or those with retired jerseys/numbers of NCAA student-athletes may remain.

Any professional sports or commercial insignia in the suites that can be seen from the general seating area must be covered or removed at venue or host expense unless an exception is made by the NCAA. Any sponsor or commercial marks on cup holders must be covered or removed at venue or host expense.

- f. If the official name of the competition venue includes a commercial reference, the NCAA shall have sole discretion regarding the display of the venue name inside the seating area. Should the NCAA direct any or all commercial-naming references to be removed or covered, this shall be done at venue or host expense.
- g. Promotional items (e.g., branded trays with food or other sample items included, 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, CCPs 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. Patrons are permitted to bring in small signs (i.e., signs which can easily be held by one person and do not block the view of anyone seated around them) as long as any writing or slogans on them are in good taste. Additionally, it is permissible for patrons to bring in non-noise making items (e.g., pom-poms) as long as they do not include any commercial slogans or identification.
- h. Only NCAA marks provided by the NCAA and the American flag can be displayed on the facing of the backboard, on the orange basket ring (including the ring brace) or on the shot clock. Any commercial or professional sport references must be removed or covered. Only NCAA marks are permitted elsewhere on the backboard, including on the top of the backboard. The NCAA shall have sole discretion in determining the size and placement of items on the backboard, the orange basket ring (including the ring brace) and shot clock.

- i. Goal standards must be free of all commercial advertising and host logo/marks. However, the name of the NCAA's goal manufacturer can appear twice on each goal unit arm (provided it is a reasonable size as determined by the NCAA) at each end of the floor. All other marks must be covered or removed at the venue's expense. Additionally, the NCAA will provide goal support covers or pads. Pads or covers may include NCAA or corporate marks, at the NCAA's discretion.
- j. Tobacco, vaping or lottery/gambling signage must be removed or covered if it can be seen from the general seating area. Otherwise, subject to NCAA approval, such signage may remain in other areas of the competition venue; however, at a minimum, if the signage is backlit, the lights must be turned off.

Displays/activation areas showcasing products of non-NCAA corporate champions and partners shall be deactivated (e.g., lights off, television monitors off, portable display products removed, etc.). Temporary, non-NCAA CCP displays brought into the competition venue or surrounding areas/facilities during the NCAA event are prohibited.

During a site visit the season of the awarded men's basketball championship round, the NCAA will review all moveable displays inside the concourse and outside on venue property, and determine, in its sole discretion, whether those displays may remain or must be removed/covered. (Note – "moveable" displays include all vehicles, regardless of whether they are free-standing on the ground or located on any type of platform or staging.)

- k. Television monitors in concourses that cannot be viewed from the general seating area can show other NCAA Division I men's basketball championship games provided the sound is turned off.

Television monitors in open restaurant areas where the playing floor can be viewed may show that venue's games only.

Patrons who have purchased tickets to sit in suites have control of their televisions and can watch whatever they choose. However, if televisions are outside the suites in the general public seating area, audio shall not be permitted (i.e., volume must be turned off or muted).

The NCAA shall have the right to display branding/recognition for the Association, its corporate champions & partners and media partners on any video or LED monitors where there is a split-screen showing NCAA championship content and electronic advertising.

- l. In student-athlete/team walkways (from building entrance to their locker room and then from the locker room to the floor), commercial signage/marks must be covered or removed, including vending machines that are in conflict with NCAA corporate champions and partners. Additionally, professional sports signage/marks must be covered or removed (except for head shots or action shots of professional players who are not otherwise posing to endorse any products/services).

All commercial and professional sports signage/marks must be covered in team locker rooms unless approved in advance by the NCAA. This includes locker room designation signage in the hallway.

All commercial and professional sports signage/marks in all designated media areas must be covered or removed unless approved in advance by the NCAA.

- m. The competition venue and/or surrounding areas/facilities that are to be used shall agree that, other than permanent advertising signs outside the competition venue proper, it will not allow any promotional, public relations, political or advertising activity inside or outside (on competition venue owned property) the

competition venue during the time the competition venue and surrounding areas/facilities are leased to the NCAA, without the express written advance approval of the NCAA.

- n. Except for use by the competition venue and surrounding areas/facilities in the event of an emergency, the NCAA shall have the sole, exclusive and complete control over the video, sound and public-address systems and all other audible or visible information or communication systems in the competition venue and surrounding areas/facilities that are to be used.
- o. Other than messages promoting the championship, other NCAA championships, the NCAA or specifically relating to the conduct of the games (e.g., fouls, timeouts remaining), no LED, matrix or video board messages may be displayed inside the competition venue or inside surrounding areas/facilities that are to be used by the NCAA unless specifically authorized by the NCAA.
- p. Exterior LED, matrix or video boards (e.g., marquee boards) on the competition venue property shall allow for 50% of the content inventory to promote the championship, other NCAA championships, the NCAA and the NCAA's corporate champions and partners. The remaining 50% of the content inventory may include non-sponsored competition venue specific information (e.g., upcoming events). All content must be approved in advance by the NCAA.
- q. Upon request by the NCAA, the competition venue and/or surrounding areas/facilities that are to be used shall make reasonable space(s) available inside or outside the competition venue for NCAA or NCAA designee promotional activities comprised of displays and booths authorized by the NCAA. The NCAA, its corporate champions and partners and others with permission from the NCAA shall be entitled to distribute, within the designated area(s), approved promotional items, including but not limited to flyers, giveaways and product samples, regardless of exclusive sponsor contracts of the host or competition venue. The NCAA will provide the competition venue and surrounding areas/facilities that are to be used notice of product samples intended to be available.
- r. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- s. If requested by the NCAA, local authorities shall declare a "special event zone" in an area defined by the NCAA surrounding the competition venue and surrounding areas/facilities that are to be used where temporary commercial activities unrelated to the NCAA's approved activities shall be prohibited.
- t. The NCAA shall have the sole discretion to determine that any advertising, marketing identification, banners, signs, decals, sampling, distribution or displays of any kind that exist anywhere inside or outside the competition venue shall be covered, removed or otherwise limited.

13. Merchandise Concessions. The competition venue agrees that during the championship period, the NCAA or NCAA Merchandise Partner will receive full access to any official team store (Official Team Store) and associated fixtures and displays located within the venue for the purpose of selling merchandise. Venue agrees to remove from each Official Team Store, if any, all merchandise unrelated to the championship in advance of the championship period, and to reasonably assist the NCAA or NCAA Merchandise Partner as necessary to fully access and use the Official Team Store(s) to vend Championship merchandise. The NCAA will have control of the operation of each Official Team Store during the championship period and the venue will assist in controlling access to the Official Team Store to patrons within the competition venue on competition venue event days.

Should the competition venue and the NCAA's designated official merchandiser choose not to utilize merchandise locations or stores to sell NCAA merchandise, the locations or stores are not permitted to be open. See the "General Bid Specifications" for other guidelines pertaining to merchandise concessions.

14. Insurance.

a. General Insurance Guidelines

- (1) Waivers for public institutions can be offered but will not be offered in cases where the host institution is not responsible for championship operation.
- (2) Upon request, a certificate of insurance must be submitted to the NCAA at least 30 days prior to competition.
- (3) 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.
- (4) Should host, LOC, or venue engage a consultant or subcontractor, all of the coverage requirements set forth above will apply to each consultant or subcontractor, including, but not limited to, the requirement that each consultant or subcontractor name NCAA as an additional insured with regards to commercial general liability coverage on a primary and non-contributory basis, unless written exception is granted by the NCAA.
- (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 provide cross liability coverage (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 insurance policy shall contain a self-insured retention without prior written approval of the NCAA, 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. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by the host institution/conference, LOC or venue. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than that 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.

b. Host institution/conference or Local Organizing Committee must provide:

- (1) Commercial 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:
 - (a) \$5,000,000 Per Occurrence
 - (b) \$5,000,000 General Aggregate
 - (c) \$5,000,000 Products/Completed Operations Aggregate

- (2) Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
 - (3) 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.
 - (4) Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - (a) \$1,000,000 Each Accident
 - (b) \$1,000,000 Disease - Each Employee
 - (c) \$1,000,000 Disease - Policy Limit
- c. Competition Venue Must Provide:
- (1) Commercial 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:
 - (a) \$10,000,000 Per Occurrence
 - (b) \$10,000,000 General Aggregate
 - (c) \$10,000,000 Products/Completed Operations Aggregate
 - (2) Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
 - (3) 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.
 - (4) Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - (a) \$1,000,000 Each Accident
 - (b) \$1,000,000 Disease - Each Employee
 - (c) \$1,000,000 Disease - Policy Limit

15. Financial Arrangements.

- a. The NCAA proposed budget and financial report template must be completed and submitted as part of the bid proposal. A budget must be completed for each round and each year for which a bid is being submitted. The bid budget is submitted electronically using the "Budget System" tab via the online Bid and Profile System. Budget submissions are not considered to be approved with the submitted bid and will be reviewed in the 12 months leading up to hosting the designated round of the championship. (See Section VI for instructions on how to access this system.)
- b. Hosts may be provided an honorarium of up to 10 percent (10%) of the net receipts (i.e., net receipts is calculated as the gross receipts from the sale of tickets minus approved actual expenditures). The

honorarium for hosting at an on-campus institutional venue shall not exceed \$300,000, and the honorarium for hosting at an off-campus venue shall not exceed \$200,000.

- c. Hosts must provide the Ticket Pricing and Fees Form (Attachment D) in support of the identified and reported applicable taxes (may include state, city, local, entertainment, or other taxes on admissions and/or purchases of goods and services). Both the rate and type of tax need to be reported in the bid and budget submissions, then updated as necessary. Hosts must work in conjunction with the venue to make sure all taxes and fees are accounted in total for the event. All taxes and ticket fees must be included on the Ticket Pricing and Fees Form and provided as part of the bid submittal. The NCAA reserves the right to request that the host provide a formal letter of attestation regarding the tax position of the state and the locality specific to applicable taxes from an outside accounting firm/CPA. The NCAA will provide hosts with the format of this letter, and applicable tax topics, if needed.
- d. Facility assessment fees on tickets shall be permitted (included in the face value of the ticket) provided the facility fee income is not a pass through to the facility's operational budget and a facility fee is charged for other events conducted in the competition venue as required by a government agency. Supporting documentation shall be provided to the NCAA upon request.
- e. All applicable taxes (admissions, venue assessment, etc.) shall be remitted to the appropriate state and local taxing authorities by the hosting party. Hosts are required to remit all taxes, regardless of the source of the sale (NCAA channel or Host channel). The applicable admissions taxes shall be reported in the budget system and approved as part of the overall hosting budget.
- f. If conducted at an off-campus venue, 10 percent (10%) of the gross revenue from the sale of tickets, less any ticket fees/expenses incurred on the sale of tickets (e.g., charge card fees, ticket vendor fee on tickets sold via phone or internet, etc.), competition venue fees and amounts due and payable to government agencies (e.g., taxes) shall be paid to an off-campus venue as a rental fee.

From its rental fee, the competition venue and surrounding areas/facilities that are to be used shall furnish and pay for all venue operating personnel and services deemed necessary by the NCAA, including, but not limited to, ushers, ticket sellers, ticket takers, security personnel, fire marshal, maintenance and cleaning staff of the building and grounds, media areas, video/control room personnel, etc. All such personnel are to be under the sole direction and the control of the venue(s) and are not to be considered employees or agents of the NCAA. The expenses for such personnel are not reimbursable expenses for off-campus venues; therefore, budgeted amounts shall not be entered on the proposed budget when the competition venue is an off-campus venue.

For off-campus venues, the NCAA shall reimburse for the following championship personnel: PA announcer, official timer, scoreboard operator, shot-clock operator, official scorer, statisticians, police escorts and necessary medical personnel staffing the championship as determined by the NCAA (e.g., paramedics and emergency personnel not already addressed in the budget for ambulance service). Lodging for the Tournament Manager and Media Coordinator are reimbursable per the host budget. In addition, subject to NCAA approval, host may be entitled to hotel room reimbursement of an additional five hotel rooms at a rate equal to or below the media hotel rate if operating the championship outside of its metropolitan area. Budgeted amounts shall be entered on the proposed budget and must be approved by the NCAA in order to receive a reimbursement. Any other staffing costs not included above are the responsibility of the venue or host, even if they are submitted in their proposed budget.

On-campus institutional venues shall not receive a rental fee; however, the NCAA shall reimburse for all venue operating personnel and services deemed necessary by the NCAA, including, but not limited to, PA announcer, official timer, scoreboard operator, shot-clock operator, official scorer, statisticians, police escorts, ushers, ticket sellers, ticket takers, security personnel, fire marshal, maintenance and cleaning staff of the building and grounds, media areas, video/control room personnel, necessary medical personnel staffing the championship as determined by the NCAA (e.g., paramedics and emergency personnel not already addressed in the budget for ambulance service), etc. All such personnel are to be under the sole direction and the control of the venue(s) and are not to be considered employees or agents of the NCAA. Budgeted amounts shall be entered on the proposed budget and must be approved by the NCAA in order to receive a reimbursement.

- g. The security level planned shall be at least 150 percent (150%) of the largest other event in the competition venue. Security expenses at off-campus venues are the financial responsibility of the competition venue or host.
- h. The competition venue must secure one ambulance, and corresponding certified medical personnel, to serve tournament participants for all practices (open and closed practices) and games. Costs associated with the ambulance and the medical personnel are a reimbursable expense but must be approved in advance by the NCAA. The competition venue also must provide certified medical personnel and a first aid room (normally located on the main concourse) on open practice and game days to serve the general public. The costs associated with providing this normal first aid service for the public (which is generally in operation at all events in the building) is not a reimbursable expense. The ambulance provided for the tournament participants should be dedicated solely to the tournament participants and if an ambulance is needed for the general public, it must be provided at the venue's expenses.
- i. The maximum allowable expense in the proposed budget for Entertainment, is \$55,000 for First/Second Round sites and \$50,000 for the First Four and Regional round sites, unless the NCAA approves an amount above the maximum. This budget shall be sufficient for all functions required by the NCAA (i.e., media meals/refreshments, participant meals, game officials' breakfast and/or dinner stipends, pre-tournament meeting and transition meeting, etc.).

16. Financial Reports. Hosts must submit financial reports, including payment of net receipts, to the NCAA national office no later than 60 days after the conclusion of the competition at a site. The NCAA Division I Men's Basketball Committee may assess a \$1,000 fine for each day a host institution/conference fails to submit its financial report subsequent to the 60-day deadline.

17. Audit Reports. All preliminary-round sites are subject to an audit to be conducted by the NCAA accounting/finance staff. Selected sites will be notified of the audit taking place and will also be notified of the type of audit (e.g., on-site audit, desk audit) that will be conducted. Based on the audit results, sites may be required to submit additional reimbursement to the NCAA or may be awarded additional reimbursement from the NCAA.

SECTION II: MARKETING

- 1. Marketing and Ticketing Sales Phases.** The championship marketing and ticketing sales phases are developed to maximize resources while using local organizing committee staff time efficiently and effectively to obtain the maximum return on investment. The NCAA marketing and ticketing staff will coordinate the sales phase efforts and execute deliverables in collaboration with the host and venue marketing and ticketing staff. The five sales phases for 2019 are as follows (2023-2026 dates subject to change): The host and competition venue shall cooperate fully with the NCAA's ticketing sales phases and printing timelines.
 - a. Phase I (Private Host Presale): March 1 – May 31 (**NCAA Ticketing Provider Only**)
 - b. Phase II (Exclusive Presale): Second week of October for 3 days Monday to Wednesday
 - c. Phase III (National on Sale): Third Saturday of October
 - d. Phase IV (Special Offers): November to February
 - e. Phase V (Final Push): March
- 2. Marketing Contacts.** The host institution must designate marketing contacts for the championship, i.e., a minimum of one contact from the host institution, one contact from the venue and one contact from the Sports Commission, CVB, etc. The marketing team must be familiar with marketing strategies that have worked in the community to sell tickets and drive attendance. It is the primary responsibility of the marketing team to work closely with the NCAA Championships Marketing staff to create and implement the championship marketing plan.
- 3. Expectations.** The marketing team is expected to execute the following:
 - a. Participate in monthly marketing and ticketing conference calls with NCAA marketing and ticketing staff.
 - b. Complete and maintain a marketing plan and budget as well as providing updates to NCAA staff as requested.
 - c. Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
 - d. Maximize community awareness and attendance during open practices.
 - e. Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
 - f. Map out the timeframe to market the championship.
 - g. Determine how to best use the marketing materials provided by the NCAA.
 - h. Establish grassroots initiatives to implement in your local and regional communities.
 - i. Explore opportunities with traditional media (digital, social media, print, radio and television) in your area.
 - j. Secure competition venue and host in-game mentions in events and contest leading up to the championship.
- 4. Marketing Plan.** The host is required to submit a marketing plan according to the timeline below and based on the "Promotions" budget submitted as part of the bid. Prior to activation, the marketing plan must be reviewed and approved by the NCAA marketing staff. The NCAA will provide the marketing plan template in August, 8 months prior to the awarded championship. Please note the marketing plan delivery dates:
 - a. September – First draft of plan and detailed budget due
 - b. December – Updated marketing plan and detailed budget due
 - c. April – Final plan and detailed budget due
- 5. Budget.** The host is required to submit a detailed marketing budget based on the "Promotions" budget submitted as part of the bid. Prior to spending marketing or promotions funds, the marketing plan and budget must be reviewed and approved by the NCAA marketing staff. The marketing budget should only include items needed

to market the championship and drive ticket sales. These types of expenses can include, but are not limited to, grassroots marketing, mailing costs, advertising, printing costs and digital expenses. Please refer to the appropriate budget section located within the marketing plan template as a guideline when submitting your marketing plan for review.

6. **Team Pool Tickets.** The NCAA reserves pool tickets for each participating institution. Hosts are responsible for developing and executing effective marketing strategies to sell team pool tickets which may be returned.
7. **Creative Process.** The NCAA will provide all creative/artwork in conjunction with selling tickets for the championship. This includes, but is not limited to, digital, web and print pieces, promotional signage, etc.
8. **Radio/TV.** The NCAA will provide the television and radio commercials to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, broadcast, in venue, etc.). All spots will be made available for download via the NCAA FTP Site.

SECTION III: LODGING

The host institution/conference, with the assistance of the local convention and visitors' bureau (CVB) and/or others in the local community, shall reserve first-class hotels with full-service restaurants and amenities for 1) participating teams 2) media and 3) game officials at the most competitive rates and within close proximity to the competition venue.

Please note, participating team hotels and the media hotel are referred to as Tournament Hotels throughout the preliminary round lodging bid specifications.

Hotel contracts submitted with preliminary round bids must be pre-approved by the NCAA prior to a bid's acceptance.

Based on the hotel contracts submitted as part of the preliminary round bid process, the NCAA will designate team hotels and the media hotel no later than December 31 of the year preceding the tournament hosted in awarded cities. The NCAA reserves the right to contract hotels that fall within the lodging specifications outlined, if high-quality full-service hotel options are not presented in the bid proposal.

The NCAA may designate a third party to negotiate hotel room rates prior to contracts being signed by the NCAA. The negotiated rates will include a 10% commission payable to the NCAA or its third-party designee.

Hosts and hotels shall agree that the NCAA may terminate any agreement with any hotel for any reason at any time, without penalty.

In addition to the information provided in this bid document, hotels will enter into a separate contractual agreement with the NCAA. The NCAA will consider properties that provide the following non-negotiable requirements:

1. Specifications for All NCAA Contracted Hotels.

- a. **Full-Service Hotels.** Hotels must be of high quality and must be full-service properties, within close proximity to the competition venue, that provide a full-service restaurant and amenities (i.e. room service, on-site catering, etc.). If the required number of full-service hotels do not exist in a bid city, a select-service hotel, with full-service amenities (i.e. a restaurant, on-site catering, etc.) is permissible as outlined in these lodging specifications.
- b. **Casino Hotels.** The host institution/conference must consult with the NCAA to determine permissibility prior to entering into any contractual agreement with a casino hotel.
- c. **Construction/Renovations.** Any construction/renovation projects in or on property must be completed no later than January of the year in which it is hosting.
- d. **Contract Alterations.** Any cross-outs, redlines or alterations to any contract will not be accepted.
- e. **Daily Hotel Availability Reports.** The host institution/conference and the CVB shall provide daily city-wide hotel availability reports to the NCAA beginning Selection Sunday until the conclusion of the tournament at an awarded site. Daily reports will be used to identify hotel availability in the case additional hotel rooms are requested by a participating team or media.
- f. **Hotel Fees.** Any portage fees, union fees, resort fees, etc., must be waived.

- g. **Room Block Release.** Under no circumstances shall a hotel release any contracted rooms until it receives communication and confirmation from the NCAA.
- h. **Room Rates.** If at any point, a hotel's room rate falls below the NCAA contracted room rate, the hotel will adjust to the lower room rate for all contracted NCAA room blocks.
- i. **Television Networks.** All hotels agree to have or make available the following television channels in each guest room and throughout its property during the tournament period: CBS, and the Turner network stations of TBS, TNT and truTV. Certain exceptions may be made for hotels during the regional rounds, subject to NCAA approval.

2. Tournament Hotel Specifications (team and media).

Sites will be given preferential consideration based on the following:

- a. **Tournament Hotel Selection Requirements.** For First Four and First/Second Rounds, contracts for ten (10) **high-quality hotels**, within close proximity to the competition venue, that provide a full-service restaurant and amenities (i.e. room service, on-site catering, etc.) are required as part of the preliminary round bid submission. Of the ten (10) hotels contracted, two (2) may be select-service hotels if ten (10) full-service hotels do not exist in the bid city.

For Regional Rounds, contracts for six (6) high-quality hotels, within close proximity to the competition venue, that provide a full-service restaurant and amenities (i.e. room service, on-site catering, etc.) are required as part of the preliminary round bid submission. Of the six (6) hotels contracted, one (1) may be a select-service hotel if six (6) full-service hotels do not exist in the bid city.

If full-service hotels do not exist in a bid city, a select-service hotel(s), with full-service amenities (i.e. a restaurant, on-site catering, etc.) is permissible based on the following:

- (1) **First Four and First/Second Rounds:** A maximum of two (2) select-service hotels may be submitted in the preliminary round bid proposal.
- (2) **Regional Rounds:** A maximum of one (1) select-service hotel may be submitted in the preliminary round bid proposal.

- b. **Guest Room Requirements.** The following guest rooms are required on peak nights at Tournament Hotels:

- (1) **First Four:** 75 guest rooms on peak.
- (2) **First/Second Rounds:** 100 guest rooms on peak.
- (3) **Regionals:** 100 guest rooms on peak.

- c. **Shoulder Nights.** Based on the size of a participating teams travel party, shoulder night requirements will vary. Hotels shall agree to hold guest rooms/suites on the nights prior to peak as outlined in the NCAA agreement, on a contingent basis, until the participating teams confirms their shoulder night requirements.

- d. **Comp Room Nights.** Hotels must agree to provide one (1) complimentary standard room night for each 20 nights actually occupied.
- e. **Two Night Minimum.** Guests will be financially responsible for their rooms for a minimum of two-nights (which can be any two consecutive nights during the tournament period, beginning two nights prior to the first competition at a site).
- f. **Room-Types.** If selected as a team property, at least 60% of guest rooms contracted must be double/double (queen/queen) rooms.
- g. **Team Room Block/Meeting Space Allocations.** NCAA designated team hotels may have one (1) or a maximum of two (2) teams staying at its property at the First Four and at first/second round site. Only one (1) team may be assigned to each team hotel at regional rounds.
- h. For hotels which may host two (2) teams, all sleeping room and meeting room requirements are doubled (one set of requirements for each team). In addition, one contract per team must be submitted with the bid. Please indicate Team 1 or Team 2 on the cover of the contract.
- i. If selected as a team property, designated meeting rooms must include at least one section of a ballroom. Each of the **three** meeting rooms must be designated in the NCAA contract. A minimum of one (1) meeting room must be 2,000 + square feet. The remaining two (2) meeting rooms must measure 1,200 + square feet. Additionally, tournament hotels shall provide a lockable meeting room for equipment that must measure at least 500 square feet.
- j. To the greatest extent possible, meeting rooms should all be located within close proximity to one another, on the same floor, and should be away from public areas.
- k. **Catering/Food and Beverage.** A team that does not advance (is eliminated from the NCAA tournament) and may depart from a tournament city following such elimination. In the instance where a team does not advance to the next round of the NCAA tournament, the hotel shall waive food and beverage charges for orders placed by the team in advance of their previously anticipated next round game, due to the team's departure from a tournament city due to the team's elimination from the NCAA tournament.
- l. **Internet.** Each contracted hotel must provide, on a complimentary basis, high-speed internet service in all contracted guest rooms and a minimum of one internet hardline in at least one of its meeting rooms. Bandwidth for the internet hardline must support high-quality streaming of high-definition video and audio, at a premium level (maximum speed available on property).
- m. **Suites.** If selected as a team property, two (2) standard rooms shall be upgraded to one-bedroom suites at the contracted standard base room rate. If selected to house NCAA media, four (4) rooms shall be upgraded to a one-bedroom parlor suite. These suites must be available at the contracted standard room rate. The hotel also agrees to make three (3) additional suites available to the participating institution/NCAA media for purchase upon the institution/NCAA's request at a rate designated by the hotel. Contracted suites must include a parlor, defined as a seating area separated from a bedroom area by a hard wall and, preferably, a door.

- n. **Parking.** If selected as a team hotel, the hotel should provide complimentary parking for three (3) buses and two (2) passenger vehicle during the contracted period. In the case a hotel cannot provide complimentary bus and/ or vehicle parking, the host institution/conference will be responsible for securing parking spaces, as close to the hotel as possible, and will take financial responsibility for any cost associated with the bus and/or vehicle parking spaces. If selected as a media hotel, the hotel should provide complimentary parking spaces for two (2) passenger vehicles.

Please reference the NCAA preliminary round hotel agreement for additional requirements and specifications.

3. **Game Officials Hotel Specifications:** Sites will be given preferential consideration based on the following requirements:

- a. **Guest Room Requirements.** The following guest rooms are required at the game officials' hotel on peak nights:
 - (1) **First Four:** 13 guest rooms on peak.
 - (2) **First/Second Rounds:** 13 guest rooms on peak.
 - (3) **Regional Rounds:** 7 guest rooms on peak.
- b. **Meeting Space Requirements.** The following meeting rooms are required at the game officials' hotel.
 - (1) **First Four:**
 - Tuesday - One meeting room set in a U-shape for 16 persons.
 - Wednesday - One meeting room set in a U-shape for 16 persons.
 - (2) **First/Second Rounds:** Night of open practice - One meeting room set in a U-shape for 20 persons.
 - (3) **Regional Rounds:**
 - Night before regional semifinals - One room set in a hollow square for 16 persons.
 - Night before regional finals - One room set in a hollow square for 12 persons.
- c. **Audio-Visual.** A minimum of one 42-inch television and a DVD player or a projector/screen and HDMI cable are required for all game officials' meetings at the First Four and first/second rounds. No audio-visual requirements are necessary for regional rounds. Any charges associated with audio-visual requirements will be at the expense of the host institution/conference.
- d. **Parking.** The game officials' hotel should provide complimentary parking spaces for two (2) passenger vehicles. In the case a hotel cannot provide complimentary parking, the host institution/conference will be responsible for securing spaces, as close to the hotel as possible, and will take responsibility for any cost associated with vehicle parking spaces. Please reference the NCAA preliminary round hotel agreement for additional requirements and specifications.

4. **Execution of Hotel Agreement.** Each hotel's general manager must sign one copy of the hotel agreement, which should be made part of the bid submission.

5. **Attachment E**, to be filled out by the host institution/conference, should also be included with the bid submission. Without exception, the NCAA has the sole authority to determine a ranking of hotels and to determine which teams stay in which properties.

SECTION IV: HOST INSTITUTION/CONFERENCE

An NCAA Division I member institution(s)/conference(s) must serve as host. The host shall work in close cooperation with NCAA staff to ensure the policies and the mission of the Division I men's basketball committee are met.

A host institution's team shall not be assigned to the site where it is serving as host. A host conference may have teams from its membership assigned to its site, provided the assigned teams have not played more than three games at that site during its season, not including exhibitions and postseason conference tournaments, during the basketball season in which the conference will serve as host.

- 1. Host Requirements.** The host institution/conference or local organizing committee must provide, at its expense, the following:
 - a. Commercial General Liability, Automobile Liability and Workers Compensation coverage. See Section I.14 for detailed requirements. This insurance requirement is separate from the insurance requirement needed from the venue.
 - b. Each host institution/conference will indemnify and hold the NCAA harmless from any and all suits, claims, demands, liabilities, costs, expenses and attorney's fees arising out of the exercise by each host institution/conference or the rights granted to it pursuant to this agreement, provided that such suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees are not proximately caused by the NCAA and the NCAA shall notify each host institution/conference within a reasonable time of any such claim or litigation to which this indemnity shall apply.
 - c. The NCAA will indemnify and hold each host institution/conference harmless from any and all suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees arising out of the exercise by the NCAA or the rights granted to it pursuant to this agreement, provided that such suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees are not proximately caused by the host institution(s)/conference(s) and each host institution/conference shall notify the NCAA within a reasonable time of any such claim or litigation to which this indemnity shall apply.
 - d. Host organization(s) will work with local airport and TSA operations to ensure that adequate passenger screening and ground handling logistics are available for charter flights for after-hours flight operations.
 - (1) Where airport curfews exist, the NCAA and participating institutions will plan all team departs & arrivals within the curfew time limits. Host organizations will agree to work with the local airport authority for leniency and fee waivers if unexpected flight irregularities occur within the curfew limits. Additional consideration will be given to host organizations that are able to waive curfew guidelines during NCAA tournament movements.
- 2. Championship Administration.** Administration of the championship is under the authority of the NCAA Division I Men's Basketball Committee, subject to the final authority of the NCAA Division I Board of Directors. All activities and events associated with the championship are to be administered and approved by the Division I Men's Basketball Committee. Each host institution/conference agrees to administer the championship under the terms of these specifications and the Division I Men's Basketball Championship Host Operations Manual.
- 3. Financial Responsibility.** Each host institution/conference shall administer the finances of the championship in accordance with the Association's executive regulations and consistent with the budget submitted by it and

approved by the NCAA. Each host institution/conference shall appoint a diverse group of individuals to assume the positions the host is responsible for staffing to administer the championship.

SECTION V: EVALUATION CRITERIA FOR PROSPECTIVE PRELIMINARY-ROUND HOSTS

The NCAA Division I Men's Basketball Committee shall use the following evaluation criteria when selecting sites and hosts for the championship, in no particular order:

- * Specifications. The host institution/conference shall agree to the specifications set forth by the Division I Men's Basketball Committee.
- * Hotels. All hotels must meet the standards of quality outlined in the specifications and hotel agreement. Consideration may be given to a city that can provide lodging for each team in comparable properties of superior quality at the most competitive rates. Additional consideration may be given to a city that can provide the above described hotels in close proximity to the competition venue.
- * Airline Service and Equipment. Prospective host cities must have appropriate frequency and quality jet airline service. Consideration may be given to sites with the highest frequency of daily arrivals and departures.
- * Time Period between Serving as Host for a Preliminary Round and the Final Four. If possible and as necessary, the committee will award a preliminary-round session to a site the year immediately preceding the Final Four scheduled at that site.
- * Frequency of Serving as Host. Consideration may be given to a host or competition venue that has not hosted the tournament most recently.
- * Attendance and Financial History. The committee will consider attendance figures, net receipts and the host institution's/conference's financial management from previous championships.
- * Attendance Potential. The committee will consider community interest in the championship.
- * Newly-Constructed Competition Venues. To be considered as a prospective host, a competition venue must be fully operational no later than one year prior to the awarded championship year.
- * Expenses. Prospective host institution's/conferences shall submit a proposed budget as part of the bid process.
- * History of Institution/Conference in Serving as Host. The committee will consider past administrative performance of the host institution/conference and competition venue personnel.
- * Conference Representation. Consideration may be given to the selection of no more than one member of any conference as a host institution/conference in a given year.
- * One Competition Venue, Multiple Prospective Hosts. If bids are submitted for the same competition venue by different institutions or conferences, the committee reserves the right to determine a host institution/conference based on the criteria contained herein. Prospective hosts and competition venues are strongly encouraged to avoid such circumstance.
- * Co-Hosts. A single host institution/conference is preferred rather than co-hosts, however, the committee may approve the selection of co-hosts if it is in the best interest of the championship.

- * Regionalization Requirements.
 - * For first-/second rounds, two sites shall be selected from each region (2 in the West; 2 in the South; 2 in the Midwest; and 2 in the East). Note: no more than two first-/second-round sites may be selected in the Eastern Time zone each date (Thursday-Saturday or Friday-Sunday).
 - * For regionals, one site shall be selected from each region (1 West; 1 South; 1 Midwest and 1 East). There can be no more than two (2) Eastern time zone sites selected in any one year, although best efforts will be made to have only one (1) Eastern time zone site selected.
- * Geographic Variety within Regions. If possible, the committee shall select at least one "northern" and one "southern" site within each region.
- * Non-Division I Institution/Conference Not Eligible to Host. The committee shall not select a non-Division I member to serve as host.

SECTION VI: BID SUBMISSION

In addition to agreeing to the individual sections of the sport-specific bid specifications, the following must be completed and submitted by prospective hosts to serve as a complete bid submission. The documents referenced below can be accessed from the NCAA Championships Bid and Profile System found at the link provided below:

- ☐ Complete all questions related to the Championships General Bid Specifications in the Championships Bid and Profile System.
- ☐ Complete all questions related to the Sport-Specific Bid Specifications and upload the signed Preliminary Round Sport-Specific Bid Specifications agreement to the Championships Bid and Profile System.
- ☐ Upload signed 2023, 2024, 2025 and 2026 Hotel Agreements (one for each proposed hotel) to the Championships Bid and Profile System.
- ☐ Upload signed 2023, 2024, 2025 and 2026 Preliminary Round Venue Lease Agreements to the Championships Bid and Profile System.
- ☐ Update Key Contacts in the Championships Bid and Profile System – Bidding parties should enter their key contacts within the institution's or conference's profile and bid submission. While this can change by championship and be updated as needed, individuals should be identified for key positions within the operation of the championship.
- ☐ Upload the Enhancements and/or Exceptions to Sport-Specific Bid Specifications Form (Attachment A) to the Championships Bid and Profile System.
- ☐ Upload the Enhancements and/or Exceptions to General Bid Specifications to the Championships Bid and Profile System.
- ☐ Upload the Competition Venue Space Assignments Form (Attachment C) and a corresponding back-of-house diagram to the Championships Bid and Profile System.
- ☐ Complete the proposed budget using the Championships Bid and Profile System – Budget System tab and template.
- ☐ Upload the Ticket Pricing and Fees Form (Attachment D) to the Championships Bid and Profile System.
- ☐ Upload the completed Preliminary Round Proposed Hotel Assignments Form (Attachment E) to the Championships Bid and Profile System.
- ☐ Upload the 15 Closest Hotels to Competition Venue form to the Championships Bid and Profile System.

The sport-specific bid specification agreement, hotel agreements and venue lease agreement must contain the appropriate signatures (if applicable) and complete responses and/or information. Final versions of each of the aforementioned agreements/documents must be uploaded to the NCAA Championships Bid and Profile system, which can be accessed by clicking on the following link:

[NCAA Championships Bid and Profile System](#)

All materials must be received by the NCAA no later than 5 p.m. (Eastern Time) on February 3, 2020.

Questions and Requests Related to Bid Materials. Danny Haynor of the NCAA staff has been designated to receive, coordinate and facilitate the response to any and all questions, requests for clarification or additional information pertaining to these materials:

Danny Haynor
Assistant Director of Men's Basketball Championships
dhaynor@ncaa.org
(317) 917-6360 (work)

All questions should be submitted to Danny through the designated bid preparer. Additionally, any/all responses and/or clarifications will be provided directly to the bid preparer with the understanding that he/she will disseminate locally. **If a discrepancy exists between the General Championship Bid Specifications and the Sport Specific Bid Specifications, the Sport Specific Bid Specifications will take precedence.**

Answers may be immediately provided if the questions are administrative in nature, are easily found in the Specifications of the event, and the answers do not give a competitive advantage to the bid city posing the question.

Questions or requests which pertain to process or a clarification of the materials in any way which are deemed beneficial to all bid cities will be available in the Division I Preliminary Round Bid documents found on the [Championships Bid and Profile System](#). Time-sensitive clarifications may be distributed at any point if deemed appropriate given the nature of the clarification or the benefit it would provide to all cities preparing a bid.

Questions or requests which pertain to a city- or venue-specific matter will be provided, to the extent possible, only to the bid preparer making the request. To the extent the general concept of the answer is deemed appropriate for all bid cities to have, it will be provided accordingly.

SECTION VII: AGREEMENT TO TERMS AND CONDITIONS

The championship host that is bidding on the Division I men's basketball championship agrees to all terms and conditions as outlined above in this Sport-Specific 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 Division I men's basketball 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.

(NOTE: This form must carry the signatures of both the director of athletics of the prospective host institution or commissioner of the prospective host conference and the competition venue manager. If the competition venue is considered an on-campus venue that is owned and controlled by the host institution, the athletics director's signature shall suffice as the required signature for a representative of the competition venue.)

Signature of Athletics Director or Commissioner _____

(Please type or print information below.)

Name:

Title:

Institution/Conference:

Date:

Address (Please list street, city, state, zip code for overnight mail.)

Telephone Number:

Cell Number:

E-Mail:

Signature of Athletics Director or Commissioner (if Co-Hosting) _____

(Please type or print information below.)

Name:

Title:

Institution/Conference:

Date:

Address (Please list street, city, state, zip code for overnight mail.)

Telephone Number:

Cell Number:

E-Mail:

Signature of general manager (GM) of host competition venue
(GM's signature required if competition venue is an off-campus
venue) _____

(Please type or print information below.)

Name:

Title:

Competition Venue Name:

Address (Please list street, city, state, zip code for overnight mail.)

Date:

Telephone Number:

Cell Number:

E-Mail:

**Enhancements and/or Exceptions to the Sport-Specific Bid Specifications
NCAA Division I Men's Basketball
2023, 2024, 2025 and 2026 Preliminary Rounds**

Site:

Please note any proposed enhancements and/or exceptions to the language in the sport-specific bid specifications must be specified below to be considered. Changes on the document will not be accepted.

- **Enhancement or Exception** – Please specify whether any proposed changes are enhancements to the standard specifications or exceptions to the specifications. Enhancements are items the prospective host proposes as an added value above and beyond the specifications. Exceptions are items the prospective host is not agreeing to or cannot satisfy the terms of the specifications.
- **Page #** – Please specify the page number of the standard specifications that contains the clause.
- **Clause** – Please specify the clause in the standard specifications (e.g., Sec. I, 1b) in which a revision is proposed.
- **Proposed Language** – Please specify the new language that you are proposing to replace the specified clause in the standard specifications.

[illegible]

NCAA Basketball Championships Best Lighting Practices

Goals: 1. **Quality TV Broadcasts:** To establish best practices for lighting televised NCAA events, providing quality broadcasts within a reasonable budget. The light level expectations are applicable for both SD and HD broadcast.

2. **Value-based Lighting System:** To provide recommended best practices for lighting college level sporting events with considerations for quality lighting for player safety; reduced energy, maintenance and life-cycle costs; and environmental sensitivity.

Considerations: 1. Size of facility, 2. Level of TV broadcast, 3. Validation of light levels, and 4. Cost consciousness.

Broadcast Level	A	B	C	D	E
Horizontal Illumination	250	200	125	80	80
Horizontal Uniformity (Max/Min)	1.35:1	1.5:1	1.7:1	2.0:1	2.0:1
Main Center Camera Vertical Illumination	180	145	100	75	N/A
Max/Min Uniformity Ratio (Main Center Camera)	1.25:1	1.5:1	1.7:1	2.0:1	N/A
End Camera Vertical Illumination	125	100	60	45	N/A
Max/Min Uniformity Ratio (End Camera)	1.35:1*	2.5:1	N/A	N/A	N/A
Typical Seating	70k plus	15k - 20k	3k-10k	3k - 5k	N/A
Site Notes	Typically held in NFL Covered Facility	Site Typically held in NBA/NHL	Site Typically Held in College Facility	Site Typically Held in College Facility	Site Typically Held in College Facility

*Broadcast Level A - End Camera Max/Min Uniformity Ratio is for the half court nearest the camera.

- Field of play to background contrast ratio (for the first 30 rows) should be less than 2:1.

Competition	Broadcast Level
Men's Final Four	A
Men's Division I Regionals	B
Men's Division I First & Second Rounds	B
Men's Division I First Four	B
Men's Division II Elite Eight	C
Men's Division II Regionals	D
Men's Division III Finals	C
Men's Division III Sectionals	E
Men's Division III First & Second Rounds	E

Competition	Broadcast Level
Women's Final Four	B
Women's Division I Regionals	B
Women's Division I First & Second Rounds	C
Women's Division II Elite Eight	C
Women's Division II Regionals	D
Women's Division III Finals	C
Women's Division III Sectionals	E
Women's Division III First & Second Rounds	E

Notes:

1. All footcandle levels are target minimum averages
2. New lighting system designs are recommended to use 0.7 Recoverable Light Loss Factor or Constant Illumination
3. Lamp Characteristics
 - a. Minimum color temperature must be 3600 degrees Kelvin
 - b. Minimum Color Rendering Index (CRI) must be 65
4. Refer to the NCAA Broadcast Lighting Requirements for additional information
5. Refer to sport and broadcast specific documents for design examples and verification forms

Contact NCAA at 317-917-6222 or www.NCAA.com with questions.

2023, 2024, 2025 and 2026 NCAA Division I Men's Basketball Championship		
Competition Venue Space Assignments		
Site:		
SPACE REQUIREMENTS	ASSIGNED SPACE	COMMENTS
OFFICE SPACE		
Basketball Committee Office		Room for four people. Security placed outside door or be locked. Soft furniture and table round(s). Location for food and drink, internet, TV and phone connection.
Host Institution/Conference Operations Area		This space typically doubles as office area and equipment storage.
NCAA Executives Office		Room for eight people. Security placed outside door or be locked. Soft furniture and table round(s). Location for food and drink, internet, TV and phone connection.
Officials' Evaluator Meeting Room		Room for up to four people (minimum 10' x 12'). Room set-up based on size.
Pre-Tournament/SID/Transition Meeting Room		20 people (First Four); 40 people (first-/second rounds); 20 people (regional rounds). Set in U-shape, with additional seats on the outside perimeter and projector viewing screen. This room typically is also used as the transition meeting room on the off day.
GAME OPERATIONS		
Team Locker Rooms		All team locker rooms should include a coach meeting room, lockers, a game clock, athletic training table (not generic 6' or 8' tables), cold tub (portable is acceptable), stationary bike, a television, and a dry-erase board.
Team 1		
Team 2		
Team 3		
Team 4		
Officials' Locker Rooms		Two separate rooms with shower facilities.
Athletic Training Room		
Drug-Testing Areas		Two separate rooms (with toilet facilities) and separate entrances/check-in areas, preferably not located next to each other.
Spirit Squad Warm-up/Band Storage Area		800 sq. ft. minimum, carpeted, high ceilings.
Merchandise Storage Area		
Back of House Merchandise Location		10' x 10' area close to team/band/spirit areas

ATTACHMENT C

SPACE REQUIREMENTS	ASSIGNED SPACE	COMMENTS
PARKING		
Team Bus Parking		Can be near the team drop-off/pickup area, if space permits.
Band/Spirit Squad Parking		Can be near the band/spirit squad drop-off/pickup area, if space permits.
Game Officials' Parking		In or near the loading dock (or near the officials' entrance)
NCAA Executive Staff Parking		Parking, usually for one vehicle, preferably inside or immediately adjacent to the competition venue. Loading dock is preferred.
Turner/CBS Truck Parking		Minimum of 5,000 square feet for up to four production trucks, plus uplink truck.
Satellite Truck Parking		Minimum 10,000 square feet outside the venue with unrestricted access to southern sky.
NCAA Parking		There shall be 225 complimentary spaces reserved. Media will request parking via the online credential system.
MEDIA OPERATIONS		
Media Seating (courtside)		Minimum of 180 seats with view of playing floor.
Media Seating (upper/press box seating)		
Media Work Room		Minimum of 150 seats at eight-foot tables; electrical power on all tables. Include space for media buffet and refreshment tables.
Photography Work Area		Minimum of 500 sq. ft. (minimum of 40 photographers) and can be a part of the main work room.
Media Refreshment Area		Area near the media work room to accommodate a minimum of 75 individuals.
Duplication Area		Two 8-foot tables and electrical power.
Media Interview Area		Area large enough to include the dais and seating for a minimum of 100 people, theater style.
Audio/Video Distribution Area		18 eight-foot tables; preferred location is next to/back of, the interview room.
Holding Area		Six chairs, soft furniture, towels, beverages. Prefer a dedicated, separate room from the interview area, if possible (instead of a pipe & draped area adjacent to the dais).
Upper Video Position		Space for five cameras allowing for six-feet of space for each camera.
Upper Still Photo Position		Space for up to eight still photographers, preferably as near to center court as possible, and on the sideline opposite team benches.
Interview Breakout Rooms (Regionals Only)		Five separate areas, with a head table in each, and seating for a minimum of 20 people each.

ATTACHMENT C

SPACE REQUIREMENTS	ASSIGNED SPACE	COMMENTS
HOSPITALITY		
NCAA Hospitality		Private meeting room that can accommodate a minimum of 300 individuals.
NCAA Corporate Champion/Partner Hospitality		Areas for NCAA corporate champion/partner hospitality.
TURNER/CBS/WESTWOOD ONE		
Turner/CBS Dining Area		60 people (all table rounds).
Interview Area		300 sq. ft. minimum.
TV Talent "Green" Room		Large enough room to accommodate four people, preferably with restroom facilities.
Westwood One Interview Room		Can be a 10 x 10 room, or smaller, quiet setting; 4 walls and a door.

	Venue Public Sales (on-line or phone sales only)					Rate (if % of purchase) Rate (if fixed)	
PRICE BREAKDOWN	<i>Example</i>	<i>All-Session P1</i>	<i>All-Session P2</i>	<i>All-Session P3</i>	<i>All-Session P4</i>		
FACE VALUE PRICE	\$ 150.00	\$ 150.00	\$ 100.00	\$ 80.00	\$ 50.00		
(less taxes and fees)							
Ticketing Provider Service Charge	\$ 15.00	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
Facility fee	\$ 6.00	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
Tax (flat rate)		\$ -	\$ -	\$ -	\$ -		\$ -
Tax (% of purchase)		\$ -	\$ -	\$ -	\$ -	0.000%	
Credit Card Fee	\$ 9.90	\$ 4.50	\$ 3.00	\$ 2.40	\$ 1.50	3.000%	\$ -
(equals)							
BASE TICKET PRICE	\$ 119.10	\$ 145.50	\$ 97.00	\$ 77.60	\$ 48.50		
Due NCAA	\$ 119.10	\$ 145.50	\$ 97.00	\$ 77.60	\$ 48.50		
Handling Fee per order (max. \$5)	\$ 5.00						

If the rate is calculated as a % of purchase, please record the rate % in Column L

If the rate is fixed across all price levels, please record the fixed rate in Column M

NOTES:

Fill in all face value pricing but not all have to be used for bid.

Pricing may differ if selected, NCAA will finalize prices approx. 15 month prior to championship.

NCAA all-session ticket sales use the inside fee pricing model.

The consumer will only see and pay the FACE VALUE PRICE (above).

BASE TICKET PRICE will calculate based on your entries.

Using the pricing sample above complete FACE VALUE PRICES, complete the yellow and light gray sections where applicable using the definitions below.

Ticketing Provider Service Charge

Enter the actual charge (\$15, for example) per the contract with your vendor.

It is possible that vendors, rates, etc. may change from now until the time of the event.

Facility fee

Enter the all-session facility fee, if applicable.

For example, if you have a \$3.00 facility fee and there are three sessions, enter \$9.00 or \$3.00, given your rules.

Tax

Enter the value of applicable tax(es), if not exempt.

Provide a description of the tax(es) below including name, how applied and rate or flat fee.

Credit Card Fee

Use the exact rate charged or a blended rate based on the ticket price listed. 3% used in the above example.

Tax Description:

State: _____
 County: _____
 City: _____
 Local (Other): _____

ATTACHMENT D

PRICE BREAKDOWN	Venue Public Sales (on-line or phone sales only)						Rate (if % of purchase)	Rate (if fixed)
	Example	All-Session P1	All-Session P2	All-Session P3	All-Session P4	All-Session P5		
FACE VALUE PRICE	\$ 330.00	\$ 300.00	\$ 300.00	\$ 240.00	\$ 198.00	\$ 150.00		
(less taxes and fees)								
Ticketing Provider Service Charge	\$ 15.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
Facility fee	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
Tax (flat rate)		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Tax (% of purchase)		\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	
Credit Card Fee	\$ 9.90	\$ 9.00	\$ 9.00	\$ 7.20	\$ 5.94	\$ 4.50	3.000%	\$ -
(equals)								
BASE TICKET PRICE	\$ 299.10	\$ 291.00	\$ 291.00	\$ 232.80	\$ 192.06	\$ 149.97		
Due NCAA	\$ 299.10	\$ 291.00	\$ 291.00	\$ 232.80	\$ 192.06	\$ 149.97		
Handling Fee per order (max. \$5)	\$ 5.00							

If the rate is calculated as a % of purchase, please record the rate % in Column L

If the rate is fixed across all price levels, please record the fixed rate in Column M

NOTES:

Fill in all face value pricing but not all have to be used for bid.

Pricing may differ if selected, NCAA will finalize prices approx. 15 month prior to championship.

NCAA all-session ticket sales use the inside fee pricing model.

The consumer will only see and pay the FACE VALUE PRICE (above).

BASE TICKET PRICE will calculate based on your entries.

Using the pricing sample above complete FACE VALUE PRICES, complete the yellow and light gray sections where applicable using the definitions below.

Ticketing Provider Service Charge

Enter the actual charge (\$15, for example) per the contract with your vendor.

It is possible that vendors, rates, etc. may change from now until the time of the event.

Facility fee

Enter the all-session facility fee, if applicable.

For example, if you have a \$3.00 facility fee and there are three sessions, enter \$9.00 or \$3.00, given your rules.

Tax

Enter the value of applicable tax(es), if not exempt.

Provide a description of the tax(es) below including name, how applied and rate or flat fee.

Credit Card Fee

Use the exact rate charged or a blended rate based on the ticket price listed. 3% used in the above example.

Tax Description:

State: _____
 County: _____
 City: _____
 Local (Other): _____

PRICE BREAKDOWN	Venue Public Sales (on-line or phone sales only)						Rate (if % of purchase)	Rate (if fixed)
	<i>Example</i>	<i>All-Session P1</i>	<i>All-Session P2</i>	<i>All-Session P3</i>	<i>All-Session P4</i>	<i>All-Session P5</i>		
FACE VALUE PRICE	\$ 400.00	\$ 400.00	\$ 350.00	\$ 300.00	\$ 250.00	\$ 200.00		
(less taxes and fees)								
Ticketing Provider Service Charge	\$ 15.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
Facility fee	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
Tax (flat rate)		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Tax (% of purchase)		\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	
Credit Card Fee	\$ 9.90	\$ 12.00	\$ 10.50	\$ 9.00	\$ 7.50	\$ 6.00	3.000%	\$ -
(equals)								
BASE TICKET PRICE	\$ 369.10	\$ 388.00	\$ 339.50	\$ 291.00	\$ 242.50	\$ 194.00		
Due NCAA	\$ 369.10	\$ 388.00	\$ 339.50	\$ 291.00	\$ 242.50	\$ 194.00		
Handling Fee per order (max. \$5)	\$ 5.00							

If the rate is calculated as a % of purchase, please record the rate % in Column L

If the rate is fixed across all price levels, please record the fixed rate in Column M

NOTES:

Fill in all face value pricing but not all have to be used for bid.

Pricing may differ if selected, NCAA will finalize prices approx. 15 month prior to championship.

NCAA all-session ticket sales use the inside fee pricing model.

The consumer will only see and pay the FACE VALUE PRICE (above).

BASE TICKET PRICE will calculate based on your entries.

Using the pricing sample above complete FACE VALUE PRICES, complete the yellow and light gray sections where applicable using the definitions below.

Ticketing Provider Service Charge

Enter the actual charge (\$15, for example) per the contract with your vendor.

It is possible that vendors, rates, etc. may change from now until the time of the event.

Facility fee

Enter the all-session facility fee, if applicable.

For example, if you have a \$3.00 facility fee and there are three sessions, enter \$9.00 or \$3.00, given your rules.

Tax

Enter the value of applicable tax(es), if not exempt.

Provide a description of the tax(es) below including name, how applied and rate or flat fee.

Credit Card Fee

Use the exact rate charged or a blended rate based on the ticket price listed. 3% used in the above example.

Tax Description:

State: _____
 County: _____
 City: _____
 Local (Other): _____

NCAA Division I Men's Basketball
Preliminary Round Proposed Hotel Assignments

ATTACHMENT E

Site:

Bid Year (s):

Round:

Proposed Tournament Hotel (List in rank order - nicest properties first. Maximum of 1 select service hotel for regionals and 2 select service hotels for First Four/First and Second Rounds)	Hotel Address	Confirmed Contracted Rate	Primary Hotel Contact	Primary Hotel Contact Phone No.	Primary Hotel Contact Email	Proposed Meeting Rooms (List meeting rooms and square footage for the four (4) required meeting rooms)	Distance to Competition Venue (in miles)	Date of Last Renovation	Dates of Upcoming Renovations

Proposed Game Officials' Hotel	Hotel Address	Confirmed Contracted Rate	Primary Hotel Contact	Primary Hotel Contact Phone No.	Primary Hotel Contact Email	Proposed Meeting Rooms (List meeting room and square footage for the required meeting room)	Distance to Competition Venue (in miles)	Date of Last Renovation	Dates of Upcoming Renovations

Lodging Liaison	Name	
	Title	
	Office Phone	
	Cell Phone	
	Email Address	