

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS



NCAA Site Selection Process
2022-23 through 2025-26
Select Championships



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



INTRODUCTION

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

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

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

NCAA CHAMPIONSHIP POLICY RELATED TO ANTI-DISCRIMINATION: On Wednesday, April 27, 2016, the Board of Governors of the National Collegiate Athletic Association (NCAA) approved the following impact statement.

As an integral component of the higher education mission of our members, our Association strives to enhance the sense of community and strengthen the identity of a diverse membership. There are many challenges in today's intercollegiate athletics environment. And we are faced continuously with evolving social dynamics that require us to adjust in an appropriate and effective manner. This Impact Statement calls on the membership, the national office staff and communities to ensure that NCAA events are conducted in a manner consistent with the Association's core values.

Accordingly, today we, the NCAA Board of Governors, reaffirm that it is the policy of the NCAA to conduct events that protect the student-athlete well-being and safeguard the experience of our students, fans and campus communities alike. To that end, we expect that in awarding contracts to host events, the selection process will include as one of many criteria that each bidder must provide a statement certifying its ability to deliver and maintain an environment that is safe, healthy and free of discrimination and respects the dignity of all persons. Furthermore, we are directing the NCAA staff to inquire of all sites, which includes presently awarded predetermined sites and/or non-predetermined sites, as to how they intend on assuring its ability to deliver and maintain an environment that is safe, healthy and free of discrimination and respects the dignity of all persons.

We must and we shall operate our championships and events in alignment with our values as we strive to promote an inclusive atmosphere in which student-athletes participate, coaches and administrators lead and fans engage.

Note: All prospective hosts must upload the completed anti-discrimination questionnaire to the NCAA Championships Host Reporting System. If prospective hosts have previously uploaded the form and have no changes, no further action is required. If hosts have not uploaded the form or have changes, they must upload a new completed form to their host profile.

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



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

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

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



BID PROCESS

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

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

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

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

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

BID TIMELINE

August 26, 2019	Bid specifications published and bid portal opens (8 a.m. Eastern time)
September 18, 2019	Host Bid Symposium, Indianapolis
February 3, 2020	Bid responses due - Bid portal closes (11:59 p.m. Eastern time)
March-August 2020	Committee deliberations
September 2020	Committee recommendations
October 23, 2020	Hosts and sites announced



HOST DETERMINED

The deadline for submitting a proposal to host a championship(s) is **11:59 p.m.** Eastern time February 3, 2020. The appropriate NCAA sport committee will review all proposals and will forward its recommendations to the NCAA Division I Competition Oversight Committee, Division II Championships Committee or the Division III Championships Committee, respectively, for review. NCAA sports committee decisions are not considered final until they are approved by the respective NCAA Committees.

There will be an official announcement of championship hosts issued by the NCAA. Following the official announcement, each prospective host will receive a letter via email regarding the status of their bid.

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

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

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

ANNOUNCEMENT OF HOST

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

Prospective hosts shall not announce to the media whether they have been awarded the bid without first consulting the NCAA. Prospective hosts not receiving bids will be notified after the official selection announcement via email. Cities that are awarded a future championship shall not conduct a press conference, issue a press release or make any public comments or announcement until after the official announcement.



DIVISION I CHAMPIONSHIPS AVAILABLE FOR BIDS

DIVISION I CHAMPIONSHIPS			
CHAMPIONSHIP	CHAMPIONSHIP ROUND(S) AVAILABLE FOR BID	AVAILABLE YEARS	NCAA OPERATIONS STAFF BID POINT PERSON
MEN'S BASKETBALL	<input type="checkbox"/> First Four <input type="checkbox"/> First/Second Rounds <input type="checkbox"/> Regionals	2023, 2024, 2025, 2026	Danny Haynor dhaynor@ncaa.org
WOMEN'S BASKETBALL	<input type="checkbox"/> Regionals	2023, 2024, 2025, 2026	Meredith Cleaver mcleaver@ncaa.org
WOMEN'S FINAL FOUR	<input type="checkbox"/> Championship	2025, 2026	Meredith Cleaver mcleaver@ncaa.org
MEN'S & WOMEN'S CROSS COUNTRY	<input type="checkbox"/> Regionals <input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Jeff Mlynski jmlynski@ncaa.org
FIELD HOCKEY	<input type="checkbox"/> Championship	2022, 2023, 2024, 2025	John Bugner jbugner@ncaa.org
MEN'S GOLF	<input type="checkbox"/> Regionals	2023, 2024, 2025, 2026	Donnie Wagner dwagner@ncaa.org
WOMEN'S GOLF	<input type="checkbox"/> Regionals	2023, 2024, 2025, 2026	Carol Reep careep@ncaa.org
MEN'S & WOMEN'S GOLF	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Donnie Wagner/Carol Reep dwagner@ncaa.org careep@ncaa.org
MEN'S ICE HOCKEY	<input type="checkbox"/> Regionals <input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Kristin Fasbender kfasbender@ncaa.org
MEN'S LACROSSE**	<input type="checkbox"/> Quarterfinals <input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Ryan Tressel rtressel@ncaa.org
WOMEN'S LACROSSE	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Liz Homrig lhomrig@ncaa.org
ROWING**	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Kelly Whitaker kwhitaker@ncaa.org



MEN'S SOCCER	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Ryan Tressel rtressel@ncaa.org
WOMEN'S SOCCER	<input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Kelsey Jones kjones@ncaa.org
MEN'S SWIMMING & DIVING	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Liz Homrig lhomrig@ncaa.org
WOMEN'S SWIMMING & DIVING	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Carol Reep careep@ncaa.org
MEN'S & WOMEN'S TENNIS	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Kelsey Jones/John Bugner kjones@ncaa.org jbugner@ncaa.org
MEN'S & WOMEN'S INDOOR TRACK & FIELD	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Jeff Mlynski jmlynski@ncaa.org
MEN'S & WOMEN'S OUTDOOR TRACK & FIELD	<input type="checkbox"/> Preliminary Rounds	2023, 2024, 2025, 2026	Jeff Mlynski jmlynski@ncaa.org
WOMEN'S VOLLEYBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Kristin Fasbender kfasbender@ncaa.org
WRESTLING	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Anthony Holman aholman@ncaa.org

**Combined site with Divisions II and III



DIVISION II CHAMPIONSHIPS AVAILABLE FOR BIDS

DIVISION II CHAMPIONSHIPS			
CHAMPIONSHIP	CHAMPIONSHIP ROUND(S) AVAILABLE FOR BID	AVAILABLE YEARS	NCAA OPERATIONS STAFF BID POINT PERSON
BASEBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Eric Breece breece@ncaa.org
MEN'S BASKETBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Donnie Wagner dwagner@ncaa.org
WOMEN'S BASKETBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Kelsey Jones kjones@ncaa.org
MEN'S & WOMEN'S CROSS COUNTRY	<input type="checkbox"/> Regionals <input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Liz Homrig lhomrig@ncaa.org
FIELD HOCKEY	<input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Roberta Page rpage@ncaa.org
FOOTBALL	<input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Donnie Wagner dwagner@ncaa.org
MEN'S GOLF	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	John Baldwin jbaldwin@ncaa.org
WOMEN'S GOLF	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Jay Jay Rackley jrackley@ncaa.org
WOMEN'S LACROSSE	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Donisha Carter dcarter@ncaa.org
ROWING*	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Marie Scovron mscovron@ncaa.org
MEN'S AND WOMEN'S SOCCER	<input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Molly Simons/Eric Breece msimons@ncaa.org ebreece@ncaa.org
SOFTBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Molly Simons msimons@ncaa.org



MEN'S & WOMEN'S SWIMMING & DIVING	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Marie Scovron mscovron@ncaa.org
MEN'S & WOMEN'S TENNIS	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Roberta Page rpape@ncaa.org
MEN'S & WOMEN'S INDOOR TRACK & FIELD	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Morgan DeSpain mdespain@ncaa.org
MEN'S & WOMEN'S OUTDOOR TRACK & FIELD	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Morgan DeSpain mdespain@ncaa.org
WOMEN'S VOLLEYBALL	<input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Marie Scovron mscovron@ncaa.org
WRESTLING	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Ryan Tressel rtressel@ncaa.org
FESTIVAL	<input type="checkbox"/> Championship	2022, 2024, 2025	John Baldwin jbaldwin@ncaa.org

*Combined site with Divisions I and III

Note: The Division II Festival will be conducted in the following years so those championships in a given year should be included in a Festival bid only.

2022 Fall Festival

Men's and Women's Cross Country
Field Hockey
Men's and Women's Soccer
Women's Volleyball

2024 Spring Festival

Men's and Women's Golf
Women's Lacrosse
Softball
Men's and Women's Tennis

2025 Winter Festival

Men's and Women's Indoor Track and Field
Men's and Women's Swimming and Diving
Wrestling

**DIVISION III CHAMPIONSHIPS AVAILABLE FOR BIDS**

DIVISION III CHAMPIONSHIPS			
CHAMPIONSHIP	CHAMPIONSHIP ROUND(S) AVAILABLE FOR BID	AVAILABLE YEARS	NCAA OPERATIONS STAFF BID POINT PERSON
BASEBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	JP Williams jpwilliams@ncaa.org
MEN'S BASKETBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Alex Mortillaro amortillaro@ncaa.org
WOMEN'S BASKETBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Kelly Whitaker kwhitaker@ncaa.org
MEN'S & WOMEN'S CROSS COUNTRY	<input type="checkbox"/> Regionals <input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Laura Peterson lpeterson@ncaa.org
FIELD HOCKEY	<input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Kelly Whitaker kwhitaker@ncaa.org
FOOTBALL	<input type="checkbox"/> Championship	2022, 2023, 2024, 2025	JP Williams jpwilliams@ncaa.org
MEN'S GOLF	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	John Kuzio jkuzio@ncaa.org
WOMEN'S GOLF	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Nancy O'Hara nohara@ncaa.org
MEN'S ICE HOCKEY	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Liz Suscha lsuscha@ncaa.org
WOMEN'S LACROSSE	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Kevin Alcox kalcov@ncaa.org
ROWING*	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Marie Scovron msscovron@ncaa.org
MEN'S AND WOMEN'S SOCCER	<input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Kevin Alcox/Morgan DeSpain kalcov@ncaa.org mdeSpain@ncaa.org



SOFTBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Jan Gentry jgentry@ncaa.org
MEN'S AND WOMEN'S SWIMMING AND DIVING	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Kevin Alcox kalcov@ncaa.org
MEN'S & WOMEN'S TENNIS	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Zach Christopher zchristopher@ncaa.org
MEN'S & WOMEN'S INDOOR TRACK & FIELD	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Laura Peterson lpeterson@ncaa.org
MEN'S & WOMEN'S OUTDOOR TRACK & FIELD	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Laura Peterson lpeterson@ncaa.org
MEN'S VOLLEYBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Nick Strah nstrah@ncaa.org
WOMEN'S VOLLEYBALL	<input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Jan Gentry jgentry@ncaa.org
WRESTLING	<input type="checkbox"/> Regionals <input type="checkbox"/> Championship	2023, 2024, 2025, 2026	JP Williams jpwiliams@ncaa.org

*Combined site with Divisions I and II

**NATIONAL COLLEGIATE CHAMPIONSHIPS AVAILABLE FOR BIDS**

NATIONAL COLLEGIATE CHAMPIONSHIPS			
CHAMPIONSHIP	CHAMPIONSHIP ROUND(S) AVAILABLE FOR BID	AVAILABLE YEARS	NCAA OPERATIONS STAFF BID POINT PERSON
BEACH VOLLEYBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Kristin Fasbender kfasbender@ncaa.org
BOWLING	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Andy Supergan asupergan@ncaa.org
FENCING	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Eric Breece ebreece@ncaa.org
MEN'S GYMNASTICS	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	John Bugner jbugner@ncaa.org
WOMEN'S GYMNASTICS	<input type="checkbox"/> Regionals <input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Molly Simons msimons@ncaa.org
WOMEN'S ICE HOCKEY	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Jan Gentry jgentry@ncaa.org
RIFLE	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	John Bugner jbugner@ncaa.org
SKIING	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	John Baldwin jbaldwin@ncaa.org
MEN'S VOLLEYBALL	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Ethan Walker ewalker@ncaa.org
MEN'S WATER POLO	<input type="checkbox"/> Championship	2022, 2023, 2024, 2025	Randy Buhr rbuhr@ncaa.org
WOMEN'S WATER POLO	<input type="checkbox"/> Championship	2023, 2024, 2025, 2026	Ben Brownlee bbrownlee@ncaa.org



CHAMPIONSHIP HOST PERSONNEL

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

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

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

For Division I Men's Basketball only: This individual will coordinate the room block, confirm rates, schedule meetings and serve as the NCAA's liaison with the hotel community. This individual is preferably a member of the host city's convention and visitors bureau but also can be a member of the host institution/conference staff;



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

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

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

4. **Volunteers.** The LOC/host will be responsible for securing volunteers for various functions during the championships and ancillary events. Volunteers may be needed for assignments, including scoreboard operations, game production, scoring control, spotters, hospitality, media, game programs and merchandise sales. (Refer to the sport-specific bid documentation for the number of volunteers needed.)

The NCAA encourages the participation, directly or indirectly, by diverse businesses in providing goods and services in support of NCAA championships and requests LOCs/hosts explore opportunities for diverse businesses to provide any necessary goods and services for awarded championships. The NCAA defines a diverse supplier as a business owned, managed and controlled by women, veterans, or minority, LGBTQ or disabled persons.



PRACTICE, COMPETITION AND ANCILLARY EVENT VENUE(S)

1. General Venue Guidelines.

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

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

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



- g. **Practice, Competition and/or Ancillary Event Venue(s) Seating Configuration.** The NCAA expressly reserves the right to reasonably modify the practice, competition and/or ancillary event venue(s) seating configuration at any time. The practice, competition and/or ancillary event venue(s) expressly agrees to make all such adjustments without additional cost to the NCAA.
- h. **ADA Seating and Accessibility.** The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities. The NCAA will rely on host organizations to confirm compliance with the act by host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship and to advise the NCAA national office if it will NOT be in compliance.

The NCAA requires that the practice, competition and/or ancillary event venue(s) is in full compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for persons with disabilities. The practice, competition and/or ancillary event venue(s) must disclose its history of compliance with ADA regulations and any previous or pending actions or suits and ensure compliance for the championship. The practice, competition and/or ancillary event venue(s) shall be responsible for any costs imposed on the NCAA that result from disabled access non-compliance that exists in its condition prior to the onset of the championship.

- i. **Equipment.** At its expense, the practice, competition and/or ancillary event venue(s) shall provide the complete, working systems/equipment at no cost to the NCAA unless notified otherwise by the NCAA, all subject to the approval of the NCAA.
- j. **Playing Rules.** All NCAA championships shall follow applicable NCAA playing rules (or official NCAA modifications in sports that the NCAA does not publish playing rules). By submitting a bid, the LOC/host confirms the designated competition venue satisfies all NCAA playing rules (or official NCAA modifications), as well as any other more stringent NCAA championship policies listed in the sports specific bid specifications. If a site is awarded and subsequent to the award it is determined that the competition venue does not meet all NCAA playing rules (or official NCAA modifications), the competition venue shall be responsible for making the necessary modifications to satisfy NCAA playing rules (or official NCAA modifications) at its own expense. If the competition venue is unable to make the necessary modifications, the NCAA shall have the right to move the championship to another location at the NCAA's sole discretion and the non-complying competition venue and/or LOC/host shall be liable for any and all additional costs of moving the championship to another location. To view current NCAA playing rules and modifications, go to www.ncaa.org/playingrules.
- k. **Risers/Temporary Seating.** The cost of all risers and any other temporary seating shall be the responsibility of the practice, competition and/or ancillary event venue(s) or host.
- l. **Hospitality.** The NCAA reserves the exclusive right to create and sell hospitality packages (which may include tickets) for the championships and any ancillary events. Any hospitality packages contemplated by the LOC/host must be approved in advance by the NCAA.
- m. **Control of Ticket Sales.** The NCAA will control all ticket sales for the championship, assigning specific duties to the LOC/host and venue(s) as needed. The LOC/host and venue(s) shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official fan-to-fan ticket exchange). The NCAA will not be responsible for securing an exemption to any exclusive contracts the LOC/host, venue(s) or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption. Every individual, regardless of age, must have a ticket for admission, unless the NCAA makes an exception to the contrary.



- n. **Open Practices.** Specified practice sessions must be open to the public at no admittance charge or parking charge in the practice, competition and/or ancillary event venue(s) lots, unless the NCAA makes an exception to the contrary. Programs, merchandise and concessions must be sold during the open practices and must be conducted in accordance with the direction and parameters of the NCAA and its designees.
 - o. **Sustainability Initiatives.** The NCAA encourages practice, competition and/or ancillary event venue(s) to engage in sustainability initiatives. The practice, competition and/or ancillary event venue(s) should notate its efforts related to sustainability as part of the bid. The practice, competition and/or ancillary event venue(s) shall be responsible for any costs related to these efforts.
2. **Lighting/Electrical.** At no cost to the NCAA or its designees, the practice, competition and/or ancillary event venue(s) shall provide sufficient lighting and electrical power and a sufficient number of power outlets in all broadcast booths, press locations and identified media work and interview areas for the operation and transmission of television and radio broadcasts, operation and transmission of all NCAA interviews and for the operation of equipment used by the media. This includes, but is not limited to, media areas, media workroom, media interview room, interview breakout rooms, audio/video distribution area, the main press area and any work areas assigned to the NCAA's broadcast partner and/or other NCAA designees. Any supplemental lighting and/or electrical power shall be obtained from the NCAA's official suppliers in these areas unless authorized otherwise by the NCAA. Additionally, at no cost to the NCAA, lighting and electrical shall be provided at the ancillary event venues that sufficiently meets the operating needs of the ancillary events.
3. **Advertising/Signs/"Look" and Décor**
- a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard, other than NCAA, media partner or NCAA corporate champion/partner banners approved by the NCAA. Any permanently-affixed (or previously leased) advertising banners, signs, cup holders or displays shall be covered with décor elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA.

The addition of any fixed or temporary sponsor signage in or around the competition venue or seating bowl must be communicated by the host or venue to the NCAA within 10 days of installation. Any costs related to coverage of additional sponsor signage will be the responsibility of the venue or host institution.

- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification visible by broadcast cameras or game attendees from any area visible from the competition area or seating bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from the competition area or seating bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA.
- c. **External Signs.** Exterior venue corporate signage does not need to be covered unless specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or



ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved.

- e. **Covering existing signage.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage of its own third-party designees in covering such existing signage.
- f. **NCAA Corporate Champion and Partner Signage.** The NCAA shall have the right to display NCAA corporate champion/partner banners and NCAA signage inside and outside of the competition, practice and/or ancillary event venue(s) in various locations, including but not limited to on the concourse, within the competition bowl and venue exterior without limitation. The NCAA shall have the right to display banners and the like (e.g., inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) on the concourse (without limitation) and in other areas designated by the NCAA inside and outside the competition, practice and/or ancillary event venue, identifying its media partners and corporate champions/partners.

COMMERCIAL IDENTIFICATION, SIGNAGE AND OFFICIAL MARKS

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



BROADCASTING, MEDIA AND INTERNET

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

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

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

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

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

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

All potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey. Some NCAA championship sites are awarded in advance and the competition venue must provide a follow-up professional lighting survey to the NCAA at least four months prior to the event. The NCAA preferred lighting vendor, Musco Sports Lighting may be available to conduct a lighting survey at competition venue if needed and requested. The venue can provide at its own expense supplemental lighting to meet the NCAA lighting requirements.

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



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

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

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



industry-standard security requirements; this includes providing encryption tools, a methodology to restrict user access, and support for real-time reporting of usage and bandwidth utilization. As an example, for Division I wrestling:

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

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

14. For events that will be streamed live on NCAA.com, the competition venue shall provide:

- Dedicated bandwidth that consists of at least 30 mb upload and 30 mb download to the Internet broadcast, 50+ mb preferred. Static IP address(es), free of any firewall restrictions, requested. Partner will provide router/switch to connect multiple hardware components. The connection should be no more than 150 feet from the broadcast location. The venue shall also make available on-site IT support, as needed.
- A production space of 8'x8', at minimum, for equipment setup with one 8' table and four chairs. If this space is to include talent, another table and additional space is required. All cameras will be wired to this production location.
- Access to sufficient electrical power to operate equipment reasonably necessary to effectuate a quality, high-definition webcast. In most cases, equipment can be run on a standard power outlet as long as it is a dedicated 20 AMP, single phase 110V outlet (non GFI).
- Access and use of existing wire, cabling, set locations and other equipment, at no cost to the broadcast partner.
- Storage for production equipment shipped to each host site (approximately large 20 boxes is also suggested).
- The broadcast partner shall not be assessed any origination, access, hook-up or similar fees by the applicable venue site operator in connection with the production of Coverage related to the championship.
- Access to lighting reasonably necessary to effectuate a first-quality, high-definition color telecast. Please click [here](#) for a summary of lighting requirements.

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

15. **Media Coordination.** NCAA championships hosts shall comply with media policies found at www.ncaa.com/media and use guidelines found in the NCAA Media Coordination Manual, found [here](#): A member of the NCAA media coordination and statistics staff will be on-site at select championships. In addition, a staff member will serve as the liaison to the host media coordinator at all championships.



FOOD AND BEVERAGE CONCESSIONS

1. The competition and/or practice venue(s) shall retain, operate and control all food and beverage concession rights subject to the provisions of this section, unless otherwise prescribed by the NCAA.
 - 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. If NCAA Corporate Champion/Partner requests to sample/sell product within venue footprint for general fan consumption, the competition venue agrees to make best efforts to accommodate or negotiate the parameters.
2. The competition venue or its concessionaire shall provide food and beverages (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its concessionaire) offers or makes available to other clients or customers that have used, or will use, the venue.
3. Unless prior approval is granted from the NCAA, no food or beverages of any nature may be vended or dispensed in the seating areas during actual competition; however, they may be sold in the seating areas before and between contests as specified by the NCAA.
4. Alcoholic Beverages.

Division I

Alcoholic beverages may be sold and dispensed at NCAA division I championship and ancillary events, provided that the host, venue, and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.



- Agree to meet the NCAA's expectation for a share of the revenue derived from the sale of concessions during the event with the NCAA, expressed either as a flat per cap for each session of the event or a percentage of sales, with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship. The NCAA invites prospective hosts to offer a proposed share of concessions revenue (expressed as a per cap or percentage of sales) in its host bid submission.

Division II and Division III

Unless expressly permitted in writing by the NCAA (subject to the applicable legislative and/or policy changes at the NCAA), no alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the competition venue from the time the doors open until 90 minutes after the conclusion of the games and practices, nor shall any such beverages be brought to the competition venue during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the competition venue or area used for competition) unless otherwise approved by the NCAA.

If permitted by private lease agreement, alcoholic beverages may be consumed inside the private suites, subject to the host's, venue's, and/or concessionaire's compliance with certain insurance and indemnification requirements imposed by the NCAA. However, alcoholic beverages may not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it is not permissible for alcoholic beverages to be distributed or consumed in the competition venue outside the private viewing suites unless otherwise approved by the NCAA.

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



MERCHANDISE CONCESSIONS

1. The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 Championships. Host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser.
2. 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.
3. The NCAA, by and through its official event merchandiser, will have the right to operate the sale of merchandise at all NCAA championship and ancillary events. In the event the NCAA exercises such right (for itself or on behalf of its official event merchandiser), the host/venue or sponsoring agency (or its designated concessions vendor) will provide the following services in return for a commission fee of not more than 10 percent of net revenues derived from the sale of official NCAA merchandise, defined as gross revenues less applicable taxes and credit card fees:
 - a. Merchandise Receiving. Receive and count in all inventory upon arrival of merchandise from event merchandiser, as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday prior to the event.
 - b. Merchandise Security. Locked and supervised storage adequate to accommodate all championship merchandise.
 - c. Display/Vending Facilities. An adequate number of:
 - (1) Covered and/or skirted tables.
 - (2) Merchandising display boards, booths, and/or carts.
 - (3) Tents or shelters for outside locations (if any).
 - d. Electricity and Internet Connectivity. Electricity and internet network connectivity, either hard internet lines or dedicated WiFi network connection.
 - e. Moving Equipment. Equipment to move merchandise on-site.

The host/venue or sponsoring agency right to receive such commission fee will be contingent upon it entering into an agreement with the NCAA's official event merchandiser.

4. If the NCAA event merchandiser does not exercise its right to operate merchandise sales as set forth above, the host/venue or sponsor agent (by and through its designated concessions vendor, if any) shall be responsible for operating the sale of merchandise at the NCAA championship and applicable ancillary events identified by the NCAA, and will maintain complete retail vending accountability (including full responsibility for inventory). In such event, the host/venue or sponsoring agency (or its designated concessions vendor) will provide the following services in in return for a commission fee of not more than 20 percent of the revenues derived from the sale of official NCAA merchandise, defined as gross revenues less applicable taxes and credit card fees:
 - a. Merchandise Receiving. Receive and count in all inventory upon arrival of merchandise from event merchandiser, as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday prior to the event.
 - b. Merchandise Security. Locked and supervised storage adequate to accommodate all championship merchandise.
 - c. Inventory Reconciliation. Immediate notification (within 24 hours of receipt) to the NCAA event merchandiser of any discrepancies in initial inventory counts, with failure to provide such notification constituting the host/venue's (or designated concessions vendor's) acceptance of the initial inventory as provided by the NCAA event merchandiser.



- d. Custody and Control of Merchandise. Total management, control, and accountability of the merchandise, with full responsibility for any goods that are lost, stolen, or damaged after delivery.
- e. Vending Plans. Development and delivery of the vending plans (including sales locations, vendor policies, display plans, and staffing levels) for the sale of merchandise at the venue during the event, delivered to the NCAA and its official event merchandiser in reasonable advance of the event for review, comment, and approval.
- f. Vending Locations. A reasonable and appropriate number of selling locations (and vendor personnel) throughout the venue in high-traffic and easily accessible areas to meet the consumer demand at the event, with all such locations well displayed and fully stocked prior to the public's access to the
- g. Signage. Correctly hanging and maintaining display and signage materials provided by the NCAA or its official event merchandiser.
- h. Restocking. Restocking back-up inventory in a fast, efficient, and orderly manner.
- i. Inventory and Display Management. Transferring merchandise as necessary among selling locations to ensure adequate inventory levels of merchandise necessary to meet the demands of the consumers.
- j. Reorders. Calling the NCAA's official event merchandiser to request re-orders, as necessary.
- k. Display Standards. Strict adherence to the merchandising and display standards set forth below, subject in all cases to the review, approval, and change by the NCAA's official event merchandiser:
 - Merchandise shall be displayed and available for sale:
 - At all times during the event;
 - With correct prices clearly marked;
 - Folded at all times (with dedicated staff to ensure merchandise is folded and re-folded as necessary during the event);
 - Located on skirted tables for display and checkout; and
 - Available for viewing on display boards and grids (note: peg board will not be an acceptable form of display board)
 - Personnel will be neatly dressed, customer-oriented, polite, and professional.
 - Display locations shall be kept and maintained in a clean, neat, and orderly manner at all times.
- l. Electricity and Internet Connectivity. Electricity and internet network connectivity, either hard internet lines or dedicated WiFi network connection.
- m. Inventory Accounting. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to the NCAA's event merchandiser no later than 24 hours after the conclusion of the event.
- n. Sales Report. Total gross sales revenues and a final copy of the inventory report must be sent to the NCAA's event merchandiser within five business days after the conclusion of the event.
- o. Merchandise Return. Within two days after the conclusion of the event, return unsold merchandise to the NCAA event merchandiser, or forwarded to another location or round of the event, as directed by the NCAA merchandiser.

The host/venue or sponsoring agency will remit revenues derived from the sale of official NCAA merchandise (gross revenues less applicable taxes, credit card fees, and earned commission) to the NCAA (or its designated event merchandiser) within 7 days after the conclusion of the event, together with a statement of accounting setting forth in reasonable detail the gross revenues, applicable taxes, credit card fees, and commissions payable.

5. The host/venue or sponsoring agency may not sell, or allow for sale, any merchandise that infringes upon the exclusive rights of the NCAA or its event merchandiser.
6. Should the competition venue and the NCAA's designated official merchandiser choose not to use merchandise locations or stores to sell NCAA merchandise, the locations or stores are permitted to be open and sell its regular merchandise provided the following conditions are met:
 - a. There is an outside entrance into the location or store from outside the ticketed area. Patrons must enter the location or store without going through the ticketed area, and then exit the location or store normally



through the same door or another exit that remains outside the ticketed area. Patrons cannot enter the location or store from the outside, and then exit into the venue's ticketed area;

- b. If there is also an entrance into the location or store from inside the ticketed area, that entrance must be closed and locked. In addition, display windows that can be seen from inside the ticketed area must be covered; and
 - c. Merchandise locations or stores located on the concourses or near the venue's main entrance that are not being used, must be locked and the lights turned off.
7. Unless prior approval is granted from the NCAA, no merchandise may be vended or dispensed in the seating areas during actual competition; however, merchandise may be sold in the seating areas before and between contests as specified by the NCAA.
8. In the event the host/venue or sponsoring agency wishes to sell merchandise that features non-championship merchandise (i.e., bearing the host mark or logo with no NCAA championship indicia) at the event, the host/venue or sponsoring agency may seek a buy-out of the NCAA event merchandiser by agreeing to purchase the entire NCAA merchandise inventory provided by the NCAA event merchandiser. In such event, subject to the host/venue's or sponsoring agency's provision of the services set forth in Section 3 above, the host/venue or sponsoring agency will receive of not more than 20 percent of the net revenues derived from the sale of official NCAA merchandise, defined as gross revenues less applicable taxes and credit card fees, on NCAA merchandiser, and the host/venue or sponsoring agency (or its designated concessions vendor) will remit to the NCAA an amount of 15 percent of net revenue derived from the sale of non-NCAA merchandise at the event (again defined as gross revenues less applicable taxes and credit card fees). The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship [NCAA Bylaw 31.6.2-(a)].

SOUVENIR GAME PROGRAMS

The NCAA or its designee has the exclusive right to market, sell and distribute souvenir championship programs at or in areas adjacent to the competition, practice and/or ancillary event venue(s). The programs may come in the form of a digital program accessed online (or via mobile) or printed. The NCAA shall provide the host/venue or sponsoring agency reasonable advance notice of the format the souvenir championship program to be produced.

If the NCAA elects to produce a printed program, the NCAA or its designee reserves the right to vend the programs at the event sites (including practice and ancillary event sites). If the NCAA or its designee does not exercise its right to vend print programs at the competition, practice or ancillary event venue(s), the host/venue or sponsor agent (by and through its designated concessions vendor, if any) shall be responsible for operating the sale of programs at the NCAA championship and applicable ancillary events identified by the NCAA, and will maintain complete program vending accountability. In such event, the host/venue or sponsoring agency (or its designated program vendor) will provide the following services in return for a commission fee of not more than 20 percent of the revenues derived from the sale of official NCAA merchandise, defined as gross revenues less applicable taxes and credit card fees:

- a. Program Receiving. Receive and count in all print programs upon arrival from the NCAA (or its designee), as well as receiving all program reorders required to meet customers demand.
- b. Program Security. Locked and supervised storage adequate to accommodate all programs.
- c. Program Reconciliation. Immediate notification (within 24 hours of receipt) to the NCAA (or its designee) of any discrepancies in initial program inventory counts, with failure to provide such notification constituting the host/venue's (or designated program vendor's) acceptance of the initial inventory delivered.
- d. Custody and Control of Programs. Total management, control, and accountability of programs, with full responsibility for any programs that are lost, stolen, or damaged after delivery.



- e. Vending Plans. Development and delivery of the vending plans (including sales locations, vendor policies, and staffing levels) for the sale of programs at the venue, delivered to the NCAA (and its designee) in reasonable advance of the event for review, comment, and approval.
- f. Vending Locations. A reasonable and appropriate number of selling locations and personnel throughout the venue in high-traffic and easily accessible areas to meet the consumer demand at the event, with all such locations well displayed and fully stocked prior to the public's access to the
- g. Signage. Correctly presenting and maintaining signage to market and promote the sale of programs, which may be provided by the NCAA (or its designee).
- h. Reorders. Calling the NCAA (or its designee) to request program re-orders, as necessary.
- i. Inventory Accounting. A complete inventory accounting of all programs sold with a final inventory count and program report supplied to the NCAA (or its designee) no later than 24 hours after the conclusion of the event.
- j. Sales Report. Total gross sales revenues and a final copy of the inventory report must be sent to the NCAA (or its designee) within five business days after the conclusion of the event.
- k. Program Return. Within two days after the conclusion of the event, return unsold programs to the NCAA (or its designee), or forwarded to another location or round of the event, as directed by the NCAA (or its designee).

The host/venue or sponsoring agency will remit revenues derived from the sale of NCAA programs (gross revenues less applicable taxes, credit card fees, and earned commission) to the NCAA (or its designee) within 7 days after the conclusion of the event, together with a statement of accounting setting forth in reasonable detail the gross revenues, applicable taxes, credit card fees, and commissions payable.

Upon the NCAA's prior approval, if the NCAA elects to produce a digital (non-print) program, the host/venue or sponsoring agency shall have the right to produce heat sheets, bout sheets, and/or rosters for distribution at its own expense.



NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

[NCAA Corporate Champions & Partners](#)

LOCAL CONTRIBUTOR PROGRAM

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

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

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



FAN FESTIVAL AND ANCILLARY EVENTS

AUTOGRAPH SESSIONS

If requested by the NCAA, the LOC/host shall be responsible for providing mutually agreed upon space and volunteer staff for an autograph session location or locations that may take place simultaneously. The LOC/host or facility shall provide at no charge all table, linens, chairs, pipe and drape, stanchions, security and hydration for all locations. The NCAA will provide guidance and approvals for these areas, but may ask the LOC/host representative to be the lead organizer and day-to-day contact for these.

STUDENT- ATHLETE BANQUET OR RECEPTION

The host site will be responsible for providing, at no cost to the NCAA, banquet or reception space and volunteer staff for all participating student-athletes, coaches and support staff, the NCAA staff and committee, the LOC and NCAA affiliated organizations (e.g. coaches associations and equipment suppliers). Projected attendance and format will be provided by championship. When possible, the space chosen should showcase the host city or provide a unique experience for the student-athletes.

FAN FESTIVAL

During the championship, the NCAA may request space for use as a fan festival or similar ancillary event which may be produced by the LOC or a designated production company at the sole direction of the NCAA. The space chosen should be conveniently located to the arena. The fan festival or related ancillary event should be fully operational for the duration of competition. Although some fan festivals or ancillary events may be much smaller in scope than what is described below and not require many of the items listed, the host should be prepared to provide any of these items if needed.

1. Availability.

- a. **Move-In/Move-Out.** The facility or space should ideally be available for move-in no later than 8 a.m. three days before the start of competition. Move-out should ideally be allowed until noon two days after the completion of competition.
- b. **Financial Arrangements.** The venue and services (e.g. rental fee, utilities expense, staffing, parking, security, internet, etc.) outlined below will be provided at no cost to the NCAA or the NCAA's production company.

2. Facility Specifications.

- a. **Facility Space.** Space to accommodate the needs of the NCAA fan festival or ancillary event and to host various interactive and possibly on-stage events. This space will ideally be adjacent to the competition arena, but must not be outside of a one-half mile radius of the facility.
- b. **Indoor or Outdoor Space.** For host cities that are in warmer climates (anticipated daytime temperatures in the 60's or above) outdoor space will be considered and should be provided as an option. However, the preferred space would be in an adjacent convention center or large hall which could provide the needed amount of lighted, heated, barrier-free space which is in compliance with all applicable city, state or Federal laws and regulations, including those concerning access for the disabled.
- c. **Exclusivity.** Confirmation that no agreement or understanding will be made that would entitle any corporation or third party to contract space within the chosen facility or in the same outdoor space as the NCAA fan festival without the approval of the NCAA.
- d. **Office Space.** Office space for the NCAA and any affiliated production companies, preferably overlooking the fan festival space, will be provided whenever possible.



- e. **Utilities.** At no cost to the NCAA or its designee, the NCAA fan festival venue shall provide sufficient utilities including electrical power, water hookups, internet access for all participants in all areas and phones as needed to execute the event. If the space is outside, the LOC will also take financial responsibility for providing power even if this entails bringing in portable generators.
- f. **Stage and Décor.** If needed the local organizing committee or facility shall provide, at no charge, a temporary stage (approximately 20' x 30') with risers and roof, if outdoors, for use during the duration of the fan festival. The local organizing committee or facility shall also provide, at no charge, all stage décor necessary for the production of stage events. These needs include, but are not limited to: carpeting; pipe and drape; couches; director's chairs; a podium and decorative plants.
- g. **Tables, Chairs, Pipe and Drape.** The local organizing committee or facility shall provide at no charge all tables, chairs, pipe and drape for the fan festival as well as all chairs for the audience in the stage area of the fan festival.
- h. **Restrooms.** If event is held outside the local organizing committee or facility shall provide at no charge portable restrooms to accommodate the estimated attendees.
- i. **Drayage.** No charges will be assessed for drayage on incoming and outgoing shipments to and from venue docks or parking lot.
- j. **Video/Sound/Public Address System.** Except for use by the facility in the event of any emergency, the NCAA shall retain 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 facility.
- k. **Audio-Visual.** The NCAA has the ability to select and contract with an audio-visual company of its choosing. If the NCAA fan festival venue's audio-visual company is selected, it agrees to provide the NCAA and its designee with a twenty percent (20%) discount on all audio-visual spending.
- l. **Security.** The facility shall have a comprehensive security/emergency-situation plan. In addition, at no cost to the NCAA, the facility or the LOC shall provide all security personnel and equipment.
- m. **Products.** The NCAA, its designated representatives and/or official corporate partners shall have the right to provide complimentary sampling of food and/or beverages and other products/services of its choice at the NCAA fan festival venue without limitation. There shall be no limitations on the size and amount of sampling and no fee shall be required to be paid to a concessionaire or any other party.

The NCAA and its designated representatives shall also have the right to serve food and beverages of its choice inside the volunteer break room, band/performer holding room and all offices occupied by the NCAA or its designated representatives.

The NCAA and its designees, including its official corporate partners, shall have exclusive rights to all food and beverage branding within the venue, including equipment (e.g., vending machines, soft drink fountains, etc.), cups, tableware, etc. Such branding shall have commercial marks as directed and provided by the NCAA (e.g., Coca-Cola, if a corporate partner of the NCAA at the time of the event). In the event the venue has food and beverage branding that is competitive with the NCAA's official corporate partner, such branding shall be covered at the venue or LOC's expense.

The NCAA and its designated representatives shall have the right to bring in a restaurant and/or food/beverage category partner(s) (i.e., official NCAA sponsor in the restaurant service, food and/or beverage categories) that will have the ability to distribute and/or sell any size or type of food or beverage. The restaurant, food and/or beverage category partners will not be subject to any sampling restrictions and will retain the revenue from their sales.



The NCAA and its designees shall have no obligation to make any payments to the venue or its concessionaire or any third parties with regard to sampling or NCAA restaurant, food and/or beverage category partner sales, or other sales or giveaway by the NCAA or its sponsors or other designees. For clarity, this clause shall apply to the primary NCAA fan festival venue and all adjacent and related areas.

- n. **Coordination of Events.** If outside entities around the stadium are planning tailgating style activities associated with the championship, the LOC should make the NCAA and their designated production company aware of this and work with both parties for possible incorporation or at least non-competition.

3. **Staffing.**

- a. **Local Production Manager.** The local organizing committee shall provide one person to serve as the primary point of contact for the NCAA and/or their designated fan festival production agency and to serve as a local production manager for the fan festival.
- b. **Staffing.** The facility or local organizing committee shall provide and pay for all services deemed necessary for the NCAA fan festival area by the NCAA or its designee including, but not limited to: security, janitorial services, ticket sellers, ticket takers, a first-aid room staffed by paramedics or other certified emergency medical personnel, maintenance and cleanup for all areas used by the NCAA or its patrons (e.g. restrooms, concession stands). All such personnel are to be under the sole direction and control of the facility or LOC and are not to be considered employees or agents of the NCAA or its designee.

- 4. **Merchandising.** The NCAA, or its designee, shall have the exclusive right to market and sell products licensed by the NCAA and will administer all souvenir merchandising within the contracted space. The NCAA and its designee shall have no obligation to make any payments to the venue or its concessionaire or any third party with regards to merchandising or other products.

5. **Advertising.**

- a. No promotional, public relations, political, marketing, sponsorship, advertising or similar activity shall take place at the NCAA fan festival venue area during the time the venue is leased to the NCAA without the express written advance approval of the NCAA. Without limiting the generality of the LOC/venue obligations in paragraph 5b, immediately below, alcohol, tobacco and gambling related advertising shall be covered at the NCAA fan festival venue at the LOC's expense.
- b. Unless specifically authorized by the NCAA, no advertising, banners, signs, inflatables, projections, kiosks, promotional areas, decals, window clings, lighting, marketing street teams, branded food and beverage equipment, branded food and beverage equipment logos, brand identification or other displays of any kind shall be hung, posted or displayed anywhere at or adjacent to the NCAA fan festival venue during the dates the venue is leased to the NCAA, other than advertising, banners, signs and television/radio/Internet/sponsor banners and other displays approved in advance by the NCAA or its designee. Any advertising, banners, signs or displays (other than those approved by NCAA in advance) shall be covered by the venue at its (or the LOC's) expense, as designated by the NCAA.
- c. Except for use by the NCAA fan festival venue in the event of an emergency, the NCAA shall retain sole, exclusive and complete control over the video, sound and public-address systems and all other audio and/or visual information or communication systems in the NCAA fan festival venue.
- d. Without limiting the generality of the NCAA's other rights stated herein, an NCAA sponsor (or other NCAA designee) shall be permitted to provide recycling bins to be used to collect recyclable materials during the NCAA fan festival (and, unless otherwise agreed with the NCAA, the venue shall be responsible for recycling such bins and their contents).



6. **Promotions and Community Awareness.** The LOC, at its expense, shall work in cooperation with the NCAA and/or its designees to market and promote the event in the local community through a comprehensive cross platform marketing, public relations, digital and media campaign. All LOC promotional efforts shall be subject to the NCAA's advance review and approval, which may be granted or withheld in its sole discretion.
7. **Parking.** The NCAA requires space for visitor, staff, contractor and delivery parking.
 - a. **Tractor-trailer and Box Truck Space.** Space for several tractor-trailers and box trucks to load-in, load-out and, if necessary, park will be provided at the facility at no cost to the NCAA. Since certain tractor-trailers and box trucks may be used as part of a permanent NCAA fan festival display inside of the NCAA fan festival, an adequately sized entry to the facility for these vehicles should also be provided.
 - b. **Staff and Contractors.** A minimum of 25 parking spaces located in close proximity to the fan festival shall be provided for staff and contractor parking and will be provided throughout the load-in, event, and load-out at no cost to the NCAA.
8. **Street Closures and Permits (for outdoor venues).** As needed, the LOC shall work with the NCAA or its designees on street closures and permits of any kind. If any streets are deemed necessary to close, the LOC will work with local officials and law enforcement to secure the needed permits and staff required to complete and enact these closures. The LOC and venue shall pay all permitting costs.
9. **Food and Beverage Vendors.** The NCAA or its designee shall control all food and beverage rights at ancillary events. Also, the NCAA may restrict the sale of certain food and beverage products within the ancillary events if they conflict with NCAA corporate champions or partners. For clarity, there shall be no food and beverage buyout required in the ancillary events, and the NCAA shall have the ability to (a) allow its quick-service restaurant or casual dining sponsor to serve food within the ancillary events with no buyout; (b) to bring in selected food trucks or vendors for event guests; and (c) bring into the ancillary events outside food and beverage for staff, crew and volunteer meals if desired. Additionally, the NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at ancillary events. The venue, LOC and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.
10. **Content Rights.** The NCAA and/or its designee shall have the exclusive rights to produce, capture, reproduce, display, broadcast and otherwise use and distribute all images, photographs, data, footage, information and other content on and of the venue from the NCAA fan festival and all other related events (Content) on all existing and future media outlets and platforms, including, but not limited to television, radio, Internet and mobile/wireless (and the NCAA and its designees shall not be required to pay any fees or other compensation to the venue, the LOC or any other parties with respect to the Content). The NCAA and its designee shall have the sole right and authority to designate usage of all radio and Internet broadcast, television and other media broadcast space and press locations and work areas. Except to the extent otherwise expressly agreed in writing by the NCAA, the venues and the LOC shall have no license or other rights in or to any Content, and to the extent any Content rights vest in the venue or LOC (e.g., via operation of law), the venue and LOC agree to assign all such rights throughout the world to the NCAA in perpetuity.
11. **Public Performance License.** The venue shall secure and maintain in place at its cost all music public performance licenses, permits and/or ordinance exemptions necessary to cover all music performed or otherwise played at the venue.
12. **Weapons/Firearms.** The venue and LOC shall ensure that subject to applicable law, the NCAA shall be permitted to prohibit the possession of firearms, guns or weapons of any kind and remove anyone from the venue who fails to comply with such prohibition. NCAA and its designees will be permitted to post signage and other written communications, and make related verbal communications, at each entry or exit point of the venue for the purpose of informing patrons and other individuals that firearms are not permitted in the venue.



CHAMPION YOUR CITY.

NCAA® SITE SELECTION PROCESS AND INFORMATION



Currently, the NCAA produces fan fest events for the following championships: Division I women's volleyball, Division I Football Championship Subdivision, Division I wrestling, Division I men's basketball, Division I women's basketball, Division I men's ice hockey, Division I men's lacrosse, Division I softball and Division I baseball.

Further, additional fan activation occurs at the following championships: Division I women's soccer, Division I men's soccer, National Collegiate women's gymnastics, Division I women's lacrosse, and Division I outdoor track and field.



GOVERNMENT GUARANTEES

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

1. Ambush Marketing.

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

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

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

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

2. Public Safety/Security.

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

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



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

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

ALL CHAMPIONSHIPS (Excluding equity and Division I basketball)

On-Campus Venue:

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

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

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

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

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

On-Campus Venue:

Host institution/conference must maintain:

- a. Commercial General Liability (CGL) coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed, Host Liquor Liability, Operations and Contractual Liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol,



or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:

- \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
- \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

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

Host institution/conference or Local Organizing Committee must maintain:

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

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

- a. Commercial General Liability (CGL) coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations and Contractual 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:
- \$10,000,000 Per Occurrence
 - \$10,000,000 General Aggregate
 - \$10,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
- \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

**DIVISION I MEN'S BASKETBALL****Preliminary Rounds**

Host institution/conference or Local Organizing Committee must provide:

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

Venue must provide:

- a. Commercial General Liability (CGL) coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations and Contractual 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:
 - \$10,000,000 Per Occurrence
 - \$10,000,000 General Aggregate
 - \$10,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

Men's Final Four

Host institution/conference or Local Organizing Committee must provide:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed, Host Liquor Liability, Operations and Contractual 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:
 - \$20,000,000 Per Occurrence
 - \$20,000,000 General Aggregate
 - \$20,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.



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

Competition Venue and March Madness Music Festival venue(s) must provide:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations and Contractual 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:
 - \$20,000,000 Per Occurrence
 - \$20,000,000 General Aggregate
 - \$20,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease – Policy Limit

Venues for ancillary events must provide:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed, Host Liquor Liability, Operations and Contractual 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:
 - \$10,000,000 Per Occurrence
 - \$10,000,000 General Aggregate
 - \$10,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease – Policy Limit

DIVISION I WOMEN'S BASKETBALL

Preliminary Rounds

Host institution/conference or Local Organizing Committee must provide:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed, Host Liquor Liability, Operations and Contractual Liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol,



or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:

- \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
- \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

Venue must provide:

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

Women's Final Four

Host institution/conference or Local Organizing Committee must provide:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed, Host Liquor Liability, Operations and Contractual 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:
- \$10,000,000 Per Occurrence
 - \$10,000,000 General Aggregate
 - \$10,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
- \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit



Competition Venue must provide:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations and Contractual 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:
 - \$20,000,000 Per Occurrence
 - \$20,000,000 General Aggregate
 - \$20,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease – Policy Limit

Venues for ancillary events must provide:

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

Notes applicable to equity and Division I basketball championships insurance requirements:

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



LODGING SPECIFICATIONS

The NCAA has partnered with Anthony Travel, Inc. to manage the NCAA Championship Housing Program and all championship housing needs. Anthony Travel serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, is able to deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, Anthony Travel will be responsible for managing the selection and contracting process for all championship housing accommodations.

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

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

Host Institution/Conference/Sponsoring Agency Obligations

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sports specific bid specifications. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

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

The Contracting Process

During the bid evaluation process, the host institution/conference or sponsoring agency may be contacted by Anthony Travel to obtain additional information on their housing recommendations. Once the bid is awarded, Anthony Travel will manage a request for proposal (RFP) process to evaluate, secure and contract all hotels for the necessary room blocks and sports specific housing needs. Housing recommendations provided in the bid specifications will be taken into consideration; however, there is no guarantee that these properties will be contracted. Prior to being finalized, housing recommendations will be presented to the NCAA to obtain feedback/input. All hotel contracts will be drafted using a standard contract template and signed by the NCAA. Information related to the room blocks and housing will be communicated on a timely basis to the host institution/conference or sponsoring agency and the participating teams.

All hotels contracted must have experience with and understand the needs of large groups. For certain championship events, additional room blocks may be required for fan travel.

The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

Contracted properties will be responsible for complying with all requirements in the contract terms as presented in the sample contract.



TICKET POLICIES/OPERATIONS

1. **Ticket Design/Printing.** The NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing.
2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. As further noted in the Government Guarantees section (page 31), revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c (3) tax exempt organization and the bid respondents shall specify any state or local tax exemption that will be granted to the NCAA. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid submission shall be absorbed by the bid respondent or rebated back to the NCAA if bid respondent is approved for a NCAA championship.
3. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

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

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

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

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

5. **Suites.**
 - a. At the time of the bid, the competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees. Preferred consideration will be given to those sites offering suites for NCAA use. All revenue from such suites will belong to the NCAA.
 - b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.



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

6. LOC/Host Ticket Policies.

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

7. Competition Venue Responsibilities.

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



CHAMPION YOUR CITY.

NCAA® SITE SELECTION PROCESS AND INFORMATION



- g. **Final Ticket Database.** The competition venue's box office shall send the ticket database to the NCAA tournament manager upon request. Ticket databases should include the following field information: last name, first, name, city, email, phone, address, state, zip code, country, event, event year, event zip, sport and source.



MARKETING PLAN/BUDGET

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

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

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

Host institutions/conferences should solicit the cooperation of local media outlets in providing coverage of the sport/championship leading up to and during the championship. The coverage could include human interest stories and features on the nation's top players, coaches and teams or on anyone who would be deemed as of interest locally. Media outlets should be requested to provide specific information about how to purchase tickets and special ticket offers/promotions.



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

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

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



FINANCIAL INFORMATION

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

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

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

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

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

1. **Championship Receipts.** Includes all revenue from sale of tickets, including ticket revenue from suites (less admissions taxes, discount fees, and commission expenses, if any), handling fees and other income derived from the operation of the championship, except as hereinafter specifically excluded.
 - a. Tickets (includes sales made by the Host institution. All sales made directly through the NCAA shall not be added to this section);
 - b. Other Revenue (includes sponsorship revenue, food/beverage, parking and other event-related revenues)
2. **Championship Expenditures.** Each sponsoring agency shall submit a championship budget that includes the following:
 - a. Promotion (promotions, advertising, printing and grassroots opportunities);
 - b. Ticket Expense (charge card expenses, commissions, state and city taxes, ticket vendor fee, host box office fee); As part of the tax related expense associated with the championship, the host shall be required to remit all state and local taxes to the appropriate agencies. Hosts shall remit the taxes on the sale of all tickets from the championship, and not just those sold through their box office (Host channel). Also note, that as part of the bid process, it is the responsibility of the host to accurately report all state and local tax rates to the NCAA, so that the proper remittance is completed. The NCAA may, at its discretion, require a host to provide a letter of tax attestation from an independent CPA firm, verifying the state and local tax requirements of the championship. This shall be done at the cost of the host, and is not reimbursable by the NCAA.



- c. Equipment (telephone installation, copy machines, game equipment);
- d. Facility Rental, Supplies and Personnel. As a result of the positive impact NCAA championships have on the local community, the NCAA views reduced or rent-free use of NCAA championship venues as a favorable term and condition for a bid submission. The venue rental(s) shall include all personnel and services for the practice, competition and ancillary event venue(s) deemed necessary by the NCAA, including but not limited to ushers, ticket sellers, ticket takers and other ticket personnel, game production staff, exit personnel, security personnel, fire personnel, a first-aid room staffed by paramedics or other certified emergency personnel, maintenance, construction, and clean-up of the venue, venue grounds, etc. All personnel shall be under the sole direction and control of the venue and are not to be considered employees or agents of the NCAA.
- e. Games management personnel (public address announcer, timers and scoreboard operators, statisticians, official scorer, medical personnel);
- f. Entertainment (media hospitality, meetings, luncheons and banquets, participants' refreshments); and
- g. Other Championship Expenditures. The following additional championship related expenses shall be included in the budget: officiating, committee and lodging expenses, where applicable, and host honorarium. The member host institution/conference of the NCAA may, in the sole discretion of the NCAA, earn an honorarium predetermined for the length and type of championship. Net receipts shall be defined as gross ticket sales less taxes, competition venue rental, personnel services and other championship related game expenses.

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

Additional Financial Requirements.

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

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



COMMUNITY ENGAGEMENT/LEGACY PROGRAMS

The NCAA is committed to offering sustainability initiative, community engagement opportunities and legacy programs within the framework of NCAA championships. The information below outlines some of the programs and initiatives currently in place around championships.

NCAA Youth Tournaments

The NCAA, at its sole discretion, may organize a youth tournament in conjunction with select NCAA championships. A separate budget and operating model will exist but a host may be asked to recommend venues and other assets in support of the event. The championship will also make available tickets to the youth tournament at an agreed upon rate and quantity to support the event.

Hosts may not organize youth tournaments without the advance approval of the NCAA.

Division II: Make-A-Wish

Continuing its longstanding commitment to philanthropy, in 2003, NCAA Division II established a national alliance with Make-A-Wish®, a global charity that grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

In the spirit of service, NCAA Division II student-athletes, coaches, administrators, parents, fans and communities across the country are working hard to make a difference in the lives of Make-A-Wish families through their fundraising efforts. Since 2003, NCAA Division II has raised more than \$5.8 million to help grant more than 705 wishes in support of the Make-A-Wish Foundation. In addition, Division II has partnered with Team IMPACT to connect teams with children facing serious and chronic illnesses. Since 2015, the division has formed over 400 matches with Team IMPACT children. All are working toward the same cause – to grant the most heartfelt wish of every eligible child in the United States.

Hosts are encouraged to develop programs and relationships with their local Make-A-Wish chapters in conjunction with hosting an NCAA championship. While no specific information is needed with your bid, upon the award of a Division II championship hosts will be encouraged to aid in the development of a program onsite during the championship event.

To learn more about the alliance, please visit: <http://www.ncaa.org/about/division-ii-community-engagement>

Division III: Special Olympics

The NCAA Division III Student-Athlete Advisory Committee (SAAC) initiated a partnership with Special Olympics in August 2011. The purpose of the partnership is threefold: 1) to improve the lives of Special Olympic athletes through their involvement with Division III student-athletes and to foster a mutual learning experience between Division III student-athletes and Special Olympic athletes; 2) to provide a platform for recognition of Special Olympic athletes, and 3) to raise awareness about Special Olympics and the programs and services it provides.

In addition, the partnership serves as an opportunity to demonstrate citizenship and comprehensive learning attributes of Division III student-athletes. Student-athletes giving back to their local communities not only adds to the comprehensive learning component of Division III, but also provides a venue for passion and service.

As part of this partnership, many of the NCAA Division III championships since August 2011 have included activities involving local Special Olympic athletes. If your institution/host agency intends to include activities that include Special Olympic athletes as part of the hosting an NCAA championship, please provide a summary of these plans.



AGREEMENT TO TERMS AND CONDITIONS

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

☐ YES

☐ NO

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

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