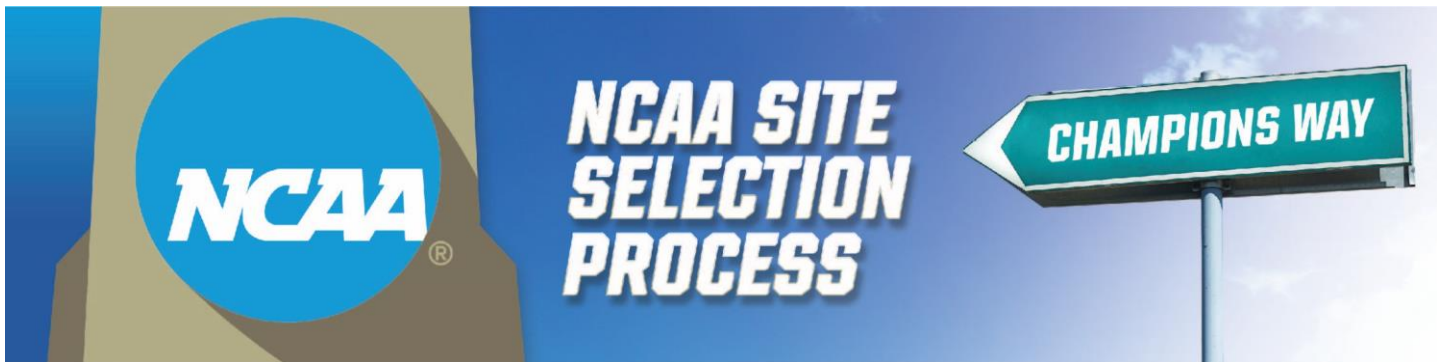




# **NCAA SITE SELECTION PROCESS**





2026 and 2027  
NCAA DIVISION I VOLLEYBALL CHAMPIONSHIP  
SPORT SPECIFIC INFORMATION



# NCAA SITE SELECTION PROCESS



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**IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.**



## **SECTION I: INTRODUCTION**

The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides 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 several 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 the championship. The administration of the championship is under the authority of the respective sports committee subject to final authority from the NCAA Division I Competition Oversight Committee and Division II and Division III Championships Committees. All activities and events associated with the championship are to be approved by the sports committee.





# NCAA SITE SELECTION PROCESS



## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
First/Second Rounds (16)	First Thursday-Friday or Friday-Saturday following Thanksgiving
Regionals (4):	Weekend following First/Second Rounds (Friday-Saturday)
Semifinals/Finals:	Thursday and Saturday after regionals
	Semifinals/Finals (traditional)
2026-27	December 17-19 or 20
2027-28	December 16-18 or 19

## **SECTION III: GENERAL FACILITY REQUIREMENTS**

A member institution or member conference of the NCAA must be designated as the host institution/conference for the Division I Women's Volleyball Championships. The administration of the championships is under the authority of the NCAA Division I Women's Volleyball Committee, subject to final authority of the NCAA Division I Championships Oversight Committee. All activities and events associated with the Division I Women's Volleyball Championship are to be approved by the volleyball committee.

### **GENERAL FACILITY SPECIFICATIONS**

#### **1. Conditions and Availability.**

- a. 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 city, state or Federal regulations concerning access and seating for people with disabilities.
- b. The facility must be modern, clean and accessible and must have at least 17,000 seats. Playing conditions must meet NCAA regulations and must be of championship caliber.
- c. The facility must be in compliance with all applicable city, state and Federal regulations concerning access and seating for disabled persons. The facility must have a comprehensive security/emergency-situation plan.
- d. The facility and surrounding area (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) shall be available for the exclusive use of the NCAA starting at 9 a.m. the Monday preceding the semifinal matches (e.g., Thursday) through midnight the day of the championship for the purpose of preparing for, practicing for and conducting the Division I Women's Volleyball Championship.
- e. The facility must provide the use of the arena, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA, including a public-address system in excellent working order.
- f. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost. The venue or its official concessionaire will provide food and beverage (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its official concessionaire) offers or makes available to other clients that have used, or will use, the venue.
- g. The facility will not enter into any agreement or understanding that would permit any corporation or other third party to be entitled to hospitality, entertainment or temporary signage privileges in the facility and surrounding area (i.e., parking lots, frontage property and any other adjacent areas that the facility may provide to the NCAA).
- h. The facility will not be materially modified in a way that would reduce space available to the public in the aisles, entranceways and hallways without the NCAA's prior consent.
- i. The facility must have a comprehensive security and evacuation plan in case of emergencies.



- j. During the season in which the facility will host the championship, it is recommended to host a minimum of one college volleyball game prior to November 1.
  - k. The city shall have an ordinance prohibiting ticket scalping inside the arena and arena property.
  - l. The practice session on the day prior to the semifinal matches will be open to the public. No admission or parking fees will be charged. Game programs, merchandise and concessions may be sold.
  - m. The competition venue shall provide access to image mapping including surface projection equipment, editors, and operators if available.
  - n. 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.
  - o. The facility agrees that the NCAA shall be provided exclusive use of four complimentary viewing suites during practices and matches. An additional two suites shall be made available for purchase by NCAA designees. All food and beverage is at the expense of the respective suite holders.
  - p. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. For broadcast specific details please reference the General Section, Broadcast, Media and Internet. Please complete the power verification form and attach it with your bid (available in the bid portal).
2. **Working Space and Equipment.** *Please provide photos or an artist's rendering of all areas.*
- a. The facility must furnish the premises setup for college volleyball. The NCAA or its designee will provide a playing floor, cups and water coolers in the team bench area; chairs for the team benches; banners for the scorer's table and press row. These items will be provided at the NCAA's expense.
  - b. The NCAA and its designated representatives shall have the right, with no obligation to make any payments to the facility or its concessionaire or any other third party, to provide food and beverages of its choice in the media refreshment area, other working areas and locker rooms at the facility.
  - c. The facility will provide the following state-of-the-art game equipment at its expense: public-address system, scoreboards displaying team names and the score, and time remaining. NCAA provides a netting system. As a back up, the host needs to have one free standing netting system and one official's stand must be assembled and ready to install.



- d. The facility will provide labor at no additional charge to assist with installation, maintenance and removal of the playing floor. The NCAA will be responsible for the design of the floor.
- e. The playing floor may not be installed directly on top of an ice surface. Appropriate under- flooring and padding, approved by the floor company, must be used. The Taraflex shall be placed on a wooden floor/surface (e.g. basketball court).

### 3. Locker Rooms and Training Room.

- a. The facility will provide four separate and comparable locker rooms for the participating teams and three additional locker rooms. The additional locker rooms will have two for game officials and one for the floor crew.
  - (1) The participating teams' locker rooms must accommodate a minimum of 25 individuals. Each locker room must have its own shower, toilet facilities, sinks, lockers and stools/chairs.
  - (2) The locker rooms will include the following: beverages (soda, water and sports drinks), ice chest, water cooler, drinking cups, fruit (pregame), boxed lunches (postgame), towels, a fan, supplies table, training/taping table, trash receptacles, whiteboard with writing supplies, toilet paper, paper towels, and feminine hygiene products.
  - (3) The facility shall make available in the four teams' locker rooms, at its expense, game clocks and television monitors with video equipment.
  - (4) For all product placed in the locker rooms, please make best efforts to consider and utilize NCAA Corporate Champion/Partner product if applicable.
- b. A training room to accommodate 15-20 must be equipped with basic supplies and equipment, at NCAA expense.

### 4. Ancillary Working Space and Equipment.

- a. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
  - (1) Courtside media work space with power, wireless internet, ethernet access for select number (as designated by NCAA media coordinator) and four phone lines (for team radios) as designated by the NCAA for a minimum of 150-200 media, with not less than six feet of space allotted for each row.
  - (2) Space for photographers from the base line to the first row of seats in each end zone or other appropriate space.
  - (3) A media/photography workroom with lighting, heat and air-conditioning, power, and both wireless and ethernet/hardline internet access for the press to accommodate a minimum of 150-200 individuals seated schoolroom style. In addition, monitors shall be available to carry the television broadcast.





- (4) A media interview room set theater-style for 100 individuals. The facility will provide lighting, draping, dais, with seating for a minimum of six camera platforms, power, phone line and internet and wall space to hang or display electronically 10'x10' at its expense. Other press conference equipment and personnel selected by the NCAA to administer video distribution and sound feeds to electronic media agencies will be provided at the NCAA's expense.
  - (5) Two separate windowless 10' x 10' or larger soundproof interview rooms for NCAA game presentation and NCAA digital video shoots with a holding area for players, with chairs and water. Three separate breakout rooms for individual player interviews are also needed.
  - (6) Four dedicated spaces for the televising entity to use throughout the week. Including one separate windowless 10' x 10' or larger soundproof interview room with a holding area for players, with chairs and water.
  - (7) Adequate toilet facilities for men and women near the media areas, including facilities for disabled persons.
  - (8) A media meal area adjacent to the media work room with timed meals, light snacks, soft drinks and water for a minimum of 150 to 200 persons.
  - (9) One area of private office space near the court, with a telephone and appropriately furnished with tables, chairs and refreshments for the use of the NCAA committee.
  - (10) A media coordination office space with power, seating and ethernet access for 5 for the use by the NCAA/LOC media coordination staff. The area should also contain two high-speed copiers capabilities of reproducing with a minimum per copy speed of 75 per minute. The facility shall be responsible for the installation, service costs and paper for these machines during the championships. Each machine also shall include a collator and automatic stapler. The facility also shall arrange for on-site equipment operators and technicians to be available the entire day of Wednesday, Thursday, Friday, and Saturday during all practices and competition.
  - (11) Two separate rooms for drug testing, each with a waiting area, toilet facilities to accommodate 10.
  - (12) One "green" room or space near the playing surface to accommodate 10 – 15 people, preferably with restroom facilities, for pregame/halftime talent.
- b. The facility will provide, at its expense, all tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
  - c. The facility will provide a minimum of 50 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA. An additional 35 complimentary parking spaces will be provided at a minimum to the NCAA's national broadcast partner. The host will also provide 100 complimentary spaces for use by



the media.

- d. The facility will make available to the NCAA, at NCAA expense, one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians to be available Thursday and Saturday as scheduled by the NCAA.
- e. The facility and LOC will be responsible for and pay the costs of the coordination and installation of interior and exterior decorations needed to cover branding and directional signage not in alignment with NCAA standards and corporate sponsors in the arena.

5. Broadcast.

Hosts must provide appropriate broadcast accommodations that are outlined in the general bid specification manual under "Broadcast, Media and Internet".

**The prospective 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       NO with Exception

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## SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history since the 2017-18 season.

Year	Host	Attendance	Ticket Prices
2018	Target Center Host: University of Minnesota, Twin Cities and Minneapolis	35,921	All-Session (Courtside): \$150 All-Session (Lower): \$90 All-Session (Upper): \$60 All-Session Group (Upper): \$50 Single-Session (Lower): \$60 Single-Session (Upper): \$45 Single-Session Group (Upper): \$35
2019	PPG Paints Arena Host: Duquesne University and SprrtsPITTSBURGH	30,951	All-Session (Courtside): \$160 All-Session (Lower): \$100 All-Session (Upper): \$70 All-Session Group (Upper): \$60 Single-Session (Lower): \$70 Single-Session (Upper): \$55 Single-Session Group (Upper): \$45 Family/Fan 4-Pack (Upper): \$199
2021	Nationwide Arena Host: The Ohio State University and Greater Columbus Sports Commission	35,286	All-Session (Courtside): \$120 All-Session (Lower): \$120 All-Session (Lower): \$100 All-Session (Upper): \$65 All-Session (Upper): \$50 All-Session Group (Upper): \$50/\$35 Single-Session (Lower): \$35/\$30; \$45/\$35 Single-Session (Upper): \$35/\$30; \$45/\$35 Single-Session Group (Upper): \$30/\$25; \$35/\$30 Family/Fan 4-Pack (Upper): \$140
2022	CHI Health Center Host: University of Nebraska, Lincoln and Metropolitan Entertainment and Convention Authority	32,760	All-Session (Courtside): \$130 All-Session (Lower): \$130 All-Session (Lower): \$115 All-Session (Upper): \$85 All-Session (Upper): \$70

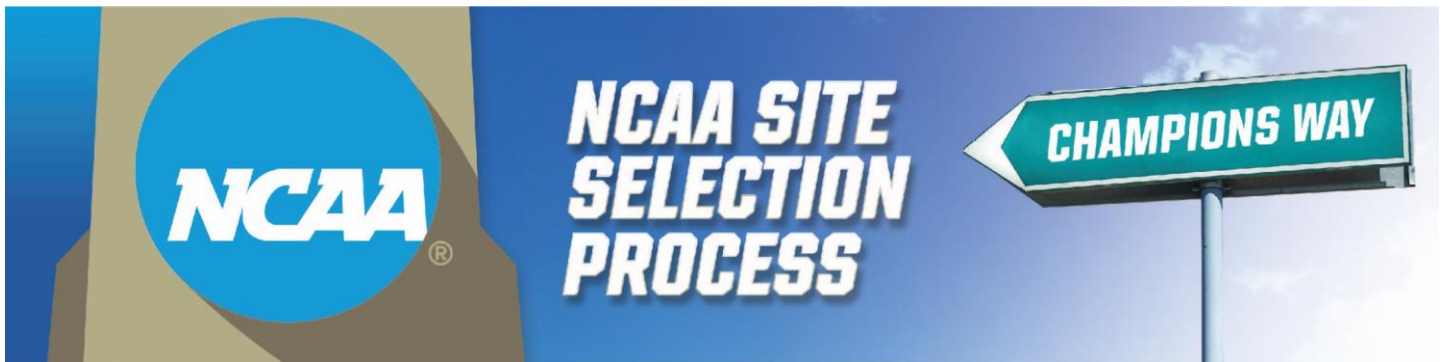


# NCAA SITE SELECTION PROCESS



2023	Amalie Arena Host: University of South Florida and Tampa Bay Sports Commission		All-Session (Courtside): \$300 All-Session (Lower): \$150 All-Session (Lower): \$125 All-Session (Upper): \$95 All-Session (Upper): \$70 All-Session Group (Upper): \$50/\$35 Single-Session (Lower): \$72/\$108 ; \$60/\$90 Single-Session (Mid): \$46/\$68 Single-Session (Upper): \$34/\$50 ; \$26/\$40 Single-Session Group (Upper): \$25/\$20 ; \$35/\$30 AVCA Phenom (Upper): \$40
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## **SECTION V: LODGING**

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 preference 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.

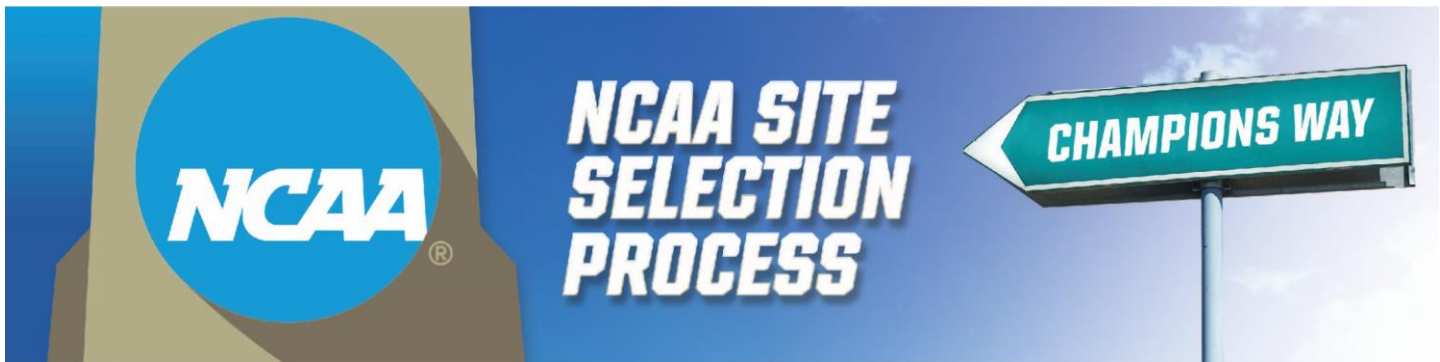
The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be 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. On Location should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. On Location will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large sports related 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.



**Hotel Room Block**

	Number of Hotels	Service Level	Sat.	Sun.	Mon.	Tue.	Wed.	Thurs	Fri.	Sat.	Sun.	Notes
Teams <sup>1</sup>	2-4	Full	0	0	30	120	220	220	220	220	c/o	
Headquarters	1	Full	0	22	37	74	67	110	133	78	c/o	
Officials	1	Full	0	0	0	0	13	13	13	13	c/o	
Media	1	Full	0	0	0	10	20	20	20	20	c/o	
OnLocation	1	Full	0	0	0	0	13	40	40	40	c/o	
CCP's	1	Full	0	0	0	0	10	10	10	10	c/o	
AVCA	1-2	Full	20	30	60	250	1000	1300	1300	1000	40	
<b>Total</b>	N/A	N/A	20	52	127	454	1343	1703	1736	1381	40	

The host institution is financially responsible for the game official accommodations to be reimbursed by the NCAA.

All hotels shall be in close proximity (ideally within walking distance) from the competition venue. The team hotel(s) must be of comparable quality and distance from the competition venue.

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## **SECTION VI: NCAA/HOST RESPONSIBILITY**

### **NCAA PROVIDES:**

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA Volleyball Committee.
4. Awards for the participating teams.
5. Media coordinator.
6. Official souvenir program and bracket board.
7. Credentials.
8. Funding for a city-wide decoration effort (e.g., streetpole banners, airport signage, etc.).
9. Funding for volunteer apparel.
10. Equipment: Taraflex, free-standing netting system, volleyball and ball carts.
11. Youth clinic product (balls).
12. On-court Powerade product.

### **HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:**

1. Facilities.
2. Key personnel – all table workers (must have a strong volleyball background and knowledge) and all other volunteers.
3. Public relations/media coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Hospitality for teams and NCAA/Staff.
6. Food/beverage concessions.
7. Public address system.



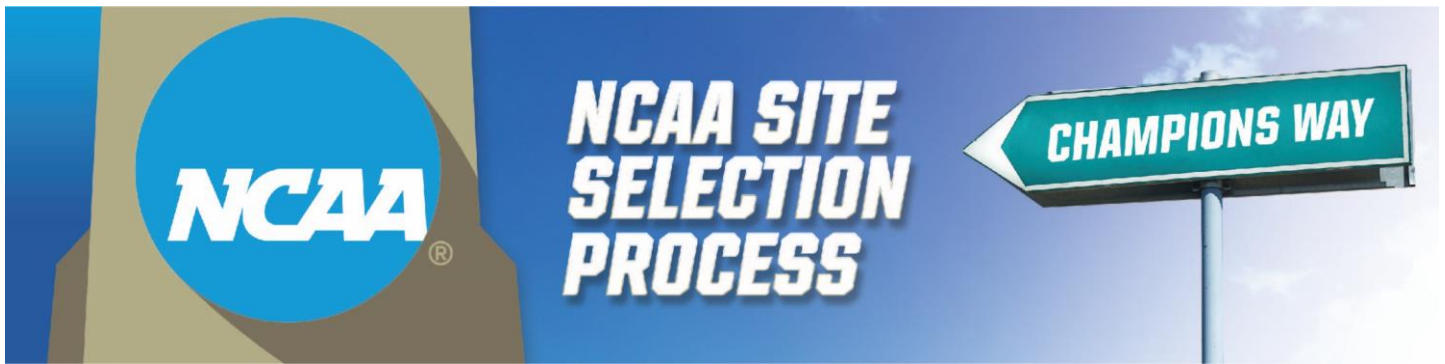
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
13. Appropriate directional signage within and outside the venue.
14. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)
15. Other items as later requested by the NCAA.
16. Athletic training staff.

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## **SECTION VII: TRANSPORTATION**

There are no additional transportation requirements from the host for the Division I Women's Volleyball Championship outside of the parking requirements listed in Section III.



## SECTION VIII: MARKETING & TICKETING POLICY/OPERATIONS

- 1. Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guide.
- 2. Budgets.** When the proposed budget is submitted, a minimum of \$50,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
- 3. Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com), is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All artwork and reimbursement requests must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

- 4. Radio/TV.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com).
- 5. Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.

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**NCAA**

# NCAA SITE SELECTION PROCESS



**CHAMPIONS WAY**

## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

### Wednesday

- Team SID Meeting
- Administrative Meeting
- Media Credential Pick-Up
- Team Practices (Open)
- Broadcast partner Interviews/head shots
- Game Presentation Interviews/head shots
- NCAA Digital Interviews
- Press Conferences
- Championship Banquet

### Thursday

- Team Practices - (Closed)
- Media Credential Pick-Up
- Fan Experience
- Officials Meeting
- NCAA Fan Festival Opens
- Semifinal Match #1
- Post Game Press Conferences
- Autograph Session with Teams
- Semifinal Match #2
- Post Game Press Conferences
- Autograph Session with Teams

### Friday

- NCAA Future Hosts Meeting
- Semifinal #1 Winner Practice (Closed)
- Media Credential Pick-up
- Semifinal #2 Winner - Press Conference
- Semifinal #1 Winner - Press Conference
- Semifinal #2 Winner Practice (Closed)

### Saturday

- Semifinal #1 Winner Practice (Closed)
- Semifinal #2 Winner Practice (Closed)
- Media Credential Pick-up
- Autograph Session with – AVCA All-Americans
- Championship Match
- Post Game Press Conference

\*Schedule is subject to change.



# NCAA SITE SELECTION PROCESS



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## SECTION X: ANCILLARY EVENTS

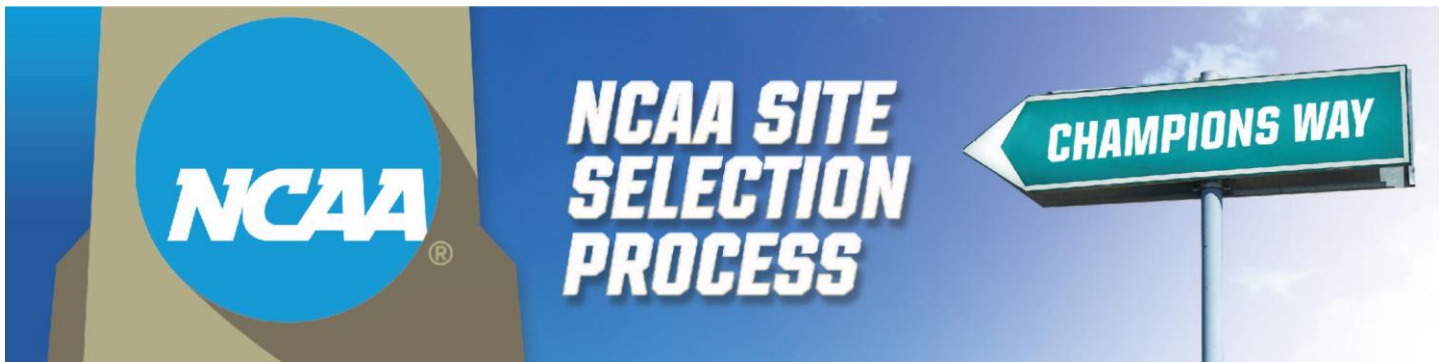
### STUDENT-ATHLETE BANQUET

The host site will be responsible for providing, at no cost to the NCAA, banquet space and volunteer staff for an informal function for all participating student-athletes, coaches and support staff, the NCAA staff and committee, LOC and affiliated organizations (e.g. coaches associations and equipment suppliers). The space chosen should be conveniently located to the ARENA or one of the team hotels or the NCAA headquarters hotel. The event will take place Wednesday evening after practices and a buffet meal must be provided. Total attendance at this event is projected to be approximately 150 (subject to change). When considering your proposed budget for the banquet, take into consideration food and beverages, A/V needs, emcee or guest speaker fees, entertainment options, and signage.

### FAN FESTIVAL AND ANCILLARY EVENTS

The host site will be responsible for providing space at no charge and volunteer staff to support an interactive fan festival, which shall be produced by the LOC and a designated production company, if necessary, at the sole direction of the NCAA. The space chosen should be conveniently located to the venue. The fan festival should be fully operational for the duration of competition. The fan festival will provide fans the opportunity to enjoy programming and interactives, view historical and corporate partner driven exhibits, participate in interactive games, eat, relax and enjoy a fun, family-oriented atmosphere when they are not viewing championship competition.

1. Facility Space. During the event, the host city shall provide, free of charge, a 10,000-50,000 square foot space for use as a fan festival area and to host various on-stage ancillary events. This space will be determined by the NCAA and designated production company, if necessary and will ideally be within the main footprint of the facility. However, it may also be adjacent to the competition arena, but must not be outside of a ½ mile radius of the facility. If the space is outside of the competition venue, a secure perimeter should also be provided at no cost.
2. 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. However, the preferred space would need to be at least 10,000 square feet 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. For cold-weather cities without access to these types of permanent facilities, a large climate-controlled and well-lit tent which is in compliance with all applicable city, state or Federal laws and regulations, including those concerning access for the disabled will also be considered.
3. Meeting Space. At no cost to the NCAA, the facility shall provide meeting room space located adjacent or close to the NCAA fan festival space. Meeting rooms may be used for the NCAA fan festival storage, talent green rooms, working room and other purposes as needed.
4. Availability. The facility shall be available for move-in no later than 8 a.m. three days before the start of competition at the NCAA Division I Women's Volleyball Championship. Move-out will conclude by noon two days after the completion of competition at the NCAA Division I Women's Volleyball Championship.
5. 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

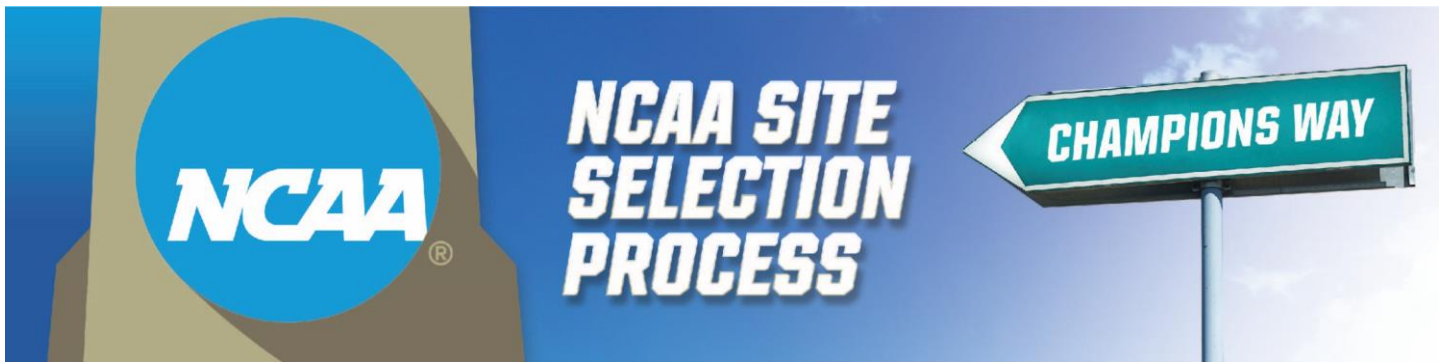


production manager for the fan festival. This person's responsibilities may include, but are not limited to: procuring the appropriate space, regular conference calls with the NCAA and the fan festival production agency, procuring a local audio visual company, arranging local labor, arranging advance shipping options, providing food and beverage vendors, recommending best uses of available space and resources, providing local celebrities and entertainment options, coordinating host displays, managing load-in and load-out and serving as the primary conduit of fan festival information to and from the local organizing committee and host facility. Primary oversight of the fan festival will be handled by the NCAA and its designated production agency, however the local production manager will play an important role in shaping the event to meet the unique needs and opportunities of the host community.

6. 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.
7. Parking spaces. 25 complimentary parking spaces for NCAA staff and designated fan festival participants should be provided in close proximity to the chosen facility or space.
8. Financial Arrangements. Space, utilities and services shall be provided to the NCAA at no charge including all basic associated charges such as rental fees, heating/air-conditioning, lighting, staffing, set-up and tear down (for temporary structures), security, internet, renting of heavy equipment (e.g. forklifts and scissor lifts), as well as, water access to fill weight tanks, if necessary, etc.
9. Drayage. No charges will be assessed for drayage on incoming or outgoing shipments to and from venue docks or parking lot.
10. Security. The facility shall have a comprehensive security/emergency-situation plan. In addition, at no cost to the NCAA, the host and/or venue shall provide all security personnel and equipment (e.g. magnetometers, wands, perimeter fencing if outdoors, etc.) deemed necessary by the NCAA after receiving consultation and recommendations from the venue.
11. Products. The NCAA and its designated representatives 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 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 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 area and all adjacent and related areas.

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).

12. Merchandising. The NCAA, or its designee, shall have the exclusive right to market and sell products licensed by the NCAA and will administer all souvenir merchandising within the fan festival space. The NCAA, or its designee, shall have no obligation to make any payments to the venue, its concessionaire or any third party with regard to merchandising or other products.
13. Utilities. At no cost to the NCAA or its designee, the fan fest area shall provide sufficient utilities including electrical power, water hookups, internet access for all participants in all areas as needed to execute the event. If the space is outside, the host will also take financial responsibility for providing power even if this entails bringing in portable generators.
14. Advertising. Other than permanent advertising signs outside of the facility property, no promotional, public relations, political or advertising activity may take place in the facility during the time it is used for the NCAA fan festival without approval from the NCAA. No advertising banners, signs or displays of any kind may be hung, posted or displayed anywhere within the facility space during the dates of the NCAA fan festival without the approval of the NCAA. Any permanently affixed advertising, banners, signs or displays within the NCAA fan festival area shall be covered by the facility at its expense.
15. Staffing. The facility or local organizing committee shall provide and pay for all services deemed necessary for the fan fest area and ancillary events by the NCAA or its designee, including but not limited to: security; janitorial services; a first-aid room staffed by paramedics or other certified emergency medical personnel; maintenance and clean up for all areas used by the NCAA or its affiliates. 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.
16. Food and Beverage Vendors. The NCAA or its designee shall control all food and beverage rights and retain all food and beverage revenue for the ancillary events unless other arrangements are authorized by the NCAA. Also, the NCAA may restrict the sale of certain food and beverage products within the ancillary events if they conflict with NCAA corporate champions or partners. For clarity, there shall be no food and beverage buyout required in the ancillary events, and the NCAA shall have the ability to (a) allow its quick-service restaurant or casual dining sponsor to serve food within the ancillary events with no buyout, and (b) bring into the ancillary events outside food and beverage for staff, crew and volunteer meals if desired. Additionally, the NCAA shall determine in its sole



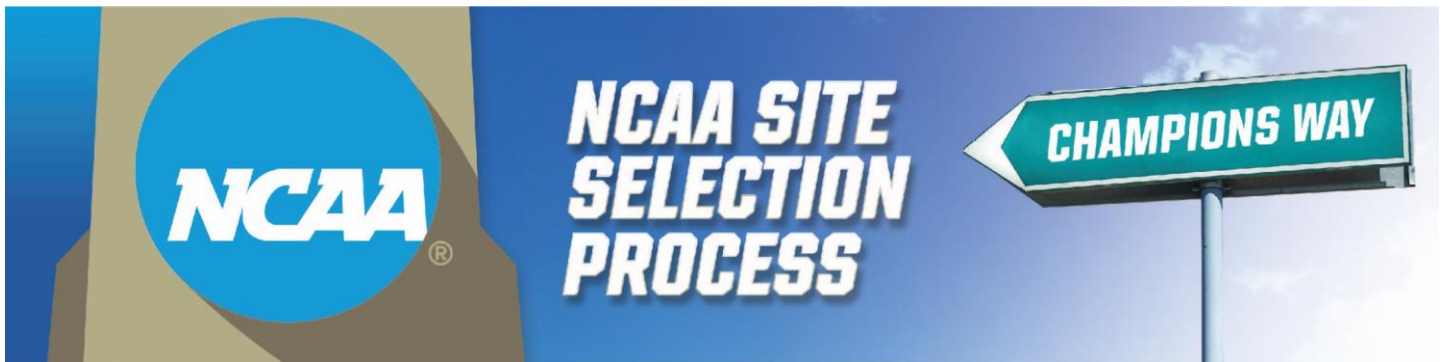
discretion whether alcohol will be sold or distributed at the ancillary events. The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

17. Promotions and Community Awareness. The local organizing committee shall include marketing, promotion and community awareness of the fan festival and ancillary events within its overall marketing and promotions budget. The NCAA will work in cooperation with the LOC to help create these plans and all promotional efforts must be reviewed and approved in advance by the NCAA.
18. Stage and Décor. 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.
19. Tables, Chairs, Pipe and Drape. The local organizing committee or facility shall provide at no charge all tables, linens, chairs, pipe and drape for the food service and vendor areas of the fan festival as well as all chairs for the audience in the stage area of the fan festival (approximately 100-500 chairs).
20. 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.
21. 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.

#### YOUTH CLINIC

If requested by the NCAA, the host site shall be responsible for providing space; managing and promoting local youth participation in a youth clinic for students up to the eighth grade. The clinic is sponsored by the LOC American Volleyballs Coaches Association. Volunteer support staff may also be necessary.





#### TEAM WALKS

If requested by the NCAA, the host staff shall be responsible for coordinating and managing the red carpet arrivals/team walks on game days, as well as, all staff, volunteer, equipment and logistical needs associated with them at no cost to the NCAA. This includes, but is not limited to, carpet, stanchions, security, A/V needs, transportation and team communication coordination. The host staff should work with the NCAA staff point person to determine if red carpet arrival(s) or team walk(s) are appropriate, for advice, approval, look and collateral.

#### NCAA FAN EXPERIENCE HOSPITALITY

The NCAA reserves the exclusive right to create and sell “NCAA Fan Experience” hospitality packages (which may include tickets) for the championships and any ancillary events. The competition venue shall hold all space for possible hospitality use at no cost and subject to no food and beverage minimums. This space, preferably, shall be within the ticketed area. If no appropriate space exists within the ticketed area, the host shall offer alternate off-site options for hospitality in close proximity to the competition venue. The distribution of alcohol may be permitted only if logistics of security are reviewed and approved in advance by NCAA staff. Any hospitality packages contemplated by the LOC/host must be approved in advance by the NCAA.

#### COACHES ASSOCIATION

The American Volleyball Coaches Association (AVCA) is celebrating its 42<sup>nd</sup> year of serving volleyball coaches in 2023. The AVCA is an over 8,000-member association made up of volleyball coaches from Division I, II, III, NAIA, Two-Year, high school and clubs as well as international and affiliate members. The AVCA provides a variety of programs and services to members including coaching education, recognition programs for coaches and athletes, advocacy, and much more. Historically, the AVCA Annual Convention is held in the same city as the NCAA Division I Women’s Volleyball Championships. The host city must be able to accommodate the AVCA Convention including the necessary meeting, exhibit and hotel space. Total attendance for the convention is normally 2,600 – 2,800.

The AVCA Convention is made up of a variety of individual functions that are coordinated into one major event. The convention includes over 100 educational sessions, 2 banquets, 10 receptions/parties, an exhibit show, numerous constituency meetings, and three recruiting events for college coaches. The convention typically has an official start day of Wednesday and an official closing day of Sunday.

The AVCA will require considerable assistance from the host city with its convention. All arrangements for the AVCA Convention are coordinated by AVCA staff. The AVCA is solely responsible for planning all convention related activities but welcomes any assistance the host city can provide.

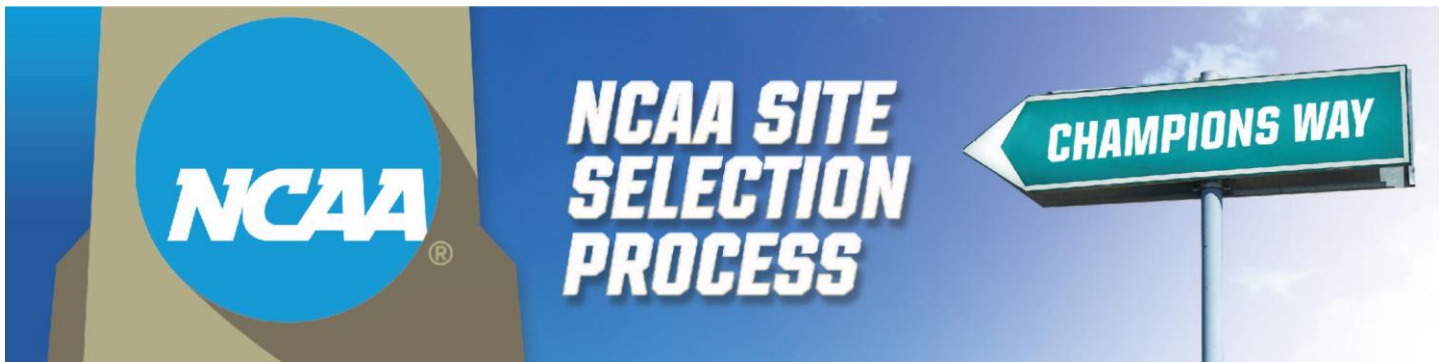
#### AVCA Convention Requirements

##### 1. Meeting & Exhibit Hall Space Requirements

- a. All meeting, banquet and exhibit hall space at the headquarters hotel, overflow hotels and convention center must be complimentary and held on a 24-hour basis. Food and beverage spend requirements may not be substituted for meeting room rental charges.
- b. Exhibit hall space must be a minimum of 100,000 square feet (125,000 sq. ft. preferred) with room for up to 250 booths (10x10), 3 regulation volleyball courts and a beach court. This exhibit hall must be available Monday – Sunday of convention week.



- c. A second exhibit hall with a minimum of 80,000 square feet must be available Wednesday – Sunday of convention week. This exhibit hall will be utilized to accommodate a minimum of (7) volleyball courts used for a variety of events including high school All-American practices, physical metrics testing, a kid's clinic, training workshops, and three recruiting events.
- d. Ceiling height in the exhibit halls must be a minimum of 25' feet.
- e. Complimentary bleacher seating is required around the three regulation volleyball courts and beach court. Accommodations must be made to ensure bleachers will be available to the AVCA. The bleachers should accommodate 600 people at the three regulation courts and 200 people around the sand court.
- f. Meeting room space is required at the convention center. The AVCA will require a minimum of 30 meeting rooms for educational sessions, offices, storage and association meetings. The size of the rooms should range from 50 – 700 theater style.
- g. Meeting room space is required at the headquarters hotel. The AVCA will require a minimum of 15 meeting rooms for educational sessions, offices, storage and association meetings. The size of the rooms should range from 20 – 500 theater style.
- h. Meeting and exhibit hall space should be available to the AVCA beginning at 8 a.m. local time on Monday of convention week and ending at 11:59 p.m. local time on Sunday.
- i. Ballroom space is required at the convention center and/or headquarters hotel. This space should accommodate a minimum of 900 attendees in a banquet style set with rounds of 8 or 10.
- j. A second ballroom is required at the convention/center and/or headquarters hotel. This ballroom should accommodate 1,200 people in a theater set as well as 600 people for a party/reception.
- k. Complimentary meeting space will be required at the convention center or overflow hotel to accommodate the Professional Association of Volleyball Officials (PAVO) Convention. The PAVO Convention is a 200-person event that is held in conjunction with the NCAA Championship and AVCA Convention. PAVO will require a minimum of 10 meeting rooms for educational sessions, meal functions, offices, storage, and association meetings. The size of the rooms should range from 25 – 250 theater style. The AVCA will contract all PAVO meeting space and hotel room blocks. Food and beverage spend requirements may not be substituted for meeting room rental charges.
- l. Complimentary meeting space will be required at the convention center or overflow hotel to accommodate high school All-American team meals/functions and/or professional league exhibition match team meals/functions. The All-American teams and professional league teams will require a minimum of 8 meeting rooms for team meals, meetings, and gear storage. The size of the rooms should range from 25 – 50 banquet style. Food and beverage spend requirements may not be substituted for meeting room rental charges.



- m. The convention center, AVCA hotels, and PAVO headquarters hotel will provide complimentary tables, chairs, risers, and lecterns as needed in the meeting rooms and exhibit halls for execution of event up to inventory limits of venue.
  - n. The AVCA and PAVO reserve the right to use an outside A/V vendor in the convention center, AVCA hotels, and PAVO headquarters hotel. Venues must agree to waive any move-in/move-out charges. The in-house A/V vendor will be included in the RFP process for staffing/equipment. AVCA affiliated groups will be required to use the in-house vendor.
  - o. The convention center, AVCA hotels, and PAVO headquarters hotel must agree to not contract any meeting space with sports associations, sports organizations, or volleyball related groups, with the exception of NCAA affiliated events, over the AVCA program dates.
2. **Professional Exhibition Match & High School All-American Match** – If a sponsorship agreement is in place the AVCA will host a professional league exhibition match and/or high school All-America match during the NCAA Championship dates in the championship arena. The date(s) and timing of the match(es) will be adjusted based on the NCAA championship schedule and venue availability. The high school All-American match brings together the top 24 high school girls' volleyball players in the country. The professional league exhibition match will feature teams or all-stars from professional volleyball leagues in the United States.
- a. Complimentary use of NCAA championship venue and video/ribbon boards for the professional league exhibition match and/or high school All-America match. AVCA or affiliated groups will cover labor and ancillary costs. The same arena set-up will be used for the NCAA Championships, professional exhibition match, and high school All-America match.
  - b. Complimentary use of locker rooms, training room, media room and hospitality room are required.
  - c. The venue will provide a complimentary wireless internet network for media and event staff.
  - d. The professional exhibition match and high school All-America match will be televised or live streamed. The venue will work with the production company to accommodate all production requirements.
3. **Food and Beverage Functions** - the AVCA is responsible for sponsoring the food and beverage functions listed below but will attempt to acquire corporate sponsors for each event.
- a. One (1) sit-down luncheon banquet – approximately 600 people held on Thursday at the convention center or headquarters hotel.
  - b. One (1) sit-down luncheon or evening banquet – approximately 800 people held on Friday at the convention center or headquarters hotel.
  - c. Minimum of two (2) buffet breakfasts – approximately 400 - 500 people at each held on Thursday, Friday and/or Saturday mornings at the convention center or headquarters hotel.



- d. Two (2) evening parties – approximately 600 people held on Wednesday and Friday at the convention center or headquarters hotel.
- e. One (1) tailgate party – approximately 200 people held on Thursday night prior to the NCAA semifinal matches at the convention center or headquarters hotel.
- f. Eight (8) evening receptions – approximately 50-100 people held on Wednesday and Friday evenings at the convention center or headquarters hotel.
- g. Meals for high school All-Americans and/or professional teams – breakfast and lunch service for (30) people Thursday – Sunday morning if a match sponsorship agreement is in place.
- h. Various small functions for affiliate groups – these functions range from 10 – 100 people and time, location, and quantity vary each year.

**4. Hotel Requirements**

- a. The AVCA Convention requires approximately 5,000 hotel room nights.
- b. Approximate room night requirements are as follows:

	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs	Fri.	Sat.	Sun.
Room Nights	20	30	60	250	1,000	1,300	1,300	1,000	40

Historically, 30% of the rooms are single, 60% are double and 10% are triple.

- c. All rooms should be in hotels that are directly on the convention site or within close proximity. The AVCA prefers a range of hotel rates, if applicable. All properties should be in full compliance with local, state and federal laws, and must be equipped with the latest safety and security devices, sprinklers, fire alarms, smoke detectors, etc. In addition, each hotel must warrant that it follows the Americans with Disabilities Act.
- d. The AVCA will negotiate rates with each property individually. The convention will be awarded contingent upon successful negotiation of reasonable room rates. Failure to secure such reasonable rates may result in AVCA choosing an alternate host city. AVCA staff/consultant rooms should receive a deeply discounted rate.
- e. The AVCA prefers a standard policy of at least one (1) complimentary room per forty (40) rooms picked up, per night, on a cumulative basis. These rooms are to be credited to the AVCA Master Account.
- f. All other hotel concessions will be negotiated on an individual basis with each hotel property.



## 5. Host City Required Sponsorships

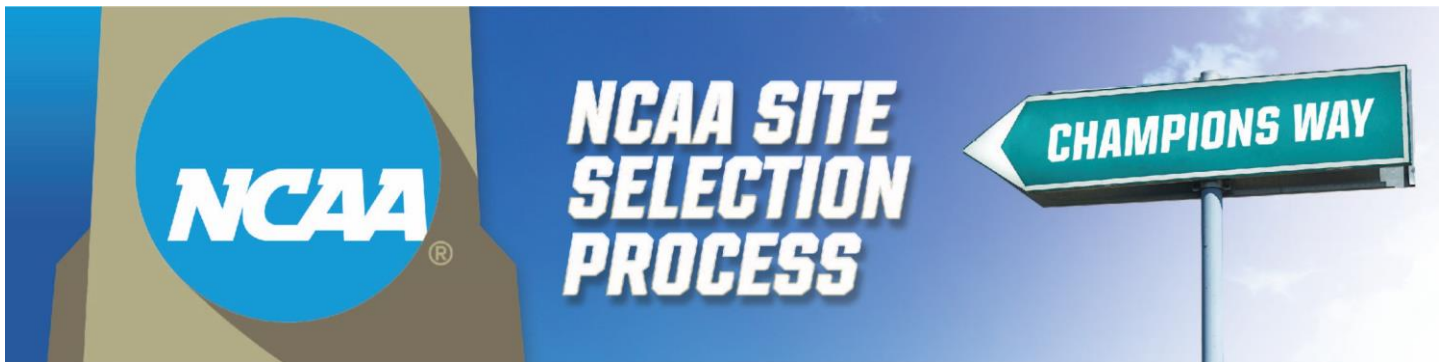
- a. Complimentary bleachers, tables/chairs/risers/lecterns, arena, meeting, banquet, and exhibit space as outlined above.
- b. The host city is required to provide an \$8,500 credit toward AVCA ancillary convention center costs. This would include credit toward convention center staffing requirements and other center expenses as determined by AVCA.
- c. The host city is required to sponsor bus transportation for AVCA attendees to/from the NCAA championship venue and AVCA contracted hotels if the championship venue is not within walking distance. Transportation would be required on the date of the NCAA Semifinals, date of the NCAA Championship, date of the high school All-America match, and date of the professional exhibition match if applicable.
- d. The host city is required to sponsor bus transportation for AVCA attendees to/from the convention center and AVCA contracted hotels if the convention center is not within walking distance. Transportation would be required Tuesday afternoon – Sunday.
- e. The host city should assist the AVCA in promoting the convention as follows:
  - (1) Attend the AVCA Convention the year prior to hosting. Promotion opportunities for the next host city include booth in exhibit show, 5-minute promotional video/speaking segment in Thursday Hall of Fame/Coach of the Year Banquet, full page ad in convention program, promotion through auction donation marketing, and signage provided by AVCA.
  - (2) Provide photography to be used in convention brochures and promotional materials.
  - (3) Provide information on restaurants, attractions, and shopping that the AVCA can include in marketing materials promoting the city to attendees.

**The prospective 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       NO with Exception

**Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.**





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## SECTION XI: VOLUNTEER NEEDS

There are over 100+ volunteers needed for this championship and related events.

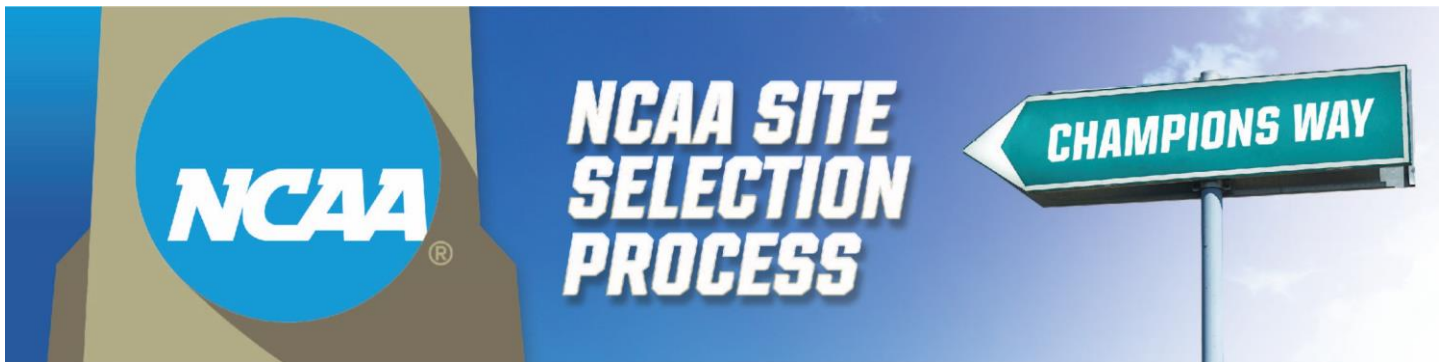
- Media Coordination
- Hospitality
- Team hosts
- Ancillary Event
- Gate Giveaways
- Autograph sessions
- Youth Clinic
- Social Media
- Game Presentation

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**XI: FINANCIAL TERMS**

**Guarantee** – A minimum financial guarantee of \$500,000 is required to host the championship. After gross receipts are determined, the NCAA will receive the established guarantee, followed by the host/LOC receiving the budgeted expenses or actual expense, whichever is less. Once both of those obligations have been met, if there are any remaining funds, the NCAA and the host/LOC will split those 80% for the NCAA and 20% for the host/LOC.

**Concessions/Parking/Suite Revenue** – Preferred consideration shall be given to those hosts, competition venue and surrounding area/facilities that agree to provide a revenue share model with regards to suite lease, suite food and beverage, parking and concessions.

**BUDGET HISTORY**

The chart below contains the three-year average of expenditures for the championships.

Expenditures Three-Year Average	
<b>Total Expenses</b>	<b>\$479,054.00</b>
Promotion	\$28,048.00
Tickets	\$138,157.00
Facility	\$133,460.00
Personnel	\$122,302.00
Entertainment	\$44,309.00
Equipment	\$12,778.00
Officiating Expenses	\$0.00

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