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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 Regionals, 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 Regional to institutions’ 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 Regionals. The administration of the Regionals is under the authority of the respective sports committee subject to final authority of the appropriate NCAA Championships Cabinet or Committee. All activities and events associated with the Regionals are to be approved by the sport committee.
# SECTION II: REGIONALS STRUCTURE

<table>
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<tr>
<td><strong>Regionals (6):</strong></td>
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<tr>
<td><strong>Finals:</strong></td>
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SECTION III: GENERAL FACILITY REQUIREMENTS

1. 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 host must agree that the facility will be in compliance with all applicable city, state or Federal regulations concerning access and seating for people with disabilities.

2. The host agrees that the facility and any practice facility must be available for the exclusive use of the NCAA from 9 a.m. the Wednesday preceding the competition through 3 a.m. after the regional finals for the purpose of preparing for, practicing for and conducting the competition. During this period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The host/sponsoring agency must agree that throughout the Regionals, the facility will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.

3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.

4. The arena floor and mat areas shall be arranged in accordance with the NCAA Wrestling Rules as far in advance as possible, but in no event later than the Tuesday prior to competition. The arena floor space should be large enough (minimum of 150’ x 100’ is suggested), excluding any media or press seating and the head table, to accommodate six full-size wrestling mats, 42’ x 42’, mat-side tables, video equipment and chairs for medical personnel. Please note that these mats have arrived in the past as large as 44’x44’.

5. The facility must be modern, clean and accessible and preference will be given to facilities with a seating capacity of at least 2,500 seats.

6. The host must have a comprehensive security and evacuation plan in case of emergencies at the facility (e.g., natural disaster, lightning, bomb threats, etc.).

7. All seats in the arena’s normal wrestling configuration shall be under the control of the NCAA for its exclusive use during the Regionals.

8. The NCAA shall be provided exclusive complimentary use of a viewing suite, if available, during all practice and competition sessions.

9. At the discretion of the NCAA, practice sessions may be open to the public free of charge. Programs, merchandise and concessions may be sold.

10. The facility must furnish the following locker room accommodations:

a. At least two clean and equipped non-assigned locker rooms for use by student-athletes.

b. One locker room for the officials to accommodate 12 individuals.
11. The host must provide the following additional space within the facility, at its expense, with all areas subject to the approval of the NCAA:

   a. An athletic training room including a taping area must be available on site for the teams. The host/local organizing committee shall supply personnel and equipment to assist the participating teams with their sports medicine needs.

   b. Press seating in the arena for a minimum of 40 working media, including all requested space for any Web cast production or a televising network (if applicable).

   c. Elevated head table for 15 on the arena floor. Telephone communications should be available to other parts of the arena (all mat-side tables), the NCAA suite (if applicable) and with outside lines. Internet connection should be available at the head table for the computer programmer.

   d. Media work room for 20 with appropriate lighting, heat and air conditioning. A minimum of 10 Internet connections should be available. It is recommended that a minimum of two computers with Internet connections be made available. The NCAA corporate champion/partner for beverages (e.g., Coca-Cola) should always be stocked with such beverages in the media room, coaches’ hospitality area, volunteer hospitality area, etc. In addition, snacks should always be available for the media.

   e. Photographer space surrounding each mat. It is recommended that at least five feet of space be afforded to photographers from the restraining endline to the first row of seats and five feet of space for photographers on the sidelines.

   f. Interview area for 15 with dais, podium and audio equipment.

   g. One area of private office space, with one telephone line, facsimile machine and facsimile phone line, for the use of the NCAA.

   h. A results control area containing two photocopy machines (one on the floor and one in the media work room) with capabilities for reproducing bout sheets and other material on bond paper 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 Regionals. 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 on Saturday and Sunday. The host also must provide an electrician on-site.

   i. The host shall provide a minimum of two facsimile machines at the facility as required by the NCAA.

   j. The host shall provide all necessary computer terminals, personal computers, printers and any other necessary equipment needed within the facility to operate the software package and video board (if applicable) for seeding, bracketing, scoring, etc.

   k. The host shall arrange to install in the working press area of the facility five private lines and
instruments, restricted to local, "800", collect and credit-card calls. The NCAA also requires an in-house communication system (cellular telephones or hand radios). Finally, two DSL lines must be provided within the arena.

l. One large room for drug testing, with a waiting area, toilet facilities, television, DVD player and a minimum of 500-square feet of space.

m. On-site meal area each day for the media (20), coaches (30), volunteers (20) and a student-athletes (180).

n. A warm-up space should be located near the competition area and large enough to accommodate an area the size of two full-size wrestling mats, which will need to be made available to the participants for use starting on the day before competition begins and continuing throughout the Regionals.

o. A secure and private area large enough to accommodate the weighing-in of 180 wrestlers with pipe and drape to stanchion off the area for five separate lines.

p. Access in the warm-up area to treadmills and stationary bicycles that are provided by the host.

q. The NCAA may request the hosts to obtain four mat side score clocks for the event.

12. The NCAA shall control all meeting rooms, private clubs and restaurant space whose patrons have access into the arena without passing a ticket- or credential-checking station during the term of this lease, and all such space shall be provided at no cost to the NCAA.

13. The host shall provide in the facility, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NCAA.

14. The host shall provide 10 complimentary parking spaces in prime locations at the facility to be used at the sole discretion of the NCAA. Complimentary parking spaces also must be provided for all participating teams and NCAA representatives. Approximately 50 parking spaces are recommended.

15. The host shall be responsible for and pay the costs at the facility of the coordination and installation of interior and exterior decorations.

16. The host shall provide in the facility, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press areas for the operation and transmission of television and radio broadcasts and/or Web casts and for the operation of computer terminals used by the working press. Therefore, the following shall be available:

a. 110-volt electrical outlets in all working press areas, with the minimum requirement being one outlet for every telephone in the working press room and on press row (or two inputs for every two seats in both of these areas).
b. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room, NCAA meeting room, NCAA suite (if applicable) and other special media areas.

SECTION IV: FOOD AND BEVERAGE CONCESSIONS

17. The facility shall retain, operate and control all food and beverage concession rights subject to the provisions of this section.

18. The facility or its concessionaire shall provide food and beverage in all refreshment areas, restaurants and suites (if applicable) at costs comparable to the most favorable price for other customers during other events in the arena.

19. Due to the length of each session, food, beverages and official NCAA merchandise may be vended in the seating areas.

20. No alcoholic beverages, including beer and nonalcoholic beer, shall be sold or dispensed for public or private consumption anywhere in the arena complex prior to or during the conduct of the championships, nor shall any such beverages be brought to the site during the championships. ‘Prior to’ as used herein means the period of time beginning with the opening of turnstiles for public entrance to the facility.

21. Alcoholic beverages shall not be delivered to private viewing suites on the dates of NCAA practice or competition.
22. The NCAA retains the exclusive right to sell souvenir products licensed by the NCAA; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA concessionaire.

23. The official NCAA concessionaire will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the Regional(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20 percent commission fee for providing these services. The 20 percent commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20 percent commission fee:

   a. Inventory accounting upon arrival of merchandise from the official NCAA concessionaire.
   b. Immediate notification (within 24 hours of receipt) to the official NCAA concessionaire of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by the official NCAA concessionaire.
   c. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
   d. At the conclusion of the event, everything sent must be returned to the official NCAA concessionaire within two days of the conclusion of the event.
   e. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
   f. Selling locations that are well displayed and fully stocked prior to the public's access to them.
   g. Strict adherence to the merchandising and display standards as outlined below:
      - Merchandise made available for sale at all times during the event.
      - Each item neatly displayed with correct prices clearly marked.
      - Neatly dressed personnel that are customer-oriented.
      - Skirted tables for display and checkout.
      - Display boards and grids.
      - Selling locations located in high traffic and easily located locations.
      - Keeping selling areas clean and neat at all times.
      - Re-stocking of back-up inventory in a fast and efficient manner.
      - Calling the official NCAA concessionaire to request re-orders should sales warrant.
h. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to the official NCAA concessionaire no later than 24 hours after the conclusion of the event.

i. Total gross sales revenues and a final copy of the inventory report must be sent to the official NCAA concessionaire within 7 business days of the conclusion of the event.

j. The remaining inventory forwarded to the official NCAA concessionaire or the next event site as determined by the official NCAA concessionaire within 2 days of the conclusion of the event.

Having met each of the above requirements, the official NCAA concessionaire will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to the official NCAA concessionaire must be sent within 7 days of the conclusion of the event.

24. The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of the official NCAA concessionaire.

25. A buy-out option can be made with the official NCAA concessionaire/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that the official NCAA concessionaire provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by the official NCAA concessionaire. The host institution or official vendor will provide the NCAA 25 percent of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year’s championship [NCAA Bylaw 31.6.2-(a)].

26. If the host institution/conference cannot agree to the terms as set forth above, the official NCAA concessionaire will pay the host institution/conference or sponsoring agency 10% of sales, net of taxes and credit card usage fees, if the host provides all of the following accommodations:

- Merchandise receiving.
- Locked and supervised storage adequate to accommodate all championship merchandise.
- Covered and/or skirted tables.
- Merchandising display booths and/or display carts.
- Tents or shelters for outside events.
- Electricity and phone lines to support the merchandise sales effort.
- Equipment for moving merchandise on site.

27. Should a Regional site have a prior contractual relationship with vendors that cannot be waived for NCAA Championship competition, the official NCAA concessionaire, when supplied with written proof of contract, is required to make the vending opportunity available to the facility’s vendor.

28. The host institution/conference must notify the official NCAA concessionaire if it has an existing contract that will prohibit the official NCAA concessionaire from supplying vendors for this event.
29. The NCAA, or its designee, shall have the exclusive right to publish and distribute the game programs at the arena during the term of the Regionals. The NCAA or its designee may choose to provide digital programs. The host may sell bracket sheets, however the facility shall provide program vendors and sell the programs delivered to it by the NCAA or its designee at all public entrances and on each tournament day. Separate vending stations also must be provided to sell the updated bracket sheets prior to each session. The NCAA's designee shall make settlement with the vendor for receipts of program sales less the sales commission (20 percent) after sales taxes. All complimentary programs must be accounted for in advance. The NCAA's designee shall furnish the NCAA with a complete record of sales billed, amount collected, and amount of, and manner of computing commissions.

SECTION VII: NCAA CORPORATE CHAMPIONS/PARTNERS

30. The hosts shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate sponsors. The current NCAA Corporate Champions are: AT&T and Coca-Cola. The current NCAA Corporate Partners are Enterprise, The Hartford, Hersey's, LG, Lowe's, The Sheraton and State Farm Insurance. All proposed commercial involvement or sponsorship must receive the prior approval of the NCAA. The hosts shall adhere to NCAA corporate-champion/partner policies and procedures in place at the time of the Regionals.

SECTION VIII: COMMERCIAL IDENTIFICATION, SIGNAGE AND OFFICIAL MARKS

31. The NCAA will design the official Division III Wrestling Championships logo for the event. All entities involved in the championships shall use this logo and no other.

32. All activities using the NCAA's name or registered marks (e.g., NCAA, National Collegiate Championships) must have the prior approval of the NCAA.

33. The host(s) agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered during the rental period.

34. The host(s) shall not permit any advertising, commercial identification, banners, signs, decals or displays of any kind, including NCAA corporate champions/partners, to be hung, posted or displayed anywhere within the facility property (i.e., any place that can be seen from spectator seating areas), including the scoreboard, mats or floor, during the term of this contract, other than NCAA banners and television and radio banners as approved in advance by the NCAA. Any permanently-affixed (or previously leased) advertising, commercial identification, banners, signs, decals or displays in the facility shall be covered by the host(s) at its expense, as designated by the NCAA. This includes, but is not limited to the following:

a. Lighted advertising displays or dioramas.
b. Advertising displays for lotteries, casinos or organizations promoting open sports gambling.

c. Banners, signs, displays or advertising mentioning or promoting any professional sports organizations.

d. Advertising displays for liquor, tobacco, beer (including nonalcoholic beer) or wine products.

35. The host(s) shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the arena during any session of the Regionals.

36. No advertisements shall be displayed on the press tables prior to or during the conduct of the Regionals.

37. No advertisements shall be displayed on the mats prior to or during the conduct of the Regionals.

38. The NCAA shall provide the facility with the appropriate stickers for the approved mat markings for the finals.

39. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.

40. No newspaper, handbills, fliers, memorabilia or promotional announcements of any nature may be distributed or dispensed in the arena, nor may any messages be displayed on an electronic message board or scoreboard at any time without the prior approval of the NCAA.

SECTION IX: BROADCAST INFORMATION

41. The NCAA owns the exclusive rights to broadcast the event on television, radio or the Internet; to record the event and broadcasts thereof and to photograph the event by means of still, videotape or other motion-picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and press locations, tables, and work areas.

42. Adequate broadcast facilities shall be available at the facility and the host(s) must make available the space necessary to provide for a satisfactory broadcast of the Regionals. In order to install and set up the necessary technical equipment, the engineering crew must have free access to the facility where camera/audio cables are to be run 30 hours prior to the finals session.

43. Should it be necessary to eliminate seating to provide for adequate broadcast coverage, permission will be granted. There will no admission charges to the NCAA for the elimination of such seats, and there will be no charge to the broadcast network unless the NCAA’s contract with said broadcast network provides for such a charge.

44. Construction platforms (above and beyond standard broadcast camera positions) and other arena alterations requested by the broadcasting entity shall be done at its own expense unless such usable positions exist, in which case the host(s) shall pay for such construction. The necessary electrical
power shall be available to operate the related broadcast equipment at the facility. The broadcasting entity shall have the right to install, maintain in and remove from the facility and the surrounding premises such wires, cables and apparatus as may be necessary for the broadcast of the Regionals, provided, however, that such items shall not interfere substantially with the use of the facility or with any of the means of ingress or egress thereof.

45. Nothing shall preclude the NCAA from permitting the live broadcast of the Regionals contest in the home broadcast market areas of the competing teams.

46. The host agrees that the NCAA will have the use of a suite overlooking the arena floor and as close as possible to the center of the arena to be accessed solely by representatives of the NCAA, providing for private use by the NCAA as needed for business meetings prior to and during the competition. This is provided there are viewing suites inside the arena.

47. The host agrees that the NCAA will be paid the predetermined ticket admission rate for each suite admission, not to exceed the cost of tickets in the general seating area. The host(s) agrees Regionals receipts shall include the predetermined ticket admission rate for each suite admission and that all users of the suites shall purchase tickets to access suites for attendance of all sessions of the Regionals. Children two years of age and under may be admitted without a ticket, provided the child sits on the lap of a person with a valid admission ticket.

SECTION X: LOCAL ORGANIZING COMMITTEE AND PERSONNEL

48. A local organizing committee (LOC) shall be formed in the host city to act as the local responsible party for fulfilling the LOC obligations and to provide to the NCAA certain services and assistance in connection with the various activities related to the Division III Wrestling Championships. The host institution/ conference must be a part of the leadership of the LOC.

49. The host institution/conference shall appoint an individual to assume the position of chair of the LOC. This individual shall be the director of athletics of the host institution or the commissioner of the host conference (or his/her designee) and shall maintain ultimate responsibility for the local operation of the event. The chair of the LOC shall be responsible for appointing the following individuals:

a. Tournament Manager. A knowledgeable person with significant experience in tournament administration and game management should serve in this role. The function of the tournament manager is to ensure that the policies of the wrestling committee and the NCAA are implemented and followed in the administration of the tournament. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions, financial administration and adherence to policies outlined in the NCAA Tournament Manual.

The tournament manager shall prepare and provide copies of a future hosts manual to the following year(s) hosts, the NCAA staff and the NCAA Wrestling Committee. This must be an extremely detailed and thorough document covering all aspects of the Regionals and must be distributed within 60 days following the conclusion of the Regionals.
The tournament manager also will provide the NCAA a post-championships report in the future hosts manual, which should include the following:

(1) A compilation of all mailings sent and forms used in the preparation and conduct of the event;

(2) A compilation of vital statistics and data, such as the number of tickets sold, attendance figures, number of copies of various forms used for the Regionals, detailed room usage at all hotel properties, etc.;

(3) An outline of the local operating structure that assisted with the local organization;

(4) A calendar reflecting the host's planning schedule; and

(5) Suggestions for future conduct of the Division III Wrestling Championships.

b. **Facility Liaison.** A knowledgeable person, preferably a member of the facility staff should serve in this role. Specific responsibilities may include assisting the NCAA with the direction and supervision of facility arrangements, tickets, security and assistance in development of participant information.

c. **Host Media Coordinator.** Preferably the sports information director of the host institution/conference should serve in this role. This individual shall work to ensure that the wrestling committee's policies regarding media are observed. Specific responsibilities may include issuing credentials, planning and supervision of media work areas, coordination of all media conferences, lodging and transportation, statistical services, communications, hospitality, and entertainment. The media coordinator shall assist the tournament manager with compilation of the post-championships report.

d. The chair of the LOC shall ensure that individuals are assigned responsibility for the following components of the Regionals: promotions and marketing; drug-testing coordination (if applicable); Youth Education Through Sports clinic administration (if applicable); ticket manager; hospitality coordination; volunteer coordination; and transportation coordination.

e. The LOC shall be responsible, at its expense, for the recruitment, training and coordination of all volunteers.

f. The NCAA will permit the LOC to solicit contributions for its functions from local, regional or national companies after the NCAA has reviewed specific guidelines for the program and approved a list of potential contributors. The LOC shall submit its specific guidelines for the program and its list of potential contributors to the NCAA for its review and approval not later than nine months prior to the championships. Among benefits the LOC may provide to contributors are championships mementos, invitations to selected tournament functions and signage at selected off-site functions. A detailed marketing plan also must be submitted for NCAA approval at least nine months prior to the championships.
SECTION XI: LODGING

The host institution/conference/sponsoring agency is responsible for securing hotel accommodations for all participating teams; NCAA staff; committee members and other special guests; and officials. Separate hotels must be available for the NCAA, officials and participating teams. Please note that it would be permissible for the officials to be assigned to the same property as the NCAA headquarters hotel. (Officials and teams may not stay in the same hotel). All efforts should be made to provide some deference to the NCAA’s official corporate champion/partner in the hotel category (should one exist at the time of the bid). The prospective host must submit two executed copies of the NCAA’s form of hotel agreement for each recommended hotel [NCAA headquarters hotel and officials’ hotel] with the prospective host’s bid package. Room blocks should be held by the host institution for participating teams to secure on their own. Arrangements should be made with the hotels ensuring that no team or individual group can secure more than 15 rooms from the block until such time that all teams have acquired housing. Each room block is maintained as follows: Teams – 180; NCAA – 1; Officials – 8. All hotels shall be in close proximity (ideally within walking distance) from the arena.

The team hotel(s) must be of comparable quality and distance from the arena.

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<th>Sat</th>
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<tr>
<td>Teams</td>
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<td>Total</td>
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<td>c/o</td>
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SECTION XII: TRANSPORTATION

The hosts must provide airport transportation to and from the assigned hotel for NCAA Wrestling Committee members, head table personnel and officials. A shuttle service must also be provided to and from the arena and the hotel (if the hotel is not within walking distance) for the officials.
SECTION XIII: FINANCIAL ARRANGEMENTS

The following financial arrangements shall apply (please note that the arrangements differ for on-campus and off-campus facilities):

50. The host institution/conference shall submit a proposed budget and financial report form to cover all expenses, subject to the approval of the NCAA.

51. For on-campus facilities, this budget shall include the following:

   a. Promotions (advertising, postage, telephone, printing);
   b. Tickets (printing, ticket sellers and ticket takers, clerical personnel, postage);
   c. Equipment (telephone installation, public address system, temporary restrooms, supplies, copy machines, facsimile machines, game equipment);
   d. Facility expense (supplies, custodial labor, grounds and maintenance);
   e. Personnel (public-address announcer, timers and scoreboard operators, ushers, police and security, statisticians, official scorer, medical personnel, clerical personnel); and
   f. Entertainment (press hospitality, meetings, luncheons and banquets, coaches' hospitality and participants' refreshments, including post weigh-in snacks).

52. For off-campus facilities, this budget shall include the following:

   a. Promotions (advertising, postage, telephone, printing);
   b. Tickets (printing and postage only);
   c. Equipment (telephone installation, copy machines, facsimile machines, game equipment);
   d. Games management personnel (public-address announcer, timers and scoreboard operators,
statisticians, official scorer, medical personnel), and

e. Entertainment (press hospitality, meetings, luncheons and banquets, coaches' hospitality and participants' refreshments, including post weigh-in snacks).

f. The NCAA will negotiate a rental fee for all space and services specified herein, including all utilities. From its rental fee, the facility shall furnish and pay other operating personnel and services deemed necessary by the NCAA, including but not limited to, the following who are under the sole direction and control of the facility and are not to be considered employees or agents of the NCAA:

(1) Ushers;
(2) Ticket sellers, ticket takers and clerical workers in connection with all ticket matters;
(3) Exit personnel;
(4) Special police and city police;
(5) Fire personnel;
(6) First-aid room;
(7) Maintenance and clean-up of the building and grounds, press areas, etc.

53. All seating locations shall be under the control of the NCAA. The NCAA shall determine the number and location of tickets that may be purchased by the host institution/conference or sponsoring agency, facility, local organizing committee and other constituent groups.

SECTION XIV: INSURANCE

54. The host is responsible for ensuring that primary comprehensive general public liability insurance coverage is in effect for the duration of the competition (including practice dates). This coverage must be for a minimum of $1 million per occurrence for bodily injury and property damage, unless statutes of the state in which the host is located provide a lesser maximum recovery limit. It is the responsibility of the host to provide the national office with the appropriate insurance certificate 90 days in advance of the championships.

The hosts shall provide the NCAA proof of liability insurance for coverage of relocation expenses in the minimum amount of $100,000 at least sixty (60) days prior to the championships and said insurance shall show the NCAA as an additional insured as its interests may appear.
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 Section VII - Government Guarantees, 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 other than Division I men’s basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.

   b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.

   b. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.

   c. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host’s ticket allocation.

7. **Competition Venue Responsibilities.**

   a. **Seating Manifest.** At the time of the bid, the competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue’s configuration and cooperate fully with any NCAA ticketing partners.

   b. **Broadcast Partner Site Survey.** The NCAA’s broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey approximately nine months in
advance of the championship to determine the host set location, camera locations and
determine the need for “seat kills.”

c. **Final Manifest.** Upon completion of the site survey and determination of “kill” seats, the
competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable
seats, available suites and available hospitality/party suites.

d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public
seats is the competition venue box office’s responsibility, unless directed otherwise by the
NCAA. The seat locations shall be designated by the NCAA. The competition venue must be
in compliance with all applicable city, state or federal laws and regulations including those
concerning access and seating for the disabled and assist with inquiries from ticket holders in
need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or
misdirected ticket issues. The competition venue shall be responsible for the labor necessary,
as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

e. **Participating Institutions’ Shipments.** The competition venue’s box office shall send the
tickets allocated to the participating institutions to the host tournament managers by a date
designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest,
seating diagram, instructions and payment deadline information shall be sent with the
participating institution’s tickets. The competition venue shall be responsible for the labor
necessary, as well as costs incurred, to ship these tickets.

f. **Sales Reports.** The competition venue’s box office shall be responsible for providing the
NCAA with timely and accurate sales reports. The NCAA shall be responsible for determining
the schedule in which reports will be received from the competition venue’s box office. The
competition venue’s box office shall cooperate fully with the NCAA’s official ticketing vendors
and/or ticketing partners in providing the reports.

g. **Final Ticket Database.** The competition venue’s box office shall send the ticket database to
the NCAA tournament manager upon request. Ticket databases should include the following
field information: Last Name, First Name, City, Email, Phone, Address, State, Zip Code,
Country, Event, Event year, Event Zip, Sport and Source.

**SECTION XVI: 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, the LOC’s/host marketing liaison will 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, ticket sales 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 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, fan and ticket information to all relevant databases (e.g., venue, season ticket holders, alumni, donor, sports commission, youth, conference, third party, key stakeholders, etc.) as requested. The LOC/host is encouraged and expected to reach out to institutions within a determined mile radius of each site requesting championship information be sent to available databases. Hosts should be prepared with NCAA approved electronic promotional materials should neighboring institutions agree to send championship information to their databases on behalf of hosts.

### Final Ticket Database

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

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

Host institutions/conferences should solicit the cooperation of local newspapers in running features on the nation's top players, coaches and teams during the regular season. The host institution/conference should request that local newspapers run weekly features beginning in a mutually agreeable time and provide feature information to papers in the area, as well as surrounding communities.
Newspapers should be requested to provide specific information about how to purchase tickets and special ticket offers/promotions.

7. Creative. It is not permissible for the LOC/Host to create or design marketing related-items. The NCAA will provide all collateral artwork in conjunction with marketing the championship.

8. LOC/Host Related Assets. The LOC/host is responsible for compiling a list of assets available to market ticket sales which should include, but is not limited to: interior and exterior signage, digital banners, broadcast inventory, in venue promotional inventory, etc. Dates of availability, specs and delivery information should be submitted by a mutually agreed upon date.

9. Promotional Items. Items such as bumper stickers, balloons, key chains, refrigerator magnets, etc. can be created for specific NCAA approved marketing efforts. If such items are produced, they must be given away and not sold. The items must be purchased from an official NCAA licensee and approved in advance by the NCAA.

10. Ticket Promotion. The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA. [Reference Appendix A]

11. Ticket Sales Commission Plan. Host institutions/conferences 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. [Reference Appendix B]

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

12. Use of NCAA Marks. The NCAA must approve any use of the NCAA’s name, logos or marks. No commercial entity’s logo can be used in conjunction with the NCAA’s name or marks, unless approved in advance by the NCAA.

13. Championship Website. The NCAA will maintain a website at NCAA.com that will serve as the official site for the championship. The LOC/host shall provide this link as the sole source for Championship information. Any other websites that support the event (i.e., volunteer registration, fan housing, etc.) should have a direct link from the official site and all traffic should be pushed through the official site to these links. The LOC/host will be required to provide site-specific information that will be included on this site and the social media liaison will be responsible for providing timely information. The official NCAA championship site must be the only URL associated with the championship in promotional materials. [Reference Appendix C]

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.

All promotional/advertisement/collateral material must be approved in advance by the NCAA.
Sustained Predetermined Preliminary Round

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 guideline when submitting your plan for review.

2. **Budgets.** When the proposed budget is submitted, a minimum of $1,000 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, 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 requests, for both artwork and reimbursement, 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.** Host institutions/conferences may create television and/or radio advertisements, if approved in advance by NCAA staff. The following must be submitted for approval:
   a. Script and footage for television ads.
   b. Script for radio ads.

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.

SECTION XVII: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation, lodging (room and tax), per diem and game fee for all officials.

2. Transportation, lodging (room and tax) and per diem for the NCAA Division III Wrestling Committee.

3. Official souvenir program (May be in digital form).
5. Championship Signage.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Competition and Warm-up Mats.
3. Mat set up and equipment
4. Score clocks.
5. Scales.
6. Volunteers
7. Public relations coordination.
8. First aid/medical services/AED on-site/ambulance on-site.
9. Championships hospitality.
10. Food/beverage concessions.
11. Public address system.
12. Support personnel – ushers, ticket takers, media runners, etc.
14. Media room (fully equipped).
15. Media seating/work area with constant refreshments.
16. Media coordinator.
17. Tickets.
18. Medical personnel and equipment.
19. 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.
20. Appropriate directional signage within and outside the venue.
21. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.).

22. All necessary equipment not provided by the NCAA for the conduct of the championships.

23. Other items as later requested by the NCAA.
NCAA DIVISION III WRESTLING REGIONALS
Tentative Schedule of Events

2 Day Tournament
(Day 1)
4:00 p.m.   Skin check/weigh-ins
6:00 p.m.   Preliminary & First Round
8:00 p.m.   Championship Quarterfinals & Consolation First & Second Round
(Day 2)
9:00 a.m.   Skin check/weigh-ins
10:00 a.m.  Championship Semi-finals & Consolation Third Round
Noon        Consolation Semifinals
1:30 p.m.   Championship/3rd/5th place matches

*Schedule subject to change
SECTION XIX: VOLUNTEER NEEDS

Approximately 148 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, table workers, hospitality, media and merchandise sales.
SECTION XX: AGREEMENT TO TERMS AND CONDITIONS

PLEASE NOTE: Please indicate the date(s) you are interested in serving as host:

_______ 2017 (March 4 & 5)  __________ 2018 (March 3 & 4)

The Regional host agrees to all terms and conditions as outlined above in the Regionals Bid Specifications Agreement.

☐ Agree  ☐ Disagree

Bid

In addition to this form, please submit the following:

➢ Online key contact form
➢ Online proposed budget and financial report
➢ Facility site questionnaire

SIGNED:

Sponsoring Agency Representative ____________________________________________

Agency ________________________________

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

________________________________________________________________________

________________________________________________________________________

Telephone Number (_____)(______)  Facsimile Number (_____)(______)  

Email ____________________________