

## COMPLIMENTARY REGISTRATION & TRAVEL ASSISTANCE AGREEMENT

Thank you for registering for the 28th Sports ETA Symposium. Your organization has been approved for travel assistance and complimentary registration\*.

### YOUR COMPLIMENTARY REGISTRATION INCLUDES:

- Booth space in Sports Marketplace with table(s), chair(s), waste basket, carpet, and ID sign. Designated booth space size varies based on number of representatives from your organization.
- Up to 51 prescheduled one-on-one appointments per representative from your organization. Number of appointments booked per time slot for your organization varies based on number of representatives from your organization. Each appointment is eight (8) minutes with two (2) minutes of travel time for destinations and industry partners between appointments.
- One (1) roundtable per organization for RFP roundtable appointments. Only one representative from your organization is required to participate in RFP roundtables. Up to nine (9) prescheduled RFP Roundtable appointments per organization. Up to 9 destinations and industry partners can participate in each RFP Roundtable appointment. Be prepared to highlight key hosting requirements for your events during RFP Roundtables.

**\*If you choose to participate in the CSEE or any add-on activities, you are responsible for fees required.**

### TRAVEL ASSISTANCE INCLUDES:

- Up to 4 nights at a host hotel (room and tax only, does not cover incidentals).
- Either airfare reimbursement (up to \$500 including taxes and fees) OR mileage reimbursement (up to \$400) and self-parking at a host hotel parking garage (up to \$100).

### TERMS & CONDITIONS:

- My organization bids out, awards, or assigns sports event to which we own the rights to destinations.
- I will pay any registration fees associated with add-on activities that are not included with complimentary registration.
- I will pay for any ground transportation incurred during my stay.
- I will pay for any baggage fees and airport parking incurred.
- I will participate in prescheduled appointments with destinations and vendors.
- I will share a room with another representative from my organization, if required.
- If flying, I will book my flight and submit my flight itinerary and receipt no later than **July 1, 2020** to [janis@sportseta.org](mailto:janis@sportseta.org). I understand that if I need to make any changes to my travel arrangements (i.e. transfers, cancellations or re-bookings), change fees are at my expense.
- If driving, I will submit estimated mileage with required documentation no later than **July 1, 2020** to [janis@sportseta.org](mailto:janis@sportseta.org).
- I understand unless otherwise indicated, reimbursement checks for airfare and mileage will be issued to my organization.
- I understand reimbursement checks for airfare and mileage will be issued to my organization after successful completion of required activities and I am to pick up the check at Registration and Member Services after RFP Roundtables. If I do not pick up the check by 5:00 PM on Wednesday, August 5, the reimbursement check will be mailed to the business address on file for my organization within 7 business days of the conclusion of the Symposium. After successful completion of required activities and will be mailed to the business address on file within 7 business days of the conclusion of the Symposium.
- I understand my booth must be set up by 10:00 am on Monday, August 3 and cannot be taken down before 4:00 pm on Wednesday, August 5.
- I understand all registration cancellations or transfers to another staff member at my organization must be made in writing by **July 7, 2020**. No penalties for cancellations or transfers received by that date. \$200 penalty applies for requests received on or after **July 7, 2020**. \$685 penalty applies for no-shows. Submit all cancellation or transfer requests via email to [info@sportseta.org](mailto:info@sportseta.org). Any associated fees will be charged to my credit card on file.
- I understand annual membership dues for my organization must also be paid in full by January 31, 2020 to access the portal and receive my appointment schedule.

**You will be responsible for your hotel and airfare/mileage if you do not meet the obligations outlined in this agreement.**



