

COMPLIMENTARY REGISTRATION & TRAVEL ASSISTANCE AGREEMENT

Thank you for registering for the 31st 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, and ID sign. Designated booth space size varies based on number of representatives from your organization.
- Pre-scheduled 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.

***If you choose to participate in STS 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 [HERE](#) no later than **April 19, 2023**. 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 [HERE](#) no later than **April 19, 2023**.
- 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 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 prior to the start of marketplace appointments and cannot be taken down before marketplace appointments conclude.
- I understand all registration cancellations or transfers to another staff member at my organization must be made in writing by **April 19, 2023**. No penalties for cancellations or transfers received by that date. \$200 penalty applies for requests received on or after **April 19, 2023**. \$685 penalty applies for no-shows. Submit all cancellation or transfer requests via email to 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, 2023** 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.

