COMPLIMENTARY REGISTRATION & TRAVEL ASSISTANCE AGREEMENT

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.**

Eligible hosted Rights Holders receive the following travel assistance from Sports ETA:

Hotel

- Up to four (4) nights at an official host hotel, **including room and tax only.**
- Incidentals, additional nights, cancellation/no-show fees, and other charges are the responsibility of the attendee.
- Hotel accommodations must be booked through the official Sports ETA housing portal here.
- Hotels booked outside of the official host hotel block **will not be covered or reimbursed.**

Airfare OR Mileage

- **Airfare:** Reimbursement of up to $500, including taxes and fees.
- **Mileage:** Reimbursement of up to $400, using the applicable 2027 IRS mileage rate, plus self-parking at a host hotel parking garage up to $100.
- You may receive **either airfare reimbursement or mileage reimbursement, not both.**

Hotel Accommodations

You are responsible for booking your own hotel room through the official Sports ETA housing process.

Once you register for the Symposium, you will receive an event confirmation email from info@SportsETA.org with a secure housing link to book your room through the Sports ETA Housing Portal, powered by Team Travel Source and EventPipe.

Sports ETA covers up to four (4) nights at the designated host hotel, including room and tax. **Sports ETA does not cover or reimburse hotels booked outside of the official host hotel block.**

A method of payment is required when booking your room and is the attendee's responsibility for:

- Incidentals
- Additional nights
- No-show or cancellation fees
- Any other charges not covered by Sports ETA

If you need to change your check-in date or cancel your reservation, you must contact Team Travel Source or the hotel directly.

Airfare Reimbursement

You are responsible for booking your own airfare.

Only Economy/Coach airfare is eligible for reimbursement. Sports ETA will reimburse the cost of an Economy/Coach ticket, up to the $500 maximum. The following are not reimbursable:

- First Class, Business Class, or other premium-class fares
- Seat upgrades or preferred/premium seating
- Baggage fees
- Airport parking
- Ground transportation
- Flight change, cancellation, or rebooking fees

If you would like to purchase an upgraded seat or have a question about whether a specific airfare or seating option will qualify for reimbursement, please contact Jordan at jordan@sportseta.org before booking.

Important: If an Economy/Coach ticket is purchased and an upgrade or other non-reimbursable fee is added, the non-reimbursable amount will be deducted from your reimbursement. If a First Class, Business Class, or other premium-class fares, your flight reimbursement will not be accepted. The $500 maximum applies to the eligible Economy/Coach airfare, not to upgrades or other additional travel expenses.

Reimbursement Deadline

Airfare reimbursement requests **must be submitted by Thursday, April 1, 2027.**

You must submit both your full flight itinerary and flight receipt through the Sports ETA Reimbursement Form. Class, total cost, and arrival and departure information must be visible.

Requests submitted after the deadline will not be reimbursed.

For mileage reimbursement, all required documentation must be submitted through the Sports ETA Reimbursement Form by Wednesday, April 28, 2027.

Reimbursement checks will be issued approximately four (4) weeks after the event, provided all reimbursement requirements have been met.

Travel Assistance Agreement

Your organization must agree to the following terms and conditions to receive travel assistance:

- My organization bids out, awards, or assigns sporting events to destinations to which we own the rights.
- I will participate in **ALL scheduled appointments** with destinations and industry partners.
- I will not block more than 10 meeting slots unless I receive written approval from Sports ETA.
- I will attend the MVP Reception hosted by Play Tennessee on Tuesday, April 13, 2027.
- I will pay for all ground transportation during my stay.
- I will pay for baggage fees, seat upgrades, class upgrades, and airport parking.
- I will pay any registration fees associated with add-on activities that are not included with complimentary registration.
- I will share a room with another representative from my organization if required.
- If flying, I will book an Economy/Coach ticket and submit my full flight itinerary and receipt through the Sports ETA Reimbursement Form by Thursday, April 1, 2027.
- If driving, I will submit my mileage reimbursement and all required documentation through the Sports ETA Reimbursement Form by Wednesday, April 28, 2027.
- I understand that any changes to my travel arrangements, including transfers, cancellations, or rebookings, are my financial responsibility.
- I understand that travel assistance is contingent upon my full participation in the event, including all scheduled appointments and required activities.
- I understand that my booth must be set up before marketplace appointments begin and may not be taken down before marketplace appointments conclude unless approved by Sports ETA staff by Friday, March 26, 2027.

- I understand that annual membership dues are my organization's responsibility and must be paid in full by Monday, March 22, 2027 to access the appointment portal and receive my appointment schedule. Failure to renew membership by this date may result in cancellation of my registration.

Cancellation and No-Show Policy

All registration cancellations or transfers to another staff member within the same organization must be submitted in writing to jordan@SportsETA.org **by Friday, March 26, 2027**. There is no penalty for cancellations or transfers received by this date.

If I cancel after Friday, March 26, 2027, or fail to attend any scheduled appointment, I understand that:

- I will be assessed a $685 cancellation/no-show fee; and
- I will forfeit all travel assistance, including airfare or mileage reimbursement and any applicable hotel assistance.

Travel assistance may also be revoked if:

- The event qualifications submitted are falsified or misrepresented;
- The registrant does not hold influence over event site selection; or
- Any submitted registration or meeting information is inaccurate.

Final Agreement

By checking the box below, I confirm that I have read and understand the Travel Assistance Policy and agree to all terms and conditions.

[ ] I understand and agree to the Rights Holder Travel Assistance Policy, including the airfare, mileage, hotel, participation, reimbursement deadline, cancellation, and no-show requirements outlined above.