



SPORTS EVENT SYMPOSIUM

Grand Rapids, MI
April 3 – 7, 2016

EVENT OWNER REGISTRATION FORM

To apply for a travel stipend, submit your registration no later than January 31, 2016. Appointments in NASC Sports Marketplace cannot be guaranteed if not registered by Friday, February 19, 2016. Appointments in NASC Sports Marketplace cannot be guaranteed if not registered by Friday, February 19, 2016.

Event owners include sports organizations and associations, national governing bodies (NGBs), and other companies that bid out and award sports events to which they own the rights.

Complimentary registration for NASC Rights Holder members includes access to all convention functions as well as one 10' x 10' carpeted booth in the NASC Sports Marketplace. One table, four chairs, waste basket and ID sign are also complimentary. Additional exhibit space is available for organizations bringing multiple representatives. One appointment will be scheduled per time slot for each person attending from your organization. If your organization is not an NASC Rights Holder member, your organization will be charged \$100 for an annual membership. Only one membership is required per organization.

ORGANIZATION

Organization _____

Mailing Address _____ City _____ State _____ Zip _____

☐ \$100 - My organization is not an NASC Rights Holder member and would like to apply for membership, or I would like to renew my organization's membership.

☐ I would like to apply for a travel stipend on behalf of my organization. My organization meets the following criteria [check all that apply]:

☐ My organization's tax status is 501(c)3 or 501(6)

☐ My organization has new events available for bid

☐ My organization has been an NASC member for less than one year

☐ If awarded a travel stipend, our organization will send multiple attendees

☐ My organization has not sent a representative(s) to the NASC Symposium since 2013

-Number of hotel room nights requested: _____

-Number of flights requested: _____

FIRST ATTENDEE

Name _____ Title _____

Work Phone _____ Cell Phone _____

Email _____ Are you a first time attendee? ☐ Yes ☐ No ☐ Not Sure

Emergency Contact _____

Name _____ Phone _____

Add-on Activity

☐ CSEE Spring 2016 Module - \$350

Special Requests:

Dietary Restrictions Yes ___ No ___ If yes, please specify _____

ADA Requirements Yes ___ No ___ If yes, please specify _____

Total Due for First Attendee \$ _____

5 Easy Ways to Register

Mail:

NASC

ATTN: 2015 Symposium Registration
9916 Carver Road, Suite 100
Cincinnati, OH 45242

Online: www.SportsCommissions.org

Phone: (513) 842-8307

Fax: (513) 281-1765

Email: info@SportsCommissions.org

SECOND ATTENDEE

Name _____ Title _____
Work Phone _____ Cell Phone _____
Email _____ Are you a first time attendee? ☐ Yes ☐ No ☐ Not Sure
Emergency Contact _____
Name _____ Phone _____

Add-on Activity

☐ CSEE Spring 2016 Module - \$350

Special Requests:

Dietary Restrictions Yes ____ No ____ If yes, please specify _____

ADA Requirements Yes ____ No ____ If yes, please specify _____

If registering additional representatives, please attach additional pages.

Total Due for Second Attendee \$ _____

AGREEMENT

By signing this contract, the authorizer acknowledges (on behalf of the aforementioned company or business) that the company understands the following:

- If applying for the Travel Stipend, registration must be received no later than **January 31, 2016**.
- Annual membership dues must be received no later than **January 31, 2016**.
- **Each** event owner attendee agrees to participate in their own separate pre-qualified appointments in the NASC Sports Marketplace.
- Event owner agrees to set up and tear down during the specific dates and times designated by event management unless otherwise noted.
- Method of payment is required to confirm your registration. Credit card will not be charged unless cancellation penalties apply as outlined below.
- Add-on activities and annual membership dues are the responsibility of the attendee.

I have read and agree to all terms & conditions:

Accepted on behalf of authorized exhibitor contact

_____ (signature / date)

_____ (print name / title)

PAYMENT INFORMATION

Event Owner Registration (FREE)

NASC Rights Holder membership (\$100 per organization) \$ _____ (USD)

NASC Sports Legacy Fund Donation \$ _____ (USD)

CSEE Spring 2016 Module (\$350 per registration) \$ _____ (USD)

Total Amount Due \$ _____ (USD)

Provide a method of payment to hold your place. See below for terms and conditions.

Payment Method:

☐ Visa ☐ MasterCard ☐ American Express ☐ Check (payable to the *National Association of Sports Commissions*) ☐ Invoice Me

Card Number: _____ Expiration Date: ____/____ Security Code: ____ Billing Zip Code: ____

Signature _____ **Total Amount To Be Charged (USD): \$** _____

MARKETING RELEASE

By registering, you are giving the NASC your consent to photograph, videotape and audio record your creative contributions, picture, likeness, voice, and statements at the *2016 NASC Sports Event Symposium*. You agree that all such recordings, derivatives and proceeds thereof and there from are owned solely by the NASC and you by your attendance at the *2016 NASC Sports Event Symposium* agree to transfer to NASC and waive any rights you might have in all of such properties and materials.

CANCELLATION POLICY

All registration cancellations and refund requests must be made in writing by **February 19, 2016**. A refund of the full convention fee, minus a \$100 administrative fee, will be given for cancellations received by that date. No refunds will be granted for requests postmarked on or after **February 19, 2016** but may be transferred to another staff member at the same organization or may be applied to the *2017 NASC Sports Event Symposium*. Submit all requests via email at info@sportscommissions.org.

DIETARY RESTRICTION & ALLERGY POLICY

All requests must be indicated when registering for a special meal at plated functions. A card will be provided in your registration packet and is required for special meals. Special meals cannot be requested at meal functions without a card. We work directly with food and beverage providers; however, no area will be completely allergy free.

EVENT OWNER Terms and Conditions

1. Defined Terms: As used hereinafter, the term "Organizers" means National Association of Sports Commissions (NASC), and each of their officers, directors, agents, affiliates, representatives, employees and assigns, unless the context requires otherwise. The term "Exhibitor" means the company or person or any of its officers, directors, shareholders, employees, contractors, agents or representatives that applied for exhibit space rental and agreed to enter into this contract. The term "Event" means the 24th annual 2016 NASC Sports Event Symposium taking place at DeVos Place, Grand Rapids, Michigan, April 3-7, 2016. The Event is owned and operated by NASC.

2. Rights of Organizer: The NASC owns the rights to all functions associated with the Event and reserves the sole right to the planning and execution of all functions including, but not limited to, décor, food and beverage selection, audio visual, invited guests, music, signage and schedule. Exhibitor may not order additional services, invite guests or otherwise alter any function in any manner without expressed written consent of the organizers.

3. Contract Acceptance: The Contract shall become effective when it has been submitted to the NASC. A signed Contract is binding with or without payment. The Contract shall have become effective on the signing date and shall expire on April 7, 2016. The Contract shall not be considered fully executed until it has been signed by both parties.

4. Non-Compete Policy: Attendees of the 2016 NASC Sports Event Symposium are permitted to host gatherings with 2016 NASC Sports Event Symposium attendees as long as they do not interfere with any official 2016 NASC Sports Event Symposium functions. Attendees hosting events that overlap with any portion of the 2016 NASC Sports Event Symposium schedule will be subject to immediate dismissal from the 2016 NASC Sports Event Symposium at the discretion of NASC.

5. Removal of Exhibitors: The Organizers reserve the right to restrict or remove any Exhibit, which they and NASC believe to be objectionable or inappropriate. Exhibitors are prohibited, from sharing exhibit space unless otherwise approved by NASC.

6. Assignment of Space: Initial assignment of space will be determined by NASC. Priority booth locations will be given first to Event sponsors, followed by Exhibitors. After sponsor booths are assigned priority and preference will be given in the order that exhibitor contracts were submitted to NASC. Any exhibitors signing up after the initial booth selection will be assigned on a first-come first-served basis. National Association of Sports Commissions reserves the right to change the floor plan or to move an Exhibitor to another booth location prior to or during the Event if the Organizer determines that to do so is in the best interest of the Event.

7. Use of Space: The space contracted for is to be used solely by the Exhibitor whose name appears on the contract and its participants that have been deemed appropriate and representative of the exhibiting destination. No Exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted to him, nor exhibit therein, nor permit any other person or party to exhibit goods, apparatus, etc., not represented by the Exhibitor in the regular course of his or her business, except upon prior written consent of the Organizer.

8. Cancellation Policy: All cancellations must be made in writing to: National Association of Sports Commissions – 9916 Carver Road, Suite 100, Cincinnati, OH 45242 or Info@SportsCommissions.org, return receipt requested, and shall become effective when acknowledged by NASC in writing. Both Exhibitor and NASC acknowledge that NASC will sustain substantial losses if Exhibitor cancels its Application and Contract. Should Exhibitor cancel all, or part, of the contracted item a) on or before February 19, 2016, contracted amount will be refunded minus a \$100 administrative fee b) if cancellation is after February 19, 2016 the total contracted amount is non-refundable, however, contracted amount may be transferred to the 2017 NASC Sports Event Symposium, if requested in writing before February 19, 2016.

9. Cancellation of Exhibit Space: If an Exhibitor fails to make required payments as described in the exhibit space contract, the organizer may terminate Exhibitor's participation in the Event without further notice and without obligation to refund moneys previously paid. Exhibitors may not move-in until full payment is received.

10. Cancellation of the Event: If Organizers cancel the Event due to circumstances beyond the reasonable control of the Organizers (such as Acts of "God," Act of War, governmental emergency, labor strike or unavailability of the exhibit facility), the Organizers shall refund to each Exhibitor

its exhibit space rental payment previously paid, minus a share of costs and expenses incurred in full satisfaction of all liabilities.

11. Space Reduction: All space reduction requests must be received in writing and shall become effective when received by NASC. Regardless of any downsizing requests, the exhibitor will be responsible for the entire 100% cost of the originally contracted exhibit space for requests received less than 60 days until the Event.

12. Exhibit Construction, Decoration, Signs, etc: Exhibitor is solely responsible for the safety of their exhibits. All special booth work must conform with NASC exhibit regulations. Such approval and/or compliance with NASC regulation does not constitute NASC approval or opinion on the structural safety of construction. Exhibitor and its display company remain solely liable for the safety of their exhibit.

13. Exhibit Design and Inclusions: Included with each 10'x10' exhibit space are back drape and side rail, booth carpet, one (1) skirted table, four (4) chairs, one (1) standard identification sign, and two (2) representative registrations. All Exhibitors must remain within the confines of their own space, and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury, or disadvantageously affect the display of other Exhibitors.

14. Character of Exhibits & Use of Aisles and Common Areas: Distribution of samples and printed matter of any kind, and any promotional material, is restricted to the exhibit booth. Each Exhibitor agrees to exhibit only products that it represents. All exhibits shall display products or services in a tasteful manner. The aisles, passageways, and overhead space remain strictly under the control of the organizer and no signs, decorations, banners, advertising material or special exhibit will be permitted in the aisles. Employees must remain within the booth occupied by their employers. Any and all advertising distribution must be made from the Exhibitor's booth space.

15. Exhibit Space Occupancy: Any Exhibitor who leaves his or her space unattended during the Exhibit hours, forfeits their rights to the space. All exhibits must be open for business during the NASC Sports Marketplace hours. Exhibitors may not dismantle their display until the official closing time or until the NASC Sports Marketplace is officially closed by the Organizers, unless prior authorization is given, in writing, by the NASC. Exhibitors who do not abide by these rules and who breakdown displays before the official closure of the NASC Sports Marketplace will be banned from future participation in any NASC Sports Event Symposiums.

16. Exhibit Set-Up/Tear-Down: A clean floor policy will be in effect during move-in. Set up and tear down will only be allowed during the specific dates and times designated by event management, unless otherwise noted.

17. Exhibitor Hosted Affairs: Exhibitors of the Event are permitted to host gatherings with attendees provided they do not interfere with any official Event function. Exhibitors hosting events that overlap with any portion of the Event schedule will be subject to immediate dismissal from the Event at the discretion of the NASC.

18. Listing and Promotional Materials: By exhibiting at the Event, Exhibitors grant the organizer a fully-paid, perpetual non-exclusive license to use, display and reproduce the name of Exhibitors in any directory listing the exhibiting companies at the Event and to use such names in promotional materials. The Organizer shall not be liable for any errors in any listing or descriptions or for omitting any Exhibitor from the directory or other lists or materials.

19. Marketing Release: Exhibitor gives the NASC consent to photograph, videotape and audio record all creative contributions, pictures, likeness, voice, and statements at the Event. Exhibitor agrees that all such recording, derivatives, and proceeds thereof and there from are owned solely by the NASC, and Exhibitor agrees to transfer to NASC and waive any rights Exhibitor might have in all of such properties and materials.

20. Copyrighted Materials: Exhibitors shall not play or permit the playing or performance of, or distribution of any copyrighted materials at the Event unless it has obtained all necessary rights and paid all required royalties, fees or other payment.

21. Safety, Fire and Health: Federal, State and City laws must be strictly observed. A full listing of these fire and safety regulations will be found in the Exhibitor Service Manual.

22. Sound Devices: The use of devices for mechanical reproduction of sound or music is permitted, but must be controlled. Sound of any kind must not be projected outside of the exhibit booth. Exhibitors are specifically prohibited from employing any carnival-type attraction, animal or

human, or from operating such noise-creating devices as bells, horns or megaphones.

23. Contractor Services: In the interest of making available the best-qualified craftsmen in numbers sufficient to handle all of the services necessary for the operation of the Event, National Association of Sports Commissions has contracted an official contractor to provide certain services. Service companies other than the official contractor will not be allowed to perform any exclusive services. Non-exclusive services may be performed by Exhibitor-appointed contractors (EAC) within certain guidelines. A complete listing of exclusive services and EAC guidelines will be provided in the Exhibitor Service Manual.

24. Exhibitor Representatives/Badge Policy: Exhibitor representatives are limited to personnel employed by the Exhibitor listed on the contract and its named participants who have been deemed appropriate. Badges permit individuals to access the trade show floor at designated times and act as registration for all other events and sessions throughout NASC Sports Event Symposium, unless otherwise stated. There is no limit on the number of representatives that an Exhibitor can bring to staff the booth and participate at the event as long as those personnel have registered and paid the appropriate registration fees.

25. Care of Exhibit Facility: Exhibitor shall promptly pay for any and all damage to the Exhibit Facility or associated facilities, booth equipment or the property of others caused by the Exhibitor or any of its employees, agents, contractors or representatives.

26. Taxes and Licenses: Exhibitor shall be solely responsible for obtaining any licenses, permits or approvals under Federal, State, or local law applicable to its activities at the Event. Exhibitor shall be solely responsible for obtaining any necessary tax identification numbers and permits and for paying all taxes, license fees, use fees, or other fees, charges or penalties that become due to any governmental authority in connection with its activities at the Event.

27. Observance of Laws: Exhibitor shall abide by and observe all Federal, State and local laws, codes, ordinances, rules and regulations of the Exhibit Facility (including any union labor work rules). Without limiting the foregoing, Exhibitor shall construct its exhibits to comply with the Americans with Disabilities Act.

28. Assumption of Risks; Release: Exhibitor expressly assumes all risk associated with, resulting from or arising in connection with Exhibitor's participation or presence at the Event, including, without limitation, all risks of theft, loss, harm or injury to the person (including death), property, business or profits of Exhibitor, whether caused by negligence, intentional act, accident, Act of God or otherwise. Exhibitor has sole responsibility for its property or any theft, damage or other loss to such property (whether or not stored in any courtesy storage areas), including any subrogation claims by its insurer. Neither organizer nor the Exhibit Facility accepts responsibility, nor is a bailment created, for property delivered by or to the Exhibitor. Neither the Organizers, nor the Exhibit Facility, nor any of their respective officers, directors, shareholders, agents, employees, representatives, or assigns, shall be liable for, and Exhibitor hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, damages and liabilities described in this paragraph.

29. Exhibitor Service Manual: Approximately 60 days from the Event, an Exhibitor Service Manual will be available to the first registered attendee as designated on the Vendor Registration Form. The Exhibitor Service Manual will include information integral to the organization's participation at the Event, including but not limited to: additional Exhibitor Rules and Regulations, official contractor order forms, registration, shipping and drayage, utilities and building services, decorator, audio/visual, exhibitor display rules and move-in/move-out schedules, and insurance information.

30. Dietary Restriction & Allergy Policy: All requests must be indicated when registering for a special meal at plated functions. A card will be provided in your registration packet and is required for special meals. Special meals cannot be requested at meal functions without a card. We work directly with food and beverage providers; however, no area will be completely allergy free.

31. Incorporation of Rules and Regulations: Any and all matters pertaining to the Event not specifically covered by this Contract and the rules and regulations as described in the Exhibitor Service Manual, shall be subject to determination by the organizer. Organizer may adopt rules or regulations from time to time governing such matters and may amend or revoke them at any time, upon reasonable notice to the Exhibitor.