

COMPLIMENTARY REGISTRATION & TRAVEL ASSISTANCE AGREEMENT

Thank you for registering for the 33rd 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 events 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 all pre-scheduled appointments with destinations and industry partners.
- I will attend the MVP Reception hosted by Play Tennessee on **Monday, April 14, 2025**.
- 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 **March 31, 2025**. 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 **March 31, 2025**.
- I understand reimbursement checks for airfare and mileage will be issued to me / my organization after successful completion of required activities come onsite in my booth on the afternoon of **Thursday, April 17, 2025** - IF I fully completed the online reimbursement form [HERE](#) by **March 31, 2025**.
- I understand my booth must be set up prior to the start of marketplace appointments and cannot be taken down before marketplace appointments conclude unless approved by Sports ETA staff by March 31, 2025.
- I understand all registration cancellations or transfers to another staff member at my organization must be made in writing by **March 31, 2025**. No penalties for cancellations or transfers received by that date. I understand I will be **charged a \$685 penalty** if I cancel my registration after **March 31, 2025**, or no do show up to a scheduled appointment. I will submit all cancellation or transfer requests via email to info@sportseta.org by March 31, 2025.
- I understand annual membership dues are the responsibility of the attendee and must be paid in full by **February 24, 2025**, to access the appointment portal and receive my appointment schedule.

All event owners will be responsible for covering the cost your hotel and airfare/mileage (not qualify for reimbursement) if you do not meet the obligations outlined in this agreement.

