



NIT TOURNAMENT

2023 & 2024

SPECIFIC BID SPECIFICATIONS

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SECTION I: COMPETITION VENUE SPECIFICATIONS

1. Availability.

- a. Dates of the competition are:

March 28 and 30, 2023 (semifinals and finals)

April 2 and 4, 2024 (semifinals and finals)

Dates are subject to change. In the event of a date change, host institutions/conferences and competition venues shall make best efforts to accommodate the adjustments under all Bid terms; however, the NIT reserves the right to adjust assignment of specific years in the event that reasonable accommodations cannot be made.

- b. When referred to herein, unless expressly specified to the contrary, the “venue” means the primary competition venue (including, without limitation, all suites, restaurants, merchandise locations/stores, meeting rooms, conference areas, hospitality areas, private clubs, building exterior and grounds, etc.), as well as surrounding areas (e.g., parking lots, frontage property and any other adjacent areas).
- c. At no cost to the NIT or its designees, the NIT shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for NIT use, including but not limited to meeting rooms, hospitality areas, retail stands/stores, private clubs and restaurants in the competition venue or the surrounding area during the period noted above.
- d. The city, state or governing jurisdiction at the site of the competition venue shall have an ordinance prohibiting unauthorized ticket reselling unrelated to the NIT in the competition venue and on its property. Further, additional consideration will be given to cities where unauthorized ticket resale is illegal. Hosts shall be required to specifically demonstrate and commit to enforcement of any and all applicable ordinances.
- e. The NIT will consider the ability of a site to provide a quality experience for the participants and fans and to conduct the tournament and its accompanying events safely. In determining whether a proposed site can provide a quality experience, the NIT will consider the site’s ability to assure the benefits inherent in tournament competition will be provided fairly to all participants and its ability to promote an atmosphere of respect for and sensitivity to the dignity of every person. The NIT’s focus will be on a quality tournament experience for all involved.
- f. Unless otherwise approved by the NIT, during the NCAA basketball season in which a tournament session is assigned, the competition venue must host a minimum of one college or professional basketball game. The game may be a men’s or women’s game and may involve non-hosting institution/conference teams. The game must take place prior to March 1 of the year of the applicable tournament.
- g. The competition venue agrees it shall not enter into any agreement or understanding which would permit any corporation or other third party to be entitled, during the period of time the competition venue and surrounding area is to be reserved for the NIT, to any unauthorized commercial activity including but not limited to the provision of hospitality or entertainment, ticket sales/services, sampling, merchandise sales, providing product or equipment, or temporary signage or display privileges in the competition venue and surrounding area (e.g., parking lots, frontage property and any other adjacent areas the competition venue may make available to the NIT), nor shall the competition venue limit or prohibit the ability of the NIT or its designees (in the event such an activity has been approved by the NIT) to offer or engage in such activity.

- h. The competition venue shall furnish the premises set up for college basketball provided the NIT or its designees shall have the right to provide any and all items necessary for practice, competition and all related events, including but not limited to, the equipment noted in Item No. 6-d.
- i. The competition venue, at no cost to the NIT, shall provide the use of the venue cleaned, lighted and heated or air conditioned in a manner acceptable to the NIT, including but not limited to all existing scoreboards, video boards, LED screens, in-house cameras, video control room equipment, sound system, lighting equipment, in-house television/radio/Internet/wired and wireless network/telephone system and public address systems, camera positions and cabling. Use of all such systems shall be under the sole control of the NIT or its designees at no cost to the NIT or its designees. The competition venue must provide lighting for television broadcasts in accordance with the NIT championship best lighting practices that are in effect at the time of competition. (See **Attachment B** for current lighting specifications).
- j. After being awarded, the competition venue and surrounding areas/facilities that are to be used shall not be materially modified in a way that would reduce overall space or individual spaces available to the NIT or to the general public in the aisles, entranceways and hallways without the NIT's prior consent.
- k. Three months prior to hosting the tournament, the competition venue and surrounding areas/facilities are responsible for developing and submitting a comprehensive safety and security plan to the NIT, including a drone policy at the venue and surrounding area.
- l. The NIT shall print and distribute the specified credentials and shall be in control of all credentials at each host site.
- m. At a minimum, the competition venue must provide recycling containers for plastic, paper and aluminum in back-of-house locations (e.g. media dining area, media work area, locker rooms, hallways and hospitality spaces).
- n. For newly constructed competition venues:
 - (1) To be considered a prospective host more than 24 months after being awarded the event, a competition venue must be fully operational no later than one year after the bid is awarded.
 - (2) To be considered a prospective host within 24 months after being awarded the event, a competition venue must be fully operational no later than six months after the bid is awarded.

2. Seating/Tickets

- a. In the configuration required for this Tournament, the competition venue must have a saleable seating capacity of at least 7,500. At the time of the bid, submission must also include a complete ticket manifest, including suites, and a PDF or CAD drawing of the venue's basketball seating configuration and venue suite map.
- b. All seats in the competition venue's basketball configuration - including club seats - shall be manifested and under the control of the NIT for the NIT's and its designees' exclusive use during the event period. The NIT shall control all ticket sales, ticket services and ticket revenue for the tournament, assigning specific duties to the competition venue as needed. Should there be edits to the final manifest submitted to the NIT and additional seats subsequently become available, the venue must immediately notify the NIT, and the NIT will determine how to utilize the additional seats.

- c. The competition venue shall stipulate that a minimum of three (3) private viewing suites be made available for the sole use of the NIT or its designees (e.g. ESPN, the official ticket and hospitality package provider), with at least two (2) of the suites located between the baselines, with the final suite location identified by the competition venue and approved by the NIT by October 1 of the year preceding hosting (third suite same size as other two suites). All revenue from suites made available to the NIT or its designees shall belong to the NIT. The NIT shall provide tickets, as necessary, to the competition venue for those suite holders displaced to fulfill the NIT suite requirements. The suites not made available to the NIT or its designees shall remain under the control of the competition venue, but the face value ticket revenue for all suite seats shall belong to the NIT.
- d. The host and competition venue shall cooperate fully with the NIT's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NIT shall NOT be responsible for securing an exemption to any exclusive contracts the host, competition venue or surrounding areas/facilities might have, nor shall the NIT be responsible for any buyout or other means necessary to secure such an exemption.
- e. The host and competition venue shall cooperate fully with the NIT's ticketing sales phases and printing timelines.
- f. The competition venue's primary ticketing vendor's existing contract for all general public ticket sales must adhere to the following:
 - (1) Host ticketing vendor to provide NIT ticketing staff access to real-time reporting;
 - (2) Host ticketing vendor shall allow only NIT branding to be placed on all sales channels;
 - (3) Customer data must be shared with NIT at agreed upon times;
 - (4) NIT advance approval of convenience/ticket fees and an "inside fee" model shall be used;
 - (5) The host venue system shall be used for access control, box-office walk-up sales and day of event issue resolution in the box office.

The host ticket allotment may not exceed 500 all-session tickets and will be assigned by the NIT after the private constituent presale. At the time the host ticket allotment is assigned by the NIT those tickets are considered sold and may not be returned to the NIT or released back to open inventory through any sales channels.
- g. The competition venue and surrounding areas/facilities that are to be used must be in compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for the disabled.
- h. The competition venue and host shall promote the sale of tickets for the event pursuant to a plan developed by the host in conjunction with the NIT.
- i. The cost of all risers and any other temporary seating shall be the responsibility of the competition venue or host.

3. Equipment.

- a. The competition venue shall provide standard basketball playing equipment as detailed in Rule No. 1 of the NCAA Basketball Rules and Interpretations, including but not limited to state-of-the-art scoreboards, public-address system, backboards, standards and rims.

At its expense, the competition venue shall provide the following, unless notified otherwise by the NIT. All are subject to the approval of the NIT and must comply with NCAA rules as of the year of the tournament being conducted at the site:

- (1) Backboards, meeting NCAA specifications, that transfer rim loads to the basket support system by a single strut boom behind the backboard or to the backboard frame; additionally, one spare complete backboard/rim/support apparatus of the same size and style as the regular apparatus, assembled and ready to install, if needed;
- (2) LED indicator light strips must be located behind the glass, trimming each backboard, fully synchronized with the competition venue's timing system;
- (3) "Breakaway" rims that are freshly painted and tested to meet NCAA specifications in advance of practices and competition;
- (4) Tenths-of-second display on game clocks;
- (5) Separate "on-off" switches for shot clocks and game clocks;
- (6) LED boards displaying the score, time remaining and player- and team-foul information;
- (7) All equipment for the operation of the scoreboards, game clocks and shot clocks;
- (8) A backup table console for scoreboards and shot clocks;
- (9) An electronic backup shot clock system as well as a manual system;
- (10) Scoreboards capable of interfacing with the NIT's broadcast partners and statistical service to allow data to be shown live;
- (11) Cable and/or fiber infrastructure to provide HD video and audio feeds of the news conferences from the interview room to the uplink trucks, to the game broadcaster and to the in-house CATV / MATV / IPTV system;
- (12) Tables, chairs, topping and skirting for courtside, and all work and meeting areas as designated by the NIT. The topping and skirting for courtside tables must be black, unless an alternate color is approved in advance by the NIT. The topping for the table on the dais in the media interview room must be white and the skirting for this table must be black, unless alternate colors are approved in advance by the NIT;
- (13) Platforms for the media interview room and media workroom as designated by the NIT;
- (14) Interior and exterior decorations (e.g., design, production and installation), with the NIT having approval of the format and locations. The NIT shall develop specific designs and color schemes for such decorations;

- (15) The competition venue shall agree to allow the NIT and its designated vendor to provide branded chairs or chair backs. The NIT will coordinate, in conjunction with the competition venue and designated vendor, the logistical details relative to the delivery and return of the branded chairs;
- (16) If the competition venue utilizes an LED scorer's table during the regular season, the competition venue shall make such LED scorer's table available for use at the NIT's sole discretion, at no cost to the NIT. If the competition venue currently has a scorer's table with video board capability, the NIT will work with the venue to attempt to use the venue's equipment. If the competition venue does not utilize such equipment during the regular season or if the LED scorer's table does not meet NIT requirements, the competition venue shall agree to allow the NIT and its designated vendor to provide an official scorer's table, including video board, at all rounds of the tournament. The competition venue is responsible for an operator and power required to run the scorer's table, including video board.;
- (17) The competition venue shall have a video board capable of displaying score, time remaining, fouls, numbers of timeouts, etc., and a working control room to operate the video board. The competition venue shall be required to provide full operations, including staffing, to operate cameras, the control room and editing equipment at no cost to the NIT or its designees, and to operate video boards and the control room during load-in days, practice day and competition days. Minimum equipment requirements include: character generator, HD video playback server-capable of storing at least six (6) GB of content, video switcher-capable of handling at least six (6) sources, video replay machine-capable of four (4) in and two (2) out, four (4) cameras, a multi view monitor and an audio playback device. Minimum personnel requirements include: director, technical director, video playback operator, LED/ribbon board operator, table board operator, replay operator, character generator operator, audio operator, control room EIC, four (4) camerapersons, two (2) utilities and a DJ/music playback operator. The NIT shall have the sole right to all content of internal and external video boards and messaging systems;
- (18) The competition venue will provide at minimum five (5) clear-com devices for communication between the producer, PA announcer, floor producer and band/cheer (2) in addition to control room staff and camera operators.
- (19) The competition venue will provide, or cause to be provided, closed captioning of all PA Announcer related audio and programming on the in-house ribbon boards or video boards at no cost to the NIT.
- (20) Any new technologies the competition venue possesses or are deemed appropriate by the NIT that are not listed as the aforementioned production requirements shall also be incorporated into the in-venue production at no additional cost to the NIT.

4. Competition Venue Space (Attachment C). At its expense, the competition venue must be able to accommodate the following spaces, all subject to the approval of the NIT. In addition to filling out Attachment C, prospective host are required to submit a back of house diagram outlining the spaces below:

- a. Four locker rooms, with a dedicated private or temporary coach meeting room, with a minimum of four showers and four toilets, for the participating teams. The competition venue shall supply the locker rooms with lockers, game clocks, unbranded towels, soap, a large, portable dry-erase board (i.e., minimum size of 8' x 10') and markers, a television capable of receiving the game feed and HDMI connectivity, stationary bike, and cold tub;
- b. Two locker rooms, each with at least one shower, to accommodate game officials. Each locker room shall have a game clock or in-house game video feed system installed;

- c. Athletic training room of a minimum of 500 square feet shall be provided. Unless provided by the NIT, supplies and refreshments for the training room shall be provided by the host institution/conference or competition venue under the supervision of, and at the expense of, the NIT;
- d. Lockable storage and staging areas for merchandise inventory and sales;
- e. One private NIT office with a minimum of 500 square feet and appropriately furnished with tables and chairs. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- f. One host institution/conference operations and storage area;
- g. Media seating, with a view of the playing floor, for a minimum of 100 individuals. Location of the media seating section(s) within the venue to be determined in conjunction with the NIT. Competition venue is responsible for all costs associated with the build of the media seating section(s), which could include converting a portion of the general seating area into a tabled media seating section, in addition to traditional courtside and press box seating areas.
- h. A media workroom with adequate lighting, heat and air conditioning to accommodate a minimum of 100 individuals seated schoolroom style. Space should include or be near an abundant quantity of restroom facilities for men and women near the media areas, including facilities for disabled persons. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- i. A photography work area, near the media workroom, with phone and hard-wired Internet connectivity. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- j. A media refreshment and buffet area, for a minimum of 50 individuals, supplied with beverages and snacks of the NIT's choice and at NIT expense. This space should be inside or immediately adjacent to the media workroom;
- k. A duplication area at least 200 square feet, with sufficient electrical power for the operation of duplication and facsimile equipment. Two photocopy machines with capabilities for reproducing statistics and other materials with a minimum per-copy speed of 60 per minute;
- l. An interview room for 25 individuals seated theater style and can be made quiet and free of mechanical noises. The competition venue shall provide "working" lighting in the room and staging for a dais and camera platform at its expense. Any structural posts must not block sight lines, and the ceiling height must be a minimum of 20 feet. The competition venue shall provide space and access for equipment and personnel provided by the NIT or its designees with hard-wired and wireless Internet connectivity. The venue is required to provide one 50MB dedicated hardwire circuit with 2 connections to the camera platform. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- m. Parking for a total of four team and spirit squad/band buses in close proximity to the competition venue;
- n. Parking for game officials in close proximity to the competition venue;
- o. Parking space immediately adjacent and accessible to the competition venue floor to accommodate broadcast truck parking for the NIT's media designees. There shall be a minimum of two 60-foot semis, a generator truck and two satellite uplink trucks;

- p. A buffet area for the NIT's broadcast partner to accommodate a minimum of 60 individuals at the cost of the broadcast partner;
- q. An NIT television partner interview room that is a minimum of 100 square feet and can be made a quiet (free of mechanical noises) setting;
- r. A TV talent "green" room large enough to accommodate four people, preferably with private restroom facilities;
- s. An NIT radio partner interview room that is a minimum of 100 square feet and can be made a quiet (free of mechanical noises) setting.

5. Products.

- a. The competition venue agrees it will not charge the NIT or its designated representatives a minimum person fee for catered meals or food and beverage items at the competition venue.
- b. The competition venue agrees it will not charge the NIT or its designated representatives a corkage or handling fee for the movement and placement of donated food and beverage products, if provided.

6. Electrical. The competition venue and surrounding areas/facilities that are to be used shall provide at no cost to the NIT sufficient electric power to produce the event. Additionally, a sufficient number of power outlets will be required in broadcast booths, in media locations and in identified media or other work areas for the operation of any aspect of the event, including but not limited to the transmission of media (e.g., television, radio, Internet, mobile broadcasts, etc.) and operation of transmission equipment and computer terminals used by the media. In this connection, there shall be available:

- a. 110-volt electrical outlets in all media work areas, to be placed on the tabletops, with the minimum requirement being one outlet for every seat in the media workroom, all courtside tables and all other designated media areas;
- b. Power requirements for television production (not including any other necessary power service inside the competition venue). The host shall provide access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Power requirements are as follows:
 - (1) Service size - 200 kVA, 208-volt, three phase, three wire – no-load voltage at shore power service disconnects to be 220 volts;
 - (2) 1 – 400-amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1-400 amp);
 - (3) 2 – 200-amp solid state circuit breaker service disconnects;
 - (4) 2 – 100-amp solid state circuit breaker service disconnects;
 - (5) 2 – 120-volt, 20-amp duplex outlets each fed from a dedicated 20-amp single pole breaker;
 - (6) If a generator is required, it shall be a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down; and
 - (7) 1 – 3 phase, 150 amps for the television announce position.

- c. Three-phase to other areas designated by the NIT including, but not limited to, the interview room and other designated media areas.
- d. Power requirements for press conference production.
 - (1) (1) 208 V / 100 Amp single phase service for KU Uplink. Must be located near park position within 100' of shore power.
 - (2) (4) 120 V / 20 Amp single phase services for Video & Audio Control positions in the Media Interview Room.
 - (3) (2) 120 V / 20 Amp single phase services for mix-minus speaker system behind dais.
 - (4) (4) 120 V / 20 Amp single phase services for front lighting positions in the Media Interview Room. Should be located at camera platforms.
 - (5) (2) 120 V / 20 Amp single phase services for back lighting positions in the Media Interview Room. Should be located behind dais.
 - (6) (12) 120 V / 20 Amp single phase services for A / V Distribution Area.
 - (7) (8) 120 V / 20 Amp single phase services for TVs to show house CATV / MATV / IPTV system in the Media Interview Room, Media Workroom, Photo Workroom and NIT Committee Office.
 - (8) Circuits utilized for Video Control, Audio Control, Audio / Video Distribution and Rear of Dais must be on the same ground.
 - (9) All cables used for individual circuits must be 12/3.
 - (10) Mercury Vapor lighting instruments cannot be utilized in the interview room or audio video distribution areas. This type of lighting can create low cycle video and audio noise and creates major color shifts that cannot be corrected with the lighting instruments we carry to light the dais. High pressure sodium lighting is discouraged due to the orange color of the light.

7. Telecommunications, Hard-Wired and Wireless Internet and Video.

- a. Hard-Wired Internet Service. The competition venue or host shall provide at no cost to the NIT hard-wired Internet connections for use by the NIT, host institution staff, credentialed members of the media and other designated constituents. The competition venue or host and surrounding areas/facilities that are to be used shall also provide hard-wired Internet service, cabling, and connections in NIT designated work areas, including but not limited to, the photo work area, interview room, video distribution area, basketball committee office, game management office, media coordinator's work area, official scorer's table, at every media seat location with view of the playing floor. The NIT recommends stocking an adequate quantity of USB Ethernet Adapters for media and staff usage.
- b. Wireless Internet. The competition venue or host and surrounding areas/facilities shall provide at no cost to the NIT a secured Wireless Network to support the NIT, host institution staff, radio rights- holders, print media and others approved by the NIT. Locations where wireless must be accessible include but are not limited to courtside, media seating areas, NIT and host institution work areas, interview room, and print media workroom. Technical specifications for the Wireless Network will vary per site depending on the configuration of the various locations and spatial limitations. The minimum technical specifications shall be as follows:
 - (1) **External Access.** The competition venue or host must provide dedicated bandwidth to support a minimum of 100 wireless devices in the print media workroom and at courtside or other areas. Minimum bandwidth requirements will be determined by the NIT during its site visit to the competition venue.

- (2) **Wireless Deployment.** The competition venue or host must provide a sufficient number of access points supporting IEEE 802.11g, 802.11n, Wi-Fi 5 (802.11ac), and Wi-Fi 6 (802.11ax) technology. The media/staff wireless network shall provide the ability to maintain connectivity from the media workroom to the courtside seating areas.
 - (3) **Wireless Security and Management.** The Wireless Network must include hardware and software to support industry-standard security requirements that will provide encryption tools, a methodology to restrict user access and support real-time reporting of usage and bandwidth utilization.
- c. The competition venue and surrounding areas/facilities that are to be used shall work with the NIT's staff to create a sufficient number of access codes for the NIT staff, host institution, and print media approved to use the Wireless Network.

The competition venue and surrounding areas/facilities that are to be used shall provide sufficient broadband capacity to support both the hard-wired and wireless network requirements, including, but not limited to, NIT and host staff, photojournalists, videographers, and all print media. Minimum bandwidth requirements will be specified in writing during the RFI process and confirmed during NIT site visits. Voice and data services technical support and any new technologies the competition venue possesses or are deemed appropriate by the NIT shall be provided at no charge to the NIT and other designated users during the tournament.

In addition to wireless and courtside internet needed for operations of the tournament, the competition venue is to provide adequate wireless internet capabilities to support all fans in attendance during competition days.

- d. Standard Telephone Lines. The competition venue will be classified into one of the following three categories and shall meet specified minimum requirements:

- (a) The competition venue or host shall provide at no cost to the NIT, a minimum of 4 standard business lines for committee members, NIT and host institution staff, and other constituents at various locations in the competition venue;

Competition venues shall provide dedicated lines off their in-house switch or purchase services from the local phone company. The competition venue will be responsible for the cost of installation. The NIT will reimburse the competition venue for all toll and long-distance charges.

- (b) For private use for radio broadcasters, the facility must provide a minimum of 5 to 10 standard analog telephone lines.

The competition venue will be reimbursed for media services at a rate determined by the NIT.

8. **Broadcast Rights.** The competition venue and surrounding areas/facilities that are to be used shall assign to the NIT the exclusive rights to broadcast the games and related events on all media platforms or outlets, including television, radio, mobile, Internet and all other forms of media now in existence and those to be developed in the future; to record the broadcasts for all uses of the NIT's choosing; to transmit game and related event information via the Internet or other means and to photograph the games by any means including but not limited to still, videotape or other cameras. The NIT shall have the sole right and authority to designate usage of all radio broadcast, television and other media broadcast and floor-space press locations, tables and work areas.

9. **Game Programs.** The NIT licensed game programs publisher is available to work with all host institutions/conferences up to two years in advance should the host institution/conference desire to include official NIT game day program advertising space in their local patron marketing packages. In addition, the licensed game programs publisher will seek an individual or marketing firm in the area to sell local advertising space in the official NIT game day program. It is likely the licensed game program publisher will contact the host institution/conference seeking a reference or their advice for locating advertising sales assistance in the local market. See the “General Bid Specifications” for other guidelines pertaining to game programs.
- a. If present for all regular-season college games in the competition venue, host institution/conference signs/banners without commercial identification may remain in place, provided the design and placement are approved by the NIT. In an off-campus competition venue that does not include the host institution/conference signage/banners for all college games; the host institution/conference may provide a maximum of two (2) signs/banners in the competition venue provided the design and placement are approved in advance by the NIT.
 - b. If the official name of the competition venue includes a commercial reference, the NIT shall have sole discretion regarding the display of the venue name inside the seating area. Should the NIT direct any or all commercial-naming references to be removed or covered, this shall be done at venue or host expense.
 - c. Only NIT marks provided by the NIT and the American flag can be displayed on the facing of the backboard, on the orange basket ring (including the ring brace) or on the shot clock. Any commercial or professional sport references must be removed or covered. Only NIT marks are permitted elsewhere on the backboard, including on the top of the backboard. The NIT shall have sole discretion in determining the size and placement of items on the backboard, the orange basket ring (including the ring brace) and shot clock.
 - d. Goal standards must be free of all commercial advertising and host logo/marks. All other marks must be covered or removed at the venue’s expense. Additionally, the NIT may provide goal support covers or pads. Pads or covers may include NIT or corporate marks, at the NITs discretion.
 - e. Tobacco, vaping or lottery/gambling signage must be removed or covered if it can be seen from the general seating area. Otherwise, subject to NIT approval, such signage may remain in other areas of the competition venue; however, at a minimum, if the signage is backlit, the lights must be turned off.
 - f. Except for use by the competition venue and surrounding areas/facilities in the event of an emergency, the NIT shall have the sole, exclusive and complete control over the video, sound and public-address systems and all other audible or visible information or communication systems in the competition venue and surrounding areas/facilities that are to be used.
 - g. Other than messages promoting the tournament, other NCAA championships, the NIT or specifically relating to the conduct of the games (e.g., fouls, timeouts remaining), no LED, matrix or video board messages may be displayed inside the competition venue or inside surrounding areas/facilities that are to be used by the NIT unless specifically authorized by the NIT.
 - h. Exterior LED, matrix or video boards (e.g., marquee boards) on the competition venue property shall allow for 50% of the content inventory to promote the tournament, other NCAA championships and the NIT. The remaining 50% of the content inventory may include non-sponsored competition venue specific information (e.g., upcoming events). All content must be approved in advance by the NIT.

- i. Upon request by the NIT, the competition venue and/or surrounding areas/facilities that are to be used shall make reasonable space(s) available inside or outside the competition venue for NIT or NIT designee promotional activities comprised of displays and booths authorized by the NIT. The NIT, its corporate champions and partners and others with permission from the NIT shall be entitled to distribute, within the designated area(s), approved promotional items, including but not limited to flyers, giveaways and product samples, regardless of exclusive sponsor contracts of the host or competition venue. The NIT will provide the competition venue and surrounding areas/facilities that are to be used notice of product samples intended to be available.
- j. The NIT shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- k. If requested by the NIT, local authorities shall declare a "special event zone" in an area defined by the NIT surrounding the competition venue and surrounding areas/facilities that are to be used where temporary commercial activities unrelated to the NIT's approved activities shall be prohibited.
- l. The NIT shall have the sole discretion to determine that any advertising, marketing identification, banners, signs, decals, sampling, distribution or displays of any kind that exist anywhere inside or outside the competition venue shall be covered, removed or otherwise limited.

10. Merchandise Concessions. The competition venue agrees that during the tournament period, the NIT or NIT Merchandise Partner will receive full access to any official team store (Official Team Store) and associated fixtures and displays located within the venue for the purpose of selling merchandise. Venue agrees to remove from each Official Team Store, if any, all merchandise unrelated to the tournament in advance of the tournament period, and to reasonably assist the NIT or NIT Merchandise Partner as necessary to fully access and use the Official Team Store(s) to vend Tournament merchandise. The NIT will have control of the operation of each Official Team Store during the tournament period and the venue will assist in controlling access to the Official Team Store to patrons within the competition venue on competition venue event days.

Should the competition venue and the NIT's designated official merchandiser choose not to utilize merchandise locations or stores to sell NIT merchandise, the locations or stores are not permitted to be open.

11. Insurance.

a. General Insurance Guidelines

- (1) Waivers for public institutions can be offered but will not be offered in cases where the host institution is not responsible for tournament operation.
- (2) Upon request, a certificate of insurance must be submitted to the NIT at least 30 days prior to competition.
- (3) Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NIT's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.

- (4) Should host, LOC, or venue engage a consultant or subcontractor, all of the coverage requirements set forth above will apply to each consultant or subcontractor, including, but not limited to, the requirement that each consultant or subcontractor name NIT as an additional insured with regards to commercial general liability coverage on a primary and non-contributory basis, unless written exception is granted by the NIT.
- (5) All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the NIT shall apply on a primary basis irrespective of any other insurance maintained by the NIT, whether collectible or not. No insurance policy shall contain a self-insured retention without prior written approval of the NIT, and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NIT. All policies shall be endorsed to provide a waiver of subrogation in favor of the NIT. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by the host institution/conference, LOC or venue. Receipt by the NIT of a certificate of insurance, endorsement or policy of insurance which is more restrictive than that contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

b. Host institution/conference or Local Organizing Committee must provide:

- (1) Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NIT must be named as an additional insured and the policy must have minimum limits of:
 - (a) \$5,000,000 Per Occurrence
 - (b) \$5,000,000 General Aggregate
 - (c) \$5,000,000 Products/Completed Operations Aggregate
- (2) Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- (3) Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located provided, covering employees, volunteers, temporary workers and leased workers.
- (4) Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - (a) \$1,000,000 Each Accident
 - (b) \$1,000,000 Disease - Each Employee
 - (c) \$1,000,000 Disease - Policy Limit

c. Competition Venue Must Provide:

- (1) Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability,

independent contractors, and personal and advertising injury liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NIT must be named as an additional insured and the policy must have minimum limits of:

- (a) \$10,000,000 Per Occurrence
 - (b) \$10,000,000 General Aggregate
 - (c) \$10,000,000 Products/Completed Operations Aggregate
- (2) Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- (3) Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
- (4) Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
- (a) \$1,000,000 Each Accident
 - (b) \$1,000,000 Disease - Each Employee
 - (c) \$1,000,000 Disease - Policy Limit

12. Financial Arrangements.

- a. The NIT proposed budget and financial report template must be completed and submitted as part of the bid proposal. A budget must be completed for each round and each year for which a bid is being submitted. The bid budget is submitted electronically using the "Budget System" tab via the online Bid and Profile System. Budget submissions are not considered to be approved with the submitted bid and will be reviewed in the 12 months leading up to hosting the tournament.
- b. Hosts may be provided an honorarium of up to 10 percent (10%) of the net receipts for an off-campus facility or 15 percent (15%) for an on-campus facility (i.e., net receipts is calculated as the gross receipts from the sale of tickets minus approved actual expenditures).
- c. Hosts must provide the Ticket Pricing and Fees Form (Attachment D) in support of the identified and reported applicable taxes (may include state, city, local, entertainment, or other taxes on admissions and/or purchases of goods and services). Both the rate and type of tax need to be reported in the bid and budget submissions, then updated as necessary. Hosts must work in conjunction with the venue to make sure all taxes and fees are accounted in total for the event. All taxes and ticket fees must be included on the Ticket Pricing and Fees Form and provided as part of the bid submittal. The NIT reserves the right to request that the host provide a formal letter of attestation regarding the tax position of the state and the locality specific to applicable taxes from an outside accounting firm/CPA. The NIT will provide hosts with the format of this letter, and applicable tax topics, if needed.
- d. Facility assessment fees on tickets shall be permitted (included in the face value of the ticket) provided the facility fee income is not a pass through to the facility's operational budget and a facility fee is charged for other events conducted in the competition venue as required by a government agency. Supporting documentation shall be provided to the NIT upon request.
- e. All applicable taxes (admissions, venue assessment, etc.) shall be remitted to the appropriate state and local taxing authorities by the hosting party. Hosts are required to remit all taxes, regardless of the source of the sale (NCAA channel or Host channel). The applicable admissions taxes shall be reported in the budget system and approved as part of the overall hosting budget.

- f. The competition venue must secure one ambulance, and corresponding certified medical personnel, to serve tournament participants for all practices (open and closed practices) and games. Costs associated with the ambulance and the medical personnel are a reimbursable expense but must be approved in advance by the NIT. The competition venue also must provide certified medical personnel and a first aid room (normally located on the main concourse) on open practice and game days to serve the general public. The costs associated with providing this normal first aid service for the public (which is generally in operation at all events in the building) is not a reimbursable expense. The ambulance provided for the tournament participants should be dedicated solely to the tournament participants and if an ambulance is needed for the general public, it must be provided at the venue's expenses.
- g. The maximum allowable expense in the proposed budget for Entertainment, is \$10,000 for the Semifinals and Championship, unless the NIT approves an amount above the maximum. This budget shall be sufficient for all functions required by the NIT (i.e., media meals/refreshments, participant meals, game officials' breakfast and/or dinner stipends, pre-tournament meeting, etc.).

13. Financial Reports. Hosts must submit financial reports, including payment of net receipts, to the NIT national office no later than 60 days after the conclusion of the competition at a site. The NIT Committee may assess a \$1,000 fine for each day a host institution/conference fails to submit its financial report subsequent to the 60-day deadline.

14. Audit Reports. All sites are subject to an audit to be conducted by the NCAA accounting/finance staff. Selected sites will be notified of the audit taking place and will also be notified of the type of audit (e.g., on-site audit, desk audit) that will be conducted. Based on the audit results, sites may be required to submit additional reimbursement to the NCAA or may be awarded additional reimbursement from the NCAA.

SECTION II: LODGING

The host institution/conference, with the assistance of the local convention and visitors' bureau (CVB) and/or others in the local community, shall reserve first-class hotels with full-service restaurants and amenities for 1) participating teams 2) media and 3) game officials at the most competitive rates and within close proximity to the competition venue.

Please note, participating team hotels and the media hotel are referred to as Tournament Hotels throughout the preliminary round lodging bid specifications.

Hotel contracts submitted with bids must be pre-approved by the NIT prior to a bid's acceptance.

Based on the hotel contracts submitted as part of the preliminary round bid process, the NIT will designate team hotels and the media hotel no later than December 31 of the year preceding the tournament hosted in awarded cities. The NIT reserves the right to contract hotels that fall within the lodging specifications outlined, if high-quality full-service hotel options are not presented in the bid proposal.

The NIT may designate a third party to negotiate hotel room rates prior to contracts being signed by the NIT. The negotiated rates will include a 10% commission payable to the NIT or its third-party designee.

Hosts and hotels shall agree that the NIT may terminate any agreement with any hotel for any reason at any time, without penalty.

In addition to the information provided in this bid document, hotels will enter into a separate contractual agreement with the NIT. The NIT will consider properties that provide the following non-negotiable requirements:

1. Specifications for All NIT Contracted Hotels.

- a. **Full-Service Hotels.** Hotels must be of high quality and must be full-service properties, within close proximity to the competition venue, that provide a full-service restaurant and amenities (i.e. room service, on-site catering, etc.). If the required number of full-service hotels do not exist in a bid city, a select-service hotel, with full-service amenities (i.e. a restaurant, on-site catering, etc.) is permissible as outlined in these lodging specifications.
- b. **Casino Hotels.** The host institution/conference must consult with the NIT to determine permissibility prior to entering into any contractual agreement with a casino hotel.
- c. **Construction/Renovations.** Any construction/renovation projects in or on property must be completed no later than January of the year in which it is hosting.
- d. **Contract Alterations.** Any cross-outs, redlines or alterations to any contract will not be accepted.
- e. **Daily Hotel Availability Reports.** The host institution/conference and the CVB shall provide daily city-wide hotel availability reports to the NIT beginning Selection Sunday until the conclusion of the tournament at an awarded site. Daily reports will be used to identify hotel availability in the case additional hotel rooms are requested by a participating team or media.
- f. **Hotel Fees.** Any portage fees, union fees, resort fees, etc., must be waived.

- g. **Room Block Release.** Under no circumstances shall a hotel release any contracted rooms until it receives communication and confirmation from the NIT.
- h. **Room Rates.** If at any point, a hotel's room rate falls below the NIT contracted room rate, the hotel will adjust to the lower room rate for all contracted NIT room blocks.

2. **Tournament Hotel Specifications (team).**

Sites will be given preferential consideration based on the following:

- a. **Tournament Hotel Selection Requirements.** For the semifinals and championship, contracts for two (2) **high-quality hotels**, within close proximity to the competition venue, that provide a full-service restaurant and amenities (i.e. room service, on-site catering, etc.) are required as part of the NIT submission.

If full-service hotels do not exist in a bid city, a select-service hotel(s), with full-service amenities (i.e. a restaurant, on-site catering, etc.) is permissible based on the following:

- (1) **Semifinals/Championship:** A maximum of one (1) select-service hotel may be submitted in the NIT bid proposal.

- b. **Guest Room Requirements.** The following guest rooms are required on peak nights at Tournament Hotels:

Day:	Sun	Mon	Tue	Wed	Thu
Date:	3/26/23	3/27/23	3/28/23	3/29/23	3/30/23
Room Type	Qty.	Qty.	Qty.	Qty.	Qty.
Double/Doubles	90	105	110	60	55
Kings	31	36	46	26	26
Suites	9	9	9	9	9
Total	130	150	165	95	90

Day:	Sun	Mon	Tue	Wed	Thu
Date:	3/31/24	4/1/24	4/2/24	4/3/24	4/4/24
Room Type	Qty.	Qty.	Qty.	Qty.	Qty.
Double/Doubles	90	105	110	60	55
Kings	31	36	46	26	26
Suites	9	9	9	9	9
Total	130	150	165	95	90

- c. **Shoulder Nights.** Based on the size of a participating teams travel party, shoulder night requirements will vary. Hotels shall agree to hold guest rooms/suites on the nights prior to peak as outlined in the NIT agreement, on a contingent basis, until the participating teams confirms their shoulder night requirements.
- d. **Comp Room Nights.** Hotels must agree to provided one (1) complimentary standard room night for each 20 nights actually occupied.

- e. **Room-Types.** If selected as a team property, at least 60% of guest rooms contracted must be double/double (queen/queen) rooms.
- f. **Team Room Block/Meeting Space Allocations.** NIT designated team hotels will have two (2) or four (4) teams staying at its property.
- g. If selected as a team property, designated meeting rooms must include at least one section of a ballroom. Each team should be designated **three** meeting rooms must be designated in the NIT contract. A minimum of one (1) meeting room must be 2,000 + square feet. The remaining two (2) meeting rooms must measure 1,200 + square feet. Additionally, tournament hotels shall provide a lockable meeting room for equipment that must measure at least 500 square feet.
- h. To the greatest extent possible, meeting rooms should all be located within close proximity to one another, on the same floor, and should be away from public areas.
- i. **Catering/Food and Beverage.** A team that does not advance (is eliminated from the NIT tournament) and may depart from a tournament city following such elimination. In the instance where a team does not advance to the next round of the NIT tournament, the hotel shall waive food and beverage charges for orders placed by the team in advance of their previously anticipated next round game, due to the team's departure from a tournament city due to the team's elimination from the NIT tournament.
- j. **Internet.** Each contracted hotel must provide, on a complimentary basis, high-speed internet service in all contracted guest rooms and a minimum of one internet hardline in at least one of its meeting rooms. Bandwidth for the internet hardline must support high-quality streaming of high-definition video and audio, at a premium level (maximum speed available on property).
- k. **Suites.** If selected as a team property, eight (8) standard rooms shall be upgraded to one-bedroom suites at the contracted standard base room rate. These suites must be available at the contracted standard room rate.
- l. **Parking.** If selected as a team hotel, the hotel should provide complimentary parking for four (4) buses and eight (8) passenger vehicle during the contracted period. In the case a hotel cannot provide complimentary bus and/ or vehicle parking, the host institution/conference will be responsible for securing parking spaces, as close to the hotel as possible, and will take financial responsibility for any cost associated with the bus and/or vehicle parking spaces.

Please reference the NIT hotel agreement for additional requirements and specifications.

- 3. **Execution of Hotel Agreement.** Each hotel's general manager must sign one copy of the hotel agreement, which should be made part of the bid submission.
- 4. **Attachment E**, to be filled out by the host institution/conference, should also be included with the bid submission. Without exception, the NIT has the sole authority to determine a ranking of hotels and to determine which teams stay in which properties.

SECTION III: HOST INSTITUTION/CONFERENCE

An NCAA Division I member institution(s)/conference(s) must serve as host. The host shall work in close cooperation with NIT staff to ensure the policies and the mission of the NIT committee are met.

1. **Host Requirements.** The host institution/conference or local organizing committee must provide, at its expense, the following:
 - a. Commercial General Liability, Automobile Liability and Workers Compensation coverage. See Section I.14 for detailed requirements. This insurance requirement is separate from the insurance requirement needed from the venue.
 - b. Each host institution/conference will indemnify and hold the NIT harmless from any and all suits, claims, demands, liabilities, costs, expenses and attorney's fees arising out of the exercise by each host institution/conference or the rights granted to it pursuant to this agreement, provided that such suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees are not proximately caused by the NIT shall notify each host institution/conference within a reasonable time of any such claim or litigation to which this indemnity shall apply.
 - c. The NIT will indemnify and hold each host institution/conference harmless from any and all suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees arising out of the exercise by the NIT or the rights granted to it pursuant to this agreement, provided that such suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees are not proximately caused by the host institution(s)/conference(s) and each host institution/conference shall notify the NIT within a reasonable time of any such claim or litigation to which this indemnity shall apply.
 - d. Host organization(s) will work with local airport and TSA operations to ensure that adequate passenger screening and ground handling logistics are available for charter flights for after-hours flight operations.
 - (1) Where airport curfews exist, the NIT and participating institutions will plan all team departs & arrivals within the curfew time limits. Host organizations will agree to work with the local airport authority for leniency and fee waivers if unexpected flight irregularities occur within the curfew limits. Additional consideration will be given to host organizations that are able to waive curfew guidelines during NIT tournament movements.
2. **Tournament Administration.** Administration of the tournament is under the authority of the NIT Committee, subject to the final authority of the NIT Board of Managers. All activities and events associated with the tournament are to be administered and approved by the NIT Committee. Each host institution/conference agrees to administer the tournament under the terms of these specifications and the NIT Host Operations Manual.
3. **Financial Responsibility.** Each host institution/conference shall administer the finances of the tournament in accordance with the Association's executive regulations and consistent with the budget submitted by it and approved by the NIT. Each host institution/conference shall appoint a diverse group of individuals to assume the positions the host is responsible for staffing to administer the tournament.

SECTION IV: EVALUATION CRITERIA FOR PROSPECTIVE HOSTS

The NIT Board of Managers shall use the following evaluation criteria when selecting sites and hosts for the tournament, in no particular order:

- * Specifications. The host institution/conference shall agree to the specifications set forth by the NIT Board of Managers.
- * Hotels. All hotels must meet the standards of quality outlined in the specifications and hotel agreement. Consideration may be given to a city that can provide lodging for each team in comparable properties of superior quality at the most competitive rates. Additional consideration may be given to a city that can provide the above described hotels in close proximity to the competition venue.
- * Airline Service and Equipment. Prospective host cities must have appropriate frequency and quality jet airline service. Consideration may be given to sites with the highest frequency of daily arrivals and departures.
- * Frequency of Serving as Host. Consideration may be given to a host or competition venue that has not hosted the tournament most recently.
- * Attendance and Financial History. The board will consider attendance figures, net receipts and the host institution's/conference's financial management from previous tournaments.
- * Attendance Potential. The board will consider community interest in the tournament.
- * Newly-Constructed Competition Venues. To be considered as a prospective host, a competition venue must be fully operational no later than one year prior to the awarded tournament year.
- * Expenses. Prospective host institution's/conferences shall submit a proposed budget as part of the bid process.
- * History of Institution/Conference in Serving as Host. The board will consider past administrative performance of the host institution/conference and competition venue personnel.
- * Conference Representation. Consideration may be given to the selection of no more than one member of any conference as a host institution/conference in a given year.
- * One Competition Venue, Multiple Prospective Hosts. If bids are submitted for the same competition venue by different institutions or conferences, the committee reserves the right to determine a host institution/conference based on the criteria contained herein. Prospective hosts and competition venues are strongly encouraged to avoid such circumstance.
- * Co-Hosts. A single host institution/conference is preferred rather than co-hosts, however, the committee may approve the selection of co-hosts if it is in the best interest of the tournament.

* Non-Division I Institution/Conference Not Eligible to Host. The committee shall not select a non-Division I member to serve as host.

SECTION V: BID SUBMISSION

In addition to agreeing to the individual sections of the sport-specific bid specifications, the following must be completed and submitted by prospective hosts to serve as a complete bid submission. The documents referenced below can be accessed from the NCAA Championships Bid and Profile System found at the link provided below:

- Complete all questions related to the Championships General Bid Specifications in the Championships Bid and Profile System.
- Complete all questions related to the Sport-Specific Bid Specifications and upload the signed Sport-Specific Bid Specifications agreement to the Championships Bid and Profile System.
- Upload signed 2023 and 2024 Hotel Agreements (one for each proposed hotel) to the Championships Bid and Profile System.
- Upload signed 2023 and 2024 Venue Lease Agreements to the Championships Bid and Profile System.
- Update Key Contacts in the Championships Bid and Profile System – Bidding parties should enter their key contacts within the institution's or conference's profile and bid submission. While this can change by tournament and be updated as needed, individuals should be identified for key positions within the operation of the tournament.
- Upload the Enhancements and/or Exceptions to Sport-Specific Bid Specifications Form (Attachment A) to the Championships Bid and Profile System. Strong consideration will be given to hosts who provide any financial enhancements.
- Upload the Competition Venue Space Assignments Form (Attachment C) and a corresponding back-of-house diagram to the Championships Bid and Profile System.
- Complete the proposed budget using the Championships Bid and Profile System – Budget System tab and template.
- Upload the Ticket Pricing and Fees Form (Attachment D) to the Championships Bid and Profile System.
- Upload the completed Proposed Hotel Assignments Form (Attachment E) to the Championships Bid and Profile System.

The sport-specific bid specification agreement, hotel agreements and venue lease agreement must contain the appropriate signatures (if applicable) and complete responses and/or information. Final versions of each of the aforementioned agreements/documents must be uploaded to the NCAA Championships Bid and Profile system, which can be accessed by clicking on the following link:

[NCAA Championships Bid and Profile System](#)

All materials must be received by the NIT no later than 5 p.m. (Eastern Time) on Friday, February 18, 2022.

Questions and Requests Related to Bid Materials. Will Hopkins of the NIT staff has been designated to receive, coordinate and facilitate the response to any and all questions, requests for clarification or additional information pertaining to these materials:

Will Hopkins
Assistant Director, Championships and Alliances
whopkins@ncaa.org

(317) 917-6779 (work)
(317) 363-0843 (cell)

All questions should be submitted to Will through the designated bid preparer. Additionally, any/all responses and/or clarifications will be provided directly to the bid preparer with the understanding that he/she will disseminate locally. **If a discrepancy exists between the General Championship Bid Specifications and the Sport Specific Bid Specifications, the Sport Specific Bid Specifications will take precedence.**

Answers may be immediately provided if the questions are administrative in nature, are easily found in the Specifications of the event, and the answers do not give a competitive advantage to the bid city posing the question.

Questions or requests which pertain to a city- or venue-specific matter will be provided, to the extent possible, only to the bid preparer making the request. To the extent the general concept of the answer is deemed appropriate for all bid cities to have, it will be provided accordingly.

SECTION VI: AGREEMENT TO TERMS AND CONDITIONS

The tournament host that is bidding on the NIT Tournament agrees to all terms and conditions as outlined above in this Sport-Specific Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated tournament in accordance with the policies of the NIT and the NIT Board of Managers. Prospective hosts that agree with all the requirements listed in this document for the designated tournament shall signify agreement by selecting "Yes" below.

YES NO

Prospective hosts who do not agree with all requirements in this document shall select "No" above and complete Attachment A specifying the terms the prospective host is proposing. Please note any proposed revisions to the language in this document must be specified in Attachment A to be considered. Any revisions, deletions, stipulations, etc. made directly in this document to the specifications listed above shall not be accepted.

(NOTE: This form must carry the signatures of both the director of athletics of the prospective host institution or commissioner of the prospective host conference and the competition venue manager. If the competition venue is considered an on-campus venue that is owned and controlled by the host institution, the athletics director's signature shall suffice as the required signature for a representative of the competition venue.)

Signature of Athletics Director or Commissioner

(Please type or print information

below.) Name:

Title:

Institution/Conference:

Date:

Address (Please list street, city, state, zip code for overnight mail.)

Telephone Number:

Fax Number:

E-Mail:

Signature of Athletics Director or Commissioner (if Co-Hosting)

(Please type or print information

below.) Name:

Title:

Institution/Conference:

Date:

Address (Please list street, city, state, zip code for overnight mail.)

Telephone Number:

Fax Number:

E-Mail:

Signature of general manager (GM) of host competition venue _____
(GM's signature required if competition venue is an off-campus venue)

(Please type or print information below.)

Name:

Title:

Competition Venue Name:

Date:

Address (Please list street, city, state, zip code for overnight mail.)

Telephone Number:

Fax Number:

E-Mail:

NIT Basketball Championships Best Lighting Practices

Goals: 1. Quality TV Broadcasts: To establish best practices for lighting televised NIT events, providing quality broadcasts within a reasonable budget. The light level expectations are applicable for both SD and HD broadcast.

2. Value-based Lighting System: To provide recommended best practices for lighting college level sporting events with considerations for quality lighting for player safety; reduced energy, maintenance and life-cycle costs; and environmental sensitivity.

Considerations: 1. Size of facility, 2. Level of TV broadcast, 3. Validation of light levels, and 4. Cost consciousness.

Broadcast Level	A	B	C	D	E
Horizontal Illumination	250	200	125	80	80
Horizontal Uniformity (Max/Min)	1.35:1	1.5:1	1.7:1	2.0:1	2.0:1
Main Center Camera Vertical Illumination	180	145	100	75	N/A
Max/Min Uniformity Ratio (Main Center Camera)	1.25:1	1.5:1	1.7:1	2.0:1	N/A
End Camera Vertical Illumination	125	100	60	45	N/A
Max/Min Uniformity Ratio (End Camera)	1.35:1*	2.5:1	N/A	N/A	N/A
Typical Seating	70k plus	15k - 20k	3k-10k	3k - 5k	N/A
Site Notes	Typically held in NFL Covered Facility	Site Typically held in NBA/NHL	Site Typically Held in College Facility	Site Typically Held in College Facility	Site Typically Held in College Facility

*Broadcast Level A - End Camera Max/Min Uniformity Ratio is for the half court nearest the camera.
 - Field of play to background contrast ratio (for the first 30 rows) should be less than 2:1.

Competition	Broadcast Level
NIT Semifinals / Championship	B/C

Notes:

1. All footcandle levels are target minimum averages
2. New lighting system designs are recommended to use 0.7 Recoverable Light Loss Factor or Constant Illumination
3. Lamp Characteristics
 - a. Minimum color temperature must be 3600 degrees Kelvin
 - b. Minimum Color Rendering Index (CRI) must be 65
4. Refer to the NCAA Broadcast Lighting Requirements for additional information
5. Refer to sport and broadcast specific documents for design examples and verification forms

ATTACHMENT C

2023 & 2024 NIT Championship		
Competition Venue Space Assignments		
Site:		
SPACE REQUIREMENTS	ASSIGNED SPACE	COMMENTS
OFFICE SPACE		
NIT Office		Room for four people. Security placed outside door or be locked. Soft furniture and table round(s). Location for food and drink, internet, TV and phone connection.
Host Institution/Conference Operations Area		This space typically doubles as office area and equipment storage.
GAME OPERATIONS		
Team Locker Rooms		All team locker rooms should include a coach meeting room, lockers, a game clock, athletic training table (not generic 6' or 8' tables), cold tub (portable is acceptable), stationary bike, a television, and a dry-erase board.
Team 1		
Team 2		
Team 3		
Team 4		
Officials' Locker Rooms		Two separate rooms with shower facilities.
Athletic Training Room		
Merchandise Storage Area		
PARKING		
Team Bus Parking		Can be near the team drop-off/pickup area, if space permits.
Band/Spirit Squad Parking		Can be near the band/spirit squad drop-off/pickup area, if space permits.
Game Officials' Parking		In or near the loading dock (or near the officials' entrance)
ESPN Truck Parking		Minimum of 2,500 square feet for up to two production trucks, plus uplink truck.
MEDIA OPERATIONS		
Media Seating (courtside)		Minimum of 100 seats with view of playing floor.
Media Seating (upper/press box seating)		
Media Work Room		Minimum of 100 seats at eight-foot tables; electrical power on all tables. Include space for media buffet and refreshment tables.
Photography Work Area		Can be a part of the main media work room.

ATTACHMENT C

SPACE REQUIREMENTS	ASSIGNED SPACE	COMMENTS
Duplication Area		Two 8-foot tables and electrical power.
Media Interview Area		Area large enough to include the dais and seating for a minimum of 25 people, theater style.
ESPN/WESTWOOD ONE		
ESPN Dining Area		60 people (all table rounds).
Interview Area		300 sq. ft. minimum.
TV Talent "Green" Room		Large enough room to accommodate four people, preferably with restroom facilities.
Westwood One Interview Room		Can be a 10 x 10 room, or smaller, quiet setting; 4 walls and a door.

Venue Public Sales (on-line or phone sales only)							Rate (if % of purchase)	Rate (if fixed)
PRICE BREAKDOWN	Example	All-Session P1	All-Session P2	All-Session P3	All-Session P4			
FACE VALUE PRICE	\$ 150.00	\$ 150.00	\$ 100.00	\$ 80.00	\$ 50.00			
(less taxes and fees)								
Ticketing Provider Service Charge	\$ 15.00	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -	
Facility fee	\$ 6.00	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -	
Tax (flat rate)		\$ -	\$ -	\$ -	\$ -		\$ -	
Tax (% of purchase)		\$ -	\$ -	\$ -	\$ -	0.000%		
Credit Card Fee	\$ 9.90	\$ 4.50	\$ 3.00	\$ 2.40	\$ 1.50	3.000%	\$ -	
(equals)								
BASE TICKET PRICE	\$ 119.10	\$ 145.50	\$ 97.00	\$ 77.60	\$ 48.50			
Due NIT	\$ 119.10	\$ 145.50	\$ 97.00	\$ 77.60	\$ 48.50			
Handling Fee per order (max. \$5)	\$ 5.00							

If the rate is calculated as a % of purchase, please record the rate % in Column L
 If the rate is fixed across all price levels, please record the fixed rate in Column M

NOTES: Fill in all face value pricing but not all have to be used for bid.
 Pricing may differ if selected, NCAA will finalize prices approx. 15 month prior to championship.
 NIT all-session ticket sales use the inside fee pricing model.
 The consumer will only see and pay the FACE VALUE PRICE (above).
 BASE TICKET PRICE will calculate based on your entries.

Using the pricing sample above complete FACE VALUE PRICES, complete the yellow and light gray sections where applicable using the definitions below.

- Ticketing Provider Service Charge**
Enter the actual charge (\$15, for example) per the contract with your vendor.
It is possible that vendors, rates, etc. may change from now until the time of the event.
- Facility fee**
Enter the all-session facility fee, if applicable.
For example, if you have a \$3.00 facility fee and there are three sessions, enter \$9.00 or \$3.00, given your rules.
- Tax**
Enter the value of applicable tax(es), if not exempt.
Provide a description of the tax(es) below including name, how applied and rate or flat fee.
- Credit Card Fee**
Use the exact rate charged or a blended rate based on the ticket price listed. 3% used in the above example.

Tax Description:
 State: _____
 County: _____
 City: _____
 Local (Other): _____

**NIT Championship
Proposed Hotel Assignments**

ATTACHMENT E

Site:

Bid Year (s):

Proposed Tournament Hotel (List in rank order - nicest properties first)	Hotel Address	Confirmed Contracted Rate	Primary Hotel Contact	Primary Hotel Contact Phone No.	Primary Hotel Contact Email	Proposed Meeting Rooms (List meeting rooms and square footage for the four (4) required meeting rooms)	Distance to Competition Venue (in miles)	Date of Last Renovation	Dates of Upcoming Renovations

Lodging Liaison	Name	
	Title	
	Office Phone	
	Cell Phone	
	Email Address	