



## Sport Events Congress

# GOT GAME?

### Sport Events Congress 2019 Policies and Procedures

Updated August 2018

---

The policies and procedures of Sport Events Congress ensure that:

- In a highly competitive industry, in which event hosting and bidding business is being transacted, every organization is treated fairly and no one is disadvantaged through non-compliance with the rules by others;
- Only those who are supporting the event through payment of registration fees or sponsorship fees are permitted to conduct business at the event or at official functions; and
- The generosity of sponsors of Sport Events Congress is not abused by permitting the participation of unauthorized persons.

Infractions of CSTA's policies at Sport Events Congress may affect the ability of organizations and/or individuals to continue their participation during the event and in the future.

#### **Name Badges**

SEC name badges must be visibly worn by all delegates at all times and are not transferable under any circumstances. The SEC name badge is an 'all-access pass' for all Congress events and activities. There are no one-day only passes or passes that can be shared amongst multiple attendees.

There are no guests, spouses, "VIPs" or accompanying persons that are permitted access to functions or activities during the Congress unless special arrangements have been made in advance of the Congress.

#### **Registration**

Registration for Sport Events Congress is processed through an online registration system. No one is eligible to attend unless he or she has registered online for the Congress. Anyone who has registered for another individual must ensure that all parties have been informed of the registration policies and has received all news and schedule information related to the event.

It is the responsibility of each delegate to inform the CSTA of any change in the registration status of themselves, their delegates or organization.

## **Fees**

All delegates must pay the posted registration fees in order to attend the event. The early bird rate is in effect during the timeframe specified and after this date, the regular rates will apply. The early bird rate is not retroactive.

In order to access the special rate based on two delegates, both delegates must be from the same company/organization and both registrations for both individuals must be processed at the same time (i.e if you register one company representative in February and then register the 2nd one in March each registration will be considered separately).

A one-day conference rate is not available.

Registration fees may be paid by credit card (processed on-line at the time of registration).

Congress fees must be paid in full prior to the start of the Congress. Payments will not be accepted on site. Delegates who register during the early bird time period must pay early bird fees on or before the early bird deadline, otherwise the regular rates will apply.

In certain years, some delegates may be offered the opportunity to attend the Congress on a complimentary basis as part of the Go Congress! program. Details on this program, including eligibility requirements, are available on CSTA's website or by contacting [sec@canadiansporttourism.com](mailto:sec@canadiansporttourism.com).

## **Changes & Cancellations**

If you need to make a change to your registration, changes will be processed on a complimentary basis up to 5 pm ET on February 20, 2019. For example, if the name of your company representative has changed, if you want to make an adjustment to your RSVPs for social events or the PRESTIGE luncheon, or if your company title or email has changed, we will happily process these changes for you.

After this date, any change or modification to your delegate registration will be subject to a fee of \$100 per change. Change fees will be paid by credit card.

If you are unable to attend the Congress after having already registered, your registration can be voided with a refund for the delegates fees minus a \$75 administration fee OR you can choose to assign your spot to someone else from your company/organization. In 2019, cancellations made after February 19th, 2018 will not be eligible for a refund.

## **Official Activities & Unauthorized Events**

Only those who are supporting Sport Events Congress through the payment of registration fees or sponsorship fees are permitted to conduct business at the event or at official SEC functions.

The generosity and support of sponsors/partners of official Sport Events Congress functions shall not be abused. Persons not affiliated with SEC or the CSTA will not be permitted to attend any hospitality events or any other activity. Furthermore, any events or activities conducted at the Congress venue or off-site are not permitted to be staged during the hours in which an official Sport Events Congress activity is scheduled. Please consult the official Schedule of Events. Organizations violating this rule may be suspended from participating in future events.

## **Confirmation of Participation as a Sponsor or Exhibitor**

Sponsors and exhibitors may submit a form to request participation as a sponsor or exhibiting by selecting an advertised sponsorship package, completing the form and submitting it to the CSTA for approval/acceptance.

A limited number of exhibitor spaces and sponsorship opportunities are available each year and are allocated to partners on a first come, first served basis. Returning sponsors have priority and have first choice of the options available. Sponsors from previous years

do not automatically have their same position reserved from one year to the next unless they have opted into a 2-year agreement with the CSTA (see details below).

### **Sponsorship Fees & Benefits**

Sponsorship fees and the benefits associated with each package are subject to change from year to year and are outlined in CSTA's sponsorship opportunities document that is updated and circulated each year prior to the Congress.

Sponsors who commit to participate for two consecutive events will have their preferred sponsorship position reserved for two years and will save on sponsorship fees. There are no refunds or credits for any sponsorship packages not utilized in year 2.

Sponsorship and exhibitor fees are invoiced and payable by cheque or credit card at least one month in advance of the Congress. Failure to pay fees in accordance with CSTA's payment policy may result in a sponsorship position or booth space being reassigned.

### **Booth Allocations & Security in Vendor Alley**

Sport Events Congress organizers are responsible for establishing the groupings and placement of booths and displays in Vendor Alley. Exhibitors may not change booths or trade locations with other exhibitors.

Neither the CSTA nor the host venue will provide security for exhibits in Vendor Alley. The CSTA is not responsible for any loss or damage of any materials belonging to exhibitors and on display during Sport Events Congress or after hours.

Complete rules and regulations regarding Vendor Alley may vary from one year to the next depending on the host venue and are provided to all exhibitors as part of the trade show package prior to arriving onsite at the Congress.

### **Distribution of Promotional Material Onsite**

Only sponsors and approved organizations may distribute promotional material onsite to attendees or insert items into the delegate bags. Delegates or organizations who have not paid for the right to distribute material are not permitted to leave flyers, pamphlets, branded gifts or any other items in public areas, on tables, at the registration desk or anywhere else in the host venue during Sport Events Congress.

### **Rules & Regulations for Sport Events Exchange**

Participation in the Sport Events Exchange portion of Sport Events Congress is limited to "Active" members of the CSTA. This membership category includes public or private organizations in a community, municipality or metropolitan area in Canada that is organized to solicit and service sports events (e.g. convention & visitor bureaus, sport tourism commissions, economic development agencies, destination marketing organizations).

Events rights holders (i.e. amateur sport organizations or for-profit community events) are also eligible to participate in Sport Events Exchange.

For a complete overview of rules and regulations related to Sport Events Exchange, visit CSTA's website. Guidelines for the Exchange are updated each year and are subject to change from one year to the next.

### **Right to Review Participation**

The CSTA reserves the right to review both an individual's or organization's participation at Sport Events Congress on an annual basis and may refuse participation based on an organization's or individual's failure to comply with the event rules, regulations and policies. All participants must agree to adhere to the "Policies and Procedures" of Sport Events Congress when registering online to attend. If a registration is processed online by someone other than the attendee, this person is responsible for ensuring that the attendee is aware of the event rules and regulations.

## **PRESTIGE Awards**

The PRESTIGE Awards Presentation and the PRESTIGE Awards Networking Reception & Luncheon is held in conjunction with Sport Events Congress and is included as part of SEC delegates' fees. However, due to increasing demand to attend the luncheon, Congress delegates must RSVP to attend the luncheon at the time of registration in order to reserve a ticket to the luncheon.

The PRESTIGE activities are also open to guests who are not registered as Congress delegates and tickets may be purchased on a stand-alone basis online. Tickets are non-refundable and must be paid in full using a credit card at the time of purchase.

***For further information concerning Sport Events Congress Policies and Procedures, please contact the CSTA.***