

NAHREP MEDIA AGREEMENT

Media personnel is defined as any professional who is documenting the event or creating original content onsite about the event for a print, digital, or broadcast audience in a manner that would exceed that of a typical attendee. For example, an employee making an Instagram story showing them at their expo booth does not require a media pass, but an employee recording a session with a tripod or gimbal would. We must receive this completed agreement no later than two weeks prior to the event or you may not be granted media access.

- A statement of intent must be submitted on behalf of every media participant outlining their, or their company's, publications (websites, blogs etc.) and providing a brief description of what they are offering as far as coverage of the event. If the coverage is not intended for public distribution (e.g. only being included in a company newsletter) please indicate.
- If you intend to bring multiple media personnel, please briefly note what types of media activities each person will perform.
- A copy of the media company's video/photography release that they will have onsite at the event for participants must be submitted on behalf of each media participant. If multiple participants represent the same company and their work will be used in the same contexts, no duplicate releases need to be submitted.

Please fill out the agreement and email it along with the statement of intent and media release to press@nahrep.org. If you have further questions, please do not hesitate to contact us at press@nahrep.org.

MAIN COMPANY CONTACT AND COMPANY INFO

Company Name _____
 Phone # _____ Fax # _____
 Street Address _____
 City _____ State _____ Zip _____
 Website _____ Email _____
 Media Type (check all that apply): Photo ___ Video ___ Broadcast/Livestream ___ Written Journalism ___

Below, please list **all** media personnel you will be bringing to the event, even if they have already registered as an attendee. See first paragraph for definition of media personnel.

Name	Email	Phone number(s)

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Below, please list all non-handheld equipment you will bring to the event that requires floorspace to either operate or store when not in use. Exact measurements are desired but estimates are acceptable. For tripods, please provide not only the area of the base but also the height.

Equipment piece	Dimensions of footprint (area of floorspace and/or volume that the equipment takes up)	Storage required?

INFORMATION AND CONDITIONS

All media personnel must be registered to attend the event. If you are with a speaker team, sponsor, or seeking a complimentary media pass please indicate by checking here: _____. Media personnel must check in at the registration booth upon arrival at the event, where they will be issued a badge that they must wear at all times within the event areas.

Media personnel may only operate within specific event areas and only during times at which the event is publicly accessible. Special permissions may be granted upon appeal at NAHREP’s discretion.

Media personnel may access general sessions and breakouts/workshops, where they will be provided with designated seating. During these sessions, they may be asked to stay in specific areas to not disrupt walkways or crew members. Media personnel may not attend ticketed or VIP events unless they have purchased a ticket for those events, and must ask and receive explicit permission to perform any media coverage of ticketed or VIP events.

Media personnel agree not to use any photos or videos taken during the event in a negative fashion, or in any other way that could result in the defamation of NAHREP’s character.

Media personnel agree to provide digital copies of any and all photographs and videos taken during the show to NAHREP officials if they are requested.

If using event coverage for any other kind of advertising, NAHREP may request to be given credit for the photo or to be tagged in the advertisement.

Failure to comply with any of the above terms is considered a breach of agreement.

We greatly appreciate your support and look forward to seeing you at the event!