



Non-Official Photography, Videotaping and Mobile Camera Crews

Due by: January 5, 2014

Email Form to: catherinecarvajal@APTA.org

Photography, including camera-enabled cell phones, videotaping or examining another exhibitor's equipment or display without permission is forbidden. Live public/media broadcasts by exhibitors are strictly prohibited. Exhibitors that wish to use a photographer other than the designated official show photographer and/or mobile camera crews must comply with the following procedures:

- Exhibitors may request permission from Exhibit Management to use a non-official photographer to photograph their booth for internal marketing purposes only. Requests must be submitted in writing no later than 30 days prior to the opening of the exhibit hall.
- Exhibitors may request permission from Exhibit Management to use a non-official mobile camera crew to videotape their own booth for internal company purposes only. Requests must be submitted in writing no later than 30 days prior to the opening of the exhibit hall.
- Non-official photographers and/or mobile camera crews who have received prior approval from Exhibit Management must obtain a pass from the Exhibit Management office upon their arrival on site.
- Non-official photographers and/or mobile camera crews must be escorted to and from the exhibitor's booth by Exhibit Management
- All non-official contractors must provide a US Certificate of Insurance to Exhibit Management in the amount of \$2 million dollars naming the American Physical Therapy Association as the additional insured.

Exhibit Management does not require schedules or request for approval for personnel to enter the hall for the installation and dismantling of stationery cameras and video equipment which will be used by exhibitors for approved booth presentations or activities as long as these are not used for live public/media broadcasts.

Please be sure to attach the appropriate Certificate of Insurance to this form.

Section 1 – Exhibitor Information

Exhibitor Company: _____ Booth #: _____

Individual Submitting Request: _____ Title: _____

On-site Contact Phone: _____ Email: _____

*Signature: _____ Date: _____

*Exhibitor agrees to abide by the rules outlined above. If the purpose of your request changes, a new form must be submitted for approval.

Section 2 – Non-official Photographer

Name of Non-official Photographer: _____

Purpose: _____

Estimated Time of Arrival to Secure Pass: Date: _____ Time: _____

Schedule: Date: _____ Time: _____

Date: _____ Time: _____

Section 3 – Mobile Camera Crew

Name of Mobile Camera Crew: _____

Purpose: _____

Estimated Time of Arrival to Secure Pass: Date: _____ Time: _____

Schedule: Date: _____ Time: _____

Date: _____ Time: _____

Section 4 – Individual(s) Requiring Pass

Full Name of Individual(s):

1. _____

2. _____

3. _____

4. _____

5. _____