

## **FILMING AND PHOTOGRAPHY GUIDELINES FOR EXHIBITORS ATTENDING AN EVENT**

Exhibitors wishing to film on their stands at UKi Media Events exhibitions are of course welcome to do so. We would however ask that you adhere to some guidelines.

- If you have contracted an external photographer/videographer to attend your stand at an event, they are required to register as part of your onsite team and wear the name badge issued at registration so that they can be easily identified by UKi Media & Events personnel, health and safety contractors and onsite security.
- The photographer/videographer is permitted to photograph/film only on the Exhibitor's stand and not on any other stands at the event unless you have prior agreement with the third-party exhibitor.
- The photographer/videographer is permitted to set up equipment in the aisles adjacent to your stand to capture any establishing shots required for your production, however equipment is not to be left in the aisles at any time unless attended by an operator. This includes tripods, sliders, grips, lighting, ladders and flight cases etc.
- The use of wireless audio is not permitted at the event owing to the number of RF channels in use in the conference area. You must use cabled audio only. If there is no alternative, then you must have your frequency cleared in advance, email [video.production@ukimediaevents.com](mailto:video.production@ukimediaevents.com) to check this at least two days before the event starts.
- The photographer/videographer must have suitable public liability insurance in place. We consider €5-€10m as being a suitable level of insurance.
- The photographer/videographer must be attentive to visitors and other exhibitors who are walking the exhibition.
- The photographer/videographer must respect all recognised Health and Safety Guidelines while at the event.
- UKi Media & Events will not be held liable for any action or claim resulting from an incident involving your photographer/videographer.

### **Filming of B-Roll/GVs**

- You are permitted to gather B-Roll, GVs of the exhibition but the photographer/videographer must not encroach on another exhibitor's stand at any point.
- If asked to stop filming by an exhibitor, the photographer/videographer must do so immediately and if requested to delete a shot, the photographer/videographer must do so immediately.
- The photographer/videographer is not permitted to film footage of security-based companies or their stands. This applies to mid, wide and ultra-wide shots of any of the stands or a group of stands in which any of these exhibitors appear in frame.
- The photographer/videographer is not permitted to enter the conference rooms at any time without prior agreement from the Conference Director.
- We reserve the right to review all B-roll/GVs filmed by the photographer/videographer at the event to ensure that the above has been adhered and to delete any shots we deem to be outside the above guidelines.

We wish you a successful shoot.