



## **FILMING AND PHOTOGRAPHY GUIDELINES FOR JOURNALISTS, MEDIA REPRESENTATIVES BLOGGERS AND INFLUENCERS ATTENDING UKI MEDIA & EVENTS EXPOS OR CONFERENCES**

Photographers and videographers attending events organised by UKi Media Events including qualified press, are required to register for a Press Pass in advance of the event. Our Press Office will determine whether credentials will be issued to you.

### **STRICT GUIDELINES**

- When on site, the photographer/videographer is required to wear the name badge issued at registration in order that they can be easily identified by UKi Media & Events personnel, Health and Safety contractors, onsite security, exhibitors, and visitors.
- The photographer/videographer must adhere to all recognised Health and Safety Guidelines while at the event. It is your responsibility to be aware of these for the country the event is being staged in.
- The photographer/videographer must have suitable public liability insurance in place for the duration of your visit. €5-10m is considered suitable.
- If asked to stop filming by an exhibitor, the photographer/videographer must do so immediately and if requested to delete a shot or clip, the photographer/videographer must do so immediately.
- The photographer/videographer is not permitted to enter the conference rooms at any time without prior agreement from the Conference Director.
- You are permitted to gather B-Roll/GVs of the exhibition but photographer/ videographer must not encroach on an exhibitor's stand at any point without seeking permission from the exhibitor.
- The photographer/videographer is permitted to set up a tripod however no equipment is to be left in the aisles at any time unless attended by an operator. This includes tripods, sliders, grips, lighting, flight cases etc.
- The use of wireless audio is not permitted at the event. You must use cabled audio only. This is due to the number of RF channels in use in the conference area. 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 commences.
- We reserve the right to review all B-roll/GVs filmed by 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 stipulations.

We wish you a successful shoot.