

# 16<sup>th</sup> ICBS Photography in the Exhibit Hall

**Photography/Videotaping and Camera Crews:** It is imperative that each company notify its participating personnel of these rules.

Photographing, including using camera enabled cell phones, videotaping or otherwise examining another exhibitor's equipment or display without permission is forbidden. Live public/media broadcasts by exhibitors are strictly prohibited. **A representative of one exhibiting company is not allowed to photograph or videotape another exhibitor's booth.** Violation of this rule will result in the expulsion of the offending exhibitor from the exhibit hall and a loss of priority points by the exhibiting company.

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:

1. Exhibitors may request permission from ICBS 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 May 18, 2018.*
2. Exhibitors may request permission from ICBS 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 May 18, 2018.*
3. Non-official photographers and/or mobile camera crews must be escorted to and from exhibitors' booths by ICBS Exhibit Management.
4. All non-official contractors must provide a Certificate of Insurance to ICBS Exhibits Management in the amount of \$2 million dollars naming AABB and Spargo as the additional insured.

**NOTE:** ICBS's Exhibits Management does not require schedules or request approval for personnel to enter the hall for the installation and dismantle of stationary 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.

## Section 1

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Individual Submitting Request: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell 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 – Photographer

Name of 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: \_\_\_\_\_

**PLEASE BE SURE TO ATTACH THE APPROPRIATE US CERTIFICATE OF INSURANCE TO THIS FORM.**

**SUBMIT A LIST OF INDIVIDUAL (S) REQUIRING PASS UNDER SEPARATE COVER.**

**PLEASE EMAIL FORMS TO:** [meghan.leahy@spargoinc.com](mailto:meghan.leahy@spargoinc.com)