

APPLICATION FOR PRESS ACCREDITATION
3rd - 7th July 2019

Name	
Organisation/Media Outlet	
Address	
Post Code	
Contact Telephone No.	
Email	
Twitter Handle (Optional)	@
Instagram Handle (Optional)	@
Website (Optional)	

Please mark/circle as appropriate:

Journalist	Website/Blog
Photographer	Broadcast (TV/Radio)

Please mark/circle the day/s you'd like to attend:

Wed 3rd	Thu 4th	Fri 5th	Sat 6th	Sun 7th
			DAY / EVE	

I have read and agree to be bound by the Media Accreditation Terms and Conditions laid out for the Hartpury Festival of Dressage in 2019. ***Please tick the box.***

We'd like to use your information to provide you with relevant event updates in future and to communicate with you about our services, news and other content that may be of interest to you. If you consent to us contacting you for this purpose and adding you to our email mailing list, ***please tick the box.***

Signed	
Date	

Please return this form by **Friday, 21st June, 2019**. Passes will be sent out during the week commencing Monday 24th June, 2019. Forms should be sent by email to the **Equine Events Marketing Manager (Mark Hayward)**: mark.hayward@hartpury.ac.uk. Alternatively, post the form to: FOA Mark Hayward, Equine Events Marketing Manager, Marketing and Communications, Hartpury House, Hartpury, Gloucestershire, GL19 3BE

HARTPURY FESTIVAL OF DRESSAGE
Run by Hartpury University and Hartpury College

PRESS ACCREDITATION | Terms and Conditions 2019

We look forward to welcoming you to the Hartpury Festival of Dressage 2019. Before we do, we'd like to remind you of our terms and conditions relating to the media.

- (1) The organisers reserve the right to decline any application which does not meet accreditation criteria, or to remove accreditation from press attendees who contravene these conditions.
- (2) All accredited media must comply with the requests of the organisers and officials.
- (3) By submitting this accreditation application, you are agreeing to be bound by these terms and conditions.
- (4) All press must be accredited by the Hartpury Press Officer.
- (5) Only recognised press editorial staff, reporters and photographers can be considered for official media accreditation. Editorial evidence may be requested prior to the event.
- (6) Freelance Journalists - All requests from freelancers should arrive complete with an editor's signature, confirming commissioned coverage of the event.
- (7) Broadcast - Accreditation for reporters should be requested through the submission of this accreditation form. All requests should be in accordance with standard broadcasting guidelines and subsequent guidelines of the organiser.
- (8) Please show your accreditation car pass to gate officials on arrival.
- (9) On arrival you MUST report to the event press office to collect accreditation ID. The event press office is located within the main indoor arena and adjacent to the show jumping warm up arena. Keep your accreditation ID with you at ALL times whilst on site.
- (10) Accreditation may not be assigned or transferred to a third party.
- (11) All UK legislation concerning health and safety must be observed at all times, including specific rulings implemented by Hartpury, the FEI or British Dressage.
- (12) Any media found in breach of these rules will have their accreditation revoked, be asked to leave the site immediately, and will not be accredited in future.

Broadcast Guidelines

- (1) Broadcast crews must be escorted at all times.
- (2) NO filming can take place without the permission of the Hartpury Press Officer.
- (3) NO film crews may enter warm-up arenas or stable areas.
- (4) Filming may only take place in the areas permitted by the Hartpury Press Officer.
- (5) Film and radio crews must carry their own Public Liability and Third Party Liability insurance for all activities on the Hartpury Estate. They must indemnify the owners and managers of Hartpury and the Hartpury Horse Trials against all costs, claims and other expenses that may be incurred by a third party. Evidence of insurance must be available and produced on demand during the event.
- (6) Any images or film are only to be used for the purposes agreed in advance. Material must not be used for any other commercial purposes, e.g. advertising, by those filming without prior permission from the Press Officer.

Press Access Areas

- (1) Press may access all public areas in addition to the press office. They may enter additional areas only where signalled.
- (2) Press may enter warm-up arenas under the instruction and guidance of the relevant arena stewards. Interviews must be carried out in a safe place.
- (3) There is strictly NO media access to the stables without the prior permission of the Hartpury Press Officer.

Rider Interviews

- (1) The Hartpury Press Office will carry out recorded rider interviews throughout the event. These will be made available to the media. Media briefings will also be provided daily.
- (2) Should you require specific time with a rider, official, sponsor or judge, please book this through the Hartpury Press Officer who will make the necessary arrangements.

Photographers

- (1) Photographers are welcome to position themselves
- (2) It is understood and accepted as a condition of attending the show that, with the exception of the Official Photographer or a direct agreement with the Hartpury Press Officer, press or freelance photographers at the show are not permitted to market their photographs or images of the show as available for sale to competitors or their connections at the show and / or within three months of the show including via websites and / or Facebook. Press or freelancers may only sell images from the show to clients that have commissioned their services prior to the show.
- (3) Only photographers who have a commission from a bona fide publication (print and/or digital) will be considered for accreditation. The publication, commissioning editor, email address and phone number must be included on the accreditation application form and they may be contacted by the Hartpury Press Officer. All photographers must carry full Public Liability and Third Party Liability insurance and by accepting these conditions indemnify the owners and managers of the Hartpury Estate and the Festival of Dressage against all costs claims and other expenses that they may incur from any third party. Evidence of this insurance may be requested during the event.
- (4) Photography groups and amateur photographers may apply for non-press accreditation.

Media Enquiries

Please forward all media enquiries to Mark Hayward, Equine Events Marketing Manager, via mark.hayward@hartpury.ac.uk.

Your Data

Hartpury University and Hartpury College is committed to protecting and respecting your privacy. By submitting this form, you consent to allow Hartpury University and Hartpury College to store and process your personal information to provide you with a decision around event accreditation. We'll also connect with you on social media.