

ACCREDITATION FOR CARNIVAL 2010

INSTRUCTION SHEET

1. Carnival 2010 Accreditation Forms can be collected at the Secretariat situated downstairs the VIP Lounge, Queens Park Savannah;
2. A separate Form must be completed for each person/company to be accredited giving all relevant personal information and stating clearly the purpose for which accreditation is sought. **Two (2) Passport pictures (4.5cm x 3.5 cm)** are to be submitted for each applicant to be accredited;
3. Where a company seeks to have more than one employee accredited, a letter signed by an authorized officer must be submitted with the Application Form, stating the names, number of the persons to be accredited and the functions they would perform;
4. Applicants interested in still photography, production of Videos – commercial, documentary, research, or for private use **must obtain written permission** from the relevant Interest Group or their representative, indicating that they have met all the copyright requirements, **before** the Secretariat can begin to process the badge. Please note that the Application Form must also be authorized by the relevant Interest Group **before** it is submitted to the Secretariat for processing. Contact numbers for the relevant organizations are attached;
5. Persons accredited for Still Photography are reminded that stock taken **should not be used for commercial purposes** without the prior approval of Interest Groups. Media Houses are required to obtain the approval of the Interest Groups for the accreditation of their personnel;
6. Broadcast Rights will be approved by CNMG. TV/Radio Stations must also discuss and obtain approval for coverage;
7. Applicants are required to submit completed Application Forms with letters of waivers/authorisation or licences to the **Manager, Accreditation Secretariat, Queen's Park Savannah;**
8. Forms will be checked by Secretariat personnel and authorized for processing after fees have been paid. Accreditation fees can be paid in cash, certified cheque or by Lynx and Master/Visa Credit Card.

9. The Manager, Accreditation Secretariat will advise applicants of the date and time for collection of completed badges

January 19, 2010