

MEDIA ACCREDITATION: Guidelines

LOTTO PLUS INTERNATIONAL SOCA MONARCH COMPETITION 2016 FINALS

Hasely Crawford Stadium | Friday 5th February, 2016 | Gates Open: 8:00 pm

Accreditation by Caribbean Prestige Foundation for the Performing Arts (CPF) is only for access to the venue and use of facilities provided for accredited persons. It does not constitute a license or permission for use of intellectual property rights.

Please take note of the following guidelines regarding the ISM Media Accreditation registration process:

1. All accreditation activities for the International Monarch Competition 2016 will be conducted by Caribbean Prestige Foundation for the Performing Arts (CPF).
2. The office of Caribbean Prestige Foundation for the Performing Arts is located at 27 Carlos Street, Woodbrook, Port of Spain.
3. Accreditation will commence on Wednesday January 20th, 2016 and will conclude on Monday 1st February, 2016 at the CPF office from 9.00 a.m. to 4.00p.m., Monday to Friday. These will be our STRICT accreditation hours.
4. A letter of authorization from the company the applicant represents is also required, with name, date & signature from a supervisor (and company stamp, if applicable). The forms may be downloaded from our website www.socamonarch.net
5. Applicants may scan and email the completed registration form, letter of authorization to ismaccreditation@gmail.com. The subject of the email should be "Completed Accreditation Forms" or alternatively, drop off completed forms to CPF at the address listed above.
6. All badges will be available for collection on Thursday 4th February from 9:00 a.m. – 6:00 p.m. and Friday 5th February from 9:00 a.m. - 12:00 noon at the Accreditation Centre - Lion's Cultural Centre, Fitzblackman Drive, Woodbrook.
7. Please see Rate Card for accreditation prices. This form can be downloaded from our website, www.socamonarch.net
8. The accepted methods of payment are cash, Linx, Manager's Cheques and wire transfers. Cash, Linx and Manager's Cheques payments should be submitted in person at the Caribbean Prestige Foundation Office.
9. Media Personnel will **not be allowed access on Stage or Backstage** and are expected to comply with the requests of security and members of staff at all times.

10. Media Personnel must have their ISM media pass, at **ALL TIMES** during the event and the pass must be worn visibly on the upper torso.
11. Please note that ISM Finals media passes are **non transferable**.

**Please direct all media-related inquiries to June Sargeant, Media Specialist:
Caribbean Prestige Foundation for the Performing Arts - #27 Carlos Street,
Woodbrook, Port-of-Spain
Contact: 298-2002 Email: ismaccreditation@gmail.com**

**For event updates log on to
www.socamonarch.net and/or www.facebook.com/socamonarch**

MEDIA ACCREDITATION: Rate Card

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Please take note of the following Rate Card Chart regarding the ISM Media Accreditation registration process:

STATUS	GROUP A: (Journalists, Broadcasters, Technicians)	GROUP A: (Photographers and Videographers)
Local	TTD\$400.00	TTD\$500.00
REGIONAL (CARICOM)	TTD\$800.00	TTD\$1000.00
INTERNATIONAL	USD\$200.00	USD\$300.00

*****CASH PAYMENTS, LINX, MANAGER'S CHEQUES AND WIRE TRANSFERS *****

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ACCREDITATION

MEDIA ACCREDITATION: Application Form

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Please completely fill the following Application Form regarding the ISM Media Accreditation registration process. All information must be true and accurate. The application form should be returned to the ISM Office or sent via email to ismaccreditation@gmail.com, on or before Friday 29th January, 2016 by 4pm.*

Media Agency: _____

Name (BLOCK LETTERS) : _____

Local Address: _____

Local ID # _____ Local DP# _____ PP# _____

Foreign Address: _____

Authorized Contact Person: _____

Position Held: _____

Cell #: _____ Work#: _____ Email: _____

- | | | | |
|---|---|--|--|
| <p>Media Type: <input type="checkbox"/> Print Purpose</p> <p><input type="checkbox"/> News</p> <p><input type="checkbox"/> Research</p> | <p><input type="checkbox"/> Radio Purpose</p> <p><input type="checkbox"/> News</p> <p><input type="checkbox"/> Research</p> | <p><input type="checkbox"/> Television Purpose</p> <p><input type="checkbox"/> News</p> <p><input type="checkbox"/> Research</p> | <p><input type="checkbox"/> Website Purpose</p> <p><input type="checkbox"/> Streaming</p> |
| <p><input type="checkbox"/> Photography Purpose</p> <p><input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Stock</p> <p><input type="checkbox"/> News</p> <p><input type="checkbox"/> Archives</p> | <p><input type="checkbox"/> Social Media Purpose</p> <p><input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Stock</p> <p><input type="checkbox"/> News/ Events</p> | <p><input type="checkbox"/> Video Purpose</p> <p><input type="checkbox"/> Commercial DVD</p> <p><input type="checkbox"/> Research</p> <p><input type="checkbox"/> Documentary</p> | |

Purpose of Coverage: _____

*Failure to comply may result in the denial of access to the event.

ACCREDITATION

ACCREDITATION

No.	NAME IN BLOCK LETTERS	POSITION	TEL:	ID TYPE & NO. (circle)	STATUS (FOR OFFICIAL USE)
1			W: M:	I.D / D.P / PP	
2			W: M:	I.D / D.P / PP	
3			W: M:	I.D / D.P / PP	
4			W: M:	I.D / D.P / PP	
5			W: M:	I.D / D.P / PP	
6			W: M:	I.D / D.P / PP	
7			W: M:	I.D / D.P / PP	
8			W: M:	I.D / D.P / PP	
9			W: M:	I.D / D.P / PP	
10			W: M:	I.D / D.P / PP	
11			W: M:	I.D / D.P / PP	
12			W: M:	I.D / D.P / PP	
13			W: M:	I.D / D.P / PP	
14			W: M:	I.D / D.P / PP	

Please sign as having received the stipulated amount of passes.

Name (Block Letters): _____

Position: _____

Signature: _____ Date: _____

ID #: _____ Phone #: _____

Name of Media: _____

Address: _____

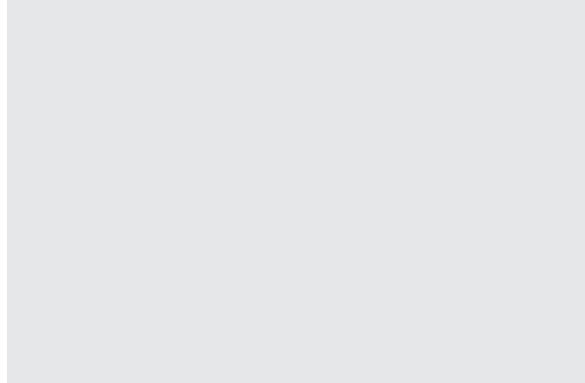
Telephone: _____ Fax: _____

Email: _____

The Publisher / Media Agency hereby agrees that its staff and/or representatives will not stream and/or provide any audio and/or video feed of any kind whatsoever of the 2016 International Soca Monarch 2016 on Friday 5th February, 2016 (Eastern Standard Time) on its website and/or the internet to anyone and/or affiliates without the express written authorization of CARIBBEAN PRESTIGE FOUNDATION FOR THE PERFORMING ARTS (CPF) .

Signature of Authorized person: _____

Company Stamp:



Title: _____

Date: _____

Screening Consent and Certification:

I consent to the disclosure and subsequent verification of information contained herein. I also certify that the information set out by me in this application is true and correct to the best of my knowledge and belief.

Signature of the Requestor: _____ Date: _____

Work Telephone (include country code): _____

Mobile (include country code): _____

VALIDATION: To validate this request for accreditation, a representative of the Company must sign this form. A letter confirming the requester's status must be attached to this form as listed in point 5 above.

N.B. All tickets, bands and/or passes are the property of Caribbean Prestige Foundation for the Performing Arts. If lost or stolen this must be immediately reported to Mr. Robert Williams at telephone numbers: 298-2004 or 298-2002. Lost or stolen passes will only be replaced when a new application is completed and payment by approved methods is paid in full.

Ticket hotline: 298-2003.

Bands and/or passes will be confiscated if found in the possession of persons not issued to, if being misused or if bearer is found to be abusing the privileges associated with use.

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*Caribbean Prestige Foundation
for the Performing Arts*

Caribbean Prestige Foundation for the Performing Arts
The Home of the International Soca Monarch
27 Carlos Street, Woodbrook
Trinidad, West Indies
Tel: (868) 298-2002