



Photography/Video Agreement

This Agreement between **StarFest Entertainment Convention** and [name of press outlet] _____ shall govern the conditions of Filming and Photography at the Starfest Entertainment Convention located at the Denver Marriott Tech Center Hotel, 4900 S. Syracuse Street, Denver, Colorado.

With regards to shooting video or taking pictures with **any** kind of equipment, [press representative name] _____ hereby agrees to comply with the following restrictions:

1. The Main Events Room is absolutely off limits to photos and video at all times. No pictures or video are allowed at any time due to contract restrictions with the Guests.
2. Absolutely no video or photographs may be taken during the *Photo with the Stars* sessions.
3. Video is not allowed in the Autograph lines.
4. Photos of Guests may only be taken in the Autograph lines with permission from the guest. You must be buying an autograph from the guest in order to ask.
5. You must respect the privacy of any attendees that do not desire to have their picture taken or be included in any video.

Party Agrees without exception to all the above conditions:

Name: _____ Date: _____

Signature: _____



Interview Room Agreement

The following rules regarding the interview room will not be excepted under any conditions:

1. **Absolutely no costumes allowed in the media room during interviews.** You are welcome to dress in costume while not conducting interviews, but please be appropriately attired while performing interviews (t-shirts and jeans/shorts are perfectly acceptable).
2. **All cell phones must be turned off or in airplane mode BEFORE entering the media room.** We will request a valid cell phone number from you in order to contact you for unscheduled interviews which may come available. Please make sure that your phone is with you when not in the media room, but off before entering the media room.
3. **Only the interviewer may be in the room during interviews.** All other non-media department personnel will be asked to leave, in order to provide the highest quality interviews possible.
4. **If the red sign is on the door, do not enter or knock under any conditions.** Wait until the sign is removed, at which time the room is free entry for press personnel. Please do not leave materials to which you want access in the interview room as we may be conducting interviews at any time and you will not be allowed to enter for any reason.
5. **All interviews must be arranged through your contact with the media department.** DO NOT approach a guest or handler directly about an interview. If you have purchased an autograph or photograph session with a guest, you are welcome to request a drop or photograph with him or her at that time. DO NOT attempt to interview a guest while in the autograph or photograph line.
6. **Media department hours are from 10:00 AM to 5:00 PM with a 30-minute lunch break.** If this changes, you will be informed as early as possible through the prearranged communication lines.
7. **Content can be picked up from the interview room on Sunday between 3:00 PM and 5:00 PM.** If you have not requested video copies of your interviews through the provided form, you will be provided with audio-only. If you requested a video copy of your interviews, **please provide an empty 500GB USB 3 drive.** If you are only receiving audio, please provide an empty 4GB or greater SD card on Friday. If you are unable to retrieve data during these hours, you must advise your media contact to make other arrangements.
8. **SD cards must be labeled with the following: press outlet name, interviewer name, phone number.** If any of this information is missing, the media department will not be held responsible for delays or failure in getting content to the interviewer.
9. **Please pay attention to the instructions you are given and DO NOT go over your allotted interview time.** Failure to end your interview when requested may result in a warning or in permanent removal from the interview room. If you would like a drop or photo for your press outlet, please try to work it into your interview time.
10. **Interview cue cards:** Green = You have 2 minutes left; Yellow = You have 1 minute, please wrap up your interview during that time; Red = Your interview is over. We will not interrupt the guest while s/he is finishing up, but we will interrupt you if you attempt to continue the interview while the red card is up.
11. **Candid still photos may be taken by Starland.com during the interviews.** We will make every effort to get copies of photos with you in them to you in a timely manner, if requested. For this reason, if your email or phone contact information changes, please advise your *Starland.com* contact ASAP.
12. When your interview is finished, please make an effort to exit the room in a timely manner, especially if there are other press outlets scheduled for interviews after yours.



Guest Interview Guidelines

1. Please remember that the guests are providing interviews on their own time, and for which they do not receive monetary compensation. Please be respectful of any gag orders from the studios, and if a guest is unable or unwilling to answer a question, move on to your next point.
2. The format of interview times is changing this year. If you are approved to interview a particular guest, we request that you be near the interview room during any of their signing times that coincide with interview room operation hours. Guests may agree to provide interviews if their autograph line is slow, and your presence near the media room will provide you with the best opportunity to take advantage of these situations. This also prevents your missing an interview opportunity due to spotty cell phone coverage.
3. Please remember to introduce yourself and the press outlet you are representing at the beginning of your interview. This not only helps the guests know who they are speaking with, but helps the media department ensure that you receive your clips in a timely manner.
4. Please use common courtesy when addressing guests. If you are uncertain if a particular request would be acceptable (asking for a drop, requesting a quote of a favorite line, etc.), you may ask your media contact **before** your interview time and we may consult the guest or his/her handler if necessary.
5. Ultimately, you are responsible for your own actions. The media department will not be held responsible for complaints about an individual press member or press outlet.

Our goal is to promote a positive relationship between StarFest guests and the press, and make an effort to ensure that both parties have the best experience possible. While these are guidelines, be aware that your press pass AND access wristbands may be revoked for infractions, or at Starland.com's discretion with or without explanation.



Each press member MUST complete the following form BEFORE receiving a press pass:

Press Member Information:

Name: _____ Press Outlet: _____

Website/Blog Address: _____ Email Address: _____

Cell Phone number (to be used during StarFest for interview notifications): _____

Circulation _____ Visits/month _____ Page Views/Month: _____

Yes, I do have texting capabilities. No, I do NOT have texting capabilities.

Interview Request Checklist:

Yes, I would like to perform interviews with a guest(s).

Yes, StarFest and *Starland.com* have permission to use my image, voice, and interview materials from interviews conducted in the StarFest interview room in promotional materials for current and future StarFest Conventions without financial or other remuneration.

Yes, I would like to receive video copies of my interviews. (Must provide 500GB USB3 storage with press outlet name, your name, and phone number to media department upon press pass pickup.)

No, I would NOT like to receive video copies of my interviews, only audio. (Must provide 4GB or greater SD card with press outlet name, your name, and phone number to media department upon press pass pickup.)

Please forward copies of still photos from my interview, if available, to the email address listed above.

Top 5 Guest Interview Requests in Preferential Order*:

1. _____
2. _____
3. _____
4. _____
5. _____

Emergency Contact Information:

Name: _____

Phone: _____

Relationship with Press Member: _____