

## Request to Tape During 2019 Design & Construction Week

*NAHB and Emerald Expositions require all Production crews and Videography companies to obtain written permission to tape at IBS and/or KBIS in compliance with the Policy Regarding Videotaping during Design & Construction Week. Please provide the information and documents requested below to submit your request. **Requests for permission to tape must be received by January 18, 2019.** Incomplete requests cannot be considered.*

Please identify which type of application you are submitting.

**Production Company** taping a show in current production.

**Videography Company** contracted by an exhibitor.

Date \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

### PRODUCTION COMPANIES

Program \_\_\_\_\_

Network \_\_\_\_\_

Air Dates \_\_\_\_\_

Description \_\_\_\_\_

### Crew Names/Titles


**VIDEOGRAPHY CREWS**

Exhibitor Name \_\_\_\_\_

Booth # \_\_\_\_\_

Description of Assignment \_\_\_\_\_

**Crew Names/Titles**


**Requirements**

Read and will comply with the Policy Regarding Videography and Taping during Design & Construction Week.

Enclosed an original General Liability Insurance Certificate from your production company’s insurance company or agent naming the National Association of Home Builders; its Directors, Officers, Agents and Employees; Emerald Expositions; its Directors, Officers, Agents and Employees; and the Las Vegas Convention Center as insureds from **February 13-25, 2019**. This coverage must include contractual liability and product liability coverage against claims for bodily injury and property damage occurring in or upon or resulting from any activities or persons on the premises leased by NAHB and/or NKBA/Emerald Expositions, with combined single limits of liability of no less than \$1,000,000.

**Production companies** must submit a letter or email from the programming office of a recognized network or station detailing the assignment, and stating that the production company is at the show to tape for a specific program. Emails should include air date and contact information, and must be sent from a corporate email address. Generic emails such as Gmail/Yahoo will not be accepted.

**Videography Crews** must submit a letter or email from the exhibitor stating that the company will be working under contract to record at their booth. If your company has been contracted to tape more than one exhibitor at either show, you must submit a separate request and paperwork for each company. Crews will be removed from the show if found working an unapproved exhibitor’s booth.

All content will be used exclusively for exhibitors’ private/non-broadcast use.

Content may be used for LIMITED broadcast. Videographer companies will be charged a service fee of **\$1,500** per day, per crew and per exhibitor. You will be billed upon approval of your Request to Tape form. All fees must be paid in full one week prior to the scheduled taping and are non-negotiable and non-refundable.

**Please submit your 'Request to Tape' form with required documents to the following address. Your submission must be received by January 18, 2019, and you will be notified of your approval status within ten business days.**

Liz Thompson  
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