



LONDON NOTTING HILL CARNIVAL ENTERPRISES TRUST

35 Powis Square, London W11 2AY

Company registered in the UK, No. 081007183

www.thelondonnottinghillcarnival.com

Email: press@lnhcet.com

MEDIA ACCREDITATION

MEDIA TYPE (tick appropriate box)

UK MEDIA	<input type="checkbox"/>	INTERNATIONAL MEDIA	<input type="checkbox"/>
TELEVISION	<input type="checkbox"/>	NATIONAL NEWSPAPER	<input type="checkbox"/>
RADIO	<input type="checkbox"/>	REGIONAL NEWSPAPER	<input type="checkbox"/>
NEWS AGENCY	<input type="checkbox"/>	MAGAZINE	<input type="checkbox"/>
PHOTO AGENCY	<input type="checkbox"/>	ONLINE MEDIA	<input type="checkbox"/>
FREELANCE *	<input type="checkbox"/>	*If freelance attach a letter of confirmation from the relevant publication	

CONTACT INFORMATION: (Please use capital letters)

NAME:	
MEDIA OUTLET(s):	
ADDRESS:	
POSTCODE:	
DAYTIME TELEPHONE:	
MOBILE NUMBER:	
FAX NUMBER:	
EMAIL ADDRESS:	



2015 NOTTING HILL CARNIVAL EVENTS

29th August – National Panorama Championship
Emslie Horniman's Pleasance Park, Kensal Road

30th August – Carnival Sunday (Children's Day)

30th August – Carnival Sunday (morning) Jouvert

31st August – Carnival Monday (Adult's Day)

ABC London Calypso Tent (Dates will be given following application)

Name of person attending:	
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NUJ PASSES

NUJ passes are required to enable access to designated press area on the Saturday, Sunday and Monday of the event. In the interests of safety of everyone involved, accredited press are asked to keep within the designated areas, behind the barriers.

TELEVISION AND RADIO BROADCAST

For information on parking for satellite trucks please contact the Kensington & Chelsea Council's special events team on 020 7341 5133.

GENERAL

Please return this form to press@inhcet.com. If you require any further information, contact press@inhcet.com.

Signature of applicant:	
Date of application:	

Note: All applicants are required to be in possession of public liability insurance.



NOTTING HILL CARNIVAL , 2015
35 Powis Square, London W11 2AY
Co. Regn. No 08107183. e-Mail: press@lnhcet.com

PRESS ACCREDITATION POLICY AND **APPLICATION PROCESS**

POLICY STATEMENT

London Notting Hill Carnival Enterprise Trust (LNHCET) is committed to ensuring that members of the press enjoy the best possible access to information and events within the London Notting Hill Carnival. LNHCET welcomes professional as well as amateur members of the press to its annual events.

THE NEED FOR FORMAL ARRANGEMENTS

LNHCET considers it necessary to create the right manageable conditions and make suitable arrangement to enable the promotion of the event.

LNHCET has therefore reviewed its Media Accreditation arrangements to meet the requirements of a modern sustainable Carnival organization concurrent with facilitating access to Europe's largest street event.

BASIC ACCREDITATION CRITERIA

Full-time journalists who are able to demonstrate their status by means of a valid press pass issued by a Press Association are eligible to receive press accreditation for the events of the London Notting Hill Carnival subject to the terms agreed by LNHCET. In addition, the following categories of persons are also eligible to apply for Media Accreditation:

- Print Journalists (newspapers, magazines, etc.) Photographers, TV, Radio and Online Reporters, PR Agents and Press Agency Correspondents who are able to present an official press pass or letter issued by a news agency, editorial office or publication in the UK or overseas.
- Persons able to demonstrate their eligibility by means of relevant press material bearing their name and of a recent date (no older than three months before the date of the event).



- Persons able to present a recent information (no older than three months) naming them as an editor or freelance author for a publication.
- Persons able to demonstrate that they are responsible for the press activities of a publication, PR or press office of a sponsor of the London Notting Hill Carnival.

NOTE: All applicants seeking accreditation must be the holder of public liability insurance

MEDIA ACCREDITATIONS PASSES AND BENEFITS

Paid Media Accreditation passes are intended for media personnel, whether professional or amateur for the promotion of good media coverage of the carnival art-form. The Media Accreditation fee for Carnival is **£100 per individual applicant**.

Accreditation applications must be submitted by, **15th August**

The access entitlements and benefits of Paid Media Accreditation Pass holders are:

- All Access - Carnival Saturday/Sunday/Monday – In the controlled Press areas (A press Tower will be installed for 2015)
- Electronic Press Pass and Lanyard
- Opportunity to enter media competition
- Arena events (as invited)

Note: Accreditation provides access to all areas managed by LNH CET and in no way aims to prevent the public or media from taking photos outside of these areas.

CONDITIONS OF MEDIA ACCREDITATION PASS

In exchange for providing a Media Accreditation Pass, LNH CET requires and the recipient agrees to share their blog, video, article, write-up, recap, review or coverage of the events attended within three weeks of the conclusion of the event.

Where the media is seeking utilise materials for a foreign publication, LNH CET requires that an English version of the piece be provided. In turn for providing the piece, LNH CET we will cross-promote the piece on our social media accounts, emails, etc. where applicable. Potential applicants who do not wish or plan to participate in the arrangements should not apply for a Media Accreditation pass.

Applicants given Media Accreditation agree automatically to allow LNH CET permission to share their contact information with sponsors and Arenas, who may make contact before, during or after the various events as part of their own media-relations outreach.



The issued Media Accreditation pass is non-transferable.

APPLICATIONS FOR MEDIA ACCREDITATION PASSES

Applications for accreditation shall be made on the **LNH CET Media Accreditation Application Form** (attached), which must be submitted to LNH CET via e-mail press@lnhcet.com by 15th August.

The **LNH CET Media Accreditation Application Form must be signed by the intended user.**

All applications must include:

- the completed, signed and endorsed LNH CET Media Accreditation Form;
- a passport size photograph on the media person who will be using the pass;
- on accreditation form (by ticking the appropriate boxes) work that is planned to be undertaken at the London Notting Hill Carnival events;

As demand always exceeds supply, it is regretted that LNH CET cannot guarantee the issue of Media Accreditation passes to all applicants; applicants are however advised to submit their requests as early as possible to avoid disappointment.

LNH CET reserves the right to request a letter of confirmation from an Editor before Media Accreditation is granted. LNH CET also reserves the right to reject any application, the reasons for which will be provided, but the decision of the Trustees shall be final.

PAYMENT AND ISSUE OF MEDIA ACCREDITATION PASSES

Successful applicants are required to pay the requisite £100 fee (where applicable) before the Media Accreditation pass is issued. Payment should be paid by BACS/Online using the following details:





Account Name: LNH CET; **Bank:** Barclays Bank; / **Sort Code:** 20 – 71 – 75;
Account Number: 13-81-05-85; **Swift Code:** BARCGB22 / **IBN:** GB76BARC /
Reference: Media Pass-Your Name

Accreditation applications must be submitted by, **15th August**

Media Accreditation passes will be issued electronically to the e-mail address provided by the applicant for downloading and subsequent presentation at the LNH CET event entry points. Lanyards for electronic passes will be available for collection at Panorama VIP area or the Judging Zone on Sunday or Monday.

AWARDS COMPETITION

Applicants are invited to participate in the additional opportunity to have their work entered into an awards competition, to be judged by the public and an Awards Committee. To Identify the Best LNHC 2015 Media Personnel (in photography and videography)

The following notes are provided to assist applicants:

1. The theme for 2015 is 'the Emergence of Carnival', and submitted work must reflect this interpretation.
2. Each applicant will be asked to submit either 10 of their best photographs and or 4 video clips of 5 minutes duration each
3. Submission must be made via press@lnhcet.com as well as LNH CET's instagram account (lnhcarnival), and the Facebook page – The London Notting Hill Carnival.
4. All submissions should be dated and appropriately labelled with the applicants' details and any other information related to the pieces submitted.
5. From the entrants there will be a selection of 5 top winners, whose work will be uploaded to the LNH CET website, with due recognition and credit given.
6. All entrants are asked to encourage voting by their supporters, to increase their public vote.
7. The top 5 winners will also be invited to take part in an awards ceremony, where the winners' trophy, endorsed by His Excellency, The High Commissioner of Saintt. Lucia, will be presented.
8. Final submission for the awards competition should be made by, 10th September at 5pm
9. Voting ends by, 18th September.
10. The Awards are open to all, except committee members of LNH CET.
11. All work entered must have been taken during the current carnival season



12. No responsibility is taken for entries that are, delayed, misdirected or incomplete or cannot be delivered or entered for any technical or other reason.
13. LNH CET reserves the right to not process entries with illegible application forms or those that do not include the correct amount of entered material.
14. Winners may be required for promotional activity (exhibition), work will also be used for the 2016 promotional package
15. Material entered will not be returned to senders.
16. Please note the copyrights of material submitted belong to applicants.

LNHCET